



Department of General Services
Office of Procurement
P.O. Box 942804
Sacramento, CA 94204-0001

STATE OF CALIFORNIA
MASTER SERVICES
AGREEMENT
SUPPLEMENT NUMBER 1

CONTRACT NO:	5-98-70-01 THROUGH 5-98-70-11 & 5-98-70-62 THROUGH 5-98-70-66
SERVICE:	DOCUMENT CONVERSION SERVICES
CONTRACTOR:	VARIOUS
EFFECTIVE:	JULY 10, 1998 THROUGH JULY 9, 2001
DISTRIBUTION:	ALL CONTRACTING OFFICES & RECORDS MANAGEMENT COORDINATORS

THIS SUPPLEMENT CORRECTS MISTAKES CONTAINED ON PAGES 1 - 4 OF THE ORIGINAL AGREEMENT. PLEASE REPLACE THOSE PAGES WITH THE SUPPLEMENT PAGES INCLUDED.

PROCUREMENT DIVISION CONTRACT ADMINISTRATOR FOR THIS CONTRACT

IS BILL SHELTON DATE: JULY 10, 1998

PHONE: (916) 322-6235 ATSS: 492-6235

DENNIS ERICSON, MAJOR ACQUISITIONS

INTRODUCTION

A. **PURPOSE**

This new Master Services Agreement is designed to provide document conversion services to convert paper documents to electronic format, paper documents to micrographic form and micrographic images to electronic format, on as much of a statewide basis as is geographically feasible, for State agencies and participating local agencies. A local agency is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

B. **BENEFITS**

1. Choice of several contractors depending, on the State's needs.
2. Multiple suppliers provide for coverage over a large area Statewide.
3. Fixed rates over the contract period. Any potential annual escalation after the initial three years will be announced in advance through supplement to this document.
4. Since this competitively bid procurement establishes fair and reasonable prices in a Master Agreement format, it is unnecessary for each State Department or Agency to conduct additional competitive procurements, unless the agency feels this agreement does not meet its needs.
5. Ability to purchase a supplier's full range of services as the need arises.
6. Disabled Veterans Business Enterprise participation requirements have been met.

C. **ORDER PLACEMENT**

You may place an order at any time during the effective periods of the contracts. All contracts are currently effective **from July 10,1998** through **July 9, 2001**. The State, at its option, may extend this contract on a year to year basis up to two (2) additional years. Prices may vary during the two years extended period.

D. **ORDER INITIATION**

Coordinate with the appropriate units within your agency (e.g., Procurement, Business Services, Contracts, etc.). Local agencies must agree to the State's administrative fee, currently 1.21%. This amount will be billed directly to the agency by the DGS.

DOCUMENT CONVERSION SERVICES ORDERING PROCEDURES

E. **CONTRACTOR CONTACTS.** Please refer to the service matrix at the end of the next section. Services are provided on a regional basis according to the attached map.

5-98-70-01 VIN #624557

Brad Penfold
BMI IMAGING SYSTEMS
1415 North Market Blvd, Suite 3
Sacramento, CA 95834
FEIN #94-1612389
916-924-6666

5-98-70-02 VIN #193517

Steve MacWilliams
DOCUMENT CONTROL SOLUTIONS
616 South State College Blvd.
Fullerton, CA 92831
FEIN #95-3588682
714-73 8-6131

5-98-70-03 VIN#1130523

Barbara Volkov
DOCUMENT CONTROL SOLUTIONS/
FILE PROS (a joint bid)
187 W. Orangethorpe Ave., Suite E
Placentia, CA 92870
FEIN #95-3588682/#95-3537130
714-528-9977

5-98-70-04 VIN#1113544

Mel Knapp or Linda Thorpe
D-M INFORMATION SYSTEMS
1403 Fifth Street, P.O. Box 1918
Davis, CA 95617-1918
FEIN #68-0083504
530-753-0362

5-98-70-05 VIN #673549

Victor Goodmen or Francisco Recinos
FILETRON, LLC
1536 Gage Road
Montebello, CA 90640
FEIN #95-4530371
213-720-9757

5-98-70-06 VIN #643288

Paul Hernandez or Laurie Noble
IMAGE TECHNICAL SERVICE
1123 Market Blvd., Suite 2
Sacramento, CA 95834
FEIN #68-0013608
916-928-0544

5-98-70-07 VIN #160324

Chuck Yost
IMAGE MAX
4049 North Freeway Blvd
Sacramento, CA 95834
FEIN #94-2711829
916-646-5665

5-98-70-08 VIN #408377

Gordon Shiozaki
MICRO IMAGES/800 Scan, Inc.
3117 20th Street
San Francisco, CA 94110
FEIN #94-2895160 & 94-3238430
415-974-6194

5-98-70-09 VIN#1135165

Kyle Kauss
MICRO PUBLICATIONS SYSTEMS
20500 Belshaw Avenue
Carson, CA 90746
FEIN #95-2679185
310-763-7575 x220

5-98-70-10 VIN #202464

Don Olson
OMNI MICROGRAPHICS
1767 Tribute Road, Suite D
Sacramento, CA 95815
FEIN #68-0212923
916-920-8106

5-98-70-11 VIN #673559

Chuck Booz
PC IMAGING, INC.
400 Capitol Mall, Suite 900
Sacramento, CA 95814-4407
FEIN #68-0306256
916-444-2778

5-98-70-62 VIN#103694

Richard Corrales or Vickie Corrales
RCI IMAGE SYSTEMS
111 Main Street
El Segundo, CA 90245
FEIN #95-2676207
310-322-8220

5-98-70-63 VIN #634468

Craig Wood
SACRAMENTO FILE AND FURNITURE
11257-B 1 Coloma Road
Gold River, CA 95670
FEIN #68-0345593
916-638-7520

5-98-70-64 VIN #34295

Jack Kraemer
VISUAL GRAPHIX
241 Lathrop Way, #B
Sacramento, CA 95815
FEIN #68-0169624
916-927-4211

5-98-70-65 VIN #673840

Tina Means
WAVE Imaging Corp.
1765 4th Avenue, Suite 100
San Diego, CA 92101
FEIN #33-054-1320
619-702-0640

5-98-70-66 VIN #637760

WESTERN INTEGRATED SYSTEMS
Dave Willis
4227 Sunrise Blvd.
Sacramento, CA 95628
FEIN #94-2786660
916-863-1073

F. STATE OF CALIFORNIA CONTACT

Regarding ordering and services:
Department of General Services
Procurement Division
Integrated Acquisitions Section
916-322-4903

Regarding Terms and Conditions issues:
Department of General Services
Procurement Division
Major Acquisitions:
916-322-6235

DOCUMENT CONVERSION SERVICES ORDERING PROCEDURES
CONTRACT GUIDELINES

- A. **NEW ORDERS** Orders can be placed by completing a STD. 65, Contract/Delegation Purchase Order. Detailed instructions on completing these forms are contained in Section III below.

Once you have obtained any necessary departmental and agency approvals COMPLETE THE STD. 65, CONTRACT/DELEGATION PURCHASE ORDER and mail it directly to the contractor. As stated below, it is advisable to compare the rates and get an estimate for the required work prior to issuing an order.

Local Agencies may, in lieu of the State's purchase order forms, use their own purchase order document as long as it includes the same information as that required on the STD. 65, including the Agency Billing Code described below.

DISTRIBUTION Copies of the STD 65 must be sent to: Department of General Services
Procurement Division
1824 14th Street, Room 200
Sacramento, CA 95814

B. **TERMINATION**

Any State or local agency may unilaterally terminate any order issued against this agreement upon 30 days notice to the contractor. The contractor shall be compensated at contract rates for work completed and accepted prior to a stop work order or termination notice commencement date. This does not affect the standard termination clause of the Master Services Agreement concerning failure to perform or upon mutual consent.

C. **AMENDMENTS**

Amendments to orders must be issued if the general scope of the original order has changed or a change in the Task Schedule has a cost impact. A Work Authorization may accompany the order and subsequent Work Authorizations may be necessary prior to commencing any particular phase of a conversion project. Work Authorizations are not to be used to authorize a change to the order. Copies of all changes must be forwarded as stated above under DISTRIBUTION.

D. **AGENCY REPORTING REQUIREMENTS**

If a contractor is either performing in an outstanding manner or if problems are encountered, agencies are encouraged to complete a State Agency MSA Contract Performance Report. Please send this report to the Department of General Services address above.

E. **PERFORMANCE BONDS**

Some Master Services Agreement Orders issued to a contractor may require the contractor to secure a performance bond. If so required, the contractor, at no cost to the State, shall furnish to the agency, prior to commencement of work, a Faithful Performance Bond in the amount of fifty percent (50%) of the Total Cost shown on the Master Services Agreement Order. The bond shall be on a form from an admitted surety insurer and must guarantee the contractor's compliance with the terms of the Order and the Job Duty Statement

A performance bond will be required when an agency chooses to use progress payments. The use of progress payments requires that not less than ten percent (10%) of the total cost shown on the MSA Order shall be withheld pending final successful completion of the contract. However, if the contract consists of the performance of separate and distinct tasks, then any funds so withheld with regard to a particular task.