

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# CITY OF PHILADELPHIA

Trevor Day  
Procurement Commissioner

April 20, 2016

**BID NUMBER:** S7Z61960  
**TITLE:** Conversion of Documents to Microfilm  
**DEPARTMENT:** Various  
**DATE TO OPEN:** May 25, 2016 at 10:30 AM

## ADDENDUM # 1

**TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

Please see the following attachments to be included with the bid.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



L.C. Henderson, Buyer

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

LCH/cw

**ATTACHMENT "A"**

**SAMPLE OF LABELING MICROFILM BOXES**

**SAMPLE OF LABELING ON MICROFILM BOXES**

**LABEL FOR TOP OF BOX**

<b>Reel #18301</b>	<b>Date 05/02/2004</b>
<b>READING ROOM</b>	

**LABEL FOR SIDE OF BOX**

<b>REEL #18301</b>	<b>DATE 05/02/2004</b>
<b>READING ROOM</b>	
<b>START DOC. ID#</b>	<b>50073833</b>
<b>END DOC. ID#</b>	<b>50074571</b>
<b>DATE ARCHIVED</b>	<b>05/09/2004</b>
<b>IMAGES</b>	<b>3351</b>

**ATTACHMENT "B"**

**SAMPLE OF LABELING ON STORAGE TICKET**

**SAMPLE OF STORAGE TICKET**

<b>COMPANY</b>		<b>ROLL NO.</b>		
<b>CITY OF PHILADELPHIA</b>		*****		
<b>DEPARTMENT LOCATION</b> <b>RECORDS RM 111 C.H.</b>		<b>REDUCTION</b> <b>28 : 1</b>		
<b>TITLE OR DESCRIPTION</b> <b>JTD CURRENT WORK</b>				
<b>DATE FILMED</b>		<b>DESTRUCTION DATE</b>	<b>ORG. REC. DESTROYED</b>	
<b>INDEX NO.</b>	<b>DESCRIPTION</b>			
	<b>WORK OF **/**/2***</b>			
	<b>START ID: *****</b>			
	<b>END ID: *****</b>			
	<b>ARCHIVED: **/**/2***</b>			
	<b>IMAGES: ****</b>			
<b>DATE FILED FILED BY</b>		<b>VAULT</b>	<b>SECTION</b>	<b>DRAWER</b>
<b>DATE DESTROYED</b>		<b>DESTROYED BY</b>		

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

## **CITY OF PHILADELPHIA**

Trevor Day  
Procurement Commissioner

May 12, 2016

**BID NUMBER:** S7Z61960  
**TITLE:** Conversion of Documents to Microfilm  
**DEPARTMENT:** Various  
**DATE TO OPEN:** May 25, 2016 at 10:30 AM

### **ADDENDUM # 2**

**TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**1. Questions and Answers:**

**Question #1:** Will out of state vendors be considered?

**Answer #1:** Yes

**Question #2:** Will the vendor need to package the items for shipping to the vendor location?

**Answer #2:** The vendor packages documents converted to microfilm sends to Records.

**2. Revisions to the Invitation and Bid document:**

**Section 5: Pricing**

**Page 30 – Item numbers 5.1.1 and 5.1.3 stated below shall be DELETED from the Invitation and Bid document in their entirety:**

5.1.1	<b>25043 002 015</b> Document Conversion to Microfilm, standard 8"x11". (to include one silver master) Per Page/"Each"	5	EA	\$ _____	\$ _____
5.1.3	<b>25043 002 002</b> Document Preparation	5	EA	\$ _____	\$ _____

**3. Attached below is a copy of the sign-in sheet from the Non-Mandatory Pre-Bid Meeting held on Friday May 6, 2016 at 1:00 PM.**

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

  
L.C Henderson, Buyer

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

LCH/ cw

TODAY'S DATE: Friday, May 6, 2016

Non-Mandatory Pre-Bid Meeting  
Bid #S6Z61960: Conversion of Documents to Microfilm  
MSB, 1<sup>st</sup> Floor, Bid Room

COMPANY REPRESENTATIVE ATTENDING	COMPANY TELEPHONE NUMBERS	COMPANY NAME AND ADDRESS
NMS Imaging Joe Grant	(215) 885-9445 TELEPHONE NUMBER (301) 622-9745 FAX NUMBER	NMS Imaging 12501 Prosperity Drive Silver Spring MD 20904
James Ruocco Hio	(609) 838-1107 TELEPHONE NUMBER (732) 953-6573 FAX NUMBER	Count Record Services 44 W Kennis St East Brunswick NJ
Bill Swezey	(302) 656-1151 TELEPHONE NUMBER (302) 656-1169 FAX NUMBER	Data Management Intl. 55 Lukens Drive New Castle, DE 19720
Joe Gilorma	(215) 686-1475 TELEPHONE NUMBER (215) 686-2270 FAX NUMBER	Records Dept Room 156 - CITY HALL PHILA, PA 19107
Lynda Yerkov	(215) 686-2265 TELEPHONE NUMBER (215) 686-2273 FAX NUMBER	Records Dept 150 City Philadelphia 19107
	( ) TELEPHONE NUMBER	
	( ) FAX NUMBER	
	( ) TELEPHONE NUMBER	
	( ) FAX NUMBER	