COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 902024

### for

Microfilm Processing Services

**Networking/Bidders Conference Held on September 22, 2021**

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| **This County of Alameda, General Services Agency (GSA), RFP Questions & Answers (Q&A) has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Q&A will also be posted on the GSA Contracting Opportunities website located at** [**Alameda County Current Contracting Opportunities**](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/)**.**  |

Alameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

Thank you for your participation and interest in the County of Alameda.

All the questions are direct copy and paste from written questions emailed by Bidders. In the answers of these questions, the County of Alameda shall be noted as “County”. The Questions and Answers are the final stance of the County. Please consider this document in preparation of your bid response.

**Questions and Answers:**

1. Please provide background regarding the business reasons for 48-hour turnaround for film back to the County. The processing time is reasonable, but the 48 hour requirement makes it virtually imposible or impractical for non-local bidders. Daily pickup/delivery may add additional cost to the project as well.
	1. **The County requires a 48-hour turnaround for delivery to ensure timely access to records on microfilm, should the public submit a request to view them. Any additional costs shall be included in the bid pricing.**
2. Is weekly delivery rather than 48-hour delivery acceptable?
	1. **No. The County requires 48-hour delivery.**
3. The SLEB site lists only small or emerging, not both. Can you clarify whether the County would prefer prime contractors to subcontract with “small”, “emerging”, or either type of business?
	1. **Subcontracting at least 20% with any certified Small Local Emerging Business (SLEB) meets the County’s requirements, whether the business is certified as Small or certified as Emerging.**
4. As per page 5, Item B states the County films approximately 8,000 digital images per day (approximately 4 rolls of 100’ 16mm microfilm). Can you confirm that the County is requesting the vendor is required to pick-up 4 original rolls, create 3 silver and 1 diazo for each original roll?
	1. **The images are uploaded by the County on the SFTP (SSH File Transfer Protocol) site for download. The Contractor shall then create 2 silver official rolls, 1 silver public roll, and 1 diazo roll from the uploaded images.**
5. Ref. page 7 Item e. – Are the 35 mm rolls silver to diazo?
	1. **The 35mm rolls requested are for older silver rolls of official or public records that need to be re-created (as needed).**
6. Ref. page 8Item (b) 4 – How do we determine if film contains original or public images?
	1. **The County will specify if the images uploaded into the SFTP site are official or public images.**
7. Ref. page 7 Item 2.b. – Does the contractor have the option to electronically pick-up ALL images via SFTP versus in-person pick-up (with the exception of 35mm)?
	1. **Currently, images are uploaded daily via SFTP. Film(s) that are picked up are the ones that may need to be re-cut and/or returned to the Contractor.**
8. Can the County provide the approximate number of 16 mm 100’ mm rolls are required to be picked-up and processed daily, monthly, and annually?
	1. **Pick-up would only be necessary if any film(s) need to be returned to the Contractor and/or per the Contractor’s request to return film. Rarely, we are not able to upload images into the SFTP site and in this case, film(s) would need to be picked up to be re-created. Official and Public images are uploaded to the SFTP site for Contractor to download.**
9. Can the County provide the approximate number of 16mm 215’ rolls are required to be downloaded and processed daily, monthly, and annually?

**A9) The annual estimate of 16 mm silver rolls are 900 silver for public, 900 diazo, and 1,800 silver for official.**

Q10) Can the County provide the approximate number of 35 mm rolls that are required to be picked-up and duplicated daily, weekly, and annually?

**A10) Annually, the approximate quantity is 1-2 rolls.**

Q11) Are minutes from the online pre-bid meeting available for reference?

**A11) No.**

Q12) Can the County provide a pricing schedule with approximate annual volumes for each category ( 16mm 100’, 16mm 215’, 35mm)?

**A12) Please refer to Exhibit B – Bid Form for approximate annual volumes for each category of 16mm film. Regarding 35mm film, please refer to A10 above.**

Q13) What film manufacturer is the County using for in-house archive writing (EPM, Fuji, other)?

**A13) The Alameda County Clerk-Recorder’s Office does not have in-house archive writing equipment. Images are uploaded to the SFTP site for the Contractor to download images.**

Q14) Who is required to supply the film for the archive writing and duplication completed by the Vendor?

**A14) The Contractor provides the supply of the film to create official, public, and duplicate (silver and diazo) rolls.**

Q15) For daily pick-up, will the County be giving the Vendor three (3) silver rolls for processing or will the County be supplying one (1) original roll to produce two (2) silver direct image (DI) copies ?

**A15) Daily pick-ups are mostly daily downloads from the SFTP site. The film(s) that would be picked up are the ones that need to be re-created or film(s) the Contractor has requested to be returned to them for re-processing.**