

# CITY OF NIAGARA FALLS, NEW YORK

## REQUEST FOR BIDS BID #2-12

Bids on items as specified herein will be accepted at City Hall until 11:00 A.M., and opened at 11:00 A.M. on Jan. 27, 2012.

Bidders must state when delivery can be made.

All bids are subject to delivery as stated herein.

If a bid is submitted on an article intended as a substitute for a grade or brand specified, the bidder must state the grade or brand of the substitution, otherwise it will be assumed that the bid is based on the grade or brand specified.

The City reserves the right to accept this bid by items, or as a whole, or to reject any or all bids or waive informalities.

Bids are to be shown NET. Cash discounts are to be stated, if any.

All bids must be accompanied by the requisite bid bond IF SO STATED IN THE SPECIFICATIONS.

Provision of any required performance bond is the responsibility of the bidder.

Prices must be filled in with typewriter or ink on this form.

**THE ENVELOPE CONTAINING THE BID MUST BE SEALED AND CLEARLY MARKED WITH THE BID NUMBER.**

Any and all bids and contracts made or awarded by the City of Niagara Falls or any department, agency or official thereof for work or services performed or to be performed, or goods purchased or sold or to be purchased or sold are made subject to the provisions of Chapter 861 of the Laws of New York, 1953, as amended by Chapter 751 of the Laws of New York, and as now contained or as may hereafter be amended. The provisions of the New York State General Municipal Law and 103a and 103b are applicable to this bid.

**BIDDER'S ATTENTION IS REQUESTED REGARDING THE FOLLOWING CONDITIONS AND REGULATIONS. BIDS NOT IN COMPLIANCE WITH THE FOREGOING CONDITIONS AND REGULATIONS WILL NOT BE CONSIDERED.**

### 1. NON-COLLUSIVE BIDDING CERTIFICATION

#### **(PERSUANT TO CHAPTER 751 OF LAWS OF NEW YORK, 1965)**

By submission of this bid or proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidders as well as to the person signing on it's behalf;
- e) That attached hereto (if a coporate bidder) is a certified copy or resolution authorizing the execution of this certificate by the signator of this bid or proposal on behalf of the coporate bidder.

(see reverse side for additional information)

**COMPANY NAME:**

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**ADDRESS:**

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<b>TOTAL NET PRICE</b>	<b>DELIVERY PROMISED</b>
<b>CONTACT PERSON FOR QUESTIONS REGARDING BID</b>	<b>TELEPHONE NUMBER</b>
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>
<b>TITLE</b>	

MAIL BIDS TO:  
CITY OF NIAGARA FALLS  
PURCHASING DIVISION ROOM 14-B  
PO BOX 69  
NIAGARA FALLS, NY 14302-0069

DELIVER BIDS TO:  
CITY OF NIAGARA FALLS  
CITY HALL ROOM 14-B  
745 MAIN STREET  
NIAGARA FALLS, NY 14302-0069

BIDS SUBMITTED BY FACSIMILE ARE UNACCEPTABLE

BID #2-12		PAGE 1 OF 20	DATE: 1/13/12			
QNTY	UNIT	DESCRIPTION	UNIT PRICE		NET TOTAL	
		Sealed bids will be received by the City of Niagara Falls				
		Purchasing Agent at City Hall, Room 14-B, for the				
		following scanning and microfilming services, <b>ALL</b>				
		<b>ON A MORE OR LESS BASIS:</b>				
20,000	Images	Engineering Maps/Drawings: To be scanned and the				
		images microfilmed <b>per the attached File Information</b>				
		<b>Form and specifications. Quantities are estimated</b>				
		<b>and subject to change.</b>				
		Cost per image for scanning/microfilming:				
		Document preparation cost per hour (if needed):				
		Documents may be examined by appointment only.				
		The undertaking of this work is dependent upon funding				
		from the New York State Archives Local Government				
		Records Management Improvement Fund.				
		Successful applications are tentatively scheduled to be				
		announced in June 2012.				
		Pricing shall remain in effect for the duration of the				
		project (July 2013).				
		<b>PLEASE NOTE:</b> All documents will be indexed by City				
		of Niagara Falls personnel prior to scanning.				
		For further information, please contact				
		Dean W. Spring at (716) 286-4371.				

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**City of Niagara Falls, New York  
Imaging/Microfilming Specifications  
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ENGINEERING MAPS/DRAWINGS**

**GENERAL SPECIFICATIONS**

The contents of this document are based upon national microfilm standards and industry practices, such as ANSI/AIIM MS-23, AIIM TR-02 and New York State Archives "Imaging Production Guidelines". All references to industry standards (ANSI, AIIM, etc.) are the latest revision thereof, on the date of the Request for Quotation.

**SCOPE: The contract between the City of Niagara Falls (City) and the Vendor applies to original City records to be reproduced as digital images which shall then be filmed on 35 millimeter microfilm and to the services listed on the attached specifications. No diazo copies of the microfilm are required; user copies will be produced on DVDs.**

- All contractors are required to have been in business a minimum of five (5) years and serviced at least three (3) similar State Archives accounts in size and scope. References from three (3) governmental agencies with contact name and phone number must be submitted with the completed bid form.
- The successful contractor will have complete in-house capability to perform all the operations (microfilming: camera, processing, quality control, duplicating, etc.; imaging: scanning, indexing, quality control, duplicating, etc.) as specified herein on his premises. **No subcontracting will be permitted**
- The contractor will pick up records at various intervals designated by the City throughout the contract period. All original records are to be picked up no earlier than 3 P.M. and returned within five work days.
- All records are to be stored on the contractor's premises in a D.O.D. Class A fireproof concrete vault and are to be accessible at all times for immediate retrieval by the contractor or City personnel. Records requested by City personnel are to be delivered within 24 hours after the request in the format specified by City personnel (i.e. original document, fax or e-mail).
- **The final shipment of microfilm and DVDs is to be delivered to the City for inspection no later than May 31, 2013. No new records will be after that date.**
- Because many of the documents are brittle, all records are to be scanned on a wide format flatbed scanner.

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**COMPLIANCE WITH SPECIFICATIONS:**

- a) All work is to be done for the City according to the attached specifications. These specifications, guidelines, and standards apply to digital conversion and microfilming of local government records, and processing, duplicating, and film inspection. The Contractor must adhere to these directives. Any deviations from the guidelines will be given to the Contractor in writing. All references to industry standards (ANSI, AIIM, etc.) are the latest revision thereof, on the date of this RFP.
- b) The City reserves the rights to specify additional scanning/filming methods and instructions for any and all items should this become necessary. The filming/scanning methods and instructions (i.e., reduction ratio, image placement, arrangement of records) for each records series shall not be changed by the Contractor without prior consent from the City. If any item cannot be filmed in the manner specified after consultation with the City, the Contractor shall return it with justification for its rejection. The City may, at that time, contract with another vendor to complete the portion of the project that the Vendor cannot complete.
- c) Failure of the Contractor to meet the requirements of the contract and the attached specifications shall constitute default. The City shall notify the Contractor in writing of unsatisfactory service, poor workmanship, or poor delivery. Failure of the Contractor to correct the conditions of default at its own expense or to come to an amicable solution with the City within thirty (30) days shall constitute default.

**INSURANCE AND SECURITY**

**Prior to commencement of work, the successful contractor must provide the City with a certificate of insurance which complies with all terms, conditions and specifications as set forth in the attached Instructions for City of Niagara Falls Standard Insurance Certificate. In addition, the successful contractor shall also supply proof of valuable papers insurance in the amount of \$100,000 prior to the award to the bid.**

The Contractor shall insure, at no charge to the City, all materials against loss or damage from any cause, from the time they leave the City until they are returned. Each filming/scanning shipment is to be insured while in transit and while at the filming facility. The limit of liability for an item lost or destroyed shall be a sum which will cover the cost of processing an acceptable replacement item.

**VENDOR FACILITIES**

Vendor facilities shall be subject to inspection and approval by the representatives of the City before and at any time during the performance of a contract to ensure production and quality control capabilities.

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**PRICES**

- a) Prices shall be quoted for all aspects of the project in cost per image to include: filming, processing, document preparation (where applicable), scanning, etc. Additional necessary costs for the completion of the project (software, installation, licensing, training, etc.) shall be specified individually.
- b) The City will not be responsible for any shipping charges for records or film being shipped to or from City locations and/or quality control vendors.
- c) Pricing shall remain in effect for the duration of the project.

**COPYRIGHT**

All microfilm and DVDs produced by the Contractor are the property of the City. No part of the microfilm or DVDs may be sold, given away, or duplicated without express written permission of the City.

**COMMUNICATION**

A representative of the Contractor shall be appointed to coordinate the project with the City. The representative shall be thoroughly familiar with the terms of this contract and shall have an in-depth knowledge of technical micrographic/digital imaging issues and demonstrate a concern for the special requirements of preservation imaging/microfilming.

**PREPARATION OF RECORDS**

The City will be responsible for the preparation of all records to be scanned/microfilmed. In the event that additional preparation is necessary by the vendor, prior notification to the City is necessary.

**TARGETING OF RECORDS**

The Contractor will be responsible for insertion of all necessary targets according to the attached specifications.

**ORDER OF SCANNING/MICROFILMING**

All records are to be scanned/filmed in the order in which City personnel have arranged them.

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**DOCUMENT FLATNESS**

The bottom surface of each document shall be totally in contact with the camera/scanner copy board working surface.

**PACKING, PICK-UP AND DELIVERY**

- a) Contractor will adhere to the **PACKAGING** and the **PACKAGE MARKING** sections of the attached specifications.
- b) Contractor shall maintain a log acknowledging receipt of each shipment of records and shall make this log available upon request of the City.
- c) All records packed by the City in one shipment shall be returned together in a single delivery shipment, properly secured in the container so that the original order is maintained during shipment.
- d) All shipments of film will comply with the attached specification section **SHIPMENT OF FILM FOR INSPECTION**.
- e) All shipments to and from the City shall be made via an agreed upon commercial carrier unless other arrangement are made which are acceptable to the City. The Contractor will be responsible for all shipping costs.
- f) Documents must be returned to the City in their original order and condition.

**QUALITY CONTROL INSPECTION, ERRORS AND DELAYS**

- a) All first generation silver-gelatin microfilm shall be inspected by the Contractor for compliance with this contract and with the attached specifications, sections titled **QUALITY CONTROL** and **REJECTION OF MICROFILM BY THE CUSTOMER**.
- b) An independent inspecting agent chosen by the City shall inspect all first generation silver-gelatin microfilm.
- c) All film shall meet the **FILM STABILITY** guidelines outlined in section titled **FILM PROCESSING AND HANDLING** of the attached specifications.
- d) Errors reported during the inspection process shall be handled as outlined in the specifications.
- e) Any errors made by the Contractor, which are identified during the inspection process, shall be corrected or the records are to be rescanned/refilmed without additional charge within 30 days of the Contractor's receipt of items for correction. The Contractor shall be responsible for payment for any extra transportation or mailing cost resulting from such errors.
- f) Additional Contractor errors shall be corrected at no expense to the City if identified within one year of the completion date (last date of filming) of the project.

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**SPECIAL MICROFILMING/IMAGING**

Methods of imaging/microfilming other than those specified in this contract and attached specifications may occasionally be requested by the City. Specifications for services not described in this contract and rates charged for these services shall be provided on request from the Contractor. Any special treatment requiring extra charges shall not be carried out by the Contractor without the express permission of the City.

**INVOICES**

The Contractor shall provide detailed invoices for each completed shipment within 14 days of delivery of the shipment to the City. Invoices shall reflect the price structure delineated in this contract. They shall reflect the master negative numbers and shall include the number of exposures filmed and the charge per exposure, the number of rolls produced, the number of duplicate rolls and any other itemized charges. The City shall not be charged for any shipping to or from the Contractor's facility and/or quality control facilities.

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**DIGITAL IMAGING SPECIFICATIONS**

This specification contains guidelines for the digital imaging of large-scale engineering drawings as described by the attached *Imaging and Microfilming Project Information Form*. Digital images will be stored on DVDs which will be loaded onto a server for use by City personnel and retained as backups by the City. The digital images are to be reproduced on silver gelatin microfilm for preservation according to the following microfilm production guidelines.

**SCOPE**

- A. **RECORDS SERIES NAME:** Engineering maps and drawings
- B. **DOCUMENT SIZE RANGE:** 11" x 17" - 36" x 72" (original records)

**REQUIREMENTS**

1. **IMAGE FORMAT:** Access images shall meet the following guidelines
  - Format: TIFF (latest version)
  - Tonal Depth: Bitonal, grayscale, or color as appropriate
  - Compression: Allowed (latest ITU standard compression preferred)
  - Spatial Resolution: At least 200 dpi
2. **COMPRESSION:** User copies may be compressed using non-proprietary, lossless compression algorithms. Document that lossless compression is being used.
3. **SCALING:** Scale access images so most documents fit within the typical computer screen or window.
4. **IMAGE HEADERS:** Access images cannot have proprietary headers.
5. **IMAGE ORIENTATION:** Upright (maintain portrait or landscape as appropriate).
6. **STORAGE MEDIA:** Images shall be stored on DVDs which meet the following guidelines:
7. **MULTIPLE FRAME IDENTIFICATION:** All images that comprise a single document shall be accessible and presentable in their original order and be clearly associated with each other as parts of a single document.

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**8. VENDOR QUALITY CONTROL AFTER SCANNING:**

**8.1** Inspection of the images by the vendor for quality shall verify the following:

- a. Correct image filename (unique identifier)
- b. Correct file format for each image type
- c. Image scanned at appropriate unenhanced dpi for each image type
- d. Image oriented properly, whether landscape or portrait
- e. Image is correct size (in pixels along both dimensions)
- f. Image is not skewed
- g. Image is not rotated or flipped
- h. Image is neither too light nor too dark
- i. Appropriate contrast exists within the image
- j. No distortion of the image
- k. No extraneous materials (fingers, fasteners, etc.) obscure the image
- l. No noise or other problems in image file
- m. Appropriate indexing terms associated with the scanned image
- n. Monitor images are verified under controlled viewing conditions.
- o. Image viewer used to view and evaluate the images is indicated
- p. DPI must be verified by an independent software program.

**8.2 Correction of unacceptable images** shall consist of the following:

- a. Correcting image filename
- b. Deskewing, rotating, or flipping the image to correct its orientation
- c. Adjusting brightness, contrast or tone through rescanning
- d. Cropping that does not remove any information in the document
- e. Rescanning, followed by a re-inspection of the new image

**8.3 Unacceptable modifications to the images** include the following:

- a. Sharpening the images
- b. Retouching or despeckling
- c. Dithering or quantization
- d. Removing information from the images
- e. Adding information to the images
- f. Burning annotations or “sticky notes” onto the image file itself

**9. RESOLUTION:** Image sharpness should be equivalent to the dots per inch (dpi) required for the access image type as explained above. (“1. Image Format”) Use commercially produced resolution targets, such as those outlined in ANSI/AIIM TR38-1996, “Identification of Test Images for Document Imaging Applications”, and follow techniques in ANSI/AIIM MS44-1998, (“Recommended Practice for Quality Control of Image Scanners”), to verify scanner performance. Provide evidence of adherence to these standards at the close of the project.

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10. **DOCUMENTATION TO SCAN WITH THE RECORDS:** Scan the following documentation with the records, ensuring that this documentation is clearly associated with this specific set of records:
- a. State Archives Records Inventory Data Worksheet
  - b. State Archives Imaging and Microfilming Project Information Form
  - c. Name and Address:  
**City of Niagara Falls**  
**745 Main Street**  
**City Hall – Engineering Department**  
**Niagara Falls, NY 14301**
  - d. Contractor’s name and address, and dates of scanning
  - e. Certification Target signed by the scanner operator
  - f. Declaration by records custodian
  - g. Resolution Target that complies with ANSI/AIIM TR38-1996.  
“Identification of Test Images for Document Imaging Applications”
  - h. Indices, finding aids, and other metadata associated with the documents, if supplied
11. **INDEXING:** An Index/Image import file shall be created by City personnel containing the appropriate images of the key index retrieval fields as follows:
- 11.1. Unique Identifier for Images-File Number:** Each image shall be labeled with the File Number, which will appear on all pages of original drawings before scanning. Each filename shall be unique across all separated external media, not merely within a single disc.
12. **PACKAGING:** DVDs shall be stored in unbroken jewel cases and shall rest on the inner spindle without pressure that could produce damage during removal or re-emplacment. The vendor shall deliver the media to the City in boxes, with the media fitting firmly but not tightly.
13. **PACKAGE MARKING:** At a minimum, the following data, machine-printed on the label, shall appear on each disc and each jewel case or other storage containers:
- City of Niagara Falls**  
**Department of Engineering**  
**Record Series Title/Date**  
**Package or Media Number**
14. **QUALITY OF WORK:** Scanning shall capture each digital image of a document page so that every line and character on the document appears and is legible in the image. Removable media shall be free of scratches, cracks, finger marks, warping or any other defect that might adversely affect quality or usability.

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15. **CONTRACTOR INSPECTION:** The vendor shall inspect each individual image, disc or other storage medium for compliance with the requirements herein, including resolution, image quality, accuracy of the index and general workmanship. The vendor shall include an inspection report or certification for each disc included in each shipment.
16. **CUSTOMER QUALITY CONTROL:** The City shall have the right, after inspection, to reject any images determined not to meet the requirements of these guidelines. In such cases, the contractor must rescan at no charge to the City.
17. **REJECTION OF BACKUP MEDIA:** When the City rejects an entire disc, the rejected disc shall be defaced by cracking, punching, or shredding by City representatives after corrections have been made. All rejected discs remain the property of the City.
18. **VENDOR FACILITY INSPECTION:** The City reserves the right to inspect and approve the vendor's work site before and at any time during the performance of this contract to ensure the vendor's production and quality control capabilities.
19. **FILE INTEGRITY:** Unless otherwise specified elsewhere in the contract, the vendor shall maintain the original documents in their existing file order before, during, and after scanning. The vendor shall return file material to the original storage containers in the same order that existed before scanning, except that the vendor shall maintain any corrections to file order made during any necessary preparation for scanning. The vendor shall not restore any fasteners (staples, clips or tape) removed during any necessary document preparation.

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**MICROFILMING SPECIFICATIONS**

**PLANETARY CAMERAS, 35MM**

**SCOPE:** These guidelines provide the parameters to produce and inspect microfilm produced on 35mm engineering planetary cameras. The contents of this document are based upon national microfilm standards and industry practices, such as ANSI/AIIM MS-23 and AIIM TR-02. All references to industry standards (ANSI, AIIM, etc., see Appendix G) shall be to the latest revision thereof, on the date of this Request for Bids.

**1. REDUCTION RATIO:** The reduction ratio used to microfilm engineering documents shall be in accordance with:

**DOCUMENT SIZE; REDUCTION**

Up to 18" wide x 24" long (A, B & C); 16x

18" to 24" " to 36" long (D); 24x

24" to 36" wide x 36" to 48.4" long (E & F); 30x

24" to 36" wide but greater than 48" long (G, H & J); 30x multi-frame greater than 36" wide but less than 48" wide (rotate 90E)(K)

**1.1** A ruler will be positioned in the identification target in accordance with ANSI/AIIM MS24. The ruler may be metal, plastic, paper, or other suitable material with sufficient contrast in the frame to permit test measurements. The ruler is to be calibrated in inches (a metal or plastic tape with black characters on a non-reflective light-color background cut to size may be used).

**2. FRAME** (Document image area, centering, frame pitch [spacing]): ANSI/AIIM MS32 applies.

**3. BACKGROUND DENSITY RANGE, CAMERA FILM:** Measured as visual diffuse transmission density in accordance with ANSI PH2.19. Background density applies to all images.

**3.1** Background density range for negative-appearing images (positive-appearing originals): 0.80 to **1.20**.

**3.2** Background density range for positive-appearing images (negative-appearing originals, i.e. blueprints): 0.15 to **0.50**.

**3.3 Camera illumination uniformity:** Illumination uniformity shall comply with AIIM MS26. Contractors shall provide the City with a one-time test target for each camera to be used in the project at the maximum reduction ratio, before the start of the project.

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**4. BASE PLUS FOG (Dmin):** Dmin shall not exceed 0.08.

**5. RESOLUTION:** At 16x, 7.1 chart pattern; at 24x, 5.0 chart pattern; at 30x, 4.0 chart pattern.

The five resolution targets (central and four corners) shall conform to ANSI/AIIM MS51.

**5.1** The patterns shall be resolved on all five target positions. The direction of lines in both groups in each of the test charts shall be distinguishable in accordance with ANSI/AIIM MS23.

**5.2 Resolution chart positioning:** A minimum of five NBS resolution charts shall be positioned in accordance with ANSI/AIIM MS24. One of the two groups of lines of the chart representing the 4.0 block shall be nominally parallel to the diagonal axis of the lens.

**5.3 Resolution chart, photostat microfilming** (positive-appearing images): Four (4) negative-appearing resolution charts shall be located at the extreme corners of the image area on diagonal lines in accordance with ANSI/AIIM MS24.

**6. CAMERA FILM:** 35mm x 100 feet x 5mil thick, non-perforated, polyester, high-contrast (gamma 3.0 to 4.0) panchromatic film, and in accordance with ANSI IT9.1.

**7. IMAGE ORIENTATION:** Comic, simplex mode.

**8. FILM STABILITY:** All silver gelatin film shall be monitored for stability in accordance with ANSI IT9.1. A sample of clear film shall be subjected to the methylene blue test, procedure 2 (high range thiosulfate) for residual thiosulfate ion, in accordance with ANSI PH4.8 (ref ANSI IT9.1, table 4, 0.14 g/m<sup>5</sup> max.). The test shall be performed by an independent test laboratory, subject to the approval of the City. Each processor employed for this project shall be tested once weekly, preferably when the microfilm covered by these guidelines is processed. The original test certificate shall be mailed directly to the City. The stability of the film is tested by sampling; therefore, failure of the test will require re-filming all microfilm in the untested batches that precede and follow the failed sample.

**9. FORMAT FOR MULTIPLE SHEET DRAWINGS:** The section on "Document Placement" of ANSI/AIIM MS32 applies.

**10. MULTIPLE FRAME IDENTIFICATION:** The section on "Document Placement" of ANSI/AIIM MS32 applies, except as indicated in paragraph 10.1.

**10.1 Oversized Documents:** Documents that require multiple frames will be identified by consecutive frame numbers as shown in ANSI/AIIM MS32, Figures 5, 6, & 7. Preferred numbering sequence is from left (upper left corner of document) to right. The first frame of a series will be numbered F1, followed by F2, F3, etc.

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**11. TARGETING AND SEQUENCE:**

- a. Clear leader, 24" minimum
- b. START target (eye-legible)
- c. ROLL NUMBER (eye-legible)  
(b. and c. above may be combined into one target)
- d. State Archives *Inventory Worksheet* (form LGRB-5)
- e. State Archives *Imaging and Microfilming Project Information Form*
- f. Name/address:

City of Niagara Falls  
745 Main Street  
Engineering Department  
City Hall  
Niagara Falls, NY 14301

- g. Contractor's name and address, date filmed, reduction ratio, film manufacturer, type, expiration date, and batch number
- h. Certification target signed by the camera operator  
(f. through h. above may be combined into one target)
- i. Declaration by records custodian
- j. Resolution target: ANSI/AIIM MS51, or equivalent
- k. Residual thiosulfate test certificate: A copy of the certificate (see [paragraph 8](#)) that precedes the filming date by a maximum of two (2) weeks (one week preferred)

**START RECORDS**

l. Indexes and finding aids precede the documents. START FILE target shall be used to separate individual existing files.

m. Defect targets indicate defects to local government's records as appropriate. Typical targets: DAMAGED DOCUMENT, MISSING DOCUMENT, SHEET MISSING AT TIME OF FILMING, POOR QUALITY DOCUMENT etc.

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**END OF RECORDS**

- n. Resolution target (same as k above)
- o. Residual thiosulfate test certificate (same as l above)
- p. ROLL NUMBER (eye-legible)
- q. END target (eye-legible)
- r. Clear trailer, 24" minimum

**11.1** The complete microfilm specifications for this project, including these guidelines, shall be filmed at the beginning of the first roll of this record series. When filmed, the specifications shall be placed after State Archives *Imaging and Microfilming Project Information Form* ([item 11.e above](#)).

**12. IMAGE SPACING:** The distance between the trailing edge of one frame and the leading edge of the succeeding frame shall be 2" + .06" - .00".

**13. RETRIEVAL AIDS:** Sequential frame numbers shall be provided for all 35mm roll film applications. This number shall be positioned in the frame just below the center edge of the document, except that documents covering the full frame shall have the number placed in an area on the document as close to the lower edge as possible, without obscuring any significant detail. The numbers microfilmed shall be of adequate height so as to be legible when viewed on a 20:1 viewer. Numbers shall be sequentially assigned, starting with 1 (or 001) at the beginning of each roll (including the identification target), and shall continue sequentially through the roll without variation. The last frame number shall be equal to the number of frames on the roll.

**14. SPLICING:** Splices shall comply with ANSI/AIIM MS 18.

- a. Only ultrasonic-weld splices shall be used.
- b. There shall be no more than two splices per 100 foot roll.
- c. Splicing shall be placed only in the clear leader at the beginning of the roll.
- d. Targeting described in [paragraph 11](#) shall be reproduced in the retake, with the exception that **11.b.** shall read START RETAKE and **11.s.** shall read END RETAKE.

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e. Splicing technical targets is prohibited.

**15. EMULSION ORIENTATION:** Emulsion shall be oriented as specified in ANSI/AIIM MS 14.

**16.** *Intentionally left blank.*

**17. PACKAGING:** Silver gelatin camera film shall be on spools as per ANSI PH1.33. Film shall be in closed plastic boxes suitable for permanent storage as per ANSI IT9.2. Spools shall fit into boxes loosely, without binding or pressure.

**18. PACKAGE MARKING:** The following data, machine-printed on plain white permanent adhesive labels, shall appear on each roll package edge:

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FILM TYPE: SILVER ORIG.  
ROLL NUMBER**

**18.1** Side label data: same as above. The contractor's name shall appear on the package side label, lower edge only, no more than thirty characters; maximum character height 1/16".

**19. DOCUMENT FLATNESS:** Folded and rolled documents shall be microfilmed absolutely flat and shadow-free. The bottom surface of each document shall be totally in contact with the camera copy board working surface.

**20. QUALITY OF WORK:** Each frame of microfilm shall be exposed and processed so that every line and character on the document appears on the microfilm. Film shall be free of scratches, holes in the emulsion or base, tears, finger marks, or any other defect that might adversely affect quality.

**21. CONTRACTOR INSPECTION:** Each roll of first-generation silver gelatin microfilm shall be inspected by the contractor for compliance with the requirements herein. As a minimum, each roll of film shall be inspected for resolution, density, processing quality, and general workmanship. A contractor inspection report for each roll of microfilm shall be included in each shipment.

**22. QUALITY CONTROL:** Images that, upon inspection, do not meet the requirements of these guidelines will be defined as defective, and must be refilmed at the contractor's expense. If the number of defective images does not exceed one image in 500, the **defective** images may be filmed as a retake in accordance with paragraph 15, SPLICING. If the number of defective images exceeds one image in 500, the entire roll must be refilmed.

**22.1** Note that certain requirements, such as [paragraph 1](#), REDUCTION RATIO, [paragraph 5](#), RESOLUTION, [paragraph 15](#), SPLICING, etc., apply to the entire roll of

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microfilm. Should a roll of microfilm fail to meet the requirements described in these and similar paragraphs, the entire roll of microfilm must be refilmed, despite the number of defective images.

**22.2 Re-microfilming documents in rejected frames:** Documents in rejected frames shall be re-microfilmed. When any frame of a roll-size drawing (such as a railroad right-of-way map) or any sheet of a multi-sheet drawing being microfilmed is rejected, the entire drawing or sheet shall be re-microfilmed.

**23. REJECTION OF FIRST-GENERATION SILVER GELATIN MICROFILM:** When an entire roll of film is rejected by the City's inspection agent, the rejects may be defaced by punching a clearly defined hole approximately 1/4" in diameter through the microfilm image or START target, without deleting the image or unit identification; or the entire leader up to the first frame can be cut from the roll. Rejected film shall become the property of the City.

**24. SHIPMENT OF FILM FOR INSPECTION:** Film shall be shipped in reusable fiber cases. Cases remain the property of the FILMING CONTRACTOR. Recommended case construction:

- a. Size (large box): 15" x 12.5" x 4"; nominal inside dimensions' capacity: (20) 35mm rolls.
- b. Size (small box): 15" x 8.5" x 4"; nominal inside dimensions' capacity: (14) 35mm rolls.
- c. Mail card holder with reversible mailing card for convenient return shipment.
- d. Metal reinforced corners.
- e. Adjustable cross-straps, two minimum.

**24.1** The film must be packed so that all edge labels are visible, and facing the same direction.

**24.2** Each film shipment shall include the following:

- a. Detailed packing slip, in duplicate.
- b. Photocopy of the most recent methylene blue test results.
- c. Copy of the contractor's film inspection report (see [paragraph 23](#)).

**24.3** Shipment by express service only. The shipment must be insured for replacement costs, payable to the contractor, in both directions.

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**25. VENDOR FACILITIES:** Vendor facilities shall be subject to inspection and approval by the representatives of the City before and at any time during the performance of a contract, to ensure production and quality control capabilities.

**26. FILE INTEGRITY:** Unless otherwise specified elsewhere in the contract, the documents shall be maintained in existing file order before, during, and after filming. File material shall be returned to the original storage containers in the same order that existed before filming. Corrections to file order resulting from preparation for filming shall be maintained in the subsequent refiling. Fasteners (staples, clips, tape, etc.) removed in preparation should not be restored.