

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID—**

**(This is not an order)  
 BID MUST BE MADE ON THIS SHEET  
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION  
 25 BEAVER STREET  
 NEW YORK, NY 10004  
 (Agency Name and Address)

Direct Inquiries to: Jeffrey Casper  
 Phone: (212) 428-2867  
 Email: JCASPER@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

<b>Bid Number:</b> OCA/RM-175	<b>Commodity Group:</b>
<b>Opening Date:</b> November 16, 2010 <b>Time:</b> 3:00 P.M.	<b>Commodity Name:</b> Records Preservation Services - NYC County Clerks

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

<p>Agency's Specification of item(s) Required (include quantities)</p> <p><b>UCS ATTACHMENTS I, III AND IV MADE PART AND INCORPORATED HEREIN.</b></p>	<p>Bidder's Quotation and Specific Description of Item Offered</p> <p><b>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</b></p>
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**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

**BIDS MUST BE SIGNED**

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number <b>Email:</b>	

**DOCUMENTS ENCLOSURE CHECKLIST**

\_\_\_\_ Bid Schedule/Exhibit A (2 pages) must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- \_\_\_\_ UCS Request for Bid Form with original signature
- \_\_\_\_ Attachment I, p.3 - Non-Collusive Bidding Certificate
- \_\_\_\_ Attachment I, p.4 - Corporate Acknowledgment
- \_\_\_\_ Attachment III - Vendor Responsibility Questionnaire
  - paper questionnaire
  - questionnaire file online via OSC VendRep System
- \_\_\_\_ Attachment IV - Procurement Lobbying Forms
  - Disclosure of Prior Non-Responsibility Determination (UCS 420)
  - Affirmation of Understanding and Agreement (UCS 421)
  - Termination Clause (UCS 423)
- \_\_\_\_ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications
- \_\_\_\_ Disaster Recovery Program
- \_\_\_\_ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- \_\_\_\_ Original bid response + five (5) complete copies
- \_\_\_\_ Signed Documents Enclosure Checklist

NB: There is no Attachment II

**To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.**

Company Name: \_\_\_\_\_

Authorized Officer's Name and Title:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* GENERAL SPECIFICATIONS \*\*\***

**I. The RFB/RFP Process**

**Note to Bidders**

**1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms**

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

**2. Attachment III - Vendor Responsibility Questionnaire**

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [helpdesk@osc.state.ny.us](mailto:helpdesk@osc.state.ny.us). Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

**Online RFB/RFP Package : Disclaimer**

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and

related documents from the New York State UCS website [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

**Bid Response/Proposal: Original and Copies**

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire and its Attachment A; Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

**Binding Nature of Bid/Proposal on Bidders**

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration/Office of Records Management (hereafter "OCA/ORM") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

**Packaging, Identifying and Delivering of Bids/Proposals**

Bidders may **not** submit their bid/proposal responses online.

Bids/Proposals must be **clearly addressed and submitted** to:

Jeffrey Casper  
Senior Management Analyst  
NYS Office of Court Administration  
25 Beaver Street, R-823  
New York, NY 10004

All envelopes/cartons must also be labeled with the following information on two sides:

"Deliver immediately to Jeffrey Casper R-823"  
"Sealed bid - Do not open"  
"OCA/RM-175 due November 16, 2010 at 3:00 p.m."

RFB# OCA/RM-175  
RECORDS PRESERVATION SERVICES  
NYC COUNTY CLERKS

BID OPENING: November 16, 2010  
TIME: 3:00 PM

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by **November 16, 2010 at 3:00 pm** at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

### **No-Bids**

Bidders are requested to send a no-bid letter to OCA, Attn: Jeffrey Casper, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/RM-175.

### **Estimated Quantities**

**Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.**

### **Compliance with Laws**

Awarded contractor(s) must be compliant with all applicable federal, state and local laws, rules and regulations prior to and during the provision of all services under the contract resulting from this RFB/RFP. Awarded contractor(s) must provide proof of workers compensation and disability benefits insurance coverage under NYS law with its proposal or, if it is exempt from such coverage, proof of exemption.

### **Independent Contractor Status**

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

### **Rejected and Unacceptable Bids/Proposals**

The OCA/ORM reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA/ORM may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or

otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts or who are found to be non-responsible based on any of the criteria specified in the section headed ‘Responsible Bidder’.

**References**

Each bidder must provide at least three (3) references including the company/agency name, complete address, contact name, title, telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

**Responsible Bidder**

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, compliance with, and the resources to meet the requirements of this RFB’s general and detailed specifications, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

**Insurance Requirements**

Bidders shall be required to provide proof of the following insurance coverage, and awarded contractor shall be expected to maintain such coverages at all times during the term of the contract, at its own cost and expense:

Workers’ compensation and disability benefit insurance coverage as required under NYS law (see Workers’ Compensation Board website at [www.wcb.state.ny.us](http://www.wcb.state.ny.us) for coverage requirements), or, if it is exempt from such coverage, proof of exemption

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate

Auto Liability, Combined single limits	\$1 million
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Professional liability insurance in the minimum amount of \$1,000,000.00 per occurrence and \$3,000,000 aggregate coverage, with appropriate tail coverage.

All insurance coverages shall be obtained from commercial insurance carriers admitted to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

### **Confidentiality**

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of the OCA/ORM. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA/ORM and may subject the bidder to further penalties.

### **Subcontracting**

The awarded contractor(s) shall not subcontract any portion of their work without the knowledge and prior written approval of the OCA/ORM.

Subcontracting of any services described herein shall be subject to the following:

1. Bidder must identify each proposed subcontractor, type of service(s) to be performed, length and nature of bidder's relationship with proposed subcontractor and must provide any and all additional information regarding the proposed subcontractor as the OCA/ORM considers reasonable and necessary.
2. All proposed subcontractors must be identified in bidder's proposal and any additions and/or changes shall be subject to the approval of OCA/ORM prior to engagement by contractor and any such approved subcontractor shall be held to the same performance standards as awarded contractor.
3. The OCA/ORM will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance of any such subcontractor, its employees, agents, consultants or representatives. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by OCA/ORM without causing delay in the services required by this contract.

RFB# OCA/RM-175  
RECORDS PRESERVATION SERVICES  
NYC COUNTY CLERKS

BID OPENING: November 16, 2010  
TIME: 3:00 PM

### **Pre-bid conference**

A pre-bid conference will be conducted at **1:00 PM** sharp on **November 4, 2010** in Room 1106 - 11th floor conference room at OCA offices, 25 Beaver Street, New York, NY 10004. While this conference is not mandatory, bidders are strongly encouraged to attend to benefit most directly and immediately from any issues or clarifications presented. Bidder shall notify Jeffrey Casper by email of its intention to attend the pre-bid conference and it shall indicate the number in bidder's party.

### **Questions**

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of:

Jeffrey Casper  
Email: [JCASPER@courts.state.ny.us](mailto:JCASPER@courts.state.ny.us)

Please indicate in "Subject" field: OCA/RM-175 Question(s)

The deadline to submit questions is **October 29, 2010 at 5:00 pm**. No questions will be entertained after this deadline. All questions will be answered in writing. A Questions & Answers (Q&A) listing all the questions received and their answers will be distributed at the pre-bid conference and posted on the UCS website at [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids). A revised Q&A reflecting the questions and answers from the pre-bid conference, will be posted on the UCS website a couple of days after the pre-bid conference.

**IMPORTANT:** All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA including the Office of Records Management in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

### **Bidder's Proprietary Information**

Information construed as proprietary by a submitting bidder must be marked as such and will be so regarded by the OCA/ORM. If possible, such information should be submitted in a separate folder attached to the proposal to be valid; however, all information must be available for review. Viewing of information designated as proprietary will not be construed to violate the constraints of proprietary information.

## II. RFB# OCA/RM-175

### Purpose & scope

The NYS Office of Court Administration (hereafter, "OCA"), Office of Records Management (hereafter "ORM") is seeking sealed bids on behalf of the five (5) New York City county clerks (hereafter, "NYCC") for micrographics and digital imaging services of various records and documents of the NYC five (5) boroughs' respective operations.

### Term of Award

The term of the contract(s) shall be for an initial period of three (3) years commencing on/about 2/15/11. The OCA/UCS reserves the right to renew the awarded contract for two (2) additional one (1)-year periods under the same terms, conditions, except pricing. Any such renewal shall be subject to approval by the Offices of the State Attorney General and the Comptroller (hereafter "AG/OSC").

### Method of Award

Bidder must bid on all five boroughs. A single contract will be awarded for all five boroughs/county clerks.

Award will be to the lowest cost, responsible bidder meeting the needs of the respective county clerks as described in Appendix C (NYC County Clerks Profile Sheets). "Lowest cost" is defined as the sum of the certain costs (i.e., costs resulting from the estimated volume of images to be processed): pick up and transportation cost per carton (standard 1 cubic foot record storage box), digital imaging (per image), the document preparation time hourly cost and the destruction (by cross shredding) per pound cost as specified on the Bid Response Form. Additionally, the sum of the variable costs (i.e., typically infrequently requested services): extraordinary preparation time, retrieval of record per record/file, retrieval of records per carton, extraordinary delivery by fax/scan or overnight delivery, as specified on the Bid Response Form, will be used as selection criteria for awarding the contract in the event that multiple bidders submit the same, or approximately the same, certain costs.

Regarding the Bronx County Clerk's requirement that the selected vendor, in addition to providing digital images of 3.9 million Bronx County records per year, will be required to provide these records on original silver master microfilm as per Appendix C, Bronx County Clerk's Profile Sheet. The "lowest cost" for this microfilm record will be defined as the sum of the cost of the original silver master microfilm roll and the cost of the diazo duplicate roll, as specified on the Bid Response Form. As with the above described variable costs, these microfilm costs will be used if multiple bidders submit the same, or approximately the same, certain costs.

### Pricing

All pricing submitted pursuant to the solicitation shall be net and include all costs for the performance of the

services described herein. Additionally, pricing shall be submitted only on, and in the format prescribed by, the bid response form. All prices shall remain firm throughout the initial contract period of three (3) years. The per roll price for the preparation and delivery of the original silver master microfilm roll for the Bronx County Clerk's Office will be the same per roll price if other county clerks decide, at a later date, that they want to receive microfilm of their records (in addition to the digital image records).

### **Price Increases**

All prices shall remain firm through the initial contract period. Reasonable, necessary and documented cost increases to the contractor for any renewal period will be considered subject to the following:

1. Only those increases applicable to materials and supplies, as the result of increases levied by the manufacturers, will be reviewed. No increases associated with labor costs will be considered.
2. The price increase must not exceed the change in CPI from the twelve (12) months preceding the renewal period starting date. In case of a request for a price increase, OCA will look at the CPI-U - NSA, i.e the Consumer Price Index - All Urban Consumers - Not Seasonally Adjusted, specifically at the tables for US City Average - All items and for Northeast Urban - All items.
3. The awarded contractor must submit written request for allowable increase(s) forty-five (45) days prior to the end of the initial contract period accompanied by any/all supporting documentation showing price increases at the manufacturers level including manufacturers invoices at the time of the beginning of the awarded contract and at the time of the awarded contractor's request for a price increase.

The awarded contractor shall send its request for a price increase in writing only to: Jeffrey Casper. The written request shall be received by each county clerk/RH no later than forty-five (45) days prior to the expiration date of either the initial contract term and/or any of its renewals.

### **Court personnel**

Awarded contractor will be required to perform all services specified herein and to provide and maintain any and all material handling equipment to efficiently and safely deliver such services. Under no circumstances will court personnel perform or assist with any work required of contractor.

### **Access to court facilities**

Bidders shall be wholly responsible for familiarity with the physical layout and access to the courts and buildings in question, including but not limited to, roadways, overhangs, parking, security, elevators, required access permits or insurance certificates. **No special accommodations can or will be made by court staff with respect to security measures, access or parking.**

All locations specified herein are available for inspection by bidders **by appointment** through the “contact person” noted on each county clerk’s “detailed specifications.”

### **Bidder’s/contractor’s facility**

The bidder shall have available a storage facility which is adequate in the opinion of the OCA/ORM. Since the facility will be used to store the paper during the conversion process and prior to release for disposition, the facility must, as a minimum, have sufficient ambient controls to maintain humidity between 45% and 55% with daily fluctuation of +/- 2% and temperature at 70 degrees with daily fluctuation of +/- 02 degrees and have adequate, operating fire suppression system acceptable for paper.

For purposes of bid evaluation, **bidder’s** proposed facilities shall be available for inspection. Subsequent to award, **contractor’s** facilities shall be made available for periodic inspection upon request by OCA/ORM or any appropriate staff of the respective county clerk(s).

### **Court/agency records**

All records and materials described herein are the official and confidential records of the NYS Unified Court System and shall be immediately produced upon demand, **notwithstanding any issue which may be in dispute between OCA/ORM or the respective contractor(s).**

### **Disaster recovery**

Bidder shall include with their proposal, a written description of a satisfactory, in-place disaster recovery program providing specifically for no cost restoration services in the event of water damage, or other recoverable damage, to the original records or processed work (micrographics or electronic media) while in contractor’s possession. “Possession” shall be defined as from point, date and time of pickup at county clerk’s location to return and signatory acceptance of finished work by county clerk.

### **Contractor contact**

Contractor shall designate a staff member to act as primary contact for the OCA/ORM or county clerks with respect to contract performance.

**\* \* \* DETAILED SPECIFICATIONS \* \* \* \***

The five (5) county clerks of the New York City area represent very diverse and immense operations. Accordingly, the generation of records, files and documents are voluminous in nature and require varying formats to assure that such records, files and documents are effectively and appropriately preserved and accounted for.

While the county clerks of New York, Kings, Queens, Bronx and Richmond counties maintain similarity of operations and documents and share common needs, each has unique applications and requirements with respect to maintenance and preservation of records.

Each of the county clerk's specific filming and/or digital imaging requirements are defined on the attached "County Clerk Profile - Appendix C".

**Turnaround time**

The volume of records which require processing by the county clerks is of the highest priority. Monies are appropriated to their respective operations for records retention services and must be expended for the period provided. **Accordingly, the awarded contractor will be required to adhere to specified schedule ; that is, all designated files/records/documents must be picked up, processed, inspected and returned to the county clerk in the turnaround time noted on the bid response form and awarded contract. Failure to do so by contractor may result in termination of contract and/or other sanctions by the "OCA/ORM" or "NYCC". There will be "zero tolerance" regarding the contractor falling behind contracted schedules.**

**UCS Records Management Policies**

The UCS Records Management Policy #3 and Policy # 9 are attached and incorporated herein and are available for download or printing at [www.nycourts.gov/admin/recordsmanagement](http://www.nycourts.gov/admin/recordsmanagement) under Policy # 3 - Micrographics Guidelines - and Policy # 9 - Guideline for Electronic Records. **Bidder is required to comply with Policies #3 and #9, as well as with any of the other UCS Records Management policies as they may be applicable.**

**Pick up of original files, records, documents**

Contractors must use their own secured vehicles and employees for the transportation of any and all documents picked up from the offices of the respective county clerk(s).

**Preparation of records**

Records and files are currently stored in various formats (i.e. file cabinets, cartons, other). Where necessary, contractor will be required to remove files from such storage media, and place in appropriate containers for

transport (note; some files & records may already be in appropriate cartons). Contractor shall be responsible for preparing all records for processing.

Cost for "Document preparation time" shall include all services, be stated as "rate per hour" and based upon the "typical" condition of records normally encountered. Records and files which are not "typical" and require extraordinary attention and handling may be assessed at a different rate per hour. This should be added under "Extraordinary preparation time." Both per hour costs must be included in the Bid Response Form.

### **County clerk's manifest**

All files, records and documents to be filmed or imaged will be noted in a manifest which will be provided by the county clerk to the contractor.

### **Contractor manifest**

Contractor must provide a manifest of work completed with methylene blue test certification, before order of destruction will be issued by the county clerk. Bidder must provide a copy of their standard manifest with their bid.

### **Delivery of film, original silver & diazo copy. & digital images**

Unless noted otherwise on respective county clerk's Appendix C - profile sheet, all completed film and digital work is to be delivered to the respective county clerk's location.

### **Emergency retrieval**

It is occasionally necessary for a court to require immediate (within 24 hours) retrieval of a certain original record or records after release to the contractor. Should it become necessary to do so, Retrieved document(s) may then be returned to the county clerk by any appropriate signatory package delivery service such as Fed Ex, UPS. If a county clerk specifically requests that the record or record be e-mailed as an image, rather than return the original, the vendor will do so.

Contractor shall indicate in their response by what delivery method such requests will be handled and charge(s) therefor.

### **Downloadable inventory**

Contractor will be required to provide a downloadable inventory from contractor's secured website noting items to be processed and those which have been processed. As a minimum, the following information should be

addressed:

- a. File/docket number
- b. Index number with no papers on file
- c. Name of file, record
- d. Carton designation
- e. Date of pick up
- f. Status; pending processing, processed
- g. Record activity (i.e. retrieved by clerk, outstanding, etc.
- h. Destruction date
- i. Number of cartons processed to date
- j. Number of cartons pending processing.

### **Digital Language**

Document conversion to digital format. Searchable PDF: PDF/A-1b compliant; CCITT-4, Black and White images, minimum 240 native dpi.

### **Destruction of documents**

At the sole discretion and direction of the respective county clerk, and subsequent to receipt and acceptance of respective film or digitized format by the county clerk, the contractor shall be responsible for the destruction of the original documents by cross shredding. Contractor shall be required to execute an appropriate affidavit as to the destruction of said documents. Bidders are to indicate cost per pound, if any, for this service.

No document, file or record may be destroyed unless and until the county clerk has issued a valid order of destruction. The order of destruction will issued promptly (within fifteen [15 ] business days) so as not to increase storage time of the cartons thus burdening the contractor. **However**, no order of destruction will be issued until the county clerk is satisfied that all work required of the contractor has been performed and acceptable, accurate images of the files have been received.

### **County Clerk Profiles - Appendices C**

The attached “profiles” present the specific requirements of the individual county clerks.

### **Appendix C NYC County Clerks Profile Sheets**

Location: **Queens County Clerk**  
88-11 Sutphin Blvd.

RFB# OCA/RM-175  
RECORDS PRESERVATION SERVICES  
NYC COUNTY CLERKS

BID OPENING: November 16, 2010  
TIME: 3:00 PM

Jamaica, NY 11435

- Contact: Kevin Rothermel  
(718) 298-0613
- Estimated Quantity: 10 million images per year (Estimated total number of images to complete Imaging project is 25 million images.)
- Retention Format: Portable hard drive/DVD-rom, upload to external hard drive, searchable PDF format, storage of images on vendor's server until conclusion and verification of project. (Technical requirements for PDF imaging. PDF/A -1B compliant, CCITT-4, Black and White images, 240 dpi minimum.)
- Types of Files: Civil, Supreme Court records, and records files as County Clerk (Business, Corporations, etc.)
- Pick up: Minimum of 300 boxes bi-weekly until conclusion of series (complete year of filing). Files will be boxed and inventoried by Queens County Clerk staff. Vendor will provide detailed Excel spreadsheet cataloging completed work.
- Turnaround Time: Weekly delivery of not less than 250,000 images. Emergency delivery request for Judgements must be received by e-mail within 24 hours. Other document requests must be scanned and sent to this office within 72 hours.
- Caption of DVD: The labels on DVDs will state the disc number, box number range, and the case index numbers that are included in the disc.
- Inventory: A spreadsheet in Excel stating the cse index number and year of case. Inventory must also state the dates documents were received and scanned by the vendor and returned to the Queens County Clerk's Office. Information must be supplied bi-weekly with the return of completed images.
- Delivery of Completed Work: To be returned to the Queens County Clerk's Office bi-weekly.
- Other Special Requirements: Due to a lack of space in the County Clerk's Office, we require that a vendor have the capacity to store a minimum of 6,000 to 10,000 boxes at any given time. Upon receipt of an Office of Court Administration Records Disposition Request, vendor will be

responsible for the destruction of all documents listed in the Request, and provide the County Clerk's Office with a certificate of destruction of these records.

**Appendix C**  
**NYC County Clerks**  
**Profile Sheets**

**Location:** **New York County Clerk**  
60 Centre street  
New York, NY, 10007

**Contact:** James Rossetti, Chief Deputy County Clerk  
Phone: 646-386-5956

**Estimated Quantity:** 75,000 case files totaling 5,500,000 images per year; 27,500,000 images for a five year period.

**Retention Format:** CD-rom, upload to external hard drive PDF format, storage of images on vendor's server until compilation and verification of project.

**Types of Files:** New York County Supreme Court Civil Records of Actions and Proceedings. Some records are classified "confidential" or "sealed.."

**Pick up:** Vendor will be required to pick up a minimum of 150 boxes per week from CitiStorage which is located at 5 North 11<sup>th</sup> Street, Brooklyn, NY 11211 (718) 782-1100

**Turnaround Time:** All files will be scanned and imaged in chronological order by year (1986, 1987, 1988, etc.). Contractor will be required to pick up one full year's files and store them in contractor's facility or 150 boxes per week from CitiStorage.

**Caption of CD:** The caption of the CD will state the disc number, box number range and the case index numbers on the disc. This must also be referenced and searchable in the spreadsheet supplied by the vendor.

**Technical Requirements:** PDF/A-1b compliant  
CCITT-4, Black and White images  
240 dpi minimum

- Delivery of Work: To be returned to the County Clerk's Office on a weekly basis.
- Other Special Requirements: Vendor must have the storage space to house a minimum of 6,000 to 10,000 boxes at a time. Upon approval of a Records Disposition Request from the Office of Court Administration, vendor will be responsible for the destruction of the documents and provide the office with a Certificate of Destruction of Records.

**Appendix C**  
**NYC County Clerks**  
**Profile Sheets**

- Location: **Richmond County Clerk**  
130 Stuyvesant Place  
Staten Island, NY 10301
- Contact: Mario DiRe  
Phone: 718-675-8910  
Fax: 718-390-8442  
E-mail: mdire@courts.state.ny.us
- Estimated Quantity: 2,500,000 images per year [12,500,000 images (pages) over 5 years]
- Retention Format: High capacity digital (portable hard drive)
- Image Format: Searchable PDF  
PDF/A-1b compliant  
CCITT-4, Black and White images  
240 dpi minimum
- Types of Files: Regular (general litigation), Matrimonials and Special Proceedings
- Pick up: Files to be prepped and boxed by county clerk staff for pickup by contractor; Contractor to supply boxes suitable for transporting court files.
- Turnaround Time: Contractor is to process files in the order of pick-up; where county requires access to a specific file in the custody of contractor, such access will be provided within 24 hours.

Other Special Requirements: Matrimonials and other non-public records must be marked “Confidential” and color coded.

Delivery of Completed Work: To be returned to the Office of the County Clerk

**Appendix C  
NYC County Clerks  
Profile Sheets**

Location: **Kings County Clerk**  
360 Adams Street  
Brooklyn, NY 11201

Contact: James Blain  
(347) 404-9766

Estimated Quantity: 5 million images per year  
(Estimated 40,000 cases/1000 cartons per year)

Retention Format: Searchable PDF/A-1b compliant CCITT-4, Black and White and Color images 240 dpi minimum. Files to be transferred to County Clerk on removable hard drives and on DVD’s provided by vendor. The labels on DVD’s will state the disc number and the case index numbers that are included in the disc.

Types of Files: All Civil Supreme Court and County records.

Pick up: As scheduled by County Clerk needs.

Turnaround Time: Weekly delivery of not less than 35,000 images as work is completed on vendor’s premises and to be accompanied with detailed manifest.

Other Special Requirements: All matrimonial files must be marked “confidential.” Photographs must be scanned in color. Poor quality original documents which can not be scanned clearly must be noted and the original paper document and the scanned copy must be sent to the County Clerk for guidance.

All files must be imaged in numerical order. Weekly shipments must include manifest, invoice, packing slip and identifying index numbers.

Delivery of Completed Work: To be returned to the County Clerk.

**Appendix C  
NYC County Clerks  
Profile Sheets**

Location: **Bronx County Clerk**  
851 Grand Concourse Rm. 118  
Bronx, NY 10451

Contact: Mark Nusenbaum  
Phone (718) 618-3377

Estimated Quantity: 3.9 million per year (19.5 million over a five year period).

Retention Format: Searchable (with two to three index fields) PDF/A-1b compliant CCITT-4, Black and White images 240 dpi minimum to be delivered to Bronx County Clerk on removable hard drives and DVD's (provided by vendor). Halide 16mm roll film.

Types of Files: All Civil Supreme Court and County records filed by County Clerk.

Pick up: Minimum 60 boxes biweekly as scheduled by County Clerk. Contractor must place records in standard 1 cu. ft. boxes (provided by vendor) and Remove them from County Clerk's premises.

Turnaround Time: Biweekly delivery of 75,000 images with detailed manifest.

Other Special Requirements: All records must be imaged in original numerical and/or chronological order. Vendor must have ability to retain paper records for a period of time necessary for certification of digitized records and OCA approval for disposition of paper records (up to 12 months). Vendor will be responsible for the destruction of these records and will provide the County Clerk with a Certificate of Destruction.

RFB# OCA/RM-175  
RECORDS PRESERVATION SERVICES  
NYC COUNTY CLERKS

BID OPENING: November 16, 2010  
TIME: 3:00 PM

Delivery of  
Completed Work: To be returned to Bronx County Clerk,  
**Except** - 16mm silver roll film must be shipped to:  
Iron Mountain/National Underground Storage, Boyers, PA.

**\*\*\* BID RESPONSE FORM \*\*\***

Pickup & transportation to vendor's facility: \$ \_\_\_\_\_ per carton (est. 10,760 cartons)  
Original camera microfilm \$ \_\_\_\_\_ per roll\* (est. 1,560 rolls)  
Diazo duplicates - roll \$ \_\_\_\_\_ per roll\*\*  
Digital imaging \$ \_\_\_\_\_ per image with two (2) index fields\*\*  
Document preparation time \$ \_\_\_\_\_ per hour  
"Extraordinary" preparation time \$ \_\_\_\_\_ per hour  
Retrieval of record \$ \_\_\_\_\_ per record/file  
Retrieval of records \$ \_\_\_\_\_ per carton  
(Method of delivery \_\_\_\_\_ )  
Extraordinary Delivery:  
1. Fax/e-mail scan \$ \_\_\_\_\_ per record/file  
2. Overnight Delivery \$ \_\_\_\_\_ per record/file  
Destruction by cross shredding \$ \_\_\_\_\_ per pound (est. 430,400 pounds)

\* Price must include delivery to Iron Mountain/National Underground Storage, Boyers, PA.

\*\* Price must include delivery to county clerks' offices.

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name in print