VIATRON SYSTEMS, INC.

R E S P O N S E COPY

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ViaTRON Systems, Inc. The Paperless Office Specialists ViaTRON SYSTEMS, INC. Head Quarters 18233 Hoover Street Los Angeles, CA 90248 www.viatron.com Geoff Erwin 310.756.0607 gerwin@viatron.com	RFP # 575-11786 Scanning, Indexing, Imaging and Media Conversion Services November 1, 2016 City of Ford Lauderdale	CITY OF FORT LAUDERDALE City of Fort Lauderdale Procurement Services Division 100 N. Andrews Avenue, Room 619 Fort Lauderdale, FL 33301

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EXECUTIVE SUMMARY

Each Offeror must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

ViaTRON Systems, Inc. has over 26 years' experience in Document Conversion services. We have converted over a billion paper, large format drawing, microfilm and microfiche into digital PDF or TIFF files. ViaTRON has scanned into LaserFiche for several School Districts, Universities, Cities, Counties and State Governments.

ViaTRON has several locations in four States (California, Nevada, Texas and Hawaii) combined production of over 1,000 boxes a week. ViaTRON only uses the industry leading Kodak scanners and leading Capture software from Captiva, Kofax, and Capture Pro to provide the best and fastest production of images possible. For Large Format we have a team of Contex Scanner operators and for Microfilm using industry leading Mekel Mach technology.

ViaTRON has recently completed or are in the process of completing projects with City of Carlsbad, Del Mar, Fresno, Sacramento, as well as the Social Services department for all locations of Nevada and multiple District Attorney and Child Support offices as well as Superior Court California, Alameda County.

ViaTRON takes security very seriously as our clients include Courts, District Attorneys and Medical clients. All of ViaTRON's employees are carefully screened and background check before employment begins. ViaTRON's facilities follows SOC 2 and HIPAA compliance. Everything from disabled media devices on workstations, to security cameras, keycard access, and over 300 employee policies and procedures of which some examples include absolutely no media devices, phones, smart watches, etc… allowed inside the building.

ViaTRON employs over 140 staff over our various locations across the United States. With estimated annual revenue between 6.5 million dollars. ViaTRON has over 27 years of experience with government entities and over 1,000 clients. ViaTRON has extensive experience using Laserfiche Rio 10 and has been utilizing Laserfiche for 27 years. ViaTRON have extensive experience with government documents and we believe we can provide the best quality, cost, and final product to the City of Fort Lauderdale.

EXPERIENCE AND QUALIFICATIONS

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

ViaTRON SYSTEMS INCORPORATED 18233 S. Hoover St. (HQ) Gardena, CA, 90248	310-756-0607 310-756-0609 fax gerwin@viatron.com www.viatron.com

ViaTRON has been providing Government Agencies Scanning services for over 27 years. HQ in California with offices across America and many current on-site client conversion projects.

Some recent projects include,

- Texas District Attorney Office (10+ million pages and microfilm)
- Nevada Social Services (8+ million pages)
- Nevada District Attorney / Child Support (6+ million pages)
- California Superior Court (80+ million pages)
- City of Carlsbad (100,000+ maps)
- City of Fresno (21 million image microfilm scanning)
- City of Los Angeles (10+ million pages)
- Clark City Detention Center
- Riverside City of Education
- Los Angeles Community College District

PROJECT KEY MANAGEMENT TEAM

Please see page 13 for full details including background of Key Staff working on this Project.

APPROACH TO SCOPE OF WORK

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the Proposer shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

For the last 27 year ViaTRON has scanned paper, large format drawing, film and fiche documents and converted into digital files. We have worked with several Cities - Licensing Departments, Building & Permits Departments, Committee Minutes and Resolutions, and Personnel Departments.

We have worked with all sizes of documents and all conditions of documents. There are historical documents that needs to be scanned for digital retrieval and the original are stored away permanently. Some of these documents are over a hundred years old and need to be handled with extreme care. ViaTRON has worked with water damaged City documents that were stored in old warehouses. We were able to use tools (sleeves) to perform this job in a controlled environment.

Some of the Cities have given us Large Format Drawings where the edges were literally falling off at the edges because they were old document that were kept in very poor conditions. We had to use special processing techniques to convert these drawings.

ViaTRON has also worked with microfilm that we stored in poor condition and had extensive damage to the film. ViaTRON uses a two-step approach – we use the Mekel scanner to produce the highest available image quality and then send the digital image through the Quantum software to further enhance the image.

ViaTRON has encountered all the work processes mentioned in the City's RFP and have found solutions to the difficult and challenging problems. We have processed City documents for over 27 years and believe we have a strong experience to process the documents of City of Fort Lauderdale.

PROPOSED SERVICES/METHODOLOGY

City of Fort Lauderdale Procurement Services Division - Project Methodology Overview

Project Preparation
- Planning
- Design
- Build
- Test
- City Test Acceptance
- Go Live/Full Production

Freight – Pickup
- File Packing/Box Seal
- Document Inventory Report
- Pickup – ViaTRON Certified Employees
- ViaTRON Receiving
- Box Tracking & Audit Report

Document Preparation
- Paper Preparation
- Document Preparation Quality Assurance

Scanning
- Scan
- Image Quality Assurance

Indexing
- Indexing
- Double Blind Key Indexing
- Indexing Quality Assurance

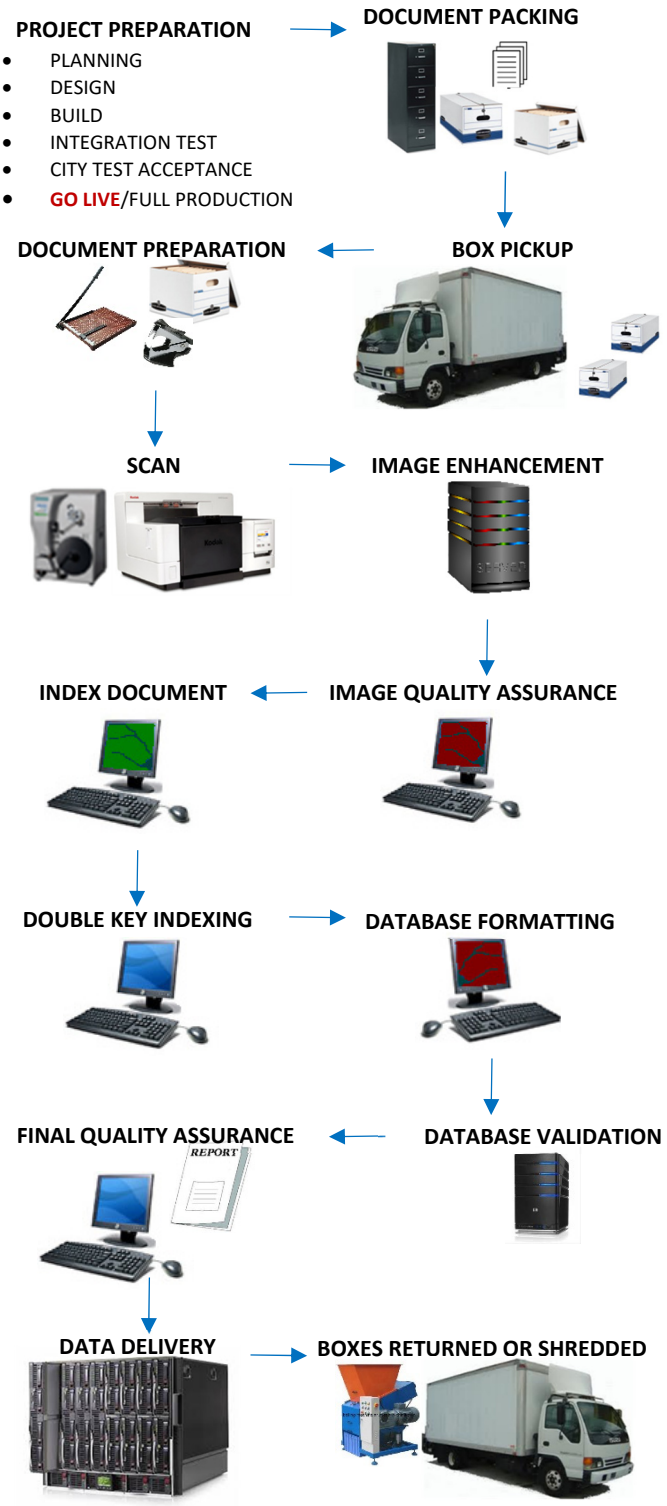
Quality Assurance
- Image Quality Assurance
- Indexing Quality Assurance

Scan On Demand
- Client Document Request

Data Delivery
- USB Hard drive Data Delivery

Client Review
- Quality Check By City
- City Delivery Acceptance

Freight – Delivery
- Shredding (Optional)
- Box Delivery – ViaTRON Certified Employees



PROJECT PLANNING AND GOVERNANCE

The information provided below has been prepared specifically for the City of Fort Lauderdale ("City") by ViaTRON Data Conversion team. This information covers several important areas. The step by step procedures explains the manner in which ViaTRON would handle City's back-file Conversion Project in reference to the scope of work provided in the RFP.

This is a draft/summary description. Once awarded the contract, ViaTRON will work with the City to further expand on each topic to give detail procedures, objectives, project schedule, deliverables and milestones.

PROJECT TESTING

Before ViaTRON enters the Full Production Phase, ViaTRON performs an extensive test on the deliverables. These test files are presented to the City for acceptance. Once the City is fully satisfied with the data, ViaTRON will begin full production (Go Live).

PROJECT PRODUCTION METHODOLOGY

FREIGHT – PICKUP

DOCUMENT TRANSMITTAL

Prior to picking up boxes, ViaTRON will send a project technician and several staff members to the City locations to do the following task.

- Create boxes
- ViaTRON employees will pack City documents into these boxes
- Create barcode labels for the boxes

ViaTRON uses computerized tracking software to track the boxes before they leave the City. A unique barcode is attached to each box. The barcode tracks several pieces of key information. An automatic tracking report is generated that includes the following information: box unique ID code, date of pickup, location of pickup, all persons involved in the pickup transaction and travel log number.

Box Sealing

- Once all boxes are packed for delivery, ViaTRON will then seal all the boxes

Pickup – ViaTRON Certified Employees

ViaTRON only uses ViaTRON employees to pick up boxes. ViaTRON has strict rules regarding the chain-of-custody regarding client documents.

- ViaTRON does not outsource any freight services
- All pickup and deliveries are performed by ViaTRON trained employees
- The trucks are scheduled to only make one pickup at a time to prevent cross contamination of documents
- Drivers keep a detailed security log for each trip. The security log keeps track of departure time, pickup/delivery start, pickup/delivery end, and return to ViaTRON Storage Center
- A standby driver/team are in place to immediately assist in case of mechanical problems

ViaTRON – Receiving

ViaTRON uses a double check system to verify all data. This procedure is used in receiving boxes from the City

- When the truck arrives at ViaTRON Satellite location at Fort Lauderdale, the boxes are moved to a holding area
- A barcode reader is used to verify the barcodes
- The verification is done by two managers
- The separate information is uploaded into the tracking software
- The software verifies the original data with the two manager scanned data
- The managers also check the boxes for damage and report it
- Any discrepancy is logged into the master quality control report
- Security issues if any will be resolved within 1 hour and the City will be notified
- Box Tracking & Audit Report
- Every employee enters project work progress into the tracking report
- Every employee also enters quality control and monitoring info in quality control report
- The tracking report and quality control report are reviewed by the project manager several times throughout the day

- In addition, the supervisors immediately bring QC matters to the attention of the project manager
- ViaTRON has a rule that all QC matters are resolved within 1 hour
- Status of work and QC matters are updated in real time/immediately

Paper Preparation

- ViaTRON has a team of employees to perform the DocPrep work.
- ViaTRON will test 5 boxes for each class/category of documents to establish the Project Specific Rules(PSR). The test is to determine the most accurate and efficient method to prepare the folder to be scanned.
- All DocPrep employees will be trained on the Project Specific Rules (PSR)
- Each DocPrep employee will be assigned one box at a time and tested for PSR accuracy
- Document Preparation
  - Removing paperclips and staples
  - Fixing tears and dog-ears
  - Smoothing pages for clean feed
  - Mount small documents and attached photographs
  - Photos and color documents will be tagged for special handling
- ViaTRON will attach a barcode to the top right corner of each target page. A target page is a page where indexing information will be extracted. The barcode will not block any written or printed information on the form

Document Preparation – Quality Assurance

- The DocPrep supervisor checks all boxes prepared by the DocPrep employees
- The quality control report is updated if problems are found. Problems are resolved within 1 hour
- The supervisor either accepts or send the work back for reprocessing
- The tracking report is updated releasing the boxes to move to the next steps

Scanning

- All scanning is done with an operator standing next to the scanner to make sure all pages are scanned accurately and to check for double feed errors.

- The scanners have the capability to scan from Business Cards to Large Format Drawings including Microfilm/Fiche.
- The scanners are capable of scanning B/W, Gray scale, Color.
- ViaTRON's scanner software can output the image to all major file formats
- Special image enhancement software shall be used: de-speckling, de-skewing, image rotation, background suppression, adaptive threshold, edge enhancement, and gray tone filtering
- ViaTRON's scanner technicians will monitor the size, resolution and format of each document scanned using the tags/markers placed by the DocPrep team.
- The files will always be kept together. This will ensure the documents are always in the same order
- Standard documents will be scanned in PDF and tiff at 300 dpi, large format documents at 300 dpi, and for documents that have been reduced will be scanned at 400 dpi. Documents containing color will be scanned in color at 300 dpi.
- ViaTRON will work with the City to develop optimum results

Image Quality Assurance

ViaTRON employees review **EVERY IMAGE** for accuracy

- Review the quality of images
- **MANUAL BLANK PAGE DELETION** (***This process has to be done manually to avoid auto deleting any handwritten notes. Sometimes handwritten documents are so light, it does not meet the threshold to qualify as a written document, and therefore the auto deletion software will delete important pages. This was tested by previous project documents while checking page by page quality control.)***
- Image quality will be checked at three levels
- Either accept or send the work back to be reprocessed
- Unacceptable images will be scanned within 24 hours
- All documents are to be reviewed for possible rescans

Indexing

- ViaTRON will work with the different City departments for the index metadata that each department needs.

- ViaTRON expects to place a team of 30-35 Employees to index the documents. All work will be performed by ViaTRON Employees.
- ViaTRON software will automatically detect every target page that has a barcode.
- ViaTRON's Employee will manually index one document from one box at a time.

Double Key Indexing

ViaTRON performs double key to ensure the highest quality of work.

- ViaTRON utilizes a Double Blind Key Indexing process. The process requires a separate Employee index the document without seeing the first Employee's index information. Only if both Employee indexes match 100% will the system allow the file to be saved.
- Exception files (indexes that are rejected) are moved to a special folder. This folder is reviewed by the Supervisor and then indexed by the third employee using the Blind Key Indexing System. This process repeats itself until two individual's information matches 100%.

Indexing Quality Assurance

- A System Engineer compares the original indexed data with the re-keyed data.
- The mismatches are sent through the indexing and rekey process again until the data matches.
- The System Engineer also performs data validation through characters' mix, dates ranges, quantity ranges, including database lookup.

Scan on Demand

- ViaTRON Systems understands that the files are live and the client may need access to files before the project is completed.
- If the City requests a document, ViaTRON will locate the file and provide client with the scanned digital copy through our secured FTP site or email.

Data Delivery

ViaTRON has multiple approaches to data delivery. The typical method of delivery is through a password encrypted hard drive. Some clients choose the option to download via secured FTP site.

CLIENT REVIEW

During this phase, the City will check delivered product during phases. Once client is satisfied with ViaTRON's work, ViaTRON will then ask for approval to return or shred the boxes.

SHREDDING SERVICES

ViaTRON also provides document shredding services. ViaTRON can store documents for a 4 months before shredding the documents. ViaTRON will need to obtain approval from the City before destroying of any documents. ViaTRON can also return the boxes back to client.

ADDITIONAL STORAGE

ViaTRON also has the option for additional storage past the 120 Days.

STAFFING

The following staff will be assigned to the City of Fort Lauderdale Project.

LEAD & PROJECT MANAGER – KALA DEVAN

Experience:

- 27 Years of Experience in Data Conversion/Scanning Services
- System Analysis and Systems Design
- Electronic Data and Information Management Design
- Electronic Workflow Design and Implementation
- Prior Experience: Personal Computer Center, Inc. ($60 Million Privately Held Corporation, Calif.), Chief Financial Officer and Chief Executive Officer.
- Education: BSc. Accounting & Business Administration & MBA Finance
- Employed at ViaTRON: 27 Years

Assistance Project Manager – Luis Acevedo

- Experience: 9 Years of Experience in Data Conversion/Scanning Services
- Education: BSc. Business Administration
- Employed at ViaTRON: 9 Years

ACCOUNT MANAGER/CLIENT SERVICES – GEOFF ERWIN

- Experience: 13 Years of Experience in Data Conversion/Scanning Services
- Education: BSc. Computer Science
- Employed at ViaTRON: 13 Years

SYSTEMS ENGINEER/SYSTEM DESIGN – ALBERT FADER

- Experience: 18 Years of Experience in Data Conversion/Scanning Services
- Education: BSc. Psychobiology
- Employed at ViaTRON: 18 Years

Sr. Systems Engineer – Thomas Omari

- Experience: 20 Years of Experience in Data Conversion/Scanning Services
- Education: BSc. Aerospace
- Employed at ViaTRON: 20 Years

Production Manager – Alex De La Rosa

- Experience: 8 Years of Experience in Data Conversion/Scanning Services
- Education: BSc. Science
- Employed at ViaTRON: 8 Years

Project Roles and Responsibilities

Project Manager (PM) Kala Devan	• PM shall be the primary contact between ViaTRON and The City. • Chief designer of operations. • Fully responsible for all activities at ViaTRON
Assistant Project Manager Luis Acevedo	• Assist PM with all activities. • Backup contact for the City in the event of emergency.
Account Manager/Client Services, Geoff Erwin	• Assist PM with all Client Service matters.
Systems Engineer/ Systems Design Albert Fader	• Assigned to design the production equipment and software. • Design the step-by-step technical quality assurance process.
Sr. Systems Engineer Thomas Omari	• Day-to-day management of all technical operations.
Production Manager Alex De La Rosa	• Responsible for day-to-day City Production.
Quality Assurance Manager Edgar Cisneros	• Head of Quality Assurance
Scan on Demand Manager Ronnel Ray	• Assigned to handle Counties Scan-On-Demand Request.

ADVANCE SECURITY

SECURITY AND INTERNAL CONTROL

ViaTRON has implemented the highest possible security to protect our client's documents. ViaTRON surpasses the SSAE 16 and HIPAA standards.

CONFIDENTIALITY AGREEMENT

ViaTRON has a confidentially non-disclosures security agreement with all ViaTRON employees. In the confidentially agreement, the employees confirm that employee does not have any direct or indirect personal connection to the information the employee will be receiving on the project. Employee also agrees to keep all information absolutely confidential. Employees are not allowed to bring any kind of bag, CDs, DVDs, cameras, USB sticks, or mobile devices into the production facility.

EMPLOYEE BACKGROUND CHECK

ViaTRON performs a complete background check on all confidential projects.

HIGH SECURITY FACILITY

ViaTRON is a high security facility. Our facility has the most up to date security system set up with surveillance cameras and security alarm systems. Every persons and items moving in or out of ViaTRON's facility are closely monitored. Employees are only allowed to enter the office through a single entrance. ViaTRON has restricted areas once employee is inside the facility. ViaTRON stores all physical and electronic data in a secured area within the production facility. This information is kept locked in a separate location away from employees.

WORKSTATION SECURITY

Each employee has an individual login password. ViaTRON has removed access to the internet on the workstations.

Security Cameras

ViaTRON has security cameras monitoring all work areas. There are also cameras monitoring all entrances and exits into the building including parking structure.

Access Card/Badge

ViaTRON has a secured access system for entry into our production facility. Employees use an access card to enter and exit the building. Visitors are allowed access once approved with our GM and will be given a temporary access badge. ViaTRON maintains a detail report of all access into the production facility.

Transporting Data

Any data moving in or out of the company on paper, hard drive, CD, DVD, memory stick, tape or optical disc are recorded on the "Product Entry/Work Order". Data on media are encrypted and password protected. ViaTRON deletes/scrubs all data from ViaTRON's server once permission is granted by the City.

Pickup/Delivery Security

ViaTRON only uses ViaTRON employees and ViaTRON trucks to pick up and deliver City documents. ViaTRON does not use outside/third part companies for transportation. ViaTRON does not break the chain-of-custody. ViaTRON takes full responsibility once ViaTRON picks up the data.

PROJECT QUALITY ASSURANCE

PICKUP AND DELIVERY

We use ViaTRON's vans/trucks to pick up and deliver boxes from/to the City. We have in-house employees (truck drivers) to perform all the pickup and delivery tasks. ViaTRON does not outsource this work. We do not allow third party companies to touch any of our clients' documents. It is very important to maintain the "chain of custody" for all documents/boxes picked up or delivered to the City.

BOX TRACKING

In addition to the Counties box number, ViaTRON creates an internal bar code control number and label for each box picked up. Any damaged boxes are photographed and tagged. The control numbers are entered into a central Project Management Tracking System. From this point forward the Project Management Tracking System will track the location, status and progress of that individual box. The City can check the condition or status of the box from the moment the box is picked up.

DOUBLE CHECK SYSTEM

Every task performed on the City project will be checked two times using a manual and an electronic control system. Employees' work will be checked by our Quality Assurance Department. The QA Employees' work will be checked by the department supervisor. The Supervisor's tasks will be checked by the project manager. Every Employee's work will be double checked.

EMPLOYEE CONTROL

Each employee working on the City project will undergo a full review. Employees who have any connection (present or past) to the City will not be allowed to work on the project. An Employee will also not be allowed to work on the City project if they have an immediate family member working at the City. ViaTRON performs a complete background check on all employees. Employees who have criminal records are not allowed to work at ViaTRON. All client boxes/documents are monitored very closely at three levels. It is impossible for any one person to have full access. Employees are trained for 40 hours specifically on the City

documents before they are allowed to begin working on the project. All work performed by the employee is tracked and monitored by the Project Management Tracking System.

Box Control

ViaTRON Production Center handles each box in a unique manner. The box is analyzed by content. A detailed log is prepared to identify the box contents: pages, folder, document size, condition of documents, condition of box, and index variations. This information is kept separately and later used to crosscheck the finished product. Any discrepancy will result in the full audit of the box.

Document Tracking

ViaTRON's Central Project Management Tracking System tracks every employee who has come into contact of each document. For control purposes we will be able to trace the individual tasks, date and time the file was accessed or worked on.

Document/Folder Control

Every document/folder in a box is checked twice. The first is performed by the Document Preparation Employee who does a physically count of the documents and creates a batch count report. This report is later crosschecked with the Final QA Report. We will need to get a 100% match or the entire box is audited.

Image Control

ViaTRON uses several types of sophisticated image enhancement software to improve the quality of the images during the scan process. ViaTRON sends each image through three electronic levels of image enhancement. Each of these levels is meant to improve the quality of the original image. In addition to electronic enhancements, ViaTRON also manually checks (QC) every images for accuracy.

ERROR CORRECTIONS

ViaTRON corrects all image quality within 24 hours. In most cases the image quality shall be corrected in real-time. ViaTRON creates a Raw Image file of all documents as an automatic backup. In addition, the index fields are stored in a SQL database. This system was designed internally for auditing purposes. Any errors can be repaired immediately. Only in a few cases we may need to go back to the original paper to rescan. This can be done within a 24-hour period. Image repair, file separation and index correction can be done in real time and forwarded to the City within 1 – 24 hours.

REAL-TIME ONLINE PROJECT STATUS REPORTING

ViaTRON has a real-time project management and tracking system. This custom software was designed by ViaTRON to specifically manage, track and control the data conversion/scanning project. This software allows us to monitor and audit the work through each step of the conversion process.

The software also generates reports that can be viewed by the City in real-time online. The City can monitor the progress of the project on a daily basis.

City Online Reports Login

PROGRESS REPORT DETAILS

ViaTRON follows a very strict project management. ViaTRON will work with the City to develop a detail project plan and project schedule and will also work with the City on a weekly basis.

Project Status Report (SAMPLE – Will be updated after Proof Of Concept)			
Client	City of Fort Lauderdale, Florida		
Project Name	Back-file Scanning		
Report Period FROM	01/02/17	Report date	1/02/2017
TO	TBD		
Project Start Date	01/02/17	Project Manager	Kala Devan
Baseline End date	12/31/2017 TBD	Contract Basis	See Attachment A
Description	Back-file Requirements, Plan, Design, Implement, Test, City Acceptance, Full Production.		

Overall Project Status			
Status this period			GREEN
Key Accomplishments/comments: Requirements and System requirement documents distributed for City review and feedback. Server provisioning to be complete by 06/07/17			
Previous Status	Green	Date: 06/01/17	GREEN

Summary of Achievements for this Period
* Requirements and Use case document - awaiting City review and feedback
* Requirements review and finalization meeting scheduled for the week of 06/17/16
* Design Workshops scheduled for the week of 06/20 – collect details to complete the design
* Design document creation in process. The goal is to finalize and distribute document for approval 06/20 - 06/23.
* Barcode – worked through barcode examples to finalize the format

Project Manager's Summary assessment:	Last Period	This Period
Governance/Stakeholders - Status of governance?	GREEN	GREEN
Scope - Scope fixed or in dispute? Any changes to scope since last report?	GREEN	GREEN
Risks and Issues -- Any major issues or risks?	GREEN	GREEN
Schedule -- Schedule achievement against baseline / changes since last report	GREEN	GREEN
Financials - Forecast to be within budget/Forecasting over budget?	GREEN	GREEN
Resources -- Any resource issues/gaps?	GREEN	GREEN

Summary of Planned Activities for Next Report Period:
Follow-up Items o Requirements document feedback – collect final feedback/responses from City for document finalization o Document prep examples from Files - City to confirm the process for sharing the documents with ViaTRON o Network account– City to process for request and delivery of the account details Security document review and signature required to receive token for access ViaTRON to provide names of scan team members in the coming weeks PM Items - working through project logistics o ViaTRON Support Onboarding Session – Kala & City to set target dates for the meeting in May/June o Training Offering Overview – Kala & City to set target dates for the meeting in May/Jun o PM tracking – overall activities such as pickup requirements and data delivery o Document Pickup – need to confirm Box pickup schedule. Onsite visit week of 07/01. o Secure Server installation, Workstation and Scanner configuration planned for 05/30-06/03 o Review Security Requirements o Project charter – City charter will be provided to ViaTRON once it's approved internals o Tracking of City's acceptance along with ViaTRON's activities – Kala to provide his schedule to City and add placeholders in the ViaTRON's plan o Network account / Citrix access to servers – request process, security requirements, timing Kala to provide address to mail the token for system access Additional Discussion:

Project Timeline *(Example – Will be updated after Proof Of Concept)*

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Week 1	Pickup Boxes				
Week 2	DocPrep				
Week 3	Scan/QA	DocPrep			
Week 4	Index/QA	Scan/QA	DocPrep		
Week 5	Quality Assurance	Index/QA	Scan/QA	DocPrep	
Week 6	Data Delivery	Quality Assurance	Index/QA	Scan/QA	DocPrep
Week 7		Data Delivery	Quality Assurance	Index/QA	Scan/QA
Week 8+			Data Delivery	Quality Assurance	Index/QA

This is a sample. Once the initial documents have tested and processed a detailed timeline will be supplied.

TECHNOLOGY RESOURCES – INDUSTRY LEADING/AWARD WINNING AT VIATRON

Regular Paper Documents

Kodak series Scanners

170+ PPM
EPEAT Registered
Energy Star qualified scanners, 2008 EuP
Perfect Page Technology, streak filter, controlled stacking, iThresholding, automatic color detection, autocrop, aggressive crop, deskew, content-based blank page detection and deletion, multi-color dropout, dual-stream scanning, automatic orientation now with defaults, color on the fly toggle patch, operator overrides

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Large Format Documents

Contex series Scanners

12” second speed
Max width 44”
RoHS, cUL, CE, COSTUMS-UNION, CCC, VCCI, KC, Ukr, ENERGY STAR Certified
TIF, JPG, PDF, DWF, CALS, BMP, JPEG-2000(JP2), JPEG2000 Extended(JPX), TIF-G3, TIF-G4, others

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Microfilm Processing

Mekel Technology

700+ images per minute
16/35mm film
Up to 1,000’
Quantum Scan and Quantum Process Suite

SECTION VII – QUESTIONNAIRE

1. **Please indicate percentage of total revenues from document management related activities.**
   - 100% of ViaTRON's revenue comes from Document Conversion/Scanning related activities.

2. **How many years have you been in the business?**
   - ViaTRON has been in business 26 years (1990)

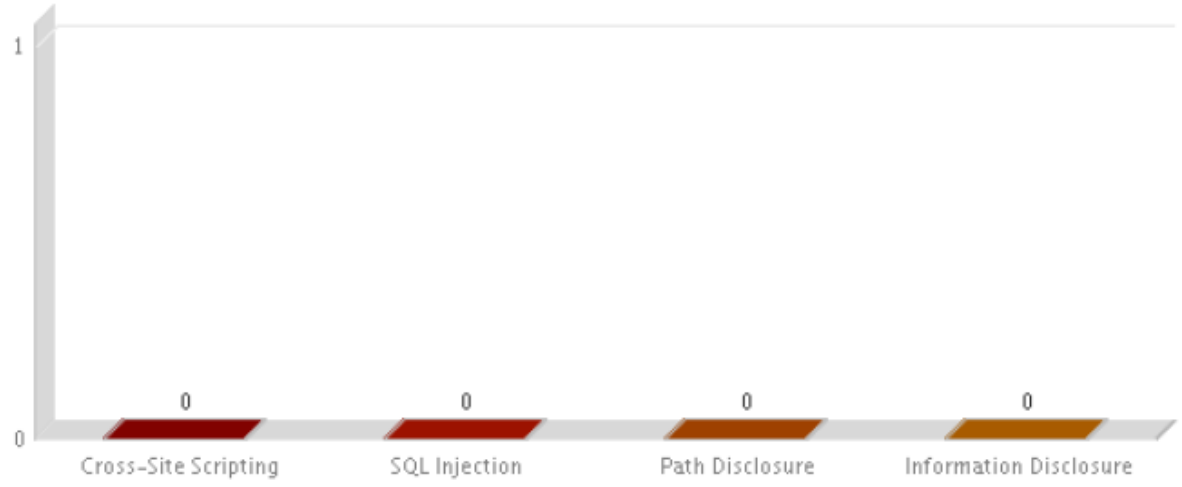
3. **Where are your main, branch offices and/or service centers located?**
   - Headquarters: 18233 Hoover Street, Los Angeles, CA 90248
   - Additional Locations: Honolulu, Hawaii, Las Vegas, Nevada, Dallas, Texas.

   - ViaTRON is currently looking for an office in the City of Fort Lauderdale.
     - ViaTRON has setup offices in a similar manner in Nevada, Hawaii and Texas.
     - We will setup an office in the City of Fort Lauderdale.
     - We will obtain all necessary Business Licenses and Permits to complete the job.
     - ViaTRON will also have sufficient space to store the boxes for 12 months.

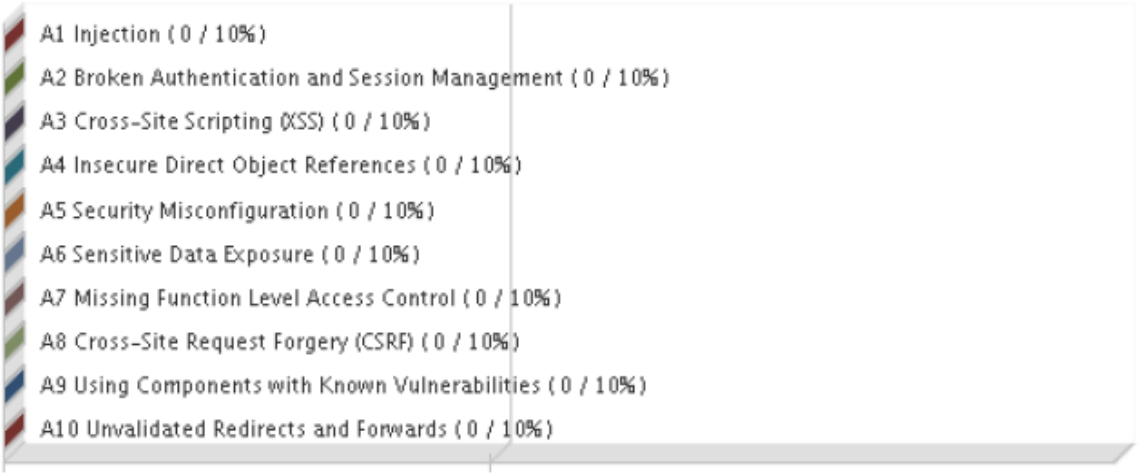
4. **Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents; i.e., does your company use security badges for its employees, are background checks performed on your employees and are your employees bonded? How often are your servers/workstations backed up? Please elaborate.**
   - ViaTRON follows strict guidelines in regards to security.
     - Video Camera's – 90 day backup.
     - Keycard door access – Logs everyone coming in and out.
     - SOC Guidelines:
       - Computer workstation Media disabled.
       - Kodak scanners certified not to hold data.
       - No internet to computers.
       - No phones/media devices allowed in Service Bureau.
       - Separate network between client data & operations.
       - Only employees working on project have access when needed.
       - 300+ policies and procedures for employees to comply with.
       - Servers wiped/re-written after data delivered.
     - HIPPA Guidelines:
       - Full Chain of Custody. Barcode scanned for each dept/employee working on box.
       - Boxes sealed upon pickup. Seal only broken by staff who scanned box.
       - No boxes allowed mixed with other projects.
     - Dedicated facilities for clients. No sharing boxes/data with other clients/projects.
     - Full background and fingerprint check on all employee's.
     - Insured and bonded (Professional Liability).
     - Dedicated servers backed up daily. Workstations contain no client data.
     - Detailed reports and network diagrams available by request. Due to confidential nature of information.

WAS Scan Report

Vulnerabilities by Group



OWASP Top 10 2013 Vulnerabilities



5. **Please describe in detail the security devices and technologies currently deployed in your computer network and how are your servers/workstations protected from intrusion originating from either inside or outside?**
   - ViaTRON network follow SOC guidelines in regards to securing our clients data.
     - All client data is separated network from operational data.
     - Firewalls in place to protect data from outside entities.
     - No internet available on client network.
     - All workstations media devices disabled.
   - Intrusion audit performed by Qualys. Every item passes with Severity Level 1 (Minimal) – Best score possible.
   - Data center is SOC 2 & 3 compliant.

6. **Please provide your company's procedures for tracking inventory (your customer's documents) once they are picked up from your customers. Please elaborate.**
   - ViaTRON uses a custom build tracking software called VTLink.
     - ViaTRON uses only ViaTRON employee's and vehicles.
     - Pickups are never shared with other client data.
     - Backup drivers are always available.
     - Upon arrival, ViaTRON staff will tape seal each box and apply a unique barcode sticker.
     - Once boxes are in ViaTRON vehicle, they are scanned and a work order is presented and signed by both the City and ViaTRON employee's.
     - Once boxes arrive at ViaTRON location, the boxes are then scanned again and a manifest is created on the contents of each box.
     - This information is entered in ViaTRON's VTLink systems.
     - Through each stage of the Document Conversion process the box is scanned by each department and employee (Doc Prep, Scanning, Indexing, and QC) so its easily visible where a box is in the process, and how long its been there.
     - Once the boxes are complete, the manifest is checked again, and the boxes are re-sealed and delivered back to client.
     - ViaTRON's driver signs the work order and gets a City staff confirm the delivery quantity and sign the work order.
     - If boxes are to be destroyed. A manifest signature is required by client. The boxes are then certified destroyed and a certificate is presented to the City.

7. **Please provide a list of equipment your company uses for Scanning and Media Conversion from Microfilm to Scanned Images. Include the make and model number of the equipment, how many of each and also the current version of scanning software being utilized. Also, explain your process of creating tagged TIFF images, performing indexing, and quality control process.**

   - ViaTRON uses leading Microfilm scanners and software for conversion of microfilm.
     - Mekel Mach Scanning Machines
     - Crowley Quantum Software
   - Processes include,
     - Staff always wears protective gloves while working with film.
     - Film is run through an analysis and cleaning process to remove dust and/or debris.
     - Film is first test scanned at various DPI and filters to provide best results.
     - Results and options are presented to City for verification.
     - Each image is reviewed by an employee and flagged if quality is questionable.
     - Indexing is usually done by roll, but can be done by Document type or blips.
     - Double-Key indexing means two separate employees index the same information to reduce any risk of misspelled indexes.

8. **The City desires no loss of quality in converting microfilm images to scanned images. Also, the City has observed in the past that converting microfilm to scanned images increased the size of the file images; what method(s) does your company use to reduce the size of the file image when performing media conversion from microfilm? Please elaborate.**

   - ViaTRON has also worked with microfilm that we stored in poor condition and had extensive damage to the film. ViaTRON uses a two-step approach – we use the Mekel scanner to produce the highest available image quality and then send the digital image through the Quantum software to further enhance the image.

9. **Does your company shred documents on its site or do you hire an outside shredding vendor to perform the shredding on your site? If you do hire an outside vendor, what is the name of the company, their location and are they bonded? Describe the entire destruction process in detail, include any safeguarding measures and include where the documents are sent once they are shredded.**

   - ViaTRON utilizes a partnership with a certified and bonded Shredding organization. The shredding vehicle destroys the boxes on ViaTRON property and is supervised by ViaTRON staff.

10. **How many square feet is your storage facility where the documents will be stored, scanned and media conversion services performed? What is the address of the facility?**

    ViaTRON is currently reviewing several locations within the City limits of Fort Lauderdale between 3,000 sq. ft. for business office and storage facility.

    - ViaTRON has done similar projects in the past few years. ViaTRON has found success in past projects with Nevada and Texas in opening up dedicated offices within a few miles of the locations.
      - This provides the client the BEST security measures as only City of Fort Lauderdale data and information will be in this building.
      - Not shared with any other client's information.
      - A dedicated facility for City of Fort Lauderdale.

11. **Please indicate 'yes' or 'no' to the following requirements about the facility where the documents will be stored and scanned and media conversion services performed:**

    ViaTRON's new Fort Lauderdale office will have the following:

    - Air conditioned. **- YES**
    - Security Alarm system with recorded video surveillance. **- YES**
    - 90 days' minimum retention of recorded surveillance. **- YES**
    - Fire Sprinkler system. **- YES**

- Is your fire sprinkler system a wet or dry system? **- WET**
- Fire Extinguishers marked in accordance with Fire Department regulations throughout the facility. **- YES**
- Will all City records be kept at least 2 feet above the floor while stored in your facility? **- YES**

12. Does your company use its own vehicles to transport documents?

- ViaTRON will only use ViaTRON employees and ViaTRON van to transport the City's documents.

13. Does your company transport the documents in closed vehicles? Are your vehicles air-conditioned?

- ViaTRON will ensure that the Van is air-condition in the passenger section and the cargo section when moving City of Fort Lauderdale's Boxes and Documents.

14. Do you transport magnetic media in magnetic containers within the vehicles?

- ViaTRON will use magnetic containers to transport magnetic media.

15. Do you transport in Waterproof containers?

- ViaTRON shall transport City's banker box in a standard cargo van. The van will be locked at the City's parking area and unlocked at ViaTRON's facilities. The van cargo section will be waterproof.

16. What method does your company use to straighten out the documents before scanning?

ViaTRON uses three methods to correcting bent or dog-ear documents.

1. ViaTRON's staff uses the normal method to straightening the document during the Document Preparation Process. However, if this is not successful two other methods are used
2. We insert the paper or drawing into a Sleeve, or
3. We scan using a flatbed.

- ViaTRON uses document "shakers" to loosen up and prepare documents for scanning. Prior to scanning the Doc Prep staff unfold, remove staples/etc.., and flatten the papers to get them ready for scanning.

17. Please provide an example of your company's invoices, the Purchase Order address and Remit Address if different. Is your company able to accept a City P-CARD (credit card) as payment?

- **Sample of invoice below…**

ViaTRON Systems, Inc.

18233 HOOVER STREET,
GARDENA, CA 90248
t/ 310.756.0630
mariab@viatron.com

INVOICE

Invoice Number: SAMPLE
Invoice Date: SAMPLE

Bill To:	Ship To:
City of Fort Lauderdale Procurement Services Division 100 N. Andrews Avenue, #619 Fort Lauderdale, FL 33301	City of Fort Lauderdale Procurement Services Division 100 N. Andrews Avenue, #619 Fort Lauderdale, FL 33301 (City Hall)

ViaTRON Accounting	Customer PO	Payment Terms
Maria Borja 310.576.0630		NET 30
Sales Rep ID	**Shipping Method**	**Due Date**
	VIATRON	

Quantity	Description	Price Each	Amount
	Unit cost/per scanned image, letter and legal sized documents, up to 11" x 17" Unit cost/per scanned image, for E size shop drawings Unit cost/per scanned image, of 35mm building plans including drawings, permits, letter, etc. 100 rolls of microfilm required to be converted to scanned images (average of 1100 images per roll). Unit cost/per scanned image, of 16mm rolls, 2923 rolls of microfilm to be converted to scanned images (average 2000 images per roll). Destruction documents after scanning and review of scanned images by the City is complete. Unit price per pound Cost per character for indexing above 30 characters		

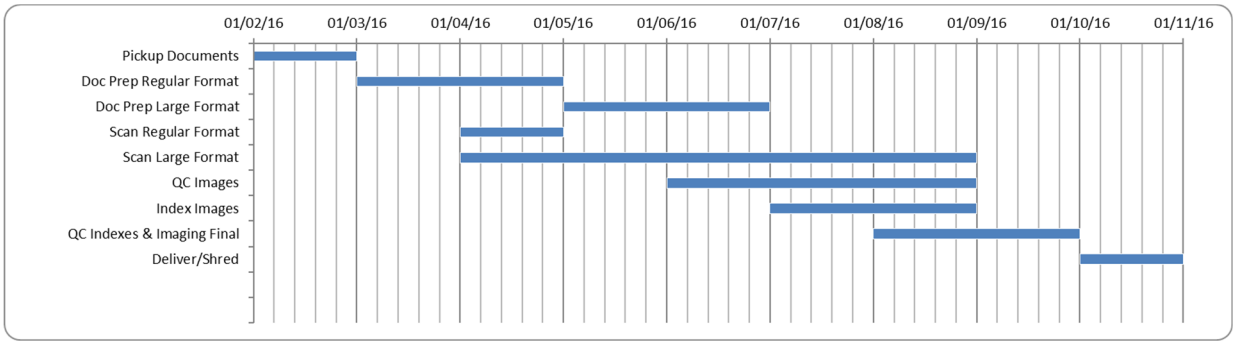
ViaTRON SYSTEM, INC		
	SubTotal	
	Sales Tax	
	Total Invoice Amount	
	Payments/Credit Applied	
Kele Devan	Total	

ViaTRON SYSTEMS, INC.

- Yes, ViaTRON will except P-CARD (Both Mastercard & Visa) as payment.

18. Please provide your standard turnaround times for various scanning and media conversion requests. The Proposer's response should include day of pickup and delivery; Please use a volume of 20,000 documents (10,000 standard size documents and 10,000 large formats [E Plans]) for example. This is strictly for example purposes and does not constitute an average City pick-up; the number of City documents to be picked up may be higher or lower depending on work prepared for pickup at that time. The Proposer awarded the contract will be expected to meet or exceed the proposed turnaround times listed here, if the Proposer awarded the contract cannot meet their proposed turnaround times, the City will have the option of canceling the contract.

- Document processing times do vary depending on the type, condition, and indexing involved. However, from doing previous projects similar to City of Fort Lauderdale, below is an estimate time schedule for 20,000 documents (10k LF and 10k RF). See image below.
- 10,000 pages of Regular Format paper will take 1-2 days, depending on quality.
- 10,000 pages of Large Format paper will take 10-12 days, depending on quality.
- We estimate 10 to 12 days based on the condition of the documents.



19. What is the software product and version of scanning/capture tool used?

- ViaTRON uses leading technology and software for each type of item scanned.
- Regular Paper
  - Kodak Capture Pro 5.2
  - Dell/EMC Captiva 7.5
  - Kofax Capture 10
- Large Format
  - Contex Nextimage 4
- Microfilm
  - Mach 12 Mekel Quantum
- Laserfiche Rio 10

20. What types of images are supported? Examples, TIFF, CCITT Group 3 & 4, others please list?

- ViaTRON can scan into any format,
  - JPG - JPEG Compression
  - Multipage TIFF - CCITT Group 3
  - Multipage TIFF - CCITT Group 3/2D
  - Multipage TIFF - CCITT Group 4
  - Multipage TIFF - JPEG Compression
  - Multipage TIFF - Uncompressed
  - PCX - PackBytes
  - PDF (from JPEG)
  - PDF (from Multipage TIFF)
  - PDF (from PCX)
  - PDF (from Single Page TIFF)
  - TIFF - CCITT Group 3
  - TIFF - CCITT Group 3/2D
  - TIFF - CCITT Group 4
  - TIFF - JPEG Compression
  - TIFF - Uncompressed

21. Is the system able to provide images with the quality of a TIFF but have the compression capabilities of JPEG?

- Yes, VRS technology can achieve this among other methods.

22. What size image documents can the system handle? Please indicate smallest to largest.

- Regular Kodak paper scanners can handle everything from business card size up to 12” x 17”+.
- Contex Large format scanners 42” x 48”+

23. Do you have the ability to produce PDF Image Only, PDF/A or PDF Searchable images, in accordance with a published International Organization for Standardization (ISO) open standard image format? Is the image file header Non-Proprietary?

- Yes, ViaTRON can provide these types of PDF images. Yes, all data provided is Non-Proprietary.

24. Does your scan software perform thresholding, deskewing, despeckling, dynamic image enhancement, and edge enhancement?

- Yes, features we have the capability to use above and beyond what’s asked is auto-rotation, blank page removal, and scans both color and black and white at the same time with no slowdown.

25. The City requests the Contractor to keep the City documents for up to 120 days in a secure archival environment during and after the scanning process is complete. Are you able to comply with this request? If not, what is the maximum amount of time your company will keep the City records?

- ViaTRON shall store the boxes for 120 days. The City can also arrange to have the boxes stored at ViaTRON for a longer period.

26. Do you offer tiered pricing for volume image scanning services? If so, could you please attach a description and the tiered pricing structures as an appendix to your response?

- No, ViaTRON utilizes the same competitive price regardless of volume Tiers. However, there may be a min. requirement to scan 100 boxes or if a contract has a min. limit over a period.

27. If you do offer tiered cost per image pricing structure, if so would you consider the tiered pricing for all future services for other departments?

- N/A

28. Does your company require all its employees, as a condition of continued employment, have criminal background checks and sign confidential non-disclosure agreements?

- Yes, ViaTRON works with Courts, District Attorney Offices, and other confidential documents. All ViaTRON clients require background and fingerprinting.

29. City can provide a data file of the folio, permit number and other data fields that would contain the remaining value for the metadata, which could reduce most of the data entry. Is this something your agency could support? If so, is this reflected in your price per index charge in your cost proposal?

- Yes, and this is reflected in our pricing.

REFERENCES

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- *Client Name, address, contact person telephone and E-mail addresses.*
- *Description of work.*
- *Year the project was completed.*
- *Total cost of the project, estimated and actual.*

VIATRON LARGE PROJECT EXPERIENCE

ViaTRON has been in the content management/data conversion business for 26 years. We have scanned documents for a wide variety of clients. We have performed work for over 2,500 government agencies – from local government like District Attorney and City agencies to the Department of Defense. We also performed work for Fortune 500 companies such as: 20th Century Fox, Universal Studios, Warner Brothers and Activision. ViaTRON has extensive experience in working with and uploading data to many different types of imaging systems. ViaTRON has implemented data into Odyssey, AX, Laserfiche, Onbase, ImageNow, etc.

A few recent projects of similar scope include,

- Nevada District Attorney & Child Support – DA & Child Support Case Files
- Alameda Superior Court – Felony Records
- Nevada Department of Social Services – DPSS Applications & Client Files

Superior Court of California – County of Alameda

Contact:	Teresa James
Department:	Criminal Division
Position:	Director
Email:	tjames@alameda.Citys.ca.gov
Telephone:	510.627.4733
Project Size:	86,000,000 images of case files
Address:	7751B Edgewater Drive, Oakland, CA 94621

ViaTRON currently is scanning 86 million pages of case files into Superior Court of California, Alameda County and uploading the data into their Odyssey System which is to go live in June 2016.

ViaTRON and Alameda County realized the project had a lot of hurdles and obstacles which were beyond the scope of work listed in the RFP. ViaTRON had the necessary experience to work with the City to develop workable solutions to these requirements.

ViaTRON has met all project deadlines and quality assurance requested by the Alameda County. We are also flexible when they had requested last moment changes to the project.

Pasadena Police Department.

Contact:	Alicia Patterson
Department:	Records Management
Position:	Police Administrator
Email:	apatterson@cityofpasadena.net
Telephone:	626.744.4555
Project Size:	3,000,000 images of Police Reports
Address:	207 N. Garfield Ave., Pasadena, CA 91101

ViaTRON is currently scanning 3 million police case files. These files include crime photographs, color diagrams, fingerprint files.

ViaTRON has met all project requirements and deadline requested by the Pasadena Police Department.

District Attorney - Family Support Division.

Contact: Michael J. Brown
Department: District Attorney - Family Support Division
Position: Applications Manager
Email: Michael.Brown@ClarkCountyDA.com
Telephone: 702.671.9391
Project Size: 7,000,000 images of case files
Address: 200 Lewis Ave # 3, Las Vegas, NV 89101

ViaTRON scanned over 7,000,000 images of case files for the Clark County District Attorney's office. The DA's office wanted ViaTRON to have 40 ViaTRON employees background certified, trained on the project requirements and placed in the DA's office for this project within two weeks. This work was done on schedule.

The DA's office required document level conversion. Although the requirements were complex, we completed the entire project on time. ViaTRON completed this work according to the DA's office requirements and to their full satisfaction.

State of Hawaii – Department of Hawaiian Homelands

Contact: Atina Soh
Department: Homestead
Position: Homestead Manager
Project Size: 7,000,000 images of Heritage Files
Address: 91-5420 Kapolei Parkway, Kapolei, HI 96707

ViaTRON has scanned over 7,000,000 images of heritage documents for the Hawaiian Homelands Department. This contract is an ongoing and has entered the second phase of this contract.

MINORITY/WOMEN (M/WBE) PARTICIPATION

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.

ViaTRON currently is not a participant in the certified minority business enterprise.

ViaTRON's owner is a minority.

We plan on applying for MBE but there isn't sufficient time to respond to this proposal.

SUBCONTRACTORS

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

ViaTRON does not be utilize any subcontractors because of the Chain of Custody.

REQUIRED FORMS

PROPOSAL CERTIFICATION

BID/PROPOSAL CERTIFICATION

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit http://www.dos.state.fl.us/).

Company: (Legal Registration) ViaTRON Systems, Inc.

Address: 18233 S. Hoover St.

City: Gardena State: CA Zip: 90248

Telephone No. 310-756-0607 FAX No. 310-756-0609 Email: Gerwin@viatron.com

Delivery: Calendar days after receipt of Purchase Order **(section 1.02 of General Conditions)**: TBD

Total Bid Discount **(section 1.05 of General Conditions)**: 0%

Does your firm qualify for MBE or WBE status **(section 1.09 of General Conditions)**: MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
1	Sept 29, 2016	BidSync Change	Oct 31, 2016		
BidSync Change	Oct 4, 2016				

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDSYNC you must also click the "Take Exception" button.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars ($500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

ALBERT FADER
Name (printed)

Signature

NOVEMBER 1, 2016
Date:

GENERAL MANAGER
Title

revised 04/10/15

ADDENDUM NO. 1

RFP No. 575-11786
TITLE: Scanning, Indexing, Imaging and Media Conversion Services

ISSUED: October 31, 2016

This addendum is being issued to make the following change(s):

1. Section 2.16.6 has been added to Minimum Qualifications as follows:

2.16.6 This RFP is for City-wide scanning services, and will include City Departments that possess data ranging from restricted, private, and public. Since the handling of this data in certain instances could contain Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) and Classified Law Enforcement data, certain background clearances will be necessary for these data classes, and handled by those who are familiar with safeguarding the collection, storage and destruction of the data. The contractor or subcontractor and facility that will be handling data classified as restricted and private data classes when applicable will require the following additional requirements:

- PCI Data- Background Checks and an understanding of Payment Card Industry Data Security Standards (PCI-DSS)
- Restricted Police Data- Security levels to provide National Institute of Standards and Technology (NIST) and Department of Justice (DOJ) classified conversion. Scanning is preferable onsite, if offsite must meet Criminal Justice Information Services (CJIS) compliance standards of physical security and appropriate staff clearances for the handing, processing, and destruction of data.

Prospective vendors must be able to furnish documentation that staff has appropriate background clearances and appropriate physical and logical security to handle classified data classes. This documentation shall be included in the proposal submittal.

2. Section VI - Cost Proposal Page has been revised. Proposers shall use the revised page included with this addendum.

3. The bid end date has been changed to Thursday, November 10, 2016.

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
Senior Procurement Specialist

Company Name: ViaTRON Systems, Inc.
(please print)

Bidder's Signature: _____

Date: November 1, 2016

COST PROPOSAL

Proposer Name: ViaTRON Systems, Inc.

Proposer agrees to supply the services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

PRICING FOR SCANNING/IMAGING SERVICES:
Pricing for scanning/imaging must include prepping and indexing.

TRANSPORTATION COSTS
Proposers must include any transportation costs in the unit price per image.

#	Item Description	Estimated Quantity	Unit Price	Total Price
1	Unit cost/per scanned image, letter and legal sized documents, up to 11" x 17"	8,089,900	$0.045	$364,046
2	Unit cost/per scanned image, for E size shop drawings.	1,096,700	$0.660	$723,822
3	Unit cost/per scanned image, of 35mm building plans including drawings, permits, letter, etc. 100 rolls of microfilm required to be converted to scanned images (average of 1100 images per roll).	110,500	$0.0350	$3,868
4	Unit cost/per scanned image, of 16mm rolls, 2923 rolls of microfilm required to be converted to scanned images (average 2000 images per roll).	5,846,100	$0.0210	$122,768
5	Destruction documents after scanning and review of scanned images by the City is complete. Unit price per pound	30,000	$3.00	$90,000
6	Cost per character for indexing above 30 characters	100	$0.00690	
6	Grand Total			$1,304,503

Submitted by:

Albert Fader
Name (printed)

Signature

November 1, 2016
Date

Executive Vice President
Title

NON-COLLUSION STATEMENT

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

> 3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).
>
> 3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME	RELATIONSHIPS
_____	_____
_____	_____
	_____
	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

LOCAL BUSINESS

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) Will be applying for upon Award
Business Name

is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt **and** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) _____
Business Name

is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt **or** a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(3) _____
Business Name

is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

(4) _____
Business Name

requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(5) _____
Business Name

requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(6) ViaTRON Systems, Inc.
Business Name

is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.

BIDDER'S COMPANY: ViaTRON Systems, Inc.

AUTHORIZED COMPANY PERSON: Albert Fader _____ 11/01/2016
NAME SIGNATURE

CONTRACT PAYMENT METHOD

CONTRACT PAYMENT METHOD BY P-CARD

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

YES Master Card

YES Visa Card

Company Name: ViaTRON Systems, Inc.

ALBERT FADER
Name (printed)

Signature

NOVEMBER 1, 2016
Date:

EVP
Title

** Service Fee may be applicable depending on Credit Card used.*

SAMPLE INSURANCE CERTIFICATE

See below for sample of Insurance.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Independent Group Agency
21700 Oxnard Street
Suite 1045
Woodland Hills, CA 91367

CONTACT NAME: Fred Dabiri
PHONE (A/C, No, Ext): (818)380-1391 FAX (A/C, No): (818) 905-9385
E-MAIL ADDRESS: fdabiri@igainsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Sentinel Insurance Company, LTD	
INSURER B: California Automobile Insurance Co	
INSURER C: Hartford Fire Insurance Company	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Viatron Systems, Inc.
18233 S. Hoover Street
Gardena, CA 90248

COVERAGES — CERTIFICATE NUMBER: CL1692807055 — REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:	X		57 SBA AV3417	10/20/2015	10/20/2016	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS			BA040000015173	5/22/2016	5/22/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $			57 SBA AV3417	8/30/2016	10/20/2016	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	ERRORS & OMMISSIONS LIAB			72TE0294256 16	1/25/2016	1/25/2017	EACH CLAIM	1,000,000
							AGGREGATE	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The certificate holder has been named as additional insured per the Business Liability Coverage Form SS0008 attached to this policy, as respect to the General Liability.

CERTIFICATE HOLDER

City of Fort Lauderdale
Procurement Services Division
100 N Andrews Ave Room 619
Fort Lauderdale, FL 33301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)
INS025 (201401)

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BUSINESS LICENSE

ViaTRON is currently looking at locations in the city limited of City of Fort Lauderdale.