### STATEMENT OF SERVICES BEING SOLICITED

The services the JCC is seeking include the following:

* + 1. Scanning of large-scale architectural documents
		2. Copying
		3. Binding
		4. Storage Facilities
		5. Pickup and Delivery services

All prospective Service Providers submitting Proposals must demonstrate that they are fully capable of providing the complete range of Services as specified below. The use of subcontractors and/or partnership(s) will suffice to fulfill this requirement.

o **Scanning** of large-scale architectural documents

Services: FS has close to 500 court facilities to manage and will be receiving hundreds of architectural drawings to scan and archive. FS estimates that scanning services will be required for somewhere in the range of 250 to 1000 drawings over the 5 years of the Agreement. Be advised, however that the contractual relationship will not commit to a definite volume of work. All of these drawings will need to be scanned to PDF and renamed with the project name and sheet number.

Naming: The folders will have the same name of the drawing set and files will be named with the corresponding sheet number, e.g., 33C1-01.2 will be the folder name for all the sheets of the drawing set 33C1-01.2 and the files within should contain the sheet numbers of each of the sheets within the drawing set, e.g.:

A-4.12

E-1.00

M-6.02

P-1.06

A Prospective Service Provider must be able to scan and create individual PDF files for every page in an individual drawing set and ship the return the drawing set on the same business day received, i.e. one PDF per individual drawing sheet. For orders larger than 500 sheets the turnaround time must be equal to or greater than a daily throughput of 500 sheets. In your Proposal, document the volumes and turnaround times you are willing to commit to fulfill this requirement.

Quality Control: The selected Service Provider will be required to perform quality control procedures. FS will perform a detailed inspection of the product returned. FS will verify file readability, text legibility, and correct naming for all digital files. Any scans not meeting the criteria will be sent back to the selected Service Provider. Rejected files must be re- scanned at no additional cost, including shipping costs to JCC.

Additional quality control items include:

Text legibility, including the smallest significant characters; Absence of darkened borders at page edges;

Characters reproduced at the same size as the original. Absence of wavy, distorted or smudged text

Those other requirements for output characteristics set forth in *ANSI/AIIM MS44-1988* or

*ISO 12651 Electronic Imaging* to meet the legal requirements for producing a legal document.

Along with the requirements set forth above, the vendor shall exercise quality control according to the *ANSI/AIIM MS44-1988 (R1993)*, Recommended Practice for Quality Control of Image Scanners. The scanning system should be free of dust and other particles and the vendor should maintain calibration through all shifts of production.

* **Storage Facilities and Security**: The Prospective Service Provider must document in their Proposal that they have a dry and secure facility in which to store JCC documents. Release of any materials submitted or work product created or their duplicates to any third party not authorized in writing by the JCC to receive such materials is forbidden. The Prospective Service Provider must also document that they have reliable procedures and secure storage capacity to ensure they can retain any electronic files created for a period of 30 days after creation, whereupon they must be deleted.
* C**opying:** The selected Service Provider must be able to make hard copies of drawings. In some cases, multiple copies.
* **Binding:** The selected Service Provider must be able to provide multiple binding options including: staple, edge bind and Chicago screw.
* **Pickup and Delivery Services:** The JCC will specify its required turnaround time when a scanning order is placed, however, Prospective

Service Providers must be able to commit to provide overnight pickup and delivery of drawings and files between their own facilities and any JCC, Court, or State Facility within the State of California. Provide details regarding the arrangements you intend to have in place to meet this requirement. Commonly available standard overnight delivery services may be utilized to fulfill this requirement but document the arrangements you intend to use in your Proposal.

* **Facilities:** Prospective Service Providers are expected to have physical facilities in place throughout California to provide the full range of Services. At a minimum, this should include facilities at or near the metropolitan areas of: San Francisco, Sacramento and Los Angeles. If a prospective Services Provider intends to provide Services from other locales, please document the existence of the facilities, their locations, and describe the Services you intend to provide from them.

*Please Review* Scanning Sizes and format for submission of price proposals

 Description of Service Price Year 1 & 2 Unit of Measure

|  |  |
| --- | --- |
| Scanning to PDF file (Including renaming w/ Project name & sheet#) for all sheet sizes |  |
| Copying (Per Sq. Ft.) |  |
| ARCH A SIZE 9 X 12 | (Per Sq. Ft.) |
| ARCH B SIZE 12 X 18 | (Per Sq. Ft.) |
| ARCH C SIZE 18 X 24 | (Per Sq. Ft.) |
| ARCH D SIZE 24 X 36 | (Per Sq. Ft.) |
| ARCH E SIZE 36 X 48 | (Per Sq. Ft.) |
|  SIZE 30 x 42 |  |
| **Binding** |  |
| Staple (Less than 50 sheets) | /Piece Bound |
| Edge bind (50 sheets or less) | /Piece Bound |
| Chicago Screw (50 sheets or less) | /Piece Bound |
| Wrapping (Per Package) | /Package |
| Shipping Preparation (Per Package) | /Piece Shipped |