

RFP-RH-07-015 Microfilming Services March 23, 2007 @ 3:00 p.m.					
	REX Corporation	Pioneer Micrographix Inc	Advance Microfilm Service Co	DataBank IMX LLC	
Awarded to Advance Microfilm Service Co.	1840 N Michigan Ave	228 South Mill Street - PO Box 63	1818 24th Street	730 Welch Road	
	Saginaw MI 48602	South Lyon MI 48178-0063	Port Huron MI 48060	Commerce Twp MI 48390	
	Terianne Carey	William A Haas	Said Agel	Cynthia Geoffrey	
16mm Images 4" x 6" (Per 1000)	\$36.00	\$38.50	\$28.00	\$50.00	
16mm Channels Inserted (Per channel)	\$0.10	\$0.15	\$0.14	\$0.00	
5 Channel Jackets 4" x 6" (Each)	\$0.25	\$0.70	\$0.25	\$0.75	
16mm Jacket & Typing Title (Each)	\$0.25	\$0.15	\$0.20	\$0.00	
35mm Images 4" x 6" (Each)	\$0.33	\$0.90	\$0.30	\$0.30	
35mm Jacket & Typing Title (Each)	\$0.25	\$0.15	\$0.21	\$0.00	
35mm Channels Inserted (Per channel)	\$0.10	\$0.15	\$0.10	\$0.00	
2 Channel Jackets 4" x 6" (Each)	\$0.25	\$0.70	\$0.25	\$1.50	
16/35mm Combo Jackets (Each)	\$0.25	\$1.00	\$0.25	\$1.50	
4" x 6" Diazo Duplicate Fiche (Each)	\$0.45	\$0.35	\$0.45	\$0.45	
Updated Channels (Add channels to an existing jacket (Per Channel)	\$0.45	\$0.15	\$0.55	\$19.85	
Updated Jackets (Additional Jackets)(perJacket)	\$0.75	\$0.70	\$0.30	\$1.50	
Duplicate Silver Rolls (100 foot)(Per 100' Roll)	\$19.00	\$13.50	\$15.00	\$18.00	
Duplicate Diazo Rolls (100 foot)(Per 100' Roll)	\$10.00	\$10.00	\$8.00	\$10.00	
Duplicate Silver Drawings (Each)	\$0.75	\$0.90	\$0.22	\$30.00	
Ansi Clips (Each)	\$1.85	\$1.50	\$0.98	\$0.00	
Indexing and Typing Title (Min. Charge)	\$0.38	\$0.00	\$0.60	\$0.00	
Scan of Microfilmed Plans	\$0.90	\$1.50	\$0.30	\$2.50	
35mm Drawings:					
A Size Drawings (Each)	\$0.42	\$0.50	\$0.35	\$0.50	
B Size Drawings (Each)	\$0.42	\$0.50	\$0.35	\$0.50	
C Size Drawings (Each)	\$0.42	\$0.55	\$0.35	\$0.50	
D Size Drawings (Each)	\$0.42	\$0.90	\$0.35	\$0.50	
E Size Drawings (Per Framed Sectioned)(Each)	\$0.50	\$1.00	\$0.45	\$0.50	
J Size Drawings (Per Framed Sectioned)(Each)	\$0.50	\$1.20	\$0.45	\$0.50	
3" x 7" 35mm Diazo aperture cards (duplicate)-mounted & indexed	\$0.55	\$1.20	\$0.45	\$0.25	
3" x 7" 35mm Diazo aperture cards (original)-mounted & indexed	\$0.55	\$1.20	\$0.45	\$0.50	
Keypunch Aperture Card-filmed to 100 scale (1"=100')	\$0.45	\$1.20	\$0.45	\$0.00	
Document Preparation (Per Hour)	\$12.00	\$14.00	\$13.00	\$19.85	
Reassembling Documents(Per Hour)	\$12.00	\$14.00	\$13.00	\$19.85	
Total all charges noted above:	\$100.54	\$107.25	\$85.75	\$179.80	
Acknowledge no charges for p/u & delivery	Left blank ??	Initialed	Initialed	checked box to acknowledge	
Any other charges?	Left blank	left blank	left blank	not applicable as described in RFP	
Firm established; years in business	est. 1980; 27-yrs in business	est. 1974; 33-yrs in business	est. 1977; 30-years in business	Established-1991	
Type of Organization	Left Blank	Corporation	Corporation	Corporation	
How many full-time and part-time employees?	6-full time; 1-part time	12-full-time; 9-part-time	4-full time; 2-part time	Part-time employees 456	
How many years providing microfilming services?	25-years	33-years	30-years	Since 1991; acquired other Company in 1960	
How many clients currently served with these types of services?	65-plus	85-clients	approx. 20-clients	Hundreds across US.	
5-client references	Provided	provided	provided	Provided	
Describe how the microfilming services of your firm address the needs of the City of RH	A certified Document Conversion Center for Eastman Kodak which required monthly testing; there are only 2-certified firms in the State	Will provide the City with an excellent product that will meet or exceed their requirements.	We have been in microfilming business for 30+ years; we are fortunate to have worked w/the City of Rochester Hills & have been able to provide all services	Understand City needs thru discussion, sample if required and detailed statement of work. Provide customized capture & microfilm conv. services for customers with much of the operator	

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	(and we are one of them). Use of Kodak media products entitles a firm to free disaster recovery of damaged microfilm in the event of an emergency (such as a broken pipe, etc).		that have been requested. We have a good working relationship w/all of the various departments.	training being job specific...etc... Details provided regarding specific items and the processes that will be followed (refer to RFP).	
Are any of the requested services subcontracted?	No	Yes	All services at our location	No. All work will be performed by DataBank IMX employees within the United States.	
If yes, identify subcontractor & function performed		CR Microfilm Center - Aperture Cards	Only if unforeseen reason & would contact the City		
Describe the firm's experience with other customers or communities in the type of services described in this RFP	Extensive training & experience.	Pride ourselves on our excellent relationship w/our customers. Open communication btwn customer & the company helps alleviate any concerns the customer has about their specific projects.	We have done this type of work (cities, state, court records) throughout our yrs in business. all have similar types of applications. Our references provided can verify of experience with the type of services proposed; also you can check w/your various departments.	Indicated experience, knowledge needed to use best practices, trained operators. Indicated they have several hundreds of engineering/manuf. clients that ship drawings weekly or monthly.	
What detail will be provided on your firm's invoice? sample?	Customize invoices to the requirements of our clients to provide as much or as little detail as necessary	Dept. & project numbers and costs related to the different projects.	Our invoices will include a per item detail and price. see sample	Billing is generated from Commerce Twp, MI office and can be customized to meet your requirements. Our billing system is flexible and we have submitted a sample invoice for your review.	
Provide an equipment list.	list provided (refer to RFP)	list provided (refer to RFP)	list provided (refer to RFP)	list provided (refer to RFP)	
Provide typical turnover time for a project	depends on project quantity; but normally 30-90 days	Depending on the size of the project; normally no longer than 10-working days	2-7 days, including pick up & delivery	Depends on work requested. Project completion will be identified in the statement of work per job. We have 9-production facilities across the country which allows us the ability to distribute work as needed to meet project timelines. ???	
Provide process for delivering complete projects and picking up of work to be completed	Picked-up & transported to service cntr in Saginaw. Delivery would be arranged upon project completion & perhaps another project would be ready for pickup at time of delivery.	Customer will call requesting that they are ready for a pickup. Salesman will confirm & setup date & time for pickup. Salesman will call & schedule delivery date & time with customers.	Delivery of work when job is completed, we usually call contact person prior to delivery. Pick up of work is usually same day or next day.	Uses own vehicles and bonded staff for the handling and pick-up/delivery of customer media documents...etc...	
Provide list of other services, not listed above, you offer.	Document scanning services, records mgmt consultation, hard copy records storage svcs, microfilm supplies & equip, scanners, software for doc scanning & mgmt, document repository services.	Imaging, scanning, storage	Records management, Record Storage, Shredding & Prints for microfilm.	Large list provided (refer to RFP)	
How will errors be handled that are the fault of the vendor?	Would correct any errors that are deemed to be our fault at our expense	Corrected at no cost to the City	Errors that are our fault are redone at no cost to customer.	Process described and clients no additional charges.	
What is process if project needs to be redone due to an error on the part of the City? Will any consideration be given for percentage off or adjusted price?	Every consideration given for pricing disc if error is made; however, pride self on asking the proper questions prior to beginning of new project w/hope of alleviating any errors. Also offer opinion of ways project to be done differently w/hope of saving clients money.	It would depend upon how large the error was. With proper communication there shouldn't be any real problems. 5% disc. if invoice paid within 10 days.	We will work with you on the best possible remedy at minimum expense. If small errors can be corrected in the course of another City application, it will be done at no charge.	Process described, additional charges, if any, will be determined by project. We will make our best effort in minimizing additional costs to the City for errors that are identified as an error on the part of the City.	
Have you provided a sample invoice? Y or N	Yes	Yes	Yes	yes	
Have you provided samples showing quality of work? Y or N	Yes provided	Yes provided	Yes	No samples provided	
Can you meet the City's insurance requirements? Y or N	Indicated yes	Indicated yes	Yes	Indicated yes	
Have you provided a completed W-9? Y or N	Yes	Yes	Yes	yes	
Have you provided a signed Hold Harmless? Y or N	Yes	Yes	Yes	yes	
Additional information/points not addressed	Rex Corp is MI based 100% woman owned small business.	Please visit our website at: PioneerImagingSolutions.com	left blank	Lengthy information provided (refer to RFP).	