



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES
PROCUREMENT SERVICES DIVISION

CONTRACT SPECIFICATIONS

FOR: MICROFICHE SERVICES

APPROVED
BY THE CITY COUNCIL

APR 12 1988

OFFICE OF THE
CITY CLERK

PROPOSAL NO. 1218

Proposals Must Be Received
Prior To 10:30 A.M.

ON: MAY 10, 1988

AT: City Clerk's Office
915 I Street, Room 300
Sacramento, CA 95814

Pre-Bid Conference: 10:00 A.M., MAY 3, 1988
Facilities Maintenance Conference Room
5730 24th Street, Bldg. 1
Sacramento, CA 95814

* VENDORS ARE REQUIRED TO SUBMIT AN ORIGINAL BID AND 2 *
* ADDITIONAL COPIES OF THIS BID INCLUDING ALL REQUIRED ATTACHMENTS *
* FOR EACH COPY TO THE CITY CLERK ON THE DATE AND AT THE TIME AND *
* LOCATION SPECIFIED ABOVE. *

NAME OF VENDOR SUBMITTING THIS BID _____

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BID TO THE
CITY OF SACRAMENTO, CALIFORNIA
PURCHASING DIVISION

BIDS MUST BE RECEIVED BY THE
CITY CLERK, ROOM 300, CITY
HALL PRIOR TO 10:30 A.M. ON
MAY 10, 1988

BID NO. 1218

FOR: MICROFICHE SERVICES

Name of Bidder _____ Telephone _____

Type of Business: [] Corporation, [] Co-partnership, [] Individual doing business
under his own name [] Individual doing business using a firm name

Business Address: _____
Street City State Zip Code

To the City of Sacramento:

The undersigned, as bidder, certifies that the only persons or parties interested in this bid as principals are those named herein as bidder; that this bid is made without collusion with any other person, firm, or corporation; that in submitting this bid he has examined the "General Conditions and Instructions to Bidders" and the specifications; that he proposes and agrees if this bid is accepted, he will execute and fully perform the contract for which bids are called; that he will perform all the work and/or finish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that he will take in full payment therefor, the prices set forth in the attached schedule.

Typed or Printed Name and Title _____ Signature _____

(Address (if different than above business address))

PLEASE READ CAREFULLY BEFORE SIGNING

To be signed by authorized corporate officer or partner or individual submitting the bid. If bidder is: (Example)

1. An individual using a firm name, sign: "John Doe an individual doing business as Blank Company."
2. An individual doing business under his own name, sign: your name only.
3. A co-partnership, sign: "John Doe and Richard Roe, co-partners doing business as Blank Co., By John Doe, co-partner."
4. A corporation, sign: "Blank Company, by John Doe, secretary, " (or other title).

FOR CITY USE ONLY

Bid was opened on above date and at prescribed place.

Bid bond required ~~XXX~~ [] No [] Yes Amount _____

Received: [] Cashiers or Certified Check [] Surety Bond
drawn on a California bank

City Clerk/Purchasing Manager

7.51

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDER

No Bid Is In Legal Form Unless

the Following Instructions Are Fully Complied With

1. Bid must be submitted on this printed form and sealed in the envelope supplied.
2. All bids shall be clearly and distinctly written without erasure or interlineation, and properly signed by an authorized party, who shall indicate the capacity in which the signature is executed.
3. Alternate bids are invalid unless invited and covered by the specifications.
4. If required, a bid bond in the amount stated on the front of this form must accompany this bid. Payment must be made by surety bond or in a form approved by the City Attorney.
5. All bids must be delivered to the designated recipient not later than the time specified on the front of this form.
6. No bidder shall be interested in more than one bid as provided by City Code Section 57.302.
7. The right to reject any and all bids is reserved by the City.
8. The City reserves the right to waive any informalities or minor irregularities in connection with bids received.
9. All provisions of Chapter 57 of the City Code are applicable to any bid submitted or contract awarded pursuant thereto.
10. If equipment is bid, it is to be newest and latest model in current production. Used, remanufactured, shopworn, demonstrator, prototype or discontinued models are not acceptable unless otherwise stipulated.
11. Faithful Performance Bond. The successful bidder will ~~XXX~~ will not [] be required to submit a faithful performance bond in a form approved by the City Attorney, in the amount of 100% of Contract Price.
12. Cash Discounts. Cash Discounts offered for payment in less than Twenty (20) days will not be considered as a basis of award. Cash discounts offered for payment in twenty (20) or more days will be subtracted from the total bid price for the purposes of bid evaluation. Any cash discount offered by the successful bidder will be accepted by the City of Sacramento, whether or not it was considered as a basis of award.
13. Bids will be opened, in public, in the City Council Chambers, City Hall, 915 I Street, 2nd Floor, Sacramento, CA, at 10:30 A.M., MAY 10, 1988.
(Bids must be submitted prior to 10:30 A.M.)
14. Within thirty (30) days after the bid opening a contract will be awarded by the City to the lowest responsible bidder, subject to the right of the City to reject all bids, as it may deem proper. The time for awarding a contract may be extended at the sole discretion of the City, if required to evaluate bids or for such other purposes as the City may determine, unless the Bidder objects to such extension in writing with his bid. The "lowest responsible bidder" is defined as follows:

In addition to price in determining the lowest responsible bidder under the provisions of this chapter, consideration shall be given to: (i) the quality and performance of the supplies to be provided by the bidder; (ii) the ability, capacity and skill of the bidder to perform the contract or effectuate the transaction; (iii) the ability of the bidder to perform the contract or effectuate the transaction within the time specified, without delay; (iv) the character, integrity, reputation, judgement, experience and efficiency of the bidder; (v) the quality of bidder's performance on previous purchases by, or contracts with, the City; and (vi) the ability of the bidder to provide future maintenance, repair parts and services for the supplies provided. (Section 57.02)

The City will consider which bids will result in receipt by the City of sales or use tax under the Provisions of Part 1.5 of Division 2 of the California Revenue and Taxation Code and Article III of Chapter 41 of the Sacramento City Code and shall deduct the amount of such sales or use tax which will be received from any such bid. (Ordinance No. 4064)

THE CITY CANNOT ACCEPT A BID FAILING TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS

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VENDOR NOTE: COMPLETION OF THIS FORM WILL BE REQUIRED PRIOR TO AWARD

CITY OF SACRAMENTO
SOUTH AFRICA DIVESTMENT AFFIDAVIT

The undersigned hereby declares, under penalty of perjury, as follows:

My name is _____
(Please Print)

I am employed by _____, hereafter referred to below as "the firm".

I am the _____ of the firm, and as such I am
(Title)
authorized to make this declaration.

The firm does not have and does not contemplate any outstanding loan or letter of credit to:

- South Africa or Namibia, or
- any business firm organized under the laws of South Africa or Namibia, or
- any business firm for the express purpose of doing business with, conducting business operations in, or trading with any private or public entity located in South Africa or Namibia.

The firm is not organized under the laws of South Africa or Namibia. The firm does not have and does not contemplate having business arrangements or business operations in South Africa or Namibia, as those terms are defined in City of Sacramento Ordinance No. 86-126.

The firm is not proposing to sell, as part of this bid, products which have been manufactured or produced in South Africa or Namibia.

If the firm, after the date of this declaration, changes its policy in any manner which would render this declaration no longer entirely accurate, the firm will so notify the Treasurer of the City of Sacramento.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at _____.

(Signature)

(Title)

AD

CITY OF SACRAMENTO
DISADVANTAGED BUSINESS ENTERPRISE (DBE),
MINORITY BUSINESS ENTERPRISE (MBE), AND
WOMEN-OWNED BUSINESS ENTERPRISE (WBE)

PROGRAM STATEMENT

1. It is the policy of the City of Sacramento to enter into contracts with the lowest responsible bidder. It is also the policy of the City of Sacramento to encourage the participation of DBE's (for federally funded projects), MBE's and WBE's in all aspects of contracting to the maximum extent feasible. This policy constitutes a commitment to substantially increase the utilization of Disadvantaged, Minority, and Women-Owned Business Enterprises.

Therefore, consultants who are awarded city contracts agree to ensure DBE, MBE, and WBE firms have the maximum opportunity to participate in the performance of contracts and subcontracts. In this regard, the City, its contractors and their subcontractors will take all reasonable steps to ensure that DBE, MBE, and WBE firms have the maximum opportunity to compete for and perform contracts.

2. Vendors, suppliers, contractors and their subcontractors who feel they may qualify as a Minority or Woman-Owned Business Enterprise are encouraged to complete an application for certification and bidder's list application which are available at:

Office of Economic Development
1231 I Street - Room 300
Sacramento, CA 95814
(916) 449-1223

3. For certification as a Disadvantaged Business Enterprise contact:

Department of Transportation
Office of Civil Rights
120 N Street - Room 3400
Sacramento, CA 95814
(916) 323-6638

4. Please indicate whether or not the bidder is a "Certified" Disadvantaged, Minority and/or Woman-Owned Business enterprise.

A. yes [] no [] [] MBE [] WBE [] DBE

Certification No. _____

Certified By: _____

Expiration Date: _____

B. If no, will certified Disadvantaged, Minority and/or Woman-Owned subcontractors be used to perform any or all of the contract? If so, please state name of firm, service or commodity to be provided and the % of contract responsibility.

<u>NAME OF FIRM</u>	<u>SERVICE OR COMMODITY</u>	<u>% OF RESPONSIBILITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Describe any program bidder has or steps bidder has taken to ensure that DBE, MBE, and WBE firms will have the maximum opportunity to compete for and perform subcontracts:

Revised 10/30/87

ADM3.DBEMBEWBE

12A

CITY OF SACRAMENTO
SACRAMENTO, CALIFORNIA

For furnishing to the City of Sacramento, Computer Output Microfiche Services, in accordance with the following provisions and specifications.

PRICING SCHEDULE				
Item No.	Annual Estimated Quantity	Description	Unit Price	Extension
1	Police 6,753 Finance 2,379 Revenue 6,844	Microfiche Originals	\$ _____ per original	\$ _____
	15,976			
2	Police 52,260 Finance 2,758 Revenue 33,678	Microfiche Duplicates, 5 mil	\$ _____ per duplicate	\$ _____
	88,696			
3	Programming Changes		\$ _____ per change	\$ _____
4	Form Slides		\$ _____ per slide	\$ _____
			Sub-Total	\$ _____
			6% Sales Tax	_____
			TOTAL BID PRICE	\$ _____

Additional Services

For additional services that your firm may be able to render, please detail them as an attachment to your bid along with prices, where applicable, which may be offered for the term of this agreement.

Unspecified Equipment/Supplies

For additional Microfiche Equipment and Supplies, the vendor will state the percentage of discount that would be allowed the City from the Manufacturer(s) Published Price List(s).

Equipment Supplies

State percentage discount allowed the City: _____% _____%

Price List No., date and applicable price column will be provided by the vendor at the time of inquiry by the City.

COMMENTS: _____

Cash Discount

Payment Discount: ___% for payment within _____ calendar days.

Price Adjustment

No changes in the discount rate are permitted during the contract. If the contract extends beyond one year, the discount rate quoted may be subject to adjustment.

Location of Contractor's Facility

All work required under this contract shall be performed at the contractor's facility which is located at:

Faithful Performance Bond

The successful bidder(s) will be required to furnish a faithful performance bond in the amount of 100% of the contract price. In the event the contract is subsequently terminated for failure to perform, the Contractor and/or surety will be liable and assessed for any and all costs for the reprocurment of the contract services.

Insurance Provisions

The attached Insurance Provisions, except 3c, are hereby made a part of this request for bids and any resultant contract(s).

Conference (Pre-Bid)

As a prospective bidder, you are encouraged to attend a pre-bid conference to be held at 10:00 A.M. on May 3, 1988. Please report to City of Sacramento, Facilities Maintenance Conference Room, 5730 24th Street, Bldg. #1, Sacramento, CA 95822

Conference (Pre-Award)

The apparent lowest responsible bidder shall attend a pre-award conference at a mutually acceptable time at which all requirements of these specifications will be reviewed. At that time, samples of forms, reports etc., will be submitted by the Contractor for final approval.

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Award

The City of Sacramento reserves the right to make an award on any item, group of items or in the aggregate to that/those lowest responsible bidder(s) whose proposal(s) is/are most responsive to the needs of the City.

Contract Period

Any contract(s) resulting from this proposal shall be effective for a period of twelve (12) months from the date of award.

Contract Extension

If mutually agreeable to both parties, any resultant contract may be extended for an additional twelve (12) month period.

Quantities (Estimated)

The quantities specified are based upon the best estimates available and are subject to increase or decrease.

Exceptions

The submission of a bid shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the proposal.

Payment Terms

Payment terms are net 30 unless bidder otherwise quotes. All cash discounts if taken shall be computed from the date of delivery or completion and acceptance of material, or from date of receipt of invoice, which ever is latest. Invoices must be submitted as specified at the time of shipping authorization. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice.

F.O.B.

All items are to be supplied F.O.B., City of Sacramento, California.

Pricing

The prices quoted to the City shall be as low or lower than those charged the supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.

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Price Adjustment

No price changes are permitted during the first year of the contract. If the contract extends beyond one year, prices quoted may be made subject to adjustment.

Price Adjustment

Price increases will not be granted retroactively and request for adjustment must be received in writing by the City Purchasing Office. The City reserves the right to terminate contract without further obligation by either party in the event price increases are not acceptable. The City is also to be given benefit of any decline in prices immediately upon the manufacturer's effective date of such decline. Requests for price increases shall be accompanied by Manufacturer's Price Lists or regularly published price lists of the vendor which substantiate the request for price change.

Delivery Ticket/Packing Slip

All shipments under this agreement shall be accompanied by a delivery ticket packing slip, or sales slip which shall include the following minimum information:

- (1) Name of supplier
- (2) Contract/purchase order number
- (3) Date of purchase
- (4) Itemized list of supplies or services furnished
- (5) Date of delivery or shipment
- (6) Quantity, unit price and extension of each item, less applicable discounts.

Protection of Existing Facilities

Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by Contractor's personnel or equipment will be promptly repaired to the condition existing before the damage or be replaced. All such costs for such repairs or replacement shall be the sole responsibility of the Contractor.

Payment and Invoicing

Invoices, in triplicate, shall be mailed or delivered to City of Sacramento, 915 I Street, Sacramento, CA 95814, Attention: Accounts Payable. Payment for services rendered and accepted will be made monthly, in arrears, after receipt of proper invoices. Invoices will provide a detailed listing by Department by job with a new page for each Department.

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Bid Inquiries

Questions regarding this bid should be referred to:

Procurement Services Division
5730 24th Street, Bldg. 4
Sacramento, CA 95822
Attention: Dennis Kerhulas
(916) 449-449-5551

These inquiries are to be submitted at least 10 days prior to the bid opening date. Any interpretations by the City will be made in the form of a written amendment. The receipt of such an amendment must be acknowledged in accordance with the directions on the amendment. Oral explanations or instructions given before the award of the contract will not be binding.

Inspection of Facilities

The City may require an inspection tour of bidder's facilities at the location where the work on this contract will be accomplished.

Funding (Availability)

Certification of Funds and Budget and Fiscal Provision and Termination in the Event of Non-Appropriation

- a. This agreement is subject to the budget and fiscal provisions of the Charter of the City of Sacramento.
- b. Charges will accrue only after written authorization certified by the Director of Finance of the City of Sacramento. Any amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.
- c. This agreement will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the fiscal year. If funds are appropriated for a portion of the fiscal year this agreement will terminate, without penalty, at the end of the term for which funds are appropriated.
- d. This section controls against any and all other provisions of this agreement.
- e. Payment under said authorization of orders shall be as provided in Paragraph titled "Payment and Invoicing".

South Africa Divestment Affidavit

Vendors are REQUIRED to complete and submit the South Africa Divestment Affidavit provided (Pink Sheet) prior to the award of bid.

Termination

Whenever, in the opinion of the Purchasing Agent, the said service is not satisfactory, the Contractor shall be advised of the reasons. If the Contractor fails to correct the unsatisfactory conditions within 5 days, the Purchasing Agent may declare this contract terminated and contract with another supplier. It shall be understood and agreed that the contract may be terminated by either party upon thirty days written notice.

Notwithstanding any provision to the contrary herein, City shall have no obligation to give more than two notices of unsatisfactory performance in any calendar year. In the event two such notices of unsatisfactory performance are given in any calendar year, and in the event that Contractor(s) shall again fail to satisfactorily perform services pursuant to this Contract, City may thereupon terminate this contract immediately.

The Contractor and/or surety will be liable and assessed for any and all costs for the reprocurment of the contract services.

BIDDER'S NAME: _____

DO NOT DETACH THIS SHEET - SUBMIT ENTIRE BID PACKAGE AS YOUR PROPOSAL

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INSURANCE PROVISIONS

1. Independent Contractor. At all times during the term of this Contract, Contractor shall be an independent Contractor and shall not be an employee of the City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Contract; however, City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Contract.

2. Licenses; Permits; Etc. Contractor represents and warrants to City that he has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to practice his profession. Contractor represents and warrants to City that Contractor shall, at his sole cost and expense, keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Contractor to practice his profession.

3. Insurance.

(a) Comprehensive Auto and General Liability. During the term of the Contract, Contractor shall maintain in full force and effect a comprehensive auto and general liability insurance in an amount of no less than \$500,000 single limit per occurrence, issued by an admitted insurer or insurers as defined by the California Insurance Code, providing that the city of Sacramento, its officers, employees and agents are to be named as additional insureds under the policy, and the policy shall stipulate that his insurance effected by the City or other named insured will be called on to contribute to a loss covered thereunder.

(b) Worker's Compensation. During the term of this Contract, Contractor shall fully comply with the terms of the law of California concerning workman's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability Contractor may have for workman's compensation.

(c) Errors and Omissions; Malpractice. In the event City requests Contractor to carry errors and omissions insurance or malpractice insurance, Contractor shall take out and keep in full force and effect during the term of this Contract a policy in form and content satisfactory to City which shall indemnify City against errors and omissions or malpractice by Contractor. Said policy or policies shall provide liability coverage in an amount specified by City in its request.

(d) Certificate of Insurance. The Contractor will have a standard "Certificate of Insurance" completed prior to engaging in any operation or activity set forth in this contract/agreement. Said policies shall provide that no cancellation, change in coverage, or expiration by the

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INSURANCE PROVISIONS - Continued

insurance company or the insured shall occur during the term of this contract, without 30 days written notice to the City prior to the effective date of such cancellation or change in coverage.

4. Contractor Not Agent. Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Contract to bind City to any obligation whatsoever.

5. Assignment Prohibited. No part to this Contract may assign any right or obligation pursuant to this Contract. Any attempted or purported assignment of any right or obligation pursuant to this Contract shall be void and of no effect.

6. Indemnity and Hold Harmless. Contractor agrees to indemnify City against any and all liability, losses, claims, damages, or judgement arising from any act by, or negligence of, Contractor or its subcontractors of the officers, agents, or employees of either while engaged in the performance of this contract or while in or about the building or protected premises for any reason connected in any way whatsoever with the performance of this contract, or arising from any accident or injury, not caused by an act or omission of City, its agents, or employees or anyone employed by the City other than this Contractor, to any person, licensee, Contractor or subcontractor, or any officer, agent, or employee thereof while engaged in the performance of this contract, or while in or about the building or premises for any reason connected therewith.

Should it become necessary for purposes of resisting, adjusting, or compromising any claims or demands arising out of the subject matter with respect to which indemnification is provided by this paragraph or for purposes of enforcement of this paragraph, for City to incur any expenses, or become obligated to pay any attorneys' fees or time, in no event to exceed thirty (30) days, after receiving written notice from the City of the incurring of such expenses, attorneys' fees, or costs.

Contractor shall pay City interest at an annual rate of seven percent (7%) compounded quarterly on all expenses or costs reasonably incurred by City in the enforcement of this paragraph and of any sums City may pay as a result of claims, demands, costs, or judgements with respect to the subject matter of this contract, from the date such sums are actually paid.

12A

CITY OF SACRAMENTO
SACRAMENTO, CALIFORNIA

SPECIFICATIONS FOR COMPUTER OUTPUT MICROFICHE SERVICES

Description of Work

The service consists of furnishing master frames and duplicate microfiche, 48, 4" x 6" (105mm) 270 frames, formatted into 13 rows by 16 columns from computer generated magnetic tape output, to include appropriate visual headers.

Programming Changes and Software

Contractor shall provide all necessary software and programming instructions to convert City's Unisys 9 track, 1600 BPI print tapes to microfiche and the City's IBM 9 track, 6200 BPI print tapes to microfiche and cartridge 3700.

Pick Up and Turnaround Time

All work to be processed under this specification shall be picked up from the City of Sacramento's Data Processing Center, 819 Tenth Street, Sacramento, California at such times as are necessary for the contractor to process the work and deliver it to the appropriate department (specifically the Data Processing and the Police Departments within the time limits required by the City. Turnaround time will, depending upon the needs of the department, be a maximum of twenty-four (24) hours; however, the turnaround time for the specific jobs will be as follows:

- 1. Utility Billings Daily Fiche - eight (8) hours
- 2. Payroll Check Register - eight (8) hours

THE PROVISIONS FOR THE TURNAROUND TIME MUST BE ADHERED TO

Pick Up and Delivery Charges

All costs for pickup and delivery service are included in the unit prices quoted on the bidding sheet.

Quality

The microfilm produced by the Contractor for the City shall have the original silver halide film of archival quality as described by Standards PH 1.24, 1.28 and 1.41 of the "American National Standards Institute". All computer output microfilm will be produced in a manner as outlined by the National Micrographics Association's standards for the industry, Standards MSI 1981 and MS2 1978 and their future revisions. The standard density will be carefully adhered to

Quality (Contd)

and will meet the negative density set by the State of 1.5 through 2.2 as affecting master silver film. The line density of this film shall have a maximum of .06 density. The master silver halide film shall be processed in a manner that meets standards for residual hypo as specified by the American National Standards Institute, Standards PH 4.8. Microfilm duplicates (copies) will be of the appropriate density that is clearly readable and acceptable to the user of the department. In addition, the City will require an additional duplicate of the last frame of each job in order to visually inspect the microfilm for defects. The inspections will be made for:

1. Images which are not clear and distinct.
2. Characters or symbols that are filled in or light to the extent that they are illegible.
3. Lines which are discontinuous or light to the extent that they are illegible.
4. Data is obscured, illegible or out of focus.
5. Blisters, tears or processing stains on microfilm.
6. Scratches on microfilm which touch or are through image area.
7. Finger marks, oil or grease on microfilm.
8. Proper data alignment to forms overlay when film is produced.

It is the Contractor's responsibility to provide the City with the above film qualities and to maintain their equipment in condition to assure necessary quality controls. Quality control evaluations will be made by qualified City personnel for each job run. If the original film does not meet the required specifications, the job will be rerun at the expense of the contractor.

Magnetic Tape

The Contractor must be able to accept magnetic tape produced by the City's Univac Series 90/80 and IBM 4381 System using standard recording and labeling conventions. The City anticipates migration from magnetic tape to magnetic cartridges within the next year. It may become desirable for the vendor to be able to accommodate magnetic cartridge input. The City will work flexibly with vendor at the time the conversion is planned and implemented.

12A

Accessorial Services

Program or software changes and standard form slides, if required, will be provided by the contractor at no additional cost to the City.

Should the Contractor allow the use of a reformatting program by the City before submission of data, these technical requirements will apply to both the formatter input and output. Furthermore, it will be desirable that the formatter provided by the Contractor be compatible with the before-mentioned systems.

When requested by the City, the Contractor shall provide the reformatting capabilities listed below for any and/or all tapes reformatted by the Contractor. The following types of input must be acceptable:

- The physical characteristics of the tapes are described above.
- The physical characteristics of the data files will be:
 - a) Block sizes up to 9,000 characters per block,
 - b) Print image record lengths up to 150 characters,
 - c) Fixed or variable length records.
- Logical characteristics of the data files will be:
 - a) Can be non-print image,
 - b) Print image files will have Univac carriage control types.
- Titling (visual header) features must include:
 - a) Capability of extracting data from the tape and placing it in the title.
 - b) Capability of placing constant data in the title,
 - c) Capability of creating 3 and 8 title characters per frame,
 - d) Capability of generating a fiche sequence number in the title.
- Indexing features must include:
 - a) Capability of extracting at least 20 characters of positional or keyword data (not necessarily contiguous) from any line of a page and placing it in the index.

- b) Index must be located in lower right corner frame of fiche.
 - c) Index must be able to index at least 269 data pages per fiche.
- Output of data must have the following capabilities:
- a) Build constant page headers,
 - b) Rearrange and translate data,
 - c) Generate page number of sequential and COSATI types.
 - d) Break pages, columns, and fiche based input data,
 - e) Build reduced images of 14" x 11" (regular computer pages) and 8 1/2" x 11" pages.

Security of City's Criminal Offender Record Information

1. Definition. "Criminal Offender Record Information" means record and data compiled by criminal justice agencies for purposes of identifying criminal offenders and of maintaining as to each such offender a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, sentencing, incarceration, rehabilitation, and release. Such information shall be restricted to that which is recorded as the result of an arrest, detention, or other initiation of criminal proceedings or of any consequent proceedings related thereto.
2. Contractor shall take all precautions necessary and appropriate to assure the secrecy of City's Criminal Offender Record Information. Contractor shall limit access to City's Criminal Offender Record Information only to Contractor's authorized employees.
3. Except as authorized by City, Contractor shall not reproduce any of City's Criminal Offender Record Information.
4. City shall have the right to review Contractor's procedures for handling City's Criminal Offender Record Information and may make such inspections as City deems necessary to assure that Contractor is adequately safeguarding City's Criminal Offender Record Information.
5. City shall have the unrestricted right to reproduce, use and disclose any and all information, knowledge or data, originated by Contractor and its employees and agents, that is contained in the Datafiche records created under this agreement.
6. All persons employed by Contractor to pick up and/or deliver City's Criminal Offender Record Information shall be subject to the approval of City.