### MICROFILMING SERVICES 2020

**AMERICAN MICRO**  
1933 TROOST AVE.  
KANSAS CITY, MO  64108

**IMAGE EXPRESS**  
10921 VALLEY VIEW RD  
EDEN PRAIRIE, MN  55344

**RAYCOM DATA TECHNOLOGIES, INC.**  
1320 E. IMPERIAL AVE  
EL SEGUNDO, CA  90245

**KANES RECORD MANAGEMENT, INC. DBA DOCUTEK, INC.**  
750 W. HAMPDEN AVE  
STE L-105  
ENGLEWOOD, CO  80110

**TAMERAN GRAPHIC SYSTEMS, INC.**  
30300 SOLON INDUSTRIAL PKWY, STE F  
SOLON, OH  44139

<table>
<thead>
<tr>
<th><strong>AVERAGE NUMBER OF MONTHLY DIGITAL IMAGES 18,500 WITH CD AND DELIVERY COST PER PAGE</strong></th>
<th><strong>AMERICAN MICRO</strong></th>
<th><strong>IMAGE EXPRESS</strong></th>
<th><strong>RAYCOM DATA TECHNOLOGIES, INC.</strong></th>
<th><strong>KANES RECORD MANAGEMENT, INC. DBA DOCUTEK, INC.</strong></th>
<th><strong>TAMERAN GRAPHIC SYSTEMS, INC.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(When images are produced at 300 DPI)</td>
<td>$0.03</td>
<td>$0.0198</td>
<td>BID PAGE MISSING</td>
<td>$0.013</td>
<td>$0.015</td>
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<table>
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<th><strong>AVERAGE NUMBER OF YEARLY TWO SIDED PAPER DOCUMENTS 30 WITH CD AND DELIVERY COST PER PAGE</strong></th>
<th><strong>AMERICAN MICRO</strong></th>
<th><strong>IMAGE EXPRESS</strong></th>
<th><strong>RAYCOM DATA TECHNOLOGIES, INC.</strong></th>
<th><strong>KANES RECORD MANAGEMENT, INC. DBA DOCUTEK, INC.</strong></th>
<th><strong>TAMERAN GRAPHIC SYSTEMS, INC.</strong></th>
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<tr>
<td></td>
<td>$1.25</td>
<td>$0.0198</td>
<td>BID PAGE MISSING</td>
<td>$0.013</td>
<td>$0.25</td>
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</tbody>
</table>

### REQUIRED DOCUMENTS

| **NOTARIZED WORK AFFIDAVIT COMPLETED** | Y | Y | Y | Y | Y |
| **E-VERIFICATION DOCUMENTATION (Y/N):** | Y | Y | Y | Y | Y |
| **COPY OF INSURANCE PROVIDED** | Y (Expired 6/1/20) | Y | Y | Y | Y |
| **TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY** | Y | Y | Y | Y | Y |
| **COORDINATE BID FORM (Y/N)** | Y | Y | Y | Y | Y |
| **COORDINATE CONTACT INFO:** | Y | Y | Y | Y | Y |
| **COMPANY INFORMATION AND SIGNATURE** | Y | Y | Y | Y | Y |
| **BID DEPOSIT REQUIRED** | N/A | N/A | N/A | N/A | N/A |

**COMMENTS:**  
ALTERNATE: Put the image on our FTP site, or yours, and use #1 pricing. Total cost is roughly $0.90.  
SEE BID SHEET (ATTACHED) FOR ADDITIONAL PRICING INFO
Invitation for Bid: MICROFILMING SERVICES 2020 Date Issued: 4-27-2020

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, JUNE 2, 2020 AT 2:00 P.M. LOCAL TIME.

DEBBIE DUNNEGAN-WATERS
Department of the Recorder of Deeds
636-797-5419
d dunnegan@jeffcomo.org

JACKIE TALARSKI
Department of Administrative Services
636-797-5380

Mail (3) Three Complete Copies
With Vendor And Bid Information As Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME
VENDOR ADDRESS
CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK
JEFFERSON COUNTY MISSOURI
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050-0100

SEALED BID (BID NAME)

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Tameran Graphic Systems Inc.
30300 Solon Industrial Pkwy, Suite F
Solon, OH 44139

Scott K Wise
Authorized Agent (Print)

Signature

34-1815318

Title

Invitation for Bid 1 of 13

Bidder's Initials skw
BID SPECIFICATIONS

The Jefferson County, Missouri, Department of County Recorder (County) is soliciting bids for the furnishing of monthly Archival Microfilm services.

1. This service involves the retrieval of digital images from an FTP site. Images are to be converted to 100 foot, 6mm, 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by month and year of the images and provided in a labeled and numbered black plastic microfilm roll storage box. Price should also include a CD copy as well delivery to County. Average number of monthly digital images 18,500.

Average number of monthly digital images 18,500 with CD and delivery $ 0.015 cost per page see below

2. This service involves the converting of two-sided paper documents to Archival Microfilm. Images are to be converted to 16mm, 1st generation, silver microfilm rolls. Post production to include contrast adjustments and sharpening for optimum viewing and printing. Rolls are to be designated by the year of the images and provided in a labeled black plastic microfilm roll storage box. Price should also include a CD copy as well as delivery to County. Average number of yearly two-sided paper documents 30.

Average number of yearly two-sided paper documents 30 with CD and delivery $ 0.25 cost per page see below

County will review and accept or reject all digitized images. If County determines that the quality of an image is insufficient to meet the needs of County, the vendor will rework the image to provide an acceptable quality at no extra cost to County. The final arbiter of all quality concerns is County. Pricing to be on a cost per page basis that will include setup, all materials required to complete microfilming and duplication on CD and deliver to County.

May 28, 2020

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Operation</th>
<th>Price</th>
<th>Unit of Measure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plot Digital Images to 16mm X 100' Roll Microfilm &amp; supply digital images grouped by Roll on CD or DVD Media</td>
<td>$0.015</td>
<td>/ page</td>
<td>500 Year Silver Archival Microfilm</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line 2</th>
<th>Operation</th>
<th>Price</th>
<th>Unit of Measure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan 2 sided documents to digital TIF file and plot to 16mm X 100' Roll Microfilm &amp; supply digital images Grouped by roll on CD or DVD Media</td>
<td>$0.25</td>
<td>/ page</td>
<td>500 Year Silver Archival Microfilm</td>
<td></td>
</tr>
</tbody>
</table>

50.00 min / roll

Tameran Graphic Systems, Inc., established in 1976 is a leader in the archival micrographics industry. Tameran provides a full array of products and services to support your reference archive creation and retrieval requirements. Tameran processes and procedures meet ANSI / AIIM and ISO Standards.

The Tameran film processing lab is a certified Kodak (Eastman Park) Infoguard facility.

Tameran Graphic Systems, Inc.
30300 Sotol Industrial Pkwy.
Suite F
Solon, Ohio 44139

Scott Wise
440-349-7100 x3010
440-287-7094 Direct
skwise@tameran.com

Invitation for Bid

1 of 13

Bidder's Initials: skw