

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Microfilming-35MM RLG Offsite Microfilming for Archival Records**

Contract Period: March 18, 2013 through March 17, 2014 w/3-1 year options,
Extend through March 17, 2015 w/2-1 year options,
Extend through March 17, 2016 w/1-1 year option
Extended through March 17, 2017,
Extended through May 17, 2017

Original Date of Issue: 3/18/13

Date of Revision: **2/7/17**

BID No: RFB-RC-2013-027

Catalog: Records and Archival Products

Authorized Users: County of Rockland Archives

Address Inquires To:

Name: Richard Ryan
Title: Purchaser I
Phone: (845) 364-3817
Fax: (845) 364-3809
E-mail: ryanri@co.rockland.ny.us

Description

This contract is to provide 35MM RLG Offsite Microfilming for Archival Records

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 13-027	0000015933	Alternative Micrographics Inc. 704 Challenger Way Forked River, NJ 08731 Contact: James Thoms info@alternativemicrographics.net	609-971-7766 FAX: 609-971-0883

COUNTY OF ROCKLAND
 DGS – PURCHASING DEPARTMENT
 BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD
 POMONA, NY 10970
 TELEPHONE NO.: 845-364-3820
 FAX NO.: 845-364-3809

VENDOR: ALTERNATIVE MICROGRAPHICS

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	
1	Archival Records 35mm Silver Halide Master Negative (files, loose documents)	91568300001	80,000	FRAMES	<u>\$0.07</u> COST PER FRAME	\$5,600.00	
2	Archival Records 35mm Silver Halide Master Negative (book cradle)	91568300005	82,000	FRAMES DOUBLE-UP	<u>\$0.16</u> COST PER FRAME (2) UP	\$13,120.00	
3	Archival Records 35mm Silver Positive Duplicate Copy	91568300002	67	REELS	<u>\$20.00</u> COST PER REEL	\$1,340.00	
4	Archival Records Duplicate Negative Rolls (Print Master)	91568300003	67	REELS	<u>\$20.00</u> COST PER REEL	\$1,340.00	
5	Archival Records Document Preparations / Targets	91568300004	40	HOUR	<u>\$12.00</u> COST PER HOUR	\$480.00	
6	TOTAL EXTENDED PRICE FOR ITEMS 1-5						\$21,880.00
7	TOTAL EXTENDED PRICE WRITTEN OUT FOR ITEMS 1-5	<u>Twenty One Thousand Eight Hundred Eighty Dollars</u>					

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TITLE:
MICROFILMING-35MM RLG OFFSITE
MICROFILMING FOR ARCHIVAL RECORDS

BID NUMBER:
RFB-RC-2013-027

SPECIFICATIONS

1. SCOPE OF WORK

- 1.1. The County of Rockland is seeking sealed bids for 35 MM RLG microfilming services of archival records to be performed at contractor's facility.

2. AWARD

- 2.1. This bid will be awarded to the lowest responsible bidder, in its entirety, who meets the stated requirements.

3. DURATION AND PRICE ADJUSTMENT

- 3.1. The term of this contract shall be for a period of one year from its effective date, with the option for three (3) additional one-year periods.
- 3.2. Prices are firm for the first year of the contract. In the second (2) through fourth (4) year of the contract, the contractor may receive a price adjustment.
- 3.3. Any price adjustment will be limited to the percent increase in the CPI Index-All Urban Consumers for the preceding twelve (12) months. Consumer Price Index (CPI) is published by the U.S. Department of Labor.
- 3.4. The decision to extend or not to extend the contract rests solely with the County of Rockland.

SECTION I

4. MICROFILMING SPECIFICATIONS

- 4.1. **SCOPE** - offsite microfilming for the County of Rockland Archives.
- 4.1.1. File Name – Various historical and archival books and documents.
- 4.1.2. Condition - Significant deterioration due to paper age and handling. Torn edges and flaking.
- 4.1.3. Quantity - 82,000 Book frames and 80,000 loose documents.
- 4.1.4. Size (Various)
- 4.1.4.1. 4" x 3" (Smallest)
- 4.1.4.2. 14" x 8.5" (40%)
- 4.1.4.3. 10.5" x 15" (15%)
- 4.1.4.4. 11.5" x 17" (20%)
- 4.1.4.5. 22" x 27" (Largest)
- 4.1.5. Books - (various sizes) use of book cradle will allow for filming two pages on one frame.
- 4.1.6. Preparation - Documents require preparation prior to filming.
- 4.1.7. Pickup & Delivery - To be performed by service bureaus own bonded drivers. Prices bid to include pickup & delivery. Contact: schreibnp@co.rockland.ny.us, Building S, 50 Sanatorium Road, Pomona, NY 10970.

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4.1.8. Final Format

4.1.8.1. One (1) 35mm silver halide master negative, and

4.1.8.2. One (1) 35mm negative duplicate, and

4.1.8.3. One (1) 35mm silver positive duplicate copy

4.1.9. Contractor - The prime contractor shall have complete in-house capability to perform all the operations (camera, processing, quality control, duplicating, etc.), as specified herein. No operation or portion of an operation may be subcontracted without the written permission of the County of Rockland or except as specified herein. Bids are subject to a pre-contract acceptance inspection by the County of Rockland and the Office of Records Management and Archives located at Building S, 50 Sanatorium Road, Pomona, NY 10970.

4.1.10. Production Standards - All microfilm projects funded by the Discretionary Grant Program must be produced in strict accordance with **ANSI/AIIM MS23-1991**, "Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents," and related standards. Particular attention must be paid to development, resolution, and density.

4.1.11. RLG Standards - **Contractor shall be well versed on all aspects of Research Library Group preservation microfilm standard.**

4.2. REQUIREMENTS

4.2.1. Reduction Ratio - 14/16x or lowest reduction ratio possible.

4.2.2. Density - Depending on the type of original document and on the reduction, recommended densities vary. Section 4.1.4 of **ANSI/AIIM MS23-1991**, "Practice for Operational Procedures/Inspection and Quality Control of First Generation Silver-Gelatin Microfilm of Documents" provides information on the range of densities acceptable for particular types of materials.

4.2.3. Resolution - The Quality Index Method is the accepted method of determining resolution. It is described in **ANSI/AIIM MS23-1991**, "Practice for Operational Procedures/Inspection and Quality Control of First Generation Silver-Gelatin Microfilm of Documents" section 4.3.

4.2.4. Camera film - 35mm x 100 foot, 5 mil thick, silver archival safety film polyester base.

4.2.5. Camera Type - Planetary camera (MRD Camera or approved equal). Use of book cradle will allow us to best maintain the physical condition of books during microfilming.

4.2.6. Image Orientation - Comic Mode

4.2.6.1. Sequential frames shall be provided for all 35mm roll film applications. This number shall be positioned consistently throughout the record series. The numbers microfilmed shall be of adequate height so as to be legible when viewed on a 20:1 viewer. Numbers shall be sequentially assigned, starting with 1 (or 0001) at the beginning of each roll (including the identification target), and shall continue sequentially through the roll without variation. The last frame number shall be equal to the number of frames on the roll. Most automatic frame-numbering devices normally available as camera accessories are considered adequate for index numbering as required herein.

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4.2.7. Film Processing & Handling

- 4.2.7.1. Methylene blue test results to be provided to user.
- 4.2.7.2. All silver halide film processing shall be monitored for archival quality in accordance with ANSI PH1.28 (cellulose ester base film) or ANSI PH1.41 (polyester base film), latest revision thereof. A sample of clear film leader shall be subjected to the methylene blue test method for residual thiosulfate as performed by as outlined in ANSI PH4.8, latest revision thereof. The test shall be performed by such as Eastman Kodak Company, Catalog #134-4951, or MicroD International, 1500 Country Road Five, Burnsville, MN 55337, Contract No. 5213 or approved equal.
- 4.2.7.3. The processor(s) employed for this program shall be tested once weekly. Original archival certificates shall be forwarded to the user. Film that fails to meet archival standards shall be refiled. Inasmuch as testing is being done on a sampling basis, a test failure will require the refilming of all rolls of film in the untested batch that preceded and followed the failed sample.

4.2.8. Process Control

- 4.2.8.1. Development - Silver halide microfilm must be developed only with an organic developing agent that is compounded to produce an essentially black image, fixed in a thiosulfate bath, and washed with water to remove residual hypo (sodium thiosulfate). Under no circumstances should any use be made of developers that are intended to produce stained or colored images or of so-called hypo eliminators.
 - 4.2.8.2. The thiosulfate ion residue on the microfilm should be less than .7 grams per square centimeter in a clear area, as determined by the methylene blue test method.
 - 4.2.8.3. The applicable standard for testing is **ANSI/ASC PH4.8-1985**, "American National Standard for Photography (Chemicals) - Residual Thiosulfate and Other Chemicals in Films, Plates, and Papers - Determination and Measurement."
 - 4.2.8.4. The vendor shall reject any film that exhibits a background density outside the range of a median of 1.05, plus or minus 0.25.
- 4.2.9. Editing - Processed film shall be inspected on a densitometer before being placed on a light box and checked by eye loupe to determine continuity and quality of images. In handling the film, the vendor must keep a permanent record of film received, date processed, volume and pages of records and return dates of finished prints. When editing reveals that retakes (on the part of the County of Rockland) are necessary due to technical or film quality problems, the vendor shall immediately notify the Archivist.

4.2.10. Sequence of Material on Film

- 4.2.10.1. *Blank leader*, 24 inch minimum.
- 4.2.10.2. **Start Target** (eye - legible) - The word "Start" should appear in letters large enough to read without magnification, at least 2 mm (0.08") high. The number of the roll being filmed should also appear on the target.
- 4.2.10.3. *Roll Number* (eye - legible).
- 4.2.10.4. *Rockland County (Department Name) and reduction ratio*.

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- 4.2.10.5. *Customer name and address.*
- 4.2.10.6. *Vendor name and address*, date filmed, film manufacturer and type (10.4 through 10.6) may be combined into one target).
- 4.2.10.7. *Declaration by Records Custodian* - This target, at the beginning of the roll of film, certifies that microfilming is being done in the regular course of business. It includes identifying information about the records being filmed including the records series title and arrangement; the date microfilming began; any access restrictions on the film; the location of the original records; and the custodian of the original negative film. After completion, the form should be signed and dated by the records custodian.
- 4.2.10.8. *Density Target* - The optimum density target is a full frame image, using blank paper that matches the data base in color and reluctance density. Every effort should be made to utilize a blank sheet from the actual data base. In the event this is not available a clean blank matching color, 20 pound bond sheet, may be substituted.
- 4.2.10.9. *Resolution Target* - Association for Information and Image Management (AIIM) Silver Spring, Maryland 20910, Target AIIM MS113, paper chart (preferred) or AIIM MS112 plastic chart or approved equal. Multiple exposures (5 minimum) are recommended as a capstan check (see ANSI/AIIM MS17-1983, par. 3.6 and table 1).
- 4.2.10.10. *Finding Aids* - These include indices, registers, tables of contents, etc. These should be filmed immediately preceding the records to which they relate.
- 4.2.10.11. *Filmed Records with Special Targets* - Targets are used within the text of the film to explain conditions of the original records that may affect the quality of the film image. These targets should appear on the film immediately before the documents to which they relate. The letters on the target should be large enough so that their image on the film is at least 2 mm high. These targets can be created by the records custodian as needed. Examples of these types of targets include:
- 4.2.10.11.1. Blank pages
 - 4.2.10.11.2. Correction
 - 4.2.10.11.3. Document folded / mutilated / torn
 - 4.2.10.11.4. Missing document(s) / page(s) / volume(s)
 - 4.2.10.11.5. Original illegible
- 4.2.10.12. *Declaration by Camera Operator* - This target is located at the end of the roll. This is a declaration by the person filming the records that identifies the office for whom the film is being produced, the person or company doing the filming, and the date filming was completed. The form also indicates the type of microfilm, the reduction ratio, and image orientation. The camera operator must sign and date the Declaration.
- 4.2.10.13. *Certificate of Authenticity* - This is a declaration at the end of the roll that the records contained on the film are an exact copy of the original. It should be signed and dated by the records custodian. (NOTE: No format for this declaration is specified. Vendor may use their own format or the format of certification used by the State Archives and Records Administration.)

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- 4.2.10.14. *Density Target* - (same as 4.2.10.8)
- 4.2.10.15. *Resolution Target* - (same as 4.2.10.9)
- 4.2.10.16. *Roll Number* - (eye - legible)
- 4.2.10.17. **End Target**, Please Rewind (eye - legible) - The word “End” should be in letters large enough so that the image on the film is at least 2 mm (0.8”) high. The film roll number should be included on target.
- 4.2.10.18. *Blank trailer*, 24 inch minimum.
- 4.2.10.19. *Residual Thiosulfate Test Certificate* - A copy of the certificate for a recently completed job, that precedes the filming date by a maximum of two (2) weeks (one week preferred) is to be filmed.
- 4.2.11. Index Method - Varies according to collection.
- 4.2.11.1. Third party resolution and density tests.
- 4.2.11.2. The vendor will send all processed original silver halide film to Filmtek, 144 Genesee Street, Suite 102-214, Auburn, NY 13021 for third party resolution and density tests. Filmtek will take a representative sample of film for inspection. Upon inspection Filmtek will send the original film back to the vendor along with inspection report. If the film passes inspection vendor will then produce the necessary film duplicates. The inspection cost will be paid by the County of Rockland. The vendor will be responsible for costs related to shipping film to Filmtek.
- 4.2.12. Film Duplicates
- 4.2.12.1. Type: silver positive copy
- 4.2.12.2. Base: polyester 5 mil thick
- 4.2.12.3. Size: 35mm X 100 ft. Bar-gamma range (1.10 to 1.49); D Max range: 1.50 to 1.80, D Min range: Burn out; Density plus 0.05 to 0.09.
- 4.2.13. Packaging
- 4.2.13.1. Film will be wound on inert plastic reels, bound with acid-free identification bands and stored in acid-free, lignin-free boxes and labeled according to the specifications.
- 4.2.13.2. The applicable standard for reels, acid-free envelopes, paper bands, sealing tapes, and boxes is **ANSI IT9.2-1991**, “Imaging Media Photographic Processes Films, Plates, and Papers - Filing Enclosures Storage Containers. In addition, master negatives should be placed in sealed, nonferrous (or properly coated ferrous) metal cans for long-term storage.
- 4.2.14. Duplicate Film - 35mm roll microfilm duplicates shall be on standard reels in accordance with American National Standard PH5.6 latest revision thereof.
- 4.2.15. Package Marking - The following data, machine printed on plain white labels shall appear on each roll (box, cartridge, etc.) edge:
- 4.2.15.1. Roll Number
- 4.2.15.2. Program Name: Rockland County (Department Name)
- 4.2.15.3. File Name
- 4.2.15.4. Map or Plan Number

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- 4.2.15.5. Film type (Silver original - Diazo - Vesicular)
- 4.2.16. Side Label Data - Vendor identification (company name and address or logo) may appear on package side index labels only. Characters shall not exceed 1/16" in height.
- 4.2.17. Workmanship - Each frame of microfilm shall be exposed and processed so that every line and character on the document appears on the microfilm. Film shall be free of scratches, holes in the emulsion or base, tears, finger marks or any other defect that might adversely affect quality.
- 4.2.18. Inspection
- 4.2.18.1. All film to be inspected for density and resolution and a frame by frame inspection is to be performed on every reel of Master Negative film to ensure that there is no scratching or marring of film and to certify that no material is missing. Quality control reports are required for each roll of film processed.
- 4.2.18.2. Each roll of preservation master negative shall be inspected frame by frame for visible defects and missing pages as described in **ANSI/AIIM MS23-1991**, Section 6.3, "Description of Defects."
- 4.2.19. Rejection of Microfilm by the Customer - When individual frames or rolls of film are rejected by the customer the rejects may be defaced by punching a clearly defined hole approximately 1/4 inch in diameter through the microfilm image or leader, without defacing the image or roll identification. All reject film may be retained by the customer.
- 4.2.20. File Integrity - Unless otherwise specified elsewhere in this contract, the documents shall be maintained in existing file order before, during and after filming. File material shall be returned to the original storage containers in the same order that existed before filming. Corrections to file order resulting from preparation for camera shall be maintained in the subsequent refilling. Fasteners (staples, clips, tape, etc.) removed in preparation should not be restored. Vendors are cautioned to carefully check file integrity before filming retakes to insure proper document order.

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SECTION II

1. QUALITY ASSURANCE PROVISIONS

- 1.1. Responsibility for Inspection - Unless otherwise specified in contract or purchase order, the supplier is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the supplier may use his own or any other facilities suitable for the performance of the inspection requirements specified herein, unless disapproved by the procuring activity. The procuring activity reserves the right to perform any of the inspections set forth in the specification where such inspections are deemed necessary to assure supplies and services conform to prescribed requirements.
- 1.1.1. Certification of all tests performed in accordance with this section shall be submitted to the procuring activity on a Contractor's form in accordance with contractual requirements.
- 1.2. Inspection Equipment & Inspection Facilities - Inspection equipment & inspection facilities shall be of sufficient accuracy, quality and quantity to permit performance of the required acceptance inspections.
- 1.3. Rejection of Microfilm by the Customer - When individual frames or rolls of film are rejected by the customer, the rejects shall be defaced by punching a clearly defined hole approximately 1/4 inch in diameter through the microfilm image or leader without defacing the image or roll identification. All reject film may be retained by the customer.
- 1.3.1. Re-Microfilming Documents in Rejected Frames - Documents in rejected frames shall be remicrofilmed in accordance with Section 2. When any frame of a roll-size drawing or any sheet of a multi-sheet drawing being microfilmed is rejected, the entire drawing or sheet shall be remicrofilmed.
- 1.4. Vendor Facilities - Vendor facilities shall be subject to inspection and approval by the representatives of the procuring agency before and during the performance of the contract to insure continued production and quality control capabilities.
- 1.4.1. **Facility Evaluation**- Prior to awarding the contract, the County of Rockland will perform a facility evaluation site visit and survey. At this time, the bidder will be required to demonstrate to the satisfaction of the facility evaluation team that the bidder's facility is able to meet the service and performance requirements of this contract. To ensure the maintenance of production and quality control capabilities, the County of Rockland reserves the right to conduct on-going facility evaluations, without notice, at any time during the term of this contract. Such inspections shall be carried out, without notice, during regular business hours. The bidder must demonstrate, to the County of Rockland's satisfaction, an understanding of all the service requirements set forth in the contract. Factors affecting a contractor's ability include, but are not limited to, the following: technical qualifications, experience, organization, material, equipment, facilities, security, personnel resources and expertise, financial resources, a satisfactory record of performance, and a satisfactory record of business integrity. The facility evaluation will, for example, address the following issues:

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- 1.4.1.1. Camera operation
- 1.4.1.2. Film processing and permanent record (“Archival”) performance
- 1.4.1.3. Quality control
- 1.4.1.4. Film duplication
- 1.4.1.5. Indexing
- 1.4.1.6. Production management and techniques
- 1.4.1.7. Adequacy of document storage, handling, and preparation areas
- 1.4.1.8. Applicable specifications and standards on hand
- 1.4.1.9. General housekeeping and hardware maintenance
- 1.4.1.10. Logs in use for quality control, document tracking, and maintenance

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SECTION III

1. NOTES

1.1. DELIVERY - The Contractor shall deliver the following to the agency:

- 1.1.1. 35mm Silver Halide Master Negative
- 1.1.2. 35mm Negative Duplicate
- 1.1.3. 35mm Silver Positive Duplicate Copy

1.2. SAMPLE MICROFILM

1.2.1. Prior to awarding the contract, the bidder will be required to provide a 35mm silver halide master negative, 35mm negative duplicate, and 35mm silver positive duplicate. All film quality must be in compliance with this specification for inspection by the Agency, Records Manager or representative before commencing with the program. If the sample is unacceptable, the bidder is required to produce one or more samples until the bidder produces a sample acceptable to the County of Rockland.

- 1.2.1.1. If the bidder fails to produce an acceptable roll of microfilm within ten (10) business days after receipt of the County of Rockland's initial request, the County of Rockland reserves the right to disqualify the bidder on the grounds of non-responsiveness.