

**CITY OF ROSENBERG
REQUEST FOR PROPOSAL
RFQ No. 2017-01
Conversion of Microfilm
Due by: May 10, 2017 at 2:00 p.m.**

NOTICE TO INTERESTED PARTIES:

Notice is hereby given that the City of Rosenberg, Texas is seeking a quote for the conversion of microfilm to electronic (pdf) format.

There are approximately 83 rolls of microfilm (the rolls contain mostly construction drawings) to be converted to an electronic pdf format onto an External Hard Drive.

- *Location: City of Rosenberg, City Secretary's Office, 2110 4th Street, Rosenberg, Texas 77471*

Persons interested in quoting on the subject microfilm conversion and indexing of each roll of film will need to include any travel/shipping costs into the total cost of their quote.

	Unit Price:	TOTAL:
Microfilm Conversion (83 rolls)(approx. 1,384 images on each roll)(35mm film):	\$ _____	\$ _____
Conversion plus indexing properties on each roll:	\$ _____	\$ _____
Shipping (if applicable):	\$ _____	\$ _____
TOTAL BID:		\$ _____

Your firms Name/Address/Contact and Phone/Email:

General questions can be directed to:

Ms. Linda Cernosek, City Secretary
2110 4th Street
Rosenberg, Texas 77471

Phone: 832.595.3340 (or) Email: linda.cernosek@rosenbergtx.gov

Submit your proposal by email to: linda.cernosek@rosenbergtx.gov or mail to: Ms. Linda Cernosek, City Secretary, 2110 4th Street, Rosenberg, Texas 77471. All cost proposals must be received by: **May 10, 2017 by 2:00 p.m.**

Before selection of proposal, we will require a "sample" roll of film to view for clarity and readability before beginning the project. I will require my original microfilm rolls back.

ALL POTENTIAL BIDDERS SHOULD NOTE THAT THEIR COST PROPOSAL INCLUDES PICKUP AND/OR SHIPPING COSTS TO OBTAIN THE MICROFILM; CONVERSION OF MICROFILM TO ELECTRONIC MEDIA (PDF Format), AND INDEXING OF EACH ROLL OF MICROFILM.

The City reserves the right to reject any and all proposals received.