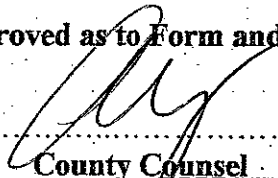


BID RESULTS
CK09MERCER2009-29 MICROFILMING FOR RECORDS MANAGEMENT FOR A PERIOD OF ONE YEAR WITH OPTION TO EXTEND ONE YEAR
October 27, 2009

NUMBER OF RESPONDENTS	4		
CONTRACT PERIOD ONE YEAR WITH OPTION TO EXTEND ONE YEAR BASED UPON INDEX RATE; SUBCONTRACTORS NOT PERMISSIVE; AWARD TWO CONTRACTS FOR EACH CATEGORY		OPTION TO EXTEND 2011 AT 1.5% INDEX	
NAME OF BIDDER	ALTERNATIVE MICROGRAPHICS, INC.		
ADDRESS	704 CHALLENGER WAY		
CITY, STATE, ZIP	FORKED RIVER, NJ 08731		
CONTACT	JAMES THOMS		
WEBSITE OR E-MAIL	MICRO999@AOL.COM		
TELEPHONE	609 971 7766		
FAX	609 971 0883		
DOC PREP			
PRICE PER PAGE	N/C		
TOTAL PAGES		1,200,000	
TOTAL COST	N/C		
FILMING BOUND BOOKS			
PRICE PER IMAGE SILVER HALIDE		0.040	0.041
TOTAL IMAGES		1,200,000	
TOTAL		48,000.00	48,720.00
PRICE PER IMAGE DIAZO		0.005	0.005
TOTAL IMAGES		2,400,000	
TOTAL		12,000.00	12,180.00
TOTAL COST FOR FILMING BOUND BOOKS		60,000.00	60,900.00
TRANSPORTATION COST PER MILE		-	
NUMBER OF MILES PER TRIP	N/C		
TOTAL NUMBER OF TRIPS		10.00	
TOTAL COST FOR TRANSPORT		-	
GRAND TOTAL WITH TRANSPORT		60,000.00	60,900.00
NON-BOUND DOCUMENTS			
OVERSIZED DOCS BLACK AND WHITE			
DOC PREP			
PRICE PER PAGE		0.005	0.005
TOTAL PAGES		75,000	
TOTAL COST		375.00	380.63
PRICE PER IMAGE SILVER HALIDE		0.245	0.249
TOTAL IMAGES		75,000.0	
TOTAL		18,375.00	18,650.63
PRICE PER IMAGE DIAZO		0.010	0.010
TOTAL IMAGES		150,000	
TOTAL		1,500.00	1,522.50
TRANSPORTATION COST PER MILE		-	
NUMBER OF MILES PER TRIP		-	
TOTAL NUMBER OF TRIPS		10.00	
COST FOR TRANSPORT			
GRAND TOTAL WITH TRANSPORT		20,250.00	20,553.75
OVERSIZED DOCS COLOR FILM			
	NO BID		
DOC PREP			
PRICE PER PAGE			
TOTAL PAGES			
TOTAL COST			
PRICE PER IMAGE 35mm MASTERS			
TOTAL IMAGES			
TOTAL			
PRICE PER IMAGE 35mm USER ACCESS			
TOTAL IMAGES			
TOTAL			
TRANSPORTATION COST PER MILE			
NUMBER OF MILES PER TRIP			
TOTAL NUMBER OF TRIPS			
GRAND TOTAL WITH TRANSPORT			
EXCEPTIONS	NO BID - COLOR MICROFILM		
FATAL FLAW	NO		

Approved as to Form and Legality

Date



December 20, 2010

County Counsel

COUNTY EXECUTIVE AND CLERK TO THE BOARD AUTHORIZED TO EXERCISE AN OPTION TO EXTEND THE AWARD OF BID CONTRACT TO ALTERNATE MICROGRAPHICS, INC. FOR MICROFILMING MUNICIPAL AND COUNTY RECORDS WITH MERCER COUNTY AS THE LEAD AGENCY FOR THE COUNTY OF MERCER AND THE COOPERATIVE CONTRACT PURCHASING SYSTEM. PERIOD: JANUARY 15, 2011 THROUGH JANUARY 14, 2012; AMOUNT \$60,000.00 (OF PREVIOUS \$240,000.00) (CK09MERCER2009-29)

WHEREAS, pursuant to the provision of N.J.S.A.:11-15, the governing body may include provisions for a contract extension upon finding by the governing body that the services are being performed in an effective and efficient manner; and,

WHEREAS, the County of Mercer entered into a contract with multiple vendors for microfilming municipal and county records for a period of one (1) year with an option to extend for one (1) year in the amount of \$240,000.00, as per Resolution 2010-139, adopted February 25, 2010; and,

WHEREAS, the County of Mercer is desirous of exercising the option to extend the contract with Alternative Micrographics from January 15, 2011 through January 14, 2012 as an open-end contract in the amount of \$60,000.00 (\$30,000.00 for County Records and \$30,000.00 for the Coop); and the County has chosen not to extend the option to Large Doc Solutions and FW Dutton, Inc., T/A PMI Technologies; and,

Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.
Benson	X						Hamilton	X					✓
Carabelli	X						Walter	X					
Cimino	X						Cannon	X					
Colavita	X				✓								

X—Indicates Vote Abs.—Absent N.V.—Not Voting
 Res.—Resolution Moved Sec.—Resolution Seconded

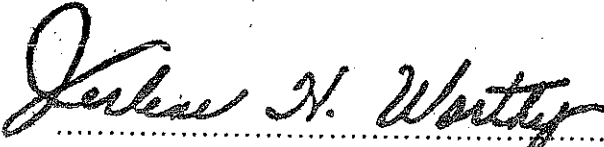
-2-

WHEREAS, Alternative Micrographics, Inc., 704 Challenger Way, Forked River, NJ was awarded a contract for Microfilming Municipal and County Records, as per Resolution No. 2010-139, adopted February 25, 2010; and,

WHEREAS, funds for this purpose are contingent upon the inclusion in and the adoption of the 2011 and 2012 Mercer County Budgets; now, therefore,

BE IT RESOLVED, that the County Executive and Clerk to the Board be and are hereby authorized to exercise an option to extend the Award of Bid Contract to Alternative Micrographics, Inc. to the County of Mercer and the Mercer County Cooperative Contract Purchasing System in the amount of \$60,000.00 (\$30,000.00 for County Records and \$30,000.00 for the Coop) from January 15, 2011 through January 14, 2012, on behalf of County of Mercer, when presented in a form approved by County Counsel; and,

BE IT RESOLVED, that the Clerk to the Board shall forward copies of this Resolution to the Director of Records Management and to the Purchasing Agent for further distribution.


.....
Clerk to the Board

RECORDS MANAGEMENT MICROFILMING PROJECT
DESCRIPTION, SPECIFICATIONS, AND REQUIREMENTS

PROJECT DESCRIPTION

The County of Mercer, New Jersey, requests bids from qualified vendors to provide conversion services for the creation of black and white and color microfilm from source documents of varying record series, sizes, and conditions. Contracts issued under this bid will include multiple projects, involving records housed in County facilities and at municipal locations throughout Mercer County. Transportation, security assurance, and inventory control will be required for records to be processed offsite. The work outlined in this Request for Bid shall be completed by August 2010. The awarded contractors shall provide all work as defined in the specifications. **Subcontracting is not permissive.**

The County wishes to obtain pricing for services related to microfilming. To be compliant, vendors must complete the attached Pricing Bid Sheet in the format in which it is presented. This will allow the County to efficiently and fairly evaluate and compare each vendor's pricing structure. The County shall award multiple contracts. All respondents must bid upon document preparation and transportation; however, respondents may bid on one or all following services requested. Contracts shall be awarded based upon the lowest pricing for document preparation, transportation and the following proposals:

- Two contracts shall be awarded for Filming Bound Books,
- Two contracts shall be awarded for Filming Non-Bound Letter- and Legal-Sized Documents
- Two contracts shall be awarded for Filming Oversized Documents in black and white film; and,
- Two contracts for filming oversized documents in color film

TERM

Contracts shall be awarded for a period of one year, with the option to extend for an additional year based upon the index rate. Mercer County will allocate funding in the amount of \$250,000.00 for the total project.

Estimated Quantities: The County has attempted to identify the estimated quantities; however, the quantity referenced may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities based upon the unit pricing specified in the bid proposal.

SCOPE OF WORK

- Document Preparation, including fragile and oversized documents
- Document Microfilming, including fragile and oversized documents
- Security Assurance and Inventory Control
- Quality Assurance and Control
- Record Pickup and Delivery
- Provide master microfilm rolls and diazo copy microfilm rolls

PARTICIPANTS

Hightstown Borough, Hopewell Borough, Lawrence Township, Pennington Borough, Robbinsville Township, West Windsor Township, County of Mercer

GENERAL CONDITIONS

The awarded contractors shall allow County and State personnel to inspect the respondents' facilities and review their work processes, if requested.

All records are the property of the County or municipality and shall not be released to any other party without written approval of the County or municipality.

SUBCONTRACTING

Subcontracting is not permitted.

Oral Instructions

The County shall not be responsible in any way for oral answers, unconfirmed in writing, to any inquiries regarding the intent or meaning of these specifications.

Standards

The contractor must comply with all relevant sections of the New Jersey Administrative Code, state statutes, circular letters, and executive orders, regardless of whether the applicable requirements are contained or referenced in the Request for Bid specifications. The County will not accept black and white microfilm that does not meet NJDARM standards for certification; respondents bidding on color filming must include color film and processing specifications with their proposals.

DESCRIPTION OF RECORD FORMATS

The records for this project include a variety of sizes and conditions, including sewn-bound and post-bound books, unbound letter and legal, and large format documents such as maps and plans.

Bound Books

Many records prioritized for microfilming are compiled in books with various types of bindings. The oldest books have sewn or glued bindings, while newer records may have removable post or snap bindings as well as sewn or glued bindings. These records range in size, with most bound books in the 8 ½" X 11" to 11 ½" X 17" range although some books have irregular or other size pages.

Some of the oldest books have fragile pages. The text in the books varies and can be hand-written, typed, photocopied, mimeographed, or laser-printed.

The contracted vendor must not cut or disassemble record books with sewn or glued bindings in any manner. Books with removable bindings may be disassembled for microfilming if the pages are in excellent condition; books with fragile or damaged pages **should not** be removed from their bindings. The contractor should contact the County's project manager if there is any question about the condition of books to be disassembled. Any books that are disassembled for filming by the contractor **must** be reassembled in the original binding after filming.

Unbound Letter- and Legal-Size Records

Unbound records are both 8 ½" X 11" and 8 ½" X 14" in size. Most are grouped together in file folders and/or fastened with staples, binder clips, and/or rubber bands. Most are in good to excellent condition. The records date primarily from the mid 20th century to the present. The text on the unbound records varies and can be hand-written, typed, photocopied, mimeographed, or laser-printed.

Oversized Documents

Oversized documents consist of plans, drawings, blueprints, and maps, and vary in condition from poor to good condition. These records are printed in both color and black and white, and some may be required to be copied onto color film. Most of these records measure 24" X 36", though smaller and larger documents exist. Some large format documents are folded. The records date from the 1800s to the present, with the majority from the 20th century.

GENERAL SPECIFICATIONS

1. The contractor must comply with all relevant sections of the New Jersey Administrative Code, state statutes, circular letters, and executive orders as required by NJDARM.

2. The contractor must be compliant with all federal and state laws and regulations intended to protect privacy and reduce fraud and identity theft, such as the Health Insurance Portability and Accountability Act (HIPAA).
3. The contractor must assign a project manager who will serve as the liaison to the County's project manager and to municipal contacts.
4. Written status reports must be submitted monthly to the County's project manager.
5. Contractors bidding on reformatting of books must have experience in handling fragile historic records and using a planetary microfilm camera with book cradle designed for microfilming such documents without damage. Evidence of this must be presented in the bid.
6. Vendor must provide exact brand and model of the planetary camera.
7. Before offsite work begins, sufficient inventory controls must be in place to ensure that all records taken offsite are accounted for and can be retrieved in a timely manner, if the County or municipality requests access to the records while they are offsite. The County's project manager must approve the contractor's inventory control system before any records are removed from County or municipal facilities.
8. The contractor will be responsible for transporting the records from County, state, or municipal buildings or commercial repositories to its facility. Records must be secured during transport. A bonded individual must be designated for pick up and delivery of records. After completion of work, the contractor will return the records to a County, state, municipal, or commercial repository, as directed by the County's project manager. The vendor will be compensated by price per mile for pick up and delivery.
9. While at the contractor's facility, the records must be stored in a secure area, protected from unauthorized access, damage, and theft. Records must be stored in a fireproof and water-resistant storage area and away from hazardous and flammable chemicals.
10. All records handled by the contractor must be returned to the County or municipality in the same condition in which they were removed from the owner's care. To meet this requirement, the contractor will document the condition of each record in its inventory control system when the record is removed from and returned from its owner.
11. If any records are damaged while in the contractor's care, the contractor must notify the County's project manager immediately and pay for remediation of the damaged records.
12. Records must be stored in a fire proof and water resistant storage area, away from hazardous and flammable chemicals.

13. A staging area must be a secured, authorized access only area.
14. Record books with sewn or glued bindings must not be cut or disassembled in any manner. The contractor must use a planetary camera and book cradle designed for microfilming bound books without damage. A curve correction application must be used to compensate for page curvature.
15. Books with removable bindings may be disassembled for microfilming, if the contractor is able to reassemble them after filming.
16. When requested by the County, the contractor will provide work samples of microfilm. These samples will be used to determine film quality and compliance with DARM specifications. The contractor will work together with County and State personnel. The contractor must provide work samples as many times as required throughout the project.
17. If requested, information contained in the records must be provided to the County or municipality within 24 hours.
18. County and/or State personnel will be allowed to make unannounced inspections at the contractor's facility.
19. The successful bidder must be prepared to begin working with County personnel on this project within fourteen (14) business days from notice to proceed and receipt of a purchase order.

Microfilming General Specifications

The work under this bid request will consist of multiple projects. The exact instructions and specifications for each project will be sent to the contractor via email by the County's project manager before the start of each project. These instructions will include the record series, the records' location, type of microfilm to be produced, number of copies of microfilm rolls to be produced, whether the records are one- or two-sided, and the orientation of the images on the film. The specifications below apply to all projects completed under this bid. Some exceptions to these specifications may be made for color film, where the specifications do not apply; all black and white film must conform to the specifications below.

1. All microfilm produced by the contractor must be certified by NJDARM before it is considered acceptable to the County. All certification requirements are explained in New Jersey Administrative Code, Title 15: Chapter 3: Records Retention, Subchapter 3: Standards for Microfilming of Public Records (NJAC 15.3-3) and all other relevant NJAC sections. The vendor also must comply with all pertinent state statutes, circular letters, and executive orders, regardless of whether the applicable requirements are contained

or referenced in the Request for Bid specifications. It is the contractor's responsibility to understand and apply state-mandated standards and requirements, including those for index frames, authentication, reduction ratio, targets, image quality, and processing.

a. Standards ensure that:

- i. Microfilm copies contain all significant detail and information shown on the original record;
- ii. Microfilm copies are usable and legible reproductions of the original record;
- iii. Microfilm reproduction will have the same acceptability and legal status as the original record; and
- iv. Microfilm reproduction will meet standards of archival quality for long-term preservation of public records.

2. Microfilming of bound books that cannot be disassembled must be done on a planetary camera.
3. The brand and model of the planetary microfilm camera must be provided.
4. Source documents must be microfilmed as positive images.
5. Targeting must be provided in between each year or other grouping indicated by the County's project manager. The target must indicate the year or grouping description.
6. If NJDARM requires modifications, refilming, or retakes for certification, the vendor will comply with those modifications at no extra charge to the County.
7. The contractor must provide at least one silver halide master copy and two Diazo reference copies of each master roll, unless otherwise stated in writing by the County's project manager.
8. Black and white master rolls of microfilm must be polyester-based permanent safety film with a silver halide gelatin emulsion that conforms to ANSI/NAPM IT9.1-1996 for LE 500 film. Sprocket film, microfiche formats, and vesicular duplicates are not acceptable.
9. The silver halide master roll of microfilm must be the first roll of microfilm produced and shall be used to create the Diazo copy(ies).
10. Microfilm boxes will be labeled according to County specifications (yet to be determined). Each Diazo reel must be labeled in the same manner as the silver halide master from which it is made, with an indication that it is a duplicate copy.
11. Retakes on a reel must target the start and stop of a correction.

12. Retakes of an entire year or grouping will be done with no additional charge to the County.
13. ANSI/AIIM MS23-1998 as amended or supplemented, shall be followed for the appropriate reduction ratio and format for meeting the image quality requirements.
14. All film must be processed in accordance with procedures in ANSI/AIIM MS43-1998. Dry chemical processing will not be acceptable.
15. All film must be inspected for proper indexing, density, resolution, and residual thiosulfate. Film must be free of scratches, abrasions, blemishes, or other defects
16. Thiosulfate residual content in processing must be tested at least once a month, using the methylene blue test method. Copies of the resulting reports must be sent to the County's project manager and the NJDARM Micrographics Bureau.
17. Any loose, torn, or detached pieces/portions of a document page must be included in the microfilmed image of the document.
18. When requested, information contained in the books must be provided to the County within 24 consecutive hours. A copy of the relevant page(s) must be made and faxed to the County within the aforementioned time frame.

Microfilming Technical Specifications

All black and white film must meet the specifications listed below in conjunction with all specifications in N.J.A.C. 15:3-3.

1. When filming original source documents, place indexes, registers, or other finding aids, if microfilmed, either in the first frames of the first roll or in the last frames of the last roll in the series. (15:3-3)
2. The microfilm must contain all information shown on the original records to ensure that they can be used for the purposes the original records served.
3. Raised seals on documents shall be shaded or highlighted in order to render them visible for reproduction unless such measures would obscure signatures or other information recorded on a map, drawing or other document or such a seal is not required by law, regulation, or practice.
 - a. If a raised seal is required for a document and is not shaded or highlighted, the document should be annotated with a stamp, label or other means to indicate a raised seal was present on the document when it was reproduced.

- b. Such policies and procedures shall be documented and an affidavit with reference to the same shall be included in each roll film pursuant to state standards.
4. The formats described in ANSI/AIIM MS14-1996 as amended or supplemented must be used for microfilming source documents on 16 millimeter (mm) and 35 mm roll film.
 - a. A reduction ratio no greater than 1:24 is recommended for typewritten or correspondence types of documents.
 - b. ANSI/AIIM MS23-1998 as amended or supplemented shall be followed for the appropriate reduction ratio and format for meeting the image quality requirements.
5. The following targets shall be utilized in the creation of all microfilm copies of public records. The sequence in which they are listed is the sequence they should appear on the film.
 - a. All roll film must have the following targets at the beginning of a roll of film, before any document images:
 - i. Background Density Target;
 - ii. Resolution Chart (Industry standard resolution chart purchased from the National Institute of Technology (NIST)), including:
 1. Certificate Of Authenticity; and
 2. Title Target, containing information required pursuant to state standards.
 - b. All roll film must have the following targets at the end of a roll of film, after any document images:
 - i. An affidavit (if applicable, pursuant to state standards);
 - ii. A Camera Operator's Certificate, to be filled out by the person that operated the camera that created the microfilm;
 - iii. A Resolution Chart (Industry standard resolution chart purchased from the National Institute of Technology (NIST)); and
 - iv. A Background Density Target.
6. Targets. All targets must be filled out with the required information and complete signatures.
 - a. If any of the required information is missing, the reel must be recreated and the documents and accompanying targets filmed over again.
 - b. Examples of the targets given in 5(a) and 5(b) above and may be obtained from the Bureau of Micrographics and Alternative Records Storage or the Division of Archives and Records Management.
7. Resolution chart. Only original industry standard resolution charts, purchased from the National Institute of Technology (NIST), American National Standards Institute (ANSI) or International Organization for Standardization (ISO), may be used for microfilming. Printed or photocopied of resolutions charts will not provide correct readings for the inspection of the film.

8. Certificate of authenticity. For a microfilm copy of a public record to have legal standing, the film must identify the person authorizing the microfilming. The Certificate of Authenticity must include the signature of the authorizing head of the agency or governing body. Copies of the original certificate may be used for microfilming.
9. Title target. All roll microfilm must contain a completed Title Target containing:
 - a. The title of records filmed;
 - b. The start file and end file (if known) information;
 - c. The reduction ratio;
 - d. The camera type;
 - e. The film type; and
 - f. The department or agency having custody of the records.
10. Affidavit. All roll film must contain, if applicable, a copy of an affidavit, signed by the camera operator or an image processing equipment operator, concerning procedures followed in filming records; such as the reproduction or non-reproduction of reverse side of documents, or the established procedures followed for labeling or stamping of maps, drawings, or other documents containing raised seals, including the seals of architects and engineers, if such seals are not shaded or highlighted to render them visible for reproduction.
11. Missing operator's certificate. If any reel(s) lack a camera operator's certificate or an image processing equipment operator's certificate or if the complete signature of the camera operator or an image processing equipment operator is missing from a camera operator's certificate or an image processing equipment operator's certificate on a reel of microfilm, an agency may, upon prior notification and approval of the Chief of the Bureau of Micrographics and Alternate Records Storage or the Supervisor of Micrographics and Imaging Services, splice a certificate on the end of the reel(s). Splicing must be done after any existing targets. Addition of such documentation to a roll of film will be permitted only in those cases where the operator who actually filmed the documents on the reel(s) signs the certificate.
12. Retakes. Where applicable, any retakes must be filmed along with the appropriate correction targets before and after the re-filmed documents.
 - a. Targets indicating the beginning and end of retakes must be used.
 - b. The film must then be spliced onto the corresponding reel.
 - c. Retakes must be placed at the end of a roll of film.
13. Splices. Only heat-weld splicing is considered archival. Splices should be kept to a minimum. No more than four splices per roll will be accepted. Splices may not be made on master negatives between targets or series of documents including required beginning and ending targets. Retakes, spliced at the beginning or end of a reel must include beginning and ending targets pursuant to state standards. Splicing between any

other images will be allowed only within duplicate rolls, and then only in proper sequence. Splicing between any other images should never be made on master negatives.

14. Master negatives. A master negative shall be created and maintained, pursuant to state standards, for any microfilmed public record or records. The master negative (the original reel of film produced) must meet the following standards:
 - a. Film stock. Only a polyester-based permanent safety film with a silver halide gelatin emulsion, developed to a black and white image, that conforms to the standards of the American National Standards Institute per ANSI/NAPM IT9.1-1996 for LE 500 film, as amended or supplemented, incorporated by reference herein, may be used for the master copies of public records.
 - b. Density. To permit a more accurate reproduction of the original roll, each image should maintain, as far as possible, a specific density throughout the roll.
 - i. The Vendor shall use judgment to determine the most suitable density within this range for the documents being filmed. Since the color of the original documents will affect the density of the image, and not all documents in a particular record series may have the same color, an average density aim point should be chosen.
 - ii. The procedure for density measurement is described in ANSI/AIIM MS23-1998 as amended or supplemented, incorporated by reference herein.
 - iii. Both background density and D-min density must be taken with a transmission densitometer.
 - iv. The densitometer must meet with ANSI/NAPM IT2.18-1996, for spectral conditions and ANSI/NAPM IT2.19-1994, for geometric conditions for transmission density.
 - v. Readings shall be made close to the center of the film strip to avoid edge fog interference.
 - vi. The background ISO standard visual diffuse transmission density on microforms must be appropriate to the type of documents being filmed. For most documents, optimum density should read 1.0 to 1.20 for original first generation camera film. Acceptable standards will fall between a minimum of 0.80 and a maximum of 1.35.
 - vii. A density minimum reading taken from the non-image or clear area of the film shall not exceed a reading of 0.12 or manufacturer's specifications using automatic retrieval systems.
 - viii. The base plus fog density of unexposed, processed films must not exceed 0.10. When a tinted base film is used, the density must be increased.
 - c. Resolution. Minimum resolution on microforms of source documents shall be determined using the method in the Quality Index Method for determining resolution

and anticipated losses when duplicating, as described in ANSI/AIIM MS23-1998 and MS43-1998 as amended or supplemented, incorporated herein by reference.

- i. Resolution tests shall be performed using an ISO 3334-1991 Resolution Test Chart and the patterns read following the instructions of ISO 3334- 1991, or their equivalent.
 - ii. A microscope having a magnification of 50X to 150X with achromatic objectives must be used to read the resolution on a resolution test chart. The line direction method will be used in making the determination of resolution. A minimum resolution of 80 lines per millimeter on rotary cameras and 110 lines per millimeter on planetary cameras must be obtained on first generation camera film.
 - iii. The smallest characters should be used to display information to determine the height used in the Quality Index Method.
 - iv. A Quality Index of five is required at the third generation level.
 - v. Due to optical limitations in most photographic systems, film images of thin lines appearing in the original document will tend to fill in as a function of their width and density. Therefore, as the reduction ratio of a given system is increased, the background density must be reduced as needed to ensure that the copies will be legible.
- d. Processing. All film must be processed in accordance with procedures in ANSI/AIIM MS43-1998, incorporated herein as amended or supplemented. Dry chemical processing will not be acceptable.
- i. Microforms must be processed so that residual thiosulfate ion concentration will not exceed 0.014 grams per square meter in accordance with ANSI/NAP IT9.1-1996 as amended or supplemented, incorporated by reference herein. Film failing to meet the specified limits for thiosulfate concentration will not be acceptable.
 - ii. Thiosulfate residual content in microfilm processing should be tested at least once a month. Only the methylene blue test method will be considered sufficiently reliable to determine archival quality. Levels of residual thiosulfate ion concentration shall be in accordance with ANSI/NAP IT9.1-1996 as amended or supplemented, incorporated by reference herein, must be maintained.
 - iii. All film must be inspected for proper indexing, density, resolution and for residual thiosulfate. Film must be free of scratches, abrasions, blemishes or other defects.
 - iv. Master copies of microfilm and other microimaged records must be processed and maintained in a facility in conformity with and under conditions for the same established in N.J.A.C. 15:3-6, Storage of Public Records in accordance with the provisions of N.J.A.C. 15:3-3.13.
15. Silver halide film. Silver halide film is the only film considered suitable for producing microfilm of archival quality.

16. Diazo film. Diazo film is not considered archival in quality and shall not be used to produce master-negative copies of originals.
 - a. A Diazo copy will maintain the same polarity as the original master (negative to negative or positive to positive).
17. Vesicular film. Vesicular film is not archival in quality and shall not be used to produce master copies of microfilmed records.

Indexing Specifications

1. 15:3-3.6(2)i.1. Indices must appear in the first frames of the first roll of a series or the last frames of the last roll of a series. The County's project manager shall determine appropriate standards for the records, including conventions and number of index fields, prior to the commencement of work.

BID REQUIREMENTS

Bidders must submit, with their bid proposal, one sample reel of microfilm for each type of microfilming format proposed. For example, if a bidder is bidding on black and white 16 mm film and color 35mm film, a sample reel of each type of film must be submitted. The sample reels must be created pursuant to the specifications cited in this bid and the State of New Jersey N.J.A.C. 15:3-3 regulations.

PROJECT PLAN

1. Narrative description of the approach to providing the services offered in the bid, including a timeline for completion based upon a specific number of pages. Restating of the specifications will be considered an unacceptable response. Provide the name and qualifications and copy of your NJ Business Registration with the bid.
2. Description of how records taken offsite will be packed, transported, and secured during transportation.
3. Description and location of the respondent's facilities and the methods for protecting records from unauthorized access, damage, and theft while offsite and in the vendor's care.
4. Brand and model of the planetary camera and other imaging system components to be used for this project.
5. Outline of the quality control process.

6. Name of Project Manager.

EXPERIENCE AND REFERENCES FOR CONTRACTOR

Experience

Evidence of experience handling fragile historic records and using a planetary camera and book cradle designed for scanning such documents without damage. Include printed samples of results of the contractor's curvature correction software.

Contractor(s) must demonstrate an understanding of and experience with archival and preservation practices

Contractor(s) must demonstrate experience handling fragile historic records

Contractor(s) must provide information regarding the company's previous work experience for federal, state, and/or local government agencies. List at least five clients for which the company has provided services equivalent to those offered in the proposal (in the following order of importance):

- Counties in New Jersey
- Other governmental units in New Jersey
- Other non-public sector clients in New Jersey
- Public sector clients outside New Jersey

Contractor(s) must provide information indicating whether the respondent has ever failed to complete a contract with regard to any of the services herein described. If yes, explain reasons for failure to complete the work.

References

Provide three references including:

Project name and description

Name of contracting company or government agency

Contact person's name, position, and current telephone number

Dates, cost, and scope of service

Status and comments

PROJECT PERSONNEL FOR CONTRACTOR

Respondents must include a brief description of the identity, experience, and qualifications of key project personnel, including a project manager. The contractor's project manager will be responsible for all aspects of the project and serve as the liaison to the County's project manager. At a minimum, the following key Project personnel shall be identified:

Project Manager – A Project Manager must be identified for the project. Project Managers are to be available for scheduled project review meetings at the County Administration Building. The Project Manager will be responsible for the overall scheduling, coordination, and completion of services and will serve as the single point of contact between the County and the Contractor.

Project Lead – The Project Lead will be responsible for on-site coordination of project implementation. Project Lead responsibilities may be encompassed under the Project Manager role, the respondent must identify if this is the case.