

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

## Request for Bids

Re: Microfilm Services for the Kanawha County Circuit  
Clerk=s Office

Date: February 5, 2002

Fiscal Year: 2001-02

**Bid Opening:** Bids must be received on or before Wednesday,  
February 27, 2002, at 11:00 a.m. in the Kanawha County  
Commission Purchasing Office, 407 Virginia Street, East,  
Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627,  
Charleston, WV 25336)

### INSTRUCTIONS TO BIDDERS:

#### **\*THIS FORM MUST BE THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed bids will not be accepted.
2. Unsigned bids will not be accepted.
3. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
4. All bids should be in ink, showing all facts and the total amount of the bid.
5. The County reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County.

Item No.	Description	Amount
1	Microfilm Services per the Attached Specifications	\$
2	<b>Alternate #1:</b> Circuit Clerk Employees Prepare Documents	Deduct: \$

Vendor Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

## SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**ITEM:** Microfilm Services for the Kanawha County  
Circuit Clerk=s Office

**LOCATION:** Kanawha County Circuit Clerk=s Office  
111 Court Street  
Charleston, WV 25301

**CONTACT:** Jerie Whitehead Rhonda Cavender  
Purchasing Director Circuit Clerk Special  
Assistant  
Clerk Kanawha County Commission Kanawha County Circuit  
407 Virginia St., East 111 Court Street  
P.O. Box 3627 Charleston, WV 25301  
Charleston, WV 25336 Telephone (304) 357-0439  
Telephone (304) 357-0115

**BID OPENING:** Bids must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Wednesday, February 27, 2002, at 11:00 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed bids will not be accepted.*

**SPECIFICATIONS:** The following specifications are intended to describe microfilm services for the Kanawha County Circuit Clerk=s Office and the details contained in these specifications are not designed to exclude any vendor from bidding, but are offered as a means of describing the needs of the Kanawha County Circuit Clerk=s Office. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. Microfilming of approximately 965,000 pages which must be microfilmed on-site during the Kanawha County Circuit Clerk=s normal business hours from 8:00 a.m. to 5:00 p.m. using the 3M 5000 Rotary Camera provided by the Kanawha County Circuit Clerk=s Office.
2. Documents must be blipped as they are filmed, applying a medium size blip to the first page of each file and small blips on each subsequent page. The 3M 5000 Camera has multi-level blip capability.
3. Master film must be archival quality, silver halide microfilm, 16mm x 100", 5.0 mil base.
4. The residual thiosulfation concentration shall not exceed 0.7 microgram per square centimeter in a clear area when tested by the Methylene Blue Method

for Measuring Thiosulfate.

5. Microfilm must be visually inspected for quality.
6. A diazo duplicate of each microfilm must be made using 16mm X 100" film with a medium-high contrast, ultra-high resolution, on a high-strength, 5.0 mil blue-black, polyester base.
7. Jacketize diazo duplicate into 5 Chanel Jackets, label heading of jacket.
8. After processing, film is to be returned on an ANSI reel in a box labeled with the contents of the microfilm, i.e. starting and ending case number.
9. Price is to include labor and materials required to prepare and film these documents. Vendor must provide processing services and a duplicate of each roll.
10. Please provide three microfilm projects of this or comparable size that your company has most recently completed:
  - 1.
  - 2.
  - 3.
11. How long has your company been in business?
12. How many working days will it take your company to complete this project?
13. How many employees do you estimate will be working on this project in the allotted time you have specified?
14. The successful bidder will be required to furnish a 100% Performance Bond and the fee for same shall be included in the bid.
15. Provide as the base bid the cost of the entire job including preparation of the documents by your company.
16. **Alternate #1:** Cost for microfilming services if Circuit Clerk employees prepare the documents

***TERMS & CONDITIONS:***

**Real Estate and Personal Property Taxes:** A No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of

delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid. @

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form. A registration form is being supplied for your convenience.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informalities in bidding.