



STATEWIDE MICROGRAPHIC SERVICES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

Master Agreement #: 2022-9900-4946
IRIS Contract #: 220000035
Term: November 1, 2021 – October 31, 2022
Renewals Remaining: Three additional one-year renewal option through 2025

Contract Summary: The Office of Procurement and Property Management has established this non-mandatory use contract for micrographic services for all State of Alaska Executive Branch Departments and Political Subdivisions.

This contract is for paper and micrographic services that will meet ANSI/AIIM standards and the digital image requirements of international Telecommunication Union (ITU) Group 4 Standards. Agencies can convert existing paper and micrographic documentation into digital formats in order to achieve more efficient storage, retrieval, and management of business records.

THESE SERVICES CONSIST OF, BUT ARE NOT LIMITED TO:

- Microfilming of old historic records,
- Microfilming of archival records, preservation records, and administrative records for individual agencies,
- Diazo Duplication of microfilm,
- Redox prevention treatment,
- Conversion of both paper and micrographic formats to digitized images,
- Optical Character Recognition (OCR) upon written request,
- Confidential destruction of records,
- Other services, such as minimal document preparation and indexing,
- Ability to promptly return any files needed by agency due to unexpected legal demands, even if not scanned yet,
- Tracking and shipping of records located throughout the state,
- Delivery of imaged records.

	<p>RAYCOM DATA TECHNOLOGIES</p> <p>Raycom Data Technologies, Inc 1320 E Imperial Ave El Segundo, Ca 90245</p>	<p>Lauren Ehlers</p> <p>lauren@raycomdtech.com</p> <p>Tel:(310)322-5113 Fax:(310)322-6025</p>
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Attachment A: Bid Schedule
2022-9900-4946

Service #	Description	Unit	Unit Price
Paper Documents to 105 mm Master Microfiche			
1	Bitonal	Per Frame	\$ 0.08
2	Grayscale	Per Frame	\$ 0.12
3	Mixed	Per Frame	\$ 0.18
Paper Documents to 16 mm Master Microfilm			
4	Bitonal	Per Frame	\$ 0.12
5	Grayscale	Per Frame	\$ 0.12
6	Mixed	Per Frame	\$ 0.12
Paper Documents to 35 mm Master Microfilm			
7	Bitonal	Per Frame	\$ 0.90
8	Grayscale	Per Frame	\$ 0.90
9	Mixed	Per Frame	\$ 0.90
Electronic Documents to 105 mm Master Microfiche			
10	Bitonal	Per Frame	\$ 0.06
11	Grayscale	Per Frame	\$ 0.06
12	Mixed	Per Frame	\$ 0.06
Diazo Duplicate Microfilm (No Vesicular Film)			
13	16mm	Per Frame	\$ 0.02
14	35mm	Per Frame	\$ 0.12
15	105mm Cut-Sheet	Per Sheet	\$ 0.75
Planetary Images, Up to 8.5" X 11"			
16	Bitonal Digitization	Per Image	\$ 0.12
17	Grayscale Digitization	Per Image	\$ 0.12
Planetary Images, Over 8.5" X 11" and up to 17" X 22"			
18	Bitonal Digitization	Per Image	\$ 0.12
19	Grayscale Digitization	Per Image	\$ 0.12
Digitization Up to 8.5" X 11"			
20	Bitonal Digitization	Per Image	\$ 0.06
21	Grayscale Digitization	Per Image	\$ 0.06
22	TIFF or JPEG	Per Image	\$ 0.06
23	PDF	Per Image	\$ 0.06
24	PDF with OCR	Per Image	\$ 0.07
25	Jacketed Microfiche	Per Sheet	\$ 1.25
26	Aperature Cards	Per Image	\$ 0.75
Digitization Over 8.5" X 11" up to 17" X 22"			
27	Bitonal Digitization	Per Image	\$ 0.06
28	Grayscale Digitization	Per Image	\$ 0.06
29	TIFF or JPEG	Per Image	\$ 0.06
30	PDF	Per Image	\$ 0.06
31	PDF with OCR	Per Image	\$ 0.07

**Attachment A: Bid Schedule
2022-9900-4946**

Paper Scanning			
32	Scanning Black & White	Per page	\$ 0.06
33	Scanning Color	Per page	\$ 0.06
Misc			
34	Redaction	Per Image	\$ 0.02
35	CD-Rom	Per Media	\$ 6.50
36	DVD	Per Media	\$ 8.50
37	Flash Drive	Per Media	\$ 12.00
38	Portable Drive	Per Media	\$ 55.00
39	Document Storage	Per Box	-
Added Service			
40	Preperation	Per Hour	\$ 19.50
41	Document Destruction	Per Pound	\$ 0.22

SHIPPING AND HANDLING OF PAPER DOCUMENTS: The cost of shipping and delivery for orders will be handled as follows: Agency will ship boxes to the vendor for processing at the agency's own expense. The contractor will prepay any return shipping and delivery charges on any micrographics to any agency destination named by the state in its order. The contractor will charge-back those shipping and delivery charges to the state as a separate line item on the state's invoice. The shipping and delivery charges will be billed as an exact cost, pass-through charge.

For any additional information pertaining to this contract, please contact:

Joshua Hartman
Statewide Contracting Officer
Joshua.hartman@alaska.gov