



STATEWIDE MICROGRAPHIC SERVICES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

Master Agreement #: 2023-0200-0120

IRIS Contract #: N/A

Term: January 10, 2023 – January 31, 2025

Renewals Remaining: Two additional two-year renewal option through 2029

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.

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Micrographics #2023-0200-0120 **ATTACHMENT B - BID SCHEDULE (Mandatory Return)**

The following services, verification of preparedness, microfilming, processing quality control inspection, retakes, duplication, typing, jacketing of fiche if applicable, boxing, storage, completion of forms, checklist, and any other steps involved in producing the complete approved micrographic products.

Service #	Description	Est. Annual	Unit	Unit Price	Est. Annual Cost
Paper Documents to 105 mm Master Microfiche					
1	Bitonal	200,000	Per Frame	\$ 0.08	\$ 16,000.00
2	Grayscale	5,000	Per Frame	\$ 0.12	\$ 600.00
3	Mixed	1,000	Per Frame	\$ 0.18	\$ 180.00
Paper Documents to 16 mm Master Microfilm					
4	Bitonal	1,200,000	Per Frame	\$ 0.12	\$ 144,000.00
5	Grayscale	10,000	Per Frame	\$ 0.12	\$ 1,200.00
6	Mixed	2,000	Per Frame	\$ 0.12	\$ 240.00
Paper Documents to 35 mm Master Microfilm					
7	Bitonal	20,000	Per Frame	\$ 0.90	\$ 18,000.00
8	Grayscale	2,000	Per Frame	\$ 0.90	\$ 1,800.00
9	Mixed	1,000	Per Frame	\$ 0.90	\$ 900.00
Electronic Documents to 105 mm Master Microfiche					
1	Bitonal	2,000,000	Per Frame	\$ 0.06	\$ 120,000.00
2	Grayscale	10,000	Per Frame	\$ 0.06	\$ 600.00
3	Mixed	1,000	Per Frame	\$ 0.06	\$ 60.00
Diazo Duplicate Microfilm (No Vesicular Film)					
4	16mm	2,000,000	Per Frame	\$ 0.02	\$ 40,000.00
5	35mm	600	Per Frame	\$ 0.12	\$ 72.00
6	105mm Cut-Sheet	10,000	Per Sheet	\$ 0.75	\$ 7,500.00
Planetary Images, Up to 8.5" X 11"					
7	Bitonal Digitization	5,000	Per Image	\$ 0.12	\$ 600.00
8	Grayscale Digitization	5,000	Per Image	\$ 0.12	\$ 600.00
					\$ -
Planetary Images, Over 8.5" X 11" and up to 17" X 22"					
9	Bitonal Digitization	5,000	Per Image	\$ 0.12	\$ 600.00
10	Grayscale Digitization	5,000	Per Image	\$ 0.12	\$ 600.00
Digitization Up to 8.5" X 11"					
11	Bitonal Digitization	750,000	Per Image	\$ 0.06	\$ 45,000.00
12	Grayscale Digitization	1,000	Per Image	\$ 0.06	\$ 60.00
13	TIFF or JPEG	5,000	Per Image	\$ 0.06	\$ 300.00
14	PDF	5,000	Per Image	\$ 0.06	\$ 300.00
15	PDF with OCR	5,000	Per Image	\$ 0.07	\$ 350.00
16	Jacketed Microfiche	37,000	Per Sheet	\$ 1.25	\$ 46,250.00
17	Aperature Cards	1,000	Per Image	\$ 0.75	\$ 750.00

Digitization Over 8.5" X 11" up to 17" X 22"					
18	Bitonal Digitization	5,000	Per Image	\$ 0.06	\$ 300.00
19	Grayscale Digitization	5,000	Per Image	\$ 0.06	\$ 300.00
20	TIFF or JPEG	5,000	Per Image	\$ 0.06	\$ 300.00
21	PDF	5,000	Per Image	\$ 0.06	\$ 300.00
22	PDF with OCR	5,000	Per Image	\$ 0.07	\$ 350.00
Paper Scanning					
23	Scanning Black & White	200,000	Per page	\$ 0.06	\$ -
24	Scanning Color	100,000	Per page	\$ 0.06	\$ -
Misc					
25	Redaction		Per Image	\$ 0.02	\$ -
26	CD-Rom		Per Media	\$ 6.50	\$ -
27	DVD		Per Media	\$ 8.50	\$ -
28	Flash Drive		Per Media	\$ 12.00	\$ -
29	Portable Drive		Per Media	\$ 55.00	\$ -
30	Document Storage		Per Box	\$ 3.50	\$ -
31	Document Preparation		Per Hour	\$ 20.50	\$ -
32	Document Destruction		Per Pound	\$ 0.30	\$ -
Total Cost					\$ 448,112.00

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:

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