



KANSAS CITY KANSAS PUBLIC SCHOOLS / USD 500

PURCHASING OFFICE | 2010 N. 59TH STREET | ROOM 370 \ KANSAS CITY, KS 66104

WEB SITE: WWW.KCKPS.ORG/PURCHASING

MICROFILM SCANNING SERVICES

BID NO: 14-044 ISSUE DATE: JULY 24, 2014

Kansas City Kansas Public Schools will receive sealed bids, on this form at the Purchasing Office, 2010 N. 59th Street, Room 370, Kansas City, KS 66104 until **2:00 PM., August 5, 2014**, at which time bids received will be publicly opened and read, all in accordance with bid instructions, specifications and/or bid conditions attached hereto or as shown below.

Contact/Technical Contact:

Wayne C. Correll, Purchasing Manager | (913) 279-2270 | eMail: wayne.correll@kckps.org

BID INSTRUCTIONS:

FAXED BIDS WILL NOT BE ACCEPTED / EMAILED BIDS WILL NOT BE ACCEPTED.

Per attached specifications listed in this invitation to bid. Bidders must specify unit price on services/rates/deliverables on the Bid Form or bid may be determined to be non-responsive.

- Pricing shall be FOB Kansas City, KS (All freight and fuel charges must be included in the bid price).
- Award will be all to ONE vendor.
- The District reserves the right to reject any or all bids, to waive any informalities, irregularities or technical defects in bids, and unless otherwise specified by the District to accept any item or groups of items in the bid, as may be in the best interest of the District.
- Time (days, weeks, etc.) required for delivery is a significant consideration with respect to this award process. The time required for delivery must be indicated in the space provided or your bid may be found non-responsive and may not be considered.
- Bid shall include copies of pertinent warranty information pertaining to the product or service offered. The bidder agrees that equipment furnished under any resultant purchase order issued by Kansas City Kansas Public Schools shall be covered by commercial warranties the contractor gives to any customer for such supplies. All warranty information and certificates shall be furnished and become the property of the District upon delivery and acceptance of said items and/or the contractor must honor services and all rights and remedies stated in the warranties.
- All items are new manufacture unless otherwise specifically stated in this bid.
- All products must have passed the first line quality standard as set by the manufacturer and no seconds, blemished articles or items having defective workmanship are included.
- Bid may not be considered if a service charge, minimum dollar or minimum quantity order is applied.

- The outcome of this bid will be posted on the District's Purchasing site www.kckps.org/purchasing under Awards Section and will include a bid tabulation/summary.
- Bidder shall acknowledge all addenda for this bid and include the form acknowledgements with their bid.
- Payment and Performance Bond: Bidder agrees to furnish a Payment & Performance Bond, in the amount of \$5,000 after receipt of contract.

See Attachment B for Additional Terms & Conditions

BID SPECIFICATIONS

ITEM: Microfilm Scanning Services
QUANTITY: As Indicated Below

- **Scan microfilm using specialized microfilm scanners**
- **Scanning must be interactive with experienced microfilm scanner operators**
- **Rolls must be scanned as continuous 'ribbon' files**
- **In a post process, ribbon files must be inactively audited and segmented into individual frames**
- **Scanned images must be accurate representations of the images on the microfilm reels**
- **Most images will be delivered in bi-tonal format; however, if necessary to achieve better image quality, some reels may need to be scanned in grayscale**
- **Each reel should be delivered as one multi-page PDF file**
- **Each PDF file should be named with Reel Number and School Name**
- **PDF files should be delivered on encrypted media**

There are 273 High School reels (16mm), as well as 485 other reels (16mm), and 3 other reels (35mm). It is estimated that each reel may contain an average of 2,500 images, there may be as many as 1,895,000 16mm frames in total; 35mm reels may total 1,500 images.

ACCURACY DISCLAIMER: The Contractor shall thoroughly acquaint himself/herself with the site for this Bid to fully understand the facilities, difficulties and restrictions attending to the execution of this proposal. The Contractor will be allowed no additional compensation for his failure to be so informed.

Services called for under this bid will be performed at one location. Successful bidder will supply all personnel, equipment, boxes, etc. and these are to be included as itemized costs in on the bid page.

Listed on the attached are specifications would be any consumable product(s) needed to provide the services identified in the attached specifications (no exceptions).

BASIS OF AWARD: The Contract will be awarded to the lowest responsive, responsible bidder based upon the lowest Lump Sum Bid for furnishing and delivering microfilm scanning services as required for the project. Any bids submitted for this service that are, in the opinion of the Purchasing Manager, manifestly unbalanced will be rejected as non-responsive.

DELIVERY REQUIREMENTS: In this contract, time is of the essence. All freight, fuel, and delivery charges are to be included in the costs entered on the Bid Sheet page. Under no circumstances will the District be liable for additional delivery charges. The successful Contractor's performance under the terms and conditions of this contract must be satisfactory to the District.

All items shall be bid F.O.B. destination. The term F.O.B. Destination shall mean: delivered to the individual school building or the District Storeroom with addresses listed on the District webpage at www.kckps.org/directory/school/ with all charges for transportation and unloading and inside delivery paid by the Contractor. Additional support facilities addresses will be provided upon request. Under no circumstances will the District be liable for additional delivery charges.

Deliveries shall be made Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. The successful Bidder's delivery performance under the terms and conditions of the contract shall be satisfactory to the District.

The successful Bidder shall have a truck with a lift gate, as no loading dock is available at some of the facilities for deliveries. Inside delivery is required.

INSPECTIONS: The District reserves the right to visit and inspect the premises and operation of any Contractor.

INVESTIGATION OF CONTRACTORS:

The District will make such investigations as are necessary to determine the ability of the Contractor to fulfill Bid requirements. The Contractor shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, service and supplies similar to that included in this proposal. It shall be at the sole discretion of the District to reject any Bid if it is determined the Contractor does not fully demonstrate its ability to carry out the obligations of the contract.

VENDOR PERFORMANCE MANAGEMENT:

The Purchasing Department may administer a vendor performance management program as part this proposal and resulting contract. The purpose of this program is to create a method for documenting and advising the Purchasing Department of exceptional performance or any problems related to the purchased goods and services.

Propose as part of your response specific performance measures that may be used to develop a vendor performance management report card. Also provide any other data, criterion or methods that would be effective in measuring vendor performance over the life of this contract.

DISCLOSURE OF CONTENTS OF PROPOSALS:

All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal which are designated by the proposer as Business or Trade Secrets and plainly marked "Trade Secrets", "Confidential", "Proprietary", or "Trade Secret". Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the District will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting the records, and to defend, indemnify, and hold harmless the District from any claim or action related to the District's non-disclosure of such information.

MINORITY AND WOMEN BUSINESS ENTERPRISE:

The Kansas City Kansas Public School District is committed to equal employment opportunity and encourages its contractors to subcontract with Minority Business Enterprises (MBE'S) and Women Business Enterprises (WBE's). We encourage bidders to make a good faith effort to use qualified MBE/WBE's as subcontractors.

SCOPE OF WORK AND TECHNICAL REQUIREMENTS

ITEM 1 – MICROFILM SCANNING SERVICES

Item

If your firm were to scan microfilm offsite, is the facility to be used HIPAA-compliant?
(Circle One)

Yes No

If your firm were to scan microfilm offsite, is the facility secure? (Circle One)

Yes No

Does your firm have a tracking system for managing all aspects of the project?
(Circle One)

Yes No

Will the District have ready access to our files throughout the scanning project?
(Circle One)

Yes No

Describe how the customer will be able to access files/microfilm in your firm's possession?

Is there a charge for "on-demand" requests? (Circle One)

Yes No

What is the normal response time for "on-demand" requests?

Prep and Scanning

What type of high speed scanning equipment does your firm use for back scanning?

What type of systems or guarantees does your firm offer to prevent to prevent pages from being missed during the scanning process?

How often is scanning equipment cleaned and calibrated? (Circle One)

Yes No

Indexing and Image Quality Control

Describe what quality control features or processes which are used in your firm's processing of documents.

Will you index scanned images?
(Circle One)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Can you index at the document level? (Circle One)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Import File Creation & Delivery

Can your firm take scanned documents and format them to be imported into ImageNow software? (Circle One)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Can files be created to allow indexed data to be directly imported into fields in the ImageNow software? (Circle One)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Can the data be delivered by DVD? (Circle One)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Can the data be delivered by USBII hard drives? (Circle One)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Project Schedule

How many weeks does your firm project this project will take to complete (it is anticipated that work can begin on **August 13, 2014**)?

BID SHEET

Be sure to bid on all items listed below.			
Estimated Quantities: 1.9 million pages of active files; 600,000 pages of inactive files			
Provide Unit Cost for the following – Quantities are estimated and provided as such – The District offers no guarantees the products listed below will be purchased in the quantities shown. Prices, while to be guaranteed for ninety (90) days from the date of the initial order, to be used as a pricing agreement through the remainder of this contract.			
1	Cost for Labor, Handling of Microfilm	\$	Per
2	Pickup and Transfer of Microfilm	\$	Per Pick-Up
3	Prep and Scanning of Files	\$	Per Scanned Image
4	Indexing Files	\$	Per File Folder
Based on the information provided – Total Cost for Project			\$
Indicate when delivery can be completed after receipt of order:			
Please attach company's service literature (Circle One)			Yes <input type="checkbox"/> No <input type="checkbox"/>

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: _____	DATE: _____
TITLE: _____	FIRM: _____
PHONE: _____	EMAIL: _____

Deliver to:
 Kansas City Kansas Public Schools
 Attn: Purchasing Manager
 2010 N. 59th Street, Room 370
 Kansas City, KS 66104

ATTACHMENT A

Microfilm Scanning Services

All Questions On This Form Must Be Addressed By The Contractor In Order For this Qualification Form To Be Properly Completed. Failure By The Contractor To Answer Any Question/s, Or Comply With Any Directive Contained In This Form May Be Used By Unified School District No. 500 As Grounds To Find Them Ineligible In Regard To This Evaluation. If A Question Or Directive Does Not Pertain To Your Organization In Any Way, Please Indicate That Fact With The Symbol "NA".

For Additional Space, Attach 8 1/2" X 11" Sheets and Indicate Reference Number (i.e., 2, 2.1, ETC.) To Correspond With Each Question. Please Indicate With Index Reference, Tab Or Otherwise To Indicate Exactly Where Your Answer To Each Question Is Located In Your Response.

1. Firm Name: _____

Business Address: _____

City: _____ State: _____

County: _____ Zip Code: _____

1.1 Names and Titles of Two Contact People

1) _____ Phone: (____) _____

2) _____ Phone: (____) _____

1.2 Submittal is for:

Parent Company: _____ Division: _____ Subsidiary: _____ Branch Office: _____

1.3 List any division or branch office which are to be included in the Prequalification Rating (attach separate list if more than one is to be included).

Name of entity: _____

Address: _____

City, State, Zip: _____

2. Date Prepared: _____

3. Type of Firm:

Corporation: _____ Partnership: _____ Sole Ownership: _____ Joint Venture: _____

4. Federal Employer Identification Number: _____

5. Year Firm was Established: _____

6. Name and Address of Parent Company, if applicable.

7. Former Firm Name(s), if applicable.

8. Indicate if your firm is a recognized Minority Business Enterprise:

Yes: _____ No: _____

8.1 If yes, please indicate the appropriate category.

American Indian _____ Asian-American _____ Black _____

Spanish Surname _____ Female-Owned _____ Other _____

9. Indicate in the three year summary of total contract values for scanning service work.

2011 - \$ _____

2012 - \$ _____

2013 - \$ _____

10. Corporate background/historical data.

10.1 How many years has your firm been in business under its present business name?

_____ years

10.2 Indicate all other names by which your organization has been known and the length of time known by each name.

10.3 How many years has your firm been offering document scanning services?

_____ years

10.4 Please identify all states in which your firm is legally qualified to do business.

10.5 Please list all certifications and accreditations that your firm has which relate to document scanning service work.

10.6 Please provide the names of the organizations, with individual's names and phone numbers, of contracted work of comparable size and scope to that called for in this bid document.

ATTACHMENT B – USD 500 STANDARD TERMS AND CONDITIONS

1. SCOPE: The following terms and conditions shall prevail unless otherwise modified by U.S.D. 500 within this bid document. U.S.D. 500 reserves the right to reject any bid which takes exception to these terms and conditions.
2. DEFINITIONS AS USED HEREIN:
 - a. The term "bid request" means a solicitation of a formal sealed bid.
 - b. The term "bid" means the price offered by the bidder.
 - c. The term "bidder" means the offeror or vendor.
 - d. The term "U.S.D. 500" means Unified School District No. 500.
 - e. The term "Board of Education" or "BOE" means the governing body of Unified School District No.500
3. COMPLETING BID: Bids must be submitted ONLY on the form provided in this bid document. All information must be legible. Any and all corrections and /or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.
4. CONFIDENTIALITY OF BID INFORMATION: Each bid must be sealed and submitted in or under cover of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid or in a separate envelope marked "Literature for Bid (Number)." Do NOT indicate bid prices on literature. All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.
5. ACCURACY OF BID: Each bid is publicly opened and is made part of the public record of U.S.D. 500. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.
6. SUBMISSION OF BID: Bids are to be sealed and submitted to the Purchasing Department Office, 2010 North 59th Street, Room 370, Kansas City, Kansas, 66104, prior to the date and time indicated on the cover sheet.
7. ADDENDA: All changes in connection with this bid will be issued by the Purchasing Office in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the bid.
8. LATE BIDS AND MODIFICATION OR WITHDRAWALS: Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.
9. BIDS BINDING: All bids submitted shall be binding upon the bidder if accepted by U.S.D. 500 within sixty (60) calendar days after the bid opening.
10. EQUIVALENT BIDS: When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and/ or samples may be required and shall be supplied at no charge to the District.
11. NEW MATERIALS, SUPPLIES AND EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.
12. WARRANTY: Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to U.S.D. 500 by any other clause of this bid reserves the right to request from bidders a separate manufacturer certification of all statements made in the Proposal.
13. METHOD OF AWARD AND NOTIFICATION: Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of U.S.D. 500.
14. U.S.D. 500 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing" basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 500.
15. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. 500 of a Purchase Order or other contractual document.
16. DELIVERY TERMS: All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.
17. DAMAGED AND/OR LATE SHIPMENTS: U.S.D 500 has no obligation to accept damaged shipments and reserves the right to return at the vendor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Vendor is responsible to notify U.S.D. 500 Purchasing Office of any late or delayed shipments. U.S.D. 500 reserves the right to cancel all or any part of an order if the shipment is not made as promised.
18. CREDIT TERMS: Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.
19. SELLER'S INVOICE: Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
20. TAX EXEMPT: U.S.D. 500 is exempt from Federal, State and local taxes by KS-FZLEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas.
21. SAFETY: All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
22. DISCLAIMER OR LIABILITY: U.S.D. 500 will not hold harmless or indemnify any bidder for any liability whatsoever.
23. TERMINATION RIGHTS: KCKPS shall have the right to terminate/cancel the Agreement for its convenience and without penalty upon thirty (30) days prior written notice to the contractor.

24. **HOLD HARMLESS:** The contractor agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

NO MUTUAL INDEMNIFICATION:

K.S.A.72-8201a: Contracts; indemnification or hold harmless provisions, void.

(a) It is the public policy of the state of Kansas that all contracts entered into by the board of education of a District, or any officers or employees thereof acting on behalf of the board, provide that the District and board of education shall be responsible solely for the district's or board's actions or failure to act under a contract.

(b) The board of education of a District or any officers or employees thereof acting on behalf of the board shall not have the authority to enter into a contract under which the District or board agrees to, or is required to, indemnify or hold harmless against damages, injury or death resulting from the actions or failure to act on the part of any party to a contract other than the board or district.

(c) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

25. **INSURANCE:** Upon receipt of award, Contractor shall provide Certificate of Insurance as required within three (3) days after notification issued by the Purchasing Department.

A. The following general insurance requirements apply to any and all work under this contract by all Contractors and subcontractors of any tier.

(1) Any and all insurance required by this contract with each and any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of the Kansas City Kansas Public Schools/Kansas City Kansas Public Library. Any and all insurance must be on an occurrence basis.

(2) No Contractor or subcontractor shall commence work under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements in each and every contract with each and every subcontractor of any tier and shall require the same to comply with all such requirements.

(3) The Kansas City Kansas Public Schools/Kansas City Kansas Public Library shall be covered as an Additional Insured under any and all insurance required by this contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies. The title of the awarded contract shall also appear on any and all applicable policies.

(4) The Kansas City Kansas Public Schools/Kansas City Kansas Public Library shall be given no less than thirty (30) days' written notice of cancellation. The Kansas City Kansas Public Schools/Kansas City Kansas Public Library shall be given not less than thirty (30) days' prior written notice of material changes of any insurance required under this contract. The Kansas City Kansas Public Schools/Kansas City Kansas Public Library shall be given written notice of renewal of coverage not less than thirty (30) days prior to the expiration of any particular policy.

(5) Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of Kansas to conduct insurance business in the State of Kansas and that the companies affording insurance coverage are currently licensed by the State of Kansas and are currently in good standing with the Commissioner of Insurance for the State of Kansas.

(6) Any and all companies providing insurance required by this contract shall meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance.

For all contracts, regardless of risk, companies providing insurance under this contract must have a current:

- (a) Best's Rating not less than A, and
- (b) Best's Financial Size Category not less than Class VII

(7) In the event the Contractor neglects, refuses, or fails to provide insurance required by the contract documents, or if such insurance is canceled for any reason, Kansas City Kansas Public Schools/Kansas City Kansas Public Library shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or Kansas City Kansas Public Schools/Kansas City Kansas Public Library shall have the right to cancel the contract.

B. **Worker's Compensation and Employer's Liability Insurance**

The Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this contract.

Worker's Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 each employee
Bodily Injury by Disease	\$1,000,000 policy limit

C. **Comprehensive General Liability Insurance**

The Contractor shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance:

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises – Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under this contract. Policy coverage must be on an occurrence basis.

D. Automobile Liability Insurance

The Contractor shall procure and maintain Automobile Liability Insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit. The following extensions of coverage shall be provided and indicated on the certificate of insurance.

- (1) Comprehensive Form
- (2) Owned, Hired, Leased and non-owned vehicles

If the Contractor does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Contractor's personal automobile policy or the Comprehensive General Liability coverage required under this contract.

E. Commercial Crime insurance (when applicable)

The Contractor shall procure and maintain Commercial Crime/Fidelity insurance in an amount not less than \$1,000,000.00, including coverage for theft or loss of KCKPS property.

26. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
27. ANTI-DISCRIMINATION CLAUSE: No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color handicap, sex, national origin, or religious creed.

ADDENDUM NUMBER 1
BID NUMBER 14-044
MICROFILM SCANNING SERVICES

Issued: July 31, 2014

**PURCHASING DEPARTMENT
UNIFIED SCHOOL DISTRICT 500
2010 N. 59th STREET
KANSAS CITY, KANSAS 66104
(913) 551-3200**

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

- 1. Extension of Bid Due Date:** The bid due date is hereby extended from **August 5, 2014 to August 7, 2014 at 3:00 PM.**
- 2. No Other Changes:** No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: _____ DATE: _____
TITLE: _____ PHONE: _____
FIRM _____

ADDENDUM NUMBER 2
BID NUMBER 14-044
MICROFILM SCANNING SERVICES

Issued: August 4, 2014

**PURCHASING DEPARTMENT
UNIFIED SCHOOL DISTRICT 500
2010 N. 59th STREET
KANSAS CITY, KANSAS 66104
(913) 551-3200**

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

- 1. Extension of Bid Due Date:** The bid due date is hereby extended from **August 7, 2014 to August 8, 2014 at 2:00 PM.**
- 2. No Other Changes:** No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY:	_____	DATE:	_____
TITLE:	_____	PHONE:	_____
FIRM	_____		

ADDENDUM NUMBER 3
BID NUMBER 14-044
MICROFILM SCANNING SERVICES

Issued: August 6, 2014

PURCHASING DEPARTMENT
UNIFIED SCHOOL DISTRICT 500
2010 N. 59th STREET
KANSAS CITY, KANSAS 66104
(913) 551-3200

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

- 1. Extension of Bid Due Date:** The bid due date is hereby extended from **August 8, 2014 to August 21, 2014 at 2:00 PM.**

Bidders that have already submitted a bid may withdraw by sending an email request to Wayne Correll, Purchasing Manager at wayne.correll@kckps.org, or by telephone at (913) 279-2270, and resubmit prior to the new bid due date.

- 2. No Other Changes:** No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY: _____	DATE: _____
TITLE: _____	PHONE: _____
FIRM _____	

ADDENDUM NUMBER 4
BID NUMBER 14-044
MICROFILM SCANNING SERVICES

Issued: August 14, 2014

PURCHASING DEPARTMENT
UNIFIED SCHOOL DISTRICT 500
2010 N. 59th STREET
KANSAS CITY, KANSAS 66104
(913) 551-3200

Note the following changes to the above mentioned bid. This information is to be taken into consideration when responding to the original bid document.

1. Responses to Bidder Questions:

1	Are all pages 8.5 X 11 and do they require prep (staple removal etc...)?
KCKPS	Pages are on microfilm, and vary in size.
2	Are the 35MM frames included in the 1.9M figure for calculation
KCKPS	See response to question 1.
3	Whether companies from Outside USA can apply for this?? (From India or Canada)
KCKPS	There is no "Buy American" requirement for this solicitation. However, selected vendors will be required to comply with US Laws regarding confidentiality and privacy, and meet negotiated schedule.
4	Whether we need to come over there for meetings??
KCKPS	No meetings are anticipated.
5	Can we perform the tasks (related to RFP) outside USA?? (From India or Canada)
KCKPS	See response to Question 4 above.
6	Can we submit our proposals via email?
KCKPS	No email or fax responses will be accepted. The District must receive a physical bid before the bid due date.
7	Can be scanning of the film be done from our Houston, Tx. data Center? Film can be shipped via secure shipping organization
KCKPS	It is acceptable to ship the microfilm to another state/location for processing for this project.
8	Is there a completion requirement, 3 months, 6 months, etc.?
KCKPS	We would prefer to have it completed in less than 60 days.
9	Is the shipping of documents allowed?
KCKPS	Yes. See response to Question 8 above.
10	What is the ImageNow specs?
KCKPS	Disregard this requirement.
11	Are you interested in having these microfilms OCR'd?
KCKPS	No.
12	Please describe the condition / quality of the microfilm to be scanned.
KCKPS	It varies from good to poor.
13	Will the contractor receive original rolls or duplicates?
KCKPS	It could be a mix of both.
14	Please describe the overall quality of the images on the film.
KCKPS	See response to Question 12.
15	The Technical Requirements document mentions indexing at the document level while the Bid Specifications indicate the film is to be indexed at the roll level. Please specify the level

	of indexing required. If indexing is to be done at the document level, is the film blipped or are there obvious breaks between documents?
KCKPS	Please disregard this requirement
16	Will the contractor be expected to upload files into ImageNow or will we provide scanned documents and index data to be uploaded by KCPCS staff
KCKPS	KCKPS ImageNow administrator will upload the properly formatted deliverable.
18	Is the index requirement (1) one multipage PDF image consisting of all the images in each Roll with the index naming convention the same as what's on each Roll Label? Or is the index requirement consist of cutting each roll according to Student file name?
KCKPS	Please disregard this requirement.
19	Also, are the 300+ boxes of paper picked up at one time?
KCKPS	There is an error on the bid form, and will be corrected by this addendum.
20	Is there current contract pricing for all services and can you provide to bidders?
KCKPS	This is a one-time/infrequent project, there is no current pricing or contract in place.
21	Rolls must be scanned as continuous 'ribbon' files. Can you explain further what you mean by "Continuous Ribbon Files" as a format. In a post process, ribbon files must be inactively audited and segmented into individual
KCKPS	Frames Film scanning technology used must scan the entire roll of film and then allow an interactive process to cut out individual frames to insure no frames are missed. In this process an operator views the entire scanned roll and insures no images are missed.
22	Can you explain what you mean by "Inactively audited?"
KCKPS	This should have said "Interactively" see response to Question 21
23	200 or 300 dpi?
KCKPS	As required for readable images.
24	Black and white or grayscale?
KCKPS	As required for readable images.
25	Do we need to crop the copy board out of the images?
KCKPS	No.
26	Can we pick up all the microfilm at 1 time or do this in increments? If we do in increments, it could cut down on the number of retrievals or requests while we scan the microfilm.
KCKPS	We would prefer that it is done over multiple pickups to reduce the time offsite per pickup.
27	What happens if we find the original roll or duplicate roll is deteriorated?
KCKPS	Notify KCKPS.
28	On Page 7 (Bid Sheet) it mentions Index Files. Is KCKPS wanting the vendor to index the materials on the rolls or just index the materials before they leave the facility?
KCKPS	Please disregard this requirement.
29	Is KCKPS looking for the Rolls to be indexed by Student name?
KCKPS	Please disregard this requirement
30	What is the condition of the rolls?
KCKPS	See response to Question 12
31	Is KCKPS open to an Image on Demand solution that would scan either the document or the roll as a file was requested (Save Money by storing materials safely and not scanning all rolls unless needed)?
KCKPS	No, the district wants all rolls scanned
32	Do you want [Bidder] to store the materials once they are scanned?
KCKPS	No.
33	Would it be possible to get a roll overnighted to my scan center so we could run a test scan and we would send you back the DVD & Roll on Thursday? That way you can see our quality, and how we segment into individual frames.
KCKPS	No. Due to the confidential nature of the information on the microfilm, the District will not release for preview.

2. **Delete and Replace:** The Scope of Work and Technical Requirement questionnaire on Pages 5 and 6 of the solicitation document is hereby deleted in its entirety, and replaced with Addendum Attachment A of this Addendum No. 4.

3. **Delete and Replace:** The Bid Sheet on Page 7 of the solicitation document is hereby deleted in its entirety, and replaced with Addendum Attachment B of this Addendum No. 4.

4. **No Other Changes:** No other changes or modification are intended by this Addendum. All other terms and conditions of the solicitation remain in effect.

WE HEREBY ACKNOWLEDGE AND UNDERSTAND THE ABOVE NOTED CHANGES TO THE ORIGINAL BID DOCUMENT AND AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS AND AMENDMENTS.

BY:	_____	DATE:	_____
TITLE:	_____	PHONE:	_____
FIRM	_____		

ADDENDUM ATTACHMENT A – SCOPE OF WORK AND TECHNICAL REQUIREMENTS

ITEM 1 – MICROFILM SCANNING SERVICES

Item

If your firm were to scan microfilm offsite, is the facility to be used HIPAA-compliant? (Circle One)	Yes _____	No _____
If your firm were to scan microfilm offsite, is the facility secure? (Circle One)	Yes _____	No _____
Does your firm have a tracking system for managing all aspects of the project? (Circle One)	Yes _____	No _____
Will the District have ready access to our files throughout the scanning project? (Circle One)	Yes _____	No _____
Describe how the customer will be able to access files/microfilm in your firm's possession?		

Is there a charge for "on-demand" requests? (Circle One)	Yes _____	No _____
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What is the normal response time for "on-demand" requests?

Prep and Scanning

What type of high speed scanning equipment does your firm use?

What type of systems or guarantees does your firm offer to prevent to prevent pages from being missed during the scanning process?

How often is scanning equipment cleaned and calibrated? (Circle One)	Yes _____	No _____
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Indexing and Image Quality Control

Describe what quality control features or processes which are used in your firm's processing of documents.

Import File Creation & Delivery

Can the data be delivered by DVD? (Circle One)

____	____
Yes	No

Can the data be delivered by USB II hard drives? (Circle One)

____	____
Yes	No
____	____

Project Schedule

How many weeks does your firm project this project will take to complete (it is anticipated that work can begin on **September 1, 2014**)?

ADDENDUM ATTACHMENT B – BID SHEET

Be sure to bid on all items listed below.			
Estimated Quantities: 1.9 million pages of active files; 600,000 pages of inactive files			
Provide Unit Cost for the following – Quantities are estimated and provided as such – The District offers no guarantees the products listed below will be purchased in the quantities shown. Prices, while to be guaranteed for ninety (90) days from the date of the initial order, to be used as a pricing agreement through the remainder of this contract.			
1	Cost for Labor, Handling of Microfilm	\$	Per
2	Pickup and Transfer of Microfilm	\$	Per Pick-Up
3	Prep and Scanning of Files	\$	Per Scanned Image
Based on the information provided – Total Cost for Project			\$
Indicate when delivery can be completed after receipt of order:			
Please attach company's service literature (Circle One)			Yes No

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: _____ DATE: _____
 TITLE: _____ FIRM: _____
 PHONE: _____ EMAIL: _____

Deliver to:
 Kansas City Kansas Public Schools
 Attn: Purchasing Manager
 2010 N. 59th Street, Room 370
 Kansas City, KS 66104