



THIS NUMBER MUST APPEAR
ON ALL DOCUMENTS

Bill To:
Dept of Land and Natural
Resources
Bureau of Conveyances
1151 Punchbowl Street, Room
121
Honolulu, HI 96813

Dept of Land and Natural Resources

Notice of Award for Indefinite Quantity Contract

**Notice of Award for
Indefinite Quantity Contract**
ID2014000094
Agency Internal PO Nbr:
C41365

Bureau of Conveyances Request for Microfilming Services

DELIVER

TO: Dept of Land and Natural Resources
Bureau of Conveyances
1151 Punchbowl Street, Room 121
Honolulu, HI 96813
debbie.m.cheong@hawaii.gov

Date: Fri Nov 15, 2013

Quoted By: Scott Robinson

F.O.B.: Destination

Terms:

VENDOR:

US IMAGING
400 South Franklin Street
Saginaw, MI 48607
Attn: President / CEO
Vendor Nbr: 324208-00
srobinson@us-imaging.com
Phone: 989-714-9700
Fax: 989-753-7333
eCommerce ID: P00000100445

Start of Service Wed Nov 20, 2013
Date

Fri Nov 20, 2015

End of Service
Date:

RFQ#: Q2014000183

DOC#: D2014000276

Contact: [LAURA STEVENS](#) 808-587-0407

Buyer: [LAURA STEVENS](#) 808-587-0407

Item No	Description	Quantity UOM	Unit Price	Extension
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		\$116,688.00
	Total:			116,688.00
Transaction Fee	The Transaction Fee shown is an Estimate of fees based on the estimated dollar value of this contract. SicommNet will bill, via separate invoice, the actual 0.85% (0.0085) Transaction Fee, capped at \$5000 , based on required vendor sales reports as outlined in the Solicitation Instructions and Terms and Conditions and SicommNet SOSA referenced in the solicitation. Payment should be made to Sicommnet, Inc., and is due within 30 days from receipt of invoice..		991.85 est.	
Blanket Comments:				
Item No	Description	Quantity UOM	Unit Price	Extension

001	<p>COMMUNICATIONS AND MEDIA RELATED SERVICES - Microfiche/Microfilming Services</p> <p>Furnish a Service to Transfer Digital Document Files to Microfilm for the Bureau of Conveyances, Department of Land and Natural Resources</p> <p>ATTENTION: Not all information for the solicitation is able to fit in this section, please see attached solicitation file for more details before submitting a quote.</p> <p>I. General Purpose The Bureau of Conveyances (BOC) is a division of the State of Hawaii Department of Land and Natural Resources (DLNR). Maintaining an accurate, timely, and permanent record system for title to real property is the responsibility of the Bureau of Conveyances. The Bureau examines, records, indexes, and microfilms over 344,000 Regular System and Land Court documents and maps annually; issues Land Court Certificates of Title; certifies copies of matters of record; and researches UCC requests.</p> <p>The BOC is seeking a vendor to transfer digital files of recorded documents to microfilm. These digital files will be available to the selected vendor through a secure file transfer system accessible on the public internet. The download for each recording day will be available for a period of five days, and will consist of single compressed file of variable size. When expanded, the file contents include a multi-page .TIFF file for each document recorded, and spreadsheet files containing related information, including exceptions to the document name sequence (small sample batch attached). SEE ATTACHED SOLICITATION FOR MORE DETAILS BEFORE SUBMITTING YOUR QUOTE.</p> <p>The purpose of transferring digital document images to microfilm is for archival backup use. It is expected that the vendor will use microfilm media and techniques of equal or better quality than currently used by the BOC staff. The BOC was previously using Kodak Reference Archive Media 16mm x 66m - 215 ft with a BOC owned Kodak Writer; however, the BOC has since transitioned to an outside vendor that utilizes Fuji microfilm.</p> <p>II. Scope of Work The selected vendor will be responsible to:</p> <ol style="list-style-type: none"> 1. The vendor will download image files from the secure FTP server on a regular and timely basis, 2. The vendor will rotate 100% of the images so that they appear in Comic Mode (Portrait), 3. The vendor will resize images that are larger than 8.5" x 14" images so they will fit on the 16mm film, 4. The vendor will use ANSI quality 215 foot 16mm silver microfilm, 5. The vendor will process film so that it meets or exceeds all State and ANSI standards for resolution, density, and archival quality, 6. The vendor will archive the TIFF images in the order received (typically Document Number order) onto 215' 16mm silver microfilm at a 29x reduction ratio and get approximately 7,200 page images on each roll (Documents are not to be split onto 2 different rolls), 7. The vendor will return film rolls to the BOC in acid free black plastic storage boxes and labeled by the State Name, State Department, Document # Range, (or Book-Page # Range), Sequential roll # and original or duplicate, 8. The vendor will ship processed film rolls to the BOC once a week using an insured and traceable airfreight service, and 9. The vendor will not distribute the document images to any other entity, and will securely delete the document images from their storage devices after six months or at the request of the BOC. <p>Desirable options:</p> <ol style="list-style-type: none"> 1. The vendor will develop a method to list information about the film roll 	2 YEAR	\$58,344.00	\$116,688.00
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contents as a text file image to be inserted as the first and last image of each film. The information to be listed shall include the sequential range of documents processed to that film roll, and a listing of exceptions to the sequential range. Additional information for insertion may be added in the future.

2. The vendor will develop and utilize a computational process to determine the page count for each document, and then determine if that entire document can be processed to the film without any overrun. The purpose of this process is to maximize the number of document pages written to each roll of film, but prevent a document from spanning more than one roll of film.

3. The vendor will review each .TIFF document image to ensure that there are no missing pages or documents not noted in the exceptions list.

4. The vendor will run 100% of the .TIFF images through a software program that will open and close each image to confirm that none of them are corrupt. If a corrupt image is located, vendor will request a new copy from BOC and insert it into its' proper location.

III. Qualifications

Vendor must provide narrative details and examples of how company meets the following qualifications:

1. Vendor must present a history of microfilming confidential documents and provide copy of company policies,
2. Minimum of five (5) years experience in microfilming,
3. Vendor must have trained professionals, equipment, and facilities needed to conduct microfilming in secure location, and
4. Vendor will also provide at least three (3) client references that can be contacted by BOC.

IV. Quotation Format

See attached solicitation for details on submitting a quote.

DEADLINE TO SUBMIT QUOTES – September 20, 2013 (9/20/2013) by 4:30pm HST

Quotes must be submitted using the attached excel spreadsheet. If there are any questions on using this form e-mail Kelsi Takabayashi at the e-mail address listed above.

V. Term of Contract

This service contract will run for a minimum period of two (2) years, with option to extend on a month-to-month basis for an additional twelve (12) months. At the end of the first two (2) years, BOC will review the need to continue with a microfilm backup process.

VI. Question & Answer

The deadline for questions and answers will be: September 5, 2013 (9/5/2013). All questions must be sent directly to Kelsi Takabayashi, Administrative Services Assistant of the BOC via email at kelsi.k.takabayashi@hawaii.gov. All questions and answers will be posted through HePS as an addendum attachment on: September 13, 2013 (9/13/2013). If further clarification regarding the specifications of this contract is warranted, BOC, at its discretion, may schedule a teleconference call.

SEE ATTACHED SOLICITATION FOR MORE DETAILS BEFORE SUBMITTING YOUR QUOTE. (915-68) (nt)

General Comments:

The Bureau of Conveyance (BOC) finds the best value to the state in US Imaging's quote for 2 years of Fuji Microfilming at \$0.0085 per image with no minimum and no maximum ordering requirements, with an option to extend on a month-to-month basis, with the total not to exceed \$99,999.99. Invoices will be billed based on the quantity of images (work) actually returned.

For further details please contact kelsi.k.takabayashi@hawaii.gov.

Instructions:

Freight / Handling Included in Price

1: AWARD NOTICE: Unless otherwise stated, this document is an award notification

only. The actual contract document or purchase order will be sent under separate cover. Contractor should not proceed with the ordering or delivering of goods or commence any portion of the services contracted until an agency issued contract, purchase order, and/or notice to proceed is received. **DO NOT DUPLICATE DELIVERY OF ORDER.**

2: SALES/SERVICES REPORTS:

This award requires that quarterly sales reports be submitted to the contracting agency and SicommNet indicating the total quantity of goods sold or services provided to the agency on this award.

Reports are due no later than 30 days after the end of the fiscal quarter (November 1, February 1, May 1, and August 1). The first report shall be due at the end of the first quarter after contract award. Reports should be sent to the contracting agency indicated in this solicitation and to SicommNet at vendorreports@sicomm.net.

Failure of the Contractor to submit the reports as required may result in termination of the contract.

Signed By: JULIET KAZANJIAN

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