

AMENDMENT # 1

The Detailed Specifications of the RFB# OCA/RM-175A, Micrographics and Digital Imaging Services - NYC County Clerks, are hereby amended to include the following:

1. The bid opening date has been rescheduled to Wednesday, March 15, 2011 at 3:00 pm.
2. The provision “**Cartons**” is amended as follows:

It is estimated that each carton is capable of holding an average of 2,250 images.

Queens	4,444 cartons per year, year 1 and year 2, and 2,222 cartons for year 3
New York	2,500 cartons for year 1, and 2,444 per year, year 2 and year 3
Richmond	1,111 cartons per year, for the first three years of the contract
Kings	2,222 cartons per year, for the first three years of the contract
Bronx	1,733 cartons per year, for the first three years of the contract

Total estimated number of cartons:

12,010 cartons for year 1

11,954 cartons for year 2

9,732 cartons for year 3

Total estimated number of cartons for the initial three (3)-year term of the contract:

33,696 cartons

The provision “**Pick up of original files, records, documents**” is amended to include the following, additional, language:

For the New York County Record Location only, the awarded vendor will NOT be required to provide standard, 1 cubic foot cartons as the records are boxed and in storage at CitiStorage, 5 North 11th Street, Brooklyn, NY 11211. The awarded vendor shall pick-up cartons from CitiStorage according to the requests by the NYC County Clerk. Please see Amended Bid Response Form reflecting this revision.

The following, new provisions are added to the bid specifications:

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Destruction/storage of documents

The provision, “**Destruction of documents**” contained in the original RFB is hereby deleted and replaced with the following provision:

At the sole discretion and written direction of a NYCC, 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 requesting NYCC has delivered to the awarded contractor a valid written order of destruction. No order of destruction will be issued until the NYCC is satisfied that all work required of the contractor with respect to the documents in question has been satisfactorily performed in accordance with the Detailed Specifications and the awarded contract.

There shall be no charge to UCS for the storage of court records except as follows: Awarded contractor may charge a storage fee for cartons of court records remaining at contractor’s storage facility more than forty-five (45) day after delivery of completed micrographic records to the applicable Record Location, provided: (i) no authorized order of destruction or other direction to dispose of such records has been received by contractor within such forty-five (45) day period or (ii) contractor has not been notified within such forty-five (45) day period that all or a portion of the completed micrographic materials fail to meet contractual requirements (which shall include the requirements contained in the Detailed Specifications), in which event, the forty-five (45) day period shall be tolled until contractor cures any such failure.

Basis of costs: charges associated with the storage of cartons shall be quoted on a cost per carton per day.

In addition to the Detailed Specifications contained herein, awarded contractor shall also be required to comply with all applicable UCS Records Management Policies.

Defective Digitized Images and Storage of Related Cartons

In the event awarded contractor is notified by OCA/RM or the applicable NYCC that any completed micrographic materials fail to meet contractual requirements (which shall include the requirements contained in the Detailed Specifications), contractor will have thirty (30) days from

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the date of such notification to correct cure any such failures. Prior history and dealing indicate that an estimated 1.5% (five hundred and five (505) cartons) of the total cartons (33,696) will be affected, over the initial three (3) year term of the contract

Scanning of File Folders

In addition to scanning the records, awarded contractor shall be required to scan the front and back of all record file folders received from the New York, Richmond, and Bronx County Record Locations. It is estimated that a total of 224,652 file folders will required to be scanned during the initial three (3) year term of the contract. Please see Amended Bid Response Form requiring price quote for such service.

Scanning/Digital Imaging

Folders of case files are to be scanned in the order received. There are no color scanning requirements. All records are to be scanned in black and white, including color originals. Scanning shall be at a minimum of 240 native dpi (per paragraph Digital Language)

Invoicing

The awarded vendor may invoice the applicable Record Location for completed digital images no sooner than fifteen (15) business days after the delivery of such digital images to such Record Location. The UCS will issue payment orders within thirty (30) days of receiving the invoices, unless contractor has been notified that completed images fail to meet contractual requirements (which shall include the requirements contained in the Detailed Specifications), in which event, such thirty (30) day period shall be tolled until contractor cures any such failure.

An Amended Bid Response Form is attached to this Amendment #1 reflecting the revisions contained herein. All Bidders, including those who completed the Bid Response Form attached to the original RFB, must complete the attached Amended Bid Response Form in its entirety.

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AMENDED BID RESPONSE FORM (p.1):

Pick-up and transportation materials & services to contractor's facility

\$ _____/carton x 9,510 cartons = \$ _____/year 1

\$ _____/carton x 9,510 cartons = \$ _____/year 2

\$ _____/carton x 7,288 cartons = \$ _____/ year 3

Total 3 years: = \$ _____

Pick-up and transportation materials for the N YC County Clerk & services to contractor's facility (No cartons supplied by vendor)

\$ _____/carton x 2,500 cartons = \$ _____/year 1

\$ _____/carton x 2,444 cartons = \$ _____/year 2

\$ _____/carton x 2,444 cartons = \$ _____/ year 3

Total 3 years: = \$ _____

Digital imaging (including prep time)

\$ _____/image x 26,900,000 im. = \$ _____/year 1

\$ _____/image x 26,900,000 im. = \$ _____/year 2

\$ _____/image x 21,900,000 im. = \$ _____/year 3

Total 3 years: = \$ _____

Scanning of folders front & back

\$ _____/folder x 224,652 folders for 3 yrs = \$ _____

Preparation cost for images in poor condition:

Estimated at 5% of 75,700,000 images

\$ _____/image x 3,785,000 = \$ _____

Extraordinary Delivery (within 24 hours)

Fax/email scan \$ _____/ page x 150 pages x 3yrs = \$ _____

Overnight delivery \$ _____/record x 200 records x3years = \$ _____

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AMENDED BID RESPONSE FORM (p.2):

Destruction by cross shredding

\$ _____/pound x 1,347,840 lbs - 3 years = \$ _____

Based on a total of 33,696 cartons for 3 years at 40lbs/carton

Original camera microfilm (Bronx only-
price to include delivery to Iron Mountain)

\$ _____/roll x 4,680 rolls for 3 years = \$ _____

Storage of cartons held over 45 days

\$ _____/ctn/day x 505 ctns for 3 years = \$ _____

TOTAL COST FOR 3 YEARS = \$ _____

Company Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____