

SERIAL 12110 RFP MICROFILMING SERVICES
Contract – PFA Inc

DATE OF LAST REVISION: November 19, 2015 CONTRACT END DATE: November 30, 2018

CONTRACT PERIOD THROUGH NOVEMBER 30, ~~2015~~ 2018

TO: All Departments
FROM: Office of Procurement Services
SUBJECT: Contract for **MICROFILMING SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 12, 2012**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Chief Procurement Officer
Office of Procurement Services

BW/at
Attach

Copy to: Office of Procurement Services
Justin Frank, Assessor
Ken Stahli, Elections

(Please remove Serial 06098-S from your contract notebooks)

EXHIBIT A

PRICING

SERIAL 12110-RFP
 NIGP CODE: 91568
 RESPONDENT'S NAME: PFA, Inc.
 COUNTY VENDOR NUMBER : PFA INC (BidSync)
 ADDRESS: 9980 Glenoaks Blvd. Ste. F Sun Valley, CA 91352
 TELEPHONE NUMBER: 818-504-1996
 FACSIMILE NUMBER: 818-504-2011
 WEB SITE: www.pfainc.com
 CONTACT (REPRESENTATIVE): ~~Jim~~ Chris Harper
 REPRESENTATIVE'S E-MAIL ADDRESS: ~~jharper@pfainc.com~~ charper@pfainc.com

WILL ALLOW OTHER GOVERNMENTAL **YES**

ENTITIES TO PURCHASE FROM THIS CONTRACT [X]

NET 30 DAYS

<u>2.0 Conversion Services</u> <u>(Archival Acetate Film</u> <u>to Silver Polyester)</u>	DESCRIPTION	QTY	PRICE	PRICE EFF. 12/01/15
2.1	16mm x 100'	8500	\$19.50/ Roll	\$27.50/ Roll
2.2	Photostats (no change - neg to neg, positive to positive)	As Needed	\$20.25/ Roll	
2.3	Lab Services (per Section 2.6 2.2)	8500	\$5.81/ Roll	
2.4	Polyster inspection	8500	\$0.18/Roll	
2.5	Pickup / Delivery Services	8500	\$0.50/ Roll	
2.6	Brown Toning	8500	\$0.00/ Roll	

PRICING SHEET: NIGP CODE 91568

Vendor Number: 2011002687 0

Certificates of Insurance Required

Contract Period: To cover the period ending **November 30, 2015 2018.**



CONTRACT PURSUANT TO RFP

SERIAL 12110-RFP

This Contract is entered into this 12th day of December, 2012 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and PFA, Inc., an Arizona corporation ("Contractor") for the purchase of Microfilming services.

1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of three (3) years, beginning on the 12th day of December, 2012 and ending the 30th day of November, ~~2015~~ **2018**.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 FEE ADJUSTMENTS:

Any request for a fee adjustments must be submitted sixty (60) days prior to the current Contract annual anniversary date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit "A."
- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.

3.3 INVOICES:

- 3.3.1 The Contractor shall submit one (1) legible copy of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:
 - Company name, address and contact
 - County bill-to name and contact information
 - Contract serial number
 - County purchase order number
 - Invoice number and date
 - Payment terms
 - Date of service or delivery

- Quantity
- Contract Item number(s)
- Description of service provided
- Pricing per unit of service
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Total Amount Due

- 3.3.2 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.
- 3.3.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (www.maricopa.gov/finance/vendors).
- 3.3.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

4.0 AVAILABILITY OF FUNDS:

- 4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.
- 4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

5.0 DUTIES:

- 5.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.
- 5.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

6.0 TERMS and CONDITIONS:

6.1 INDEMNIFICATION:

- 6.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, related to, arising out of, or alleged to have

resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of the Contract including any person for who acts, error, omissions or mistakes Contractor may be legally liable.

6.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of this indemnity in this paragraph.

6.1.3 The scope of this indemnification does not extend to the sole negligence of County.

6.2 **INSURANCE REQUIREMENTS:**

6.2.1 Contractor, at Contactor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of ~~A+, VII or higher~~ or higher. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contactor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

6.2.7 The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.8 The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against

County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.9 Commercial General Liability.

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.10 Automobile Liability.

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$2,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

6.2.11 Workers' Compensation.

6.2.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

6.2.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

6.2.12 Certificates of Insurance.

6.2.11.3 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND UNDERSTANDS THAT FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF THIS CONTRACT.**

6.2.11.3.1 In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

6.2.11.3.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

6.2.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

6.3 WARRANTY OF SERVICES:

6.3.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.3.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.4 INSPECTION OF SERVICES:

6.4.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.

6.4.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.

6.4.3 If any of the services do not conform with Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at an increase in Contract amount. When the defects in services cannot be corrected by re-performance, County may:

6.4.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and

6.4.3.2 Reduce the Contract price to reflect the reduced value of the services performed.

6.4.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:

6.4.4.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or

6.4.4.2 Terminate the Contract for default.

6.5 PROCUREMENT CARD ORDERING CAPABILITY:

The County may determine to use a MasterCard Procurement Card, to place and make payment for orders under the Contract.

6.6 INTERNET ORDERING CAPABILITY:

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

6.7 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Office of Procurement Services
ATTN: Contract Administration
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

PFA, Inc.
ATTN: ~~Jim~~ Chris Harper
9980 Glenoaks Blvd, Ste. F
Sun Valley, CA 91352

6.8 REQUIREMENTS CONTRACT:

6.8.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when County identifies a need and issues a purchase order or a written notice to proceed.

6.8.2 County reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The County will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.

6.8.3 Purchase orders will be cancelled in writing.

6.9 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

6.10 TERMINATION FOR DEFAULT:

6.10.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.

6.10.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.

6.10.3 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

6.10.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

6.11 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

6.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

6.13 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

6.14 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

6.15 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

6.16 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

6.17 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

6.18 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

6.18.1 In accordance with section MCI 367 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

6.18.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

6.19 AUDIT DISALLOWANCES:

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

6.20 ALTERNATIVE DISPUTE RESOLUTION:

6.20.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

6.20.1.1 Render a decision;

6.20.1.2 Notify the parties that the exhibits are available for retrieval; and

6.20.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

6.20.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

6.20.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

6.21 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

6.22 RIGHTS IN DATA:

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

6.23 INTEGRATION:

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

6.24 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

6.24.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.24.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.24.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.25 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:

6.25.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.

6.25.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.26 CONTRACTOR LICENSE REQUIREMENT:

6.26.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

6.26.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.27 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

6.27.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

6.27.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.27.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.27.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.27.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.27.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contact.

6.27.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.28 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.29 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.30 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.31 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

6.31.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,

6.31.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

6.32 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

6.32.1 Exhibit A, Pricing; (**See second page**)

6.32.2 Exhibit B, Scope of Work;

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

[Signature]
AUTHORIZED SIGNATURE

JAMES HACKETT, PRESIDENT
PRINTED NAME AND TITLE

9980 CLEK BARKS BLVD, SUN VALLEY, CA 91352
ADDRESS

12/5/2012
DATE

MARICOPA COUNTY

BY: *[Signature]*
CHAIRMAN, BOARD OF SUPERVISORS

DEC 12 2012
DATE

ATTESTED:

[Signature]
DEPUTY CLERK OF THE BOARD

DEC 12 2012
DATE

APPROVED AS TO FORM:

[Signature]
LEGAL COUNSEL

Dec 12 2012
DATE

EXHIBIT B

SCOPE OF WORK

1.0 INTENT:

The intent of this Contract is to establish a contract for microfilming services including all labor, materials and equipment for processing and duplicating of film for the County Recorder’s Office and other County Departments on an as needed base.

Maricopa County reserves the right to award a contract in whole or in part to one or more vendors.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Section 2.10 & 2.11, below)

The County reserves the right to add additional contractors, at the County’s sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County’s needs or to ensure adequate competition on any project or task order work.

2.0 SCOPE OF WORK:

2.1 GENERAL REQUIREMENTS:

County shall provide 16mm original camera negative microfilm, digital images or original documents for filming, processing and/or duplication. Processing of film must be in a “Deep Tank” processor that is approved for use by the County Recorder’s Office. The contractor shall have two “Deep Tank” processors in the event that one should fail. For filming of digital images an Archive Writer capable of writing TIFF images must be used. The contractor shall have two Archive Writers in the event that one should fail.

PFA Comply

2.1.1 Contractor shall provide silver halide microfiche or microfilm originals. Film shall be conventional silver halide typed manufactured for use as microfilm with a safety base of polyester (ANSI/NAPM IT9.1-1996). Contractor shall be able to provide both Diazo and Silver duplicates upon request.

PFA Comply

2.1.2 Resolution and Density for film shall be:
ANSI/AIIM MS48-1990

- (1) Resolution (minimum acceptable)
Minimum quality index level of 8
 - (a) 16mm Rotary Camera 90 lines/mm
 - (b) 16mm Planetary Camera 125 lines/mm
 - (c) 35mm Planetary Camera at 24:1 120 lines/mm
 - (d) 35mm Planetary Camera at 30:1 135 lines/mm
- (2) Density (image density)
(Table 1.)
 - (a) Background 0.70 to 1.50
 - (b) Base + Fog 0.00 to 0.16

PFA Comply

Background Densities

Classification	Description of documents	Density
Group 1	High quality, high contrast printed books, periodicals, and black typing	1.30-1.50
Group 2	Fine line originals, black opaque pencil writing, and documents with small, high contrast printing	1.15-1.40
Group 3	Pencil and ink drawings faded printing, and very small printing such as Footnotes at the bottom of a page.	1.00-1.20
Group 4	Low-contrast manuscripts and drawings; graph paper with pale, fine-colored lines; letters typed with a worn ribbon; and poorly printed, faint documents.	0.80-1.00
Group 5	Poor-contrast documents may require a lower background density. (i.e. Photostats or blueprints etc.).	0.70-0.85

The base-plus-fog density of unexposed, processed, clear based film must not exceed 0.10. When tinted base film is used, the density will increase by 0.10 or 0.20 which must be added to the 0.10 value.

ANSI/AIIM MS48-1990

- (3) Microforms must be virtually an exact representation of original documents following inspection, re-filming and splicing of appendix. Container indexing must adequately represent the contents of the film.
- (4) Only sonic weld splices are acceptable.
- (5) All Microforms shall be certified as meeting the requirements for permanent records. (Certificate of Compliance with State Standards for processing of permanent micrographics.)

PFA Comply

2.1.3 Processing shall be accomplished using a processor that provides a separate fixing stage and washes the film thoroughly following fixing. Processed film shall have no more than 1.4 micrograms per square centimeter of residual thiosulfate (fix) remaining on the film. This shall be documented through regular testing of the processing operation using the methylene-blue method. When using a commercial lab for processing, the testing is performed not less than once per week and that the testing indicates that the film falls within the tolerable range of the test. If the film does not meet the standard it shall be rewashed and retested within 14 days of initial processing. (ANSI/NAPM IT9.1-1996).

PFA Comply

2.1.3.1 The Contractor shall perform a Methylene blue analysis on request and a written report with the results submitted to the Recorder’s Office within 24 hours of the test.

PFA Comply

2.1.4 Contractor shall inspect each frame of developed film for foreign objects, overlapping documents, overexposure of documents, out of sequence documents, missing documents, documents that are blurry, documents that are cut off, fogged documents, skewed documents or scratches on film.

PFA Comply

- 2.1.5 Contractor shall notify the County of problem frames on a daily basis, develop refilms and splice the new document(s) into the film. Splicing must be of sonic weld type only.

PFA Comply

- 2.1.6 Original film shall be transmitted with emulsion side out leading off the top of the reel.

PFA Comply

- 2.1.7 Diazo copies shall be copied with the sensitized side down leading off the top of the reel.

PFA Comply

- 2.1.8 Conversion Services - Contractor shall be able to determine the difference between acetate and polyester base film without the County's assistance.

PFA Comply

- 2.1.9 Conversion Services - Contractor shall inspect the archival film to determine which of the rolls are made of acetate film.

PFA Comply

- 2.1.10 Conversion Services - Once identified, Contractor shall provide the recording date and recording numbers or docket and page information to the County.

PFA Comply

- 2.1.11 Conversion Services - Upon conversion of film, film is to be inspected per county specifications. Such as: inspect a yet to be determined frame number of the developed film for foreign objects, overexposure of documents, documents that are blurry, documents that are cut off, fogged documents, or scratches on film. Successful Bidder shall notify the County of problem frames upon returning converting film.

PFA Comply

- 2.1.12 Conversion Services - Archival film is to be returned with the converted polyester film. Polyester film shall be placed in microfilm storage boxes according to ANSI/AIIM standards. Pricing shall include the cost of microfilm storage boxes.

PFA Comply

- 2.1.13 Third-party or subcontractors are **not** allowed to provide services under this Contract

PFA Comply

2.2 DISASTER RECOVERY PROGRAM:

The Contractor shall provide a Disaster Recovery Program to include the following elements:

- 2.4.1 Microfilm Restoration – Cleaning, drying, treatment for water damage, repackage film (replace water/damaged reels and boxes).

PFA Comply

- 2.4.2 Film Reduction – Lower density of overexposed film caused by processor malfunctions and/or improper camera exposure settings, providing a lighter image that can be read and printed.

PFA Comply

- 2.4.3 Film Intensification – Increase density of underexposed film by increasing the silver content, providing a darker image that can be read and printed.

PFA Comply

- 2.4.4 The disaster recovery lab must have a 24-hour hotline. All services must be available 24 hours a day, 7 days a week.

PFA Comply

- 2.4.5 Contractor must provide certification of the ability to provide disaster recovery services, including the address and telephone number of their disaster recovery lab with the bid.

PFA Comply

- 2.4.6 Contractor must provide references of customers who have used these disaster recovery services through their facility with the bid.

PFA Comply

2.3 **FILM CARTRIDGE STORAGE:**

Film cartridges not in production shall be stored in a secure vault when not in production. Contractor's facility shall have proper security measures in-place to track ingoing and outgoing traffic.

PFA Comply

When film arrives at PFA's facility it shall be inventoried and the County shall be notified of its arrival. When not in production, the rolls shall be stored in climate controlled vault with a biometric lock. Activity for each roll shall be continually tracked on logs and reports (see included exhibits) and available for County inspection.

2.4 **REWORK:**

In the event above bid specifications are not met by the Contractor, the Recorder's Office will request the work to be redone and resubmitted for approval. Contractor shall absorb all costs incurred as a result of non-compliance.

PFA Comply

2.5 **DELIVERY:**

- 2.5.1 Contractor shall include in their pricing costs, pickup or mailing of the film, paper or digital images. Delivery costs shall be included as well.

PFA Comply

Price includes shipping the film to Maricopa County.

- 2.5.2 Contractor must provide a detailed packing slip with each delivery to the County Recorder.

PFA Comply

- 2.5.3 Film shall be returned in plastic film box containers, meeting nationally accepted standards for microfilm preservation.

PFA Comply

Completed duplicate film will be placed in plastic boxes that meet LE500 preservation requirements.

- 2.5.4 Film box labels are to be created according to specifications. Specification will be provided to the Contractor, and may change periodically.

PFA Comply

The label material we use is made from an exceptionally durable material and it shall include the information the County has requested in an eye readable and a standard barcode format.

- 2.5.5 It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

PFA Comply

2.6 ADDITIONAL SERVICES-MICROFILM CONVERSION:

The County will work with the contractor(s) to determine how many frames are needed for review to determine the quality of the conversion from acetate to polyester. Quality expectations will be more clearly defined once the bid has been awarded.

- 2.6.1 Conversion Services – Convert archival acetate film to silver polyester film:

- 16MM x 100'

PFA Comply

- 2.6.2 Lab Services: labeling of rolls pursuant to section 2.2.1.1 & 2.2.1.2, inspection of rolls, rewinding of reels, add beginning leaders and/or trailers to film on as needed basis.

PFA Comply

- 2.6.3 Inspection of Film

PFA Comply

After the printing and processing, the duplicate rolls shall be inspected for proper exposure, excessive page skew, foreign objects in the frames, and processing defects. The inspection shall be done on a light table using a 15X Loupe and a 100X microscope. Film that need to be re-run due to exposure adjustments or film scratches on the duplicate copy shall reprocessed at no charge to the County.

We shall also look at character quality and background density range variations within each roll. Character quality shall be classified into three exposure categories.

Good – Images with little if any density in the characters and are not over exposed.

Fair – Images with some density in the characters due to thin lines or under exposure.

Poor – Images that are faint or difficult to read from under exposure that produces low contrast.

During this evaluation process, rolls that contain film tears and splices shall be repaired. All film shall be viewed on over a light box and handled with white cotton gloves and a densitometer shall be used to measure frame contrast in several strategic locations within each roll. Rolls with compatible characteristics shall be spooled together into a 800 foot cores where consecutive roll numbers shall be paired together whenever possible.

2.6.4 Pick up / Delivery service

Samples will be given out at the Pre-proposal meeting to allow vendors a chance to view and convert images that will be submitted along with their bid.

PFA Comply

2.7 BROWN TONING:

Contractor may be required to provide brown toning. This is a chemical treatment that changes the film's processed silver to silver sulfide which is much more resistant to humidity and oxidants. Brown toning must be handled in a separate area from the handling of microfilm developer and fix due to being highly photoactive with microfilm chemicals. The contractor shall be responsible for testing and providing documentation that the density of the brown toning is 65% or greater.

PFA Comply

2.8 CONTRATOR FACILITIES:

2.8.1 Contractor shall possess a self-contained darkroom.

PFA Comply

2.8.2 Contractor shall have property security and safety procedures and mechanisms in-place (e.g. eye wash stations, chemical spill control, etc.).

PFA Comply

Our facility is protected by an electronic security system that includes motion detectors in every location where any type of entrance or exit is possible. This system is monitored 24 hours a day, seven days a week. If activated, police and registered PFA staff are automatically notified and an alarm sounds in the building. Our facility is also protected by a heat-activated fire suppression system that notifies the fire department when triggered.

Internal entry and exit doors to production areas are electronically locked using biometric technology and we have a video recording system that monitors our production areas as well as entry and exit points.

2.8.3 Contractor facility shall be full-service and self-contained so all creation, production, processing, duplication and storage of the film is accomplished within the same facility.

PFA Comply

2.8.4 Contractor facility shall have on-site, a secure, climate controlled storage area or vault that meets or exceeds ANSI standard.

PFA Comply

2.9 INSPECTION:

The County may inspect contractor facilities prior to award and during the life of the contract in order to verify set standards and minimize potential risk.

2.10 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please state so** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

2.11 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.