

## Purchasing Note

<b>EVENT #</b> 9514	<b>TITLE:</b> Microfilm Services	<b>COST:</b> \$39,040
<b>TYPE OF PROCUREMENT:</b> Bid	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
<b>CONTRACT TERM (IF APPLICABLE)</b> October 26, 2023		
<b>S/DBE (IF APPLICABLE)</b> N/A		
<b>MATRIX (IF APPLICABLE)</b> N/A		

### NOTES

This is to procure Microfilm Services from Court Record & Data management Services, Inc. in the amount of \$50,000.

The Department of Development Services will utilize microfilm services to adhere to Georgia’s Local Government Records Retention Schedule. The building plans are required to be retained for ten years or “life of structure” depending on the scope of work. The microfilm services will be converted into 35 mm and adobe formats. This service will allow compact storage and efficient retrieval of records.

The proposal was advertised, opened, and reviewed. The contract term expires on October 26, 2023. This contract also includes four available renewal options. Delivery: As needed. Terms: Net30 day. The bidders were:

L B. Court Record & Data management Services, Inc.(D) (Wilmington, DE)

A pre-bid conference was conducted for this bid.  
 Local Available: no  
 Total Sent: 256  
 Total Received: 1  
 (D) Indicates non-local, non-DBE business. Recommend approval.