

New York Dept. of Records  
Duplication of 51 Rolls of 35mm Microfilm Quote



**Date:** 27 October 2021  
**Customer:** New York Dept. of Records  
**Project:** Duplication of 51 Rolls of 35mm Microfilm  
**Deadline:** Approximately 30 days from receipt  
**Description:** New York Dept. of Records has 51 rolls of 35mm microfilm to be duplicated

**Customer Responsibilities:**

- New York Dept. of Records [Customer] will identify all materials to be converted.
- Customer will package and label all materials per **IMR** Digital supplied instructions.
- It is recommended that a manifest be created and placed in each package.
  - Manifest should include any roll numbers and or any other identifying information, noting any missing rolls.
- Customer will provide a contact to act as a liaison to answer any questions which may arise during conversion process.
- Customer will review materials for quality and sign-off within 30 days of receipt.

**IMR Digital Responsibilities:**

- **IMR** Digital will pick up and transport all materials to the West Hazleton, PA conversion facility using company vehicles and couriers.
- **IMR** Digital will log all materials into production tracking software upon receipt.
- **IMR** Digital will verify all materials received and alert customer to any discrepancies.
- **IMR** Digital will duplicate 35mm microfilm rolls onto positive appearing duplicate microfilm.
  - **IMR** Digital will package all microfilm rolls in acid-free film storage boxes, labeled accordingly.
- **IMR** Digital will return all original materials to the Customer using company vehicles and couriers.
  - **IMR** Digital will return all duplicate rolls to the third-party Customer via UPS, FedEx or similar third-party carrier.

**Shipping:** Deliverables will be sent to:

Original Materials:

**New York Dept. of Records**  
Attn: Kenneth R. Cobb  
Assistant Commissioner  
31 Chambers Street, Suite 305  
New York, NY 10007  
e-mail address: [kcobb@records.nyc.gov](mailto:kcobb@records.nyc.gov) Phone# 212.788.8604

Invoice and Duplicate Rolls:

**Reclaim The Records**  
Attn: Ms. Schreier Ganz  
E-Mail: [info@reclaimtherecords.org](mailto:info@reclaimtherecords.org)

Duplicate Rolls:

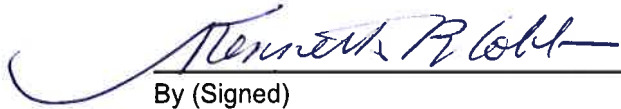
**Pricing:** **This is not a Fixed-Price bid.** The quantities and totals shown below are the results of preliminary reviews and are for estimating purposes only.

The project will be invoiced on a Per-Unit basis; the Price-per-Unit will be fixed so long as there is not a substantial difference between the samples reviewed and the materials processed. The total Price invoiced will be the sum of the quantity of Units multiplied by the Price-per-Unit.

Deliverable Description	Estimated Unit Price	Estimated Quantity	Estimated Extended Price
Pickup and Return Delivery of Original Microfilm	\$150.00 per trip	2 trips	\$300.00
Duplicate Rolls 35mm x 100'	\$36.50 per roll	51 rolls	\$1,861.50
Shipping and Handling; Return Shipment	\$10.00 + actual cost	1 shipment	\$10.00 + actual cost
<b>Estimated Total:</b>			<b>\$2,161.50 + shipping</b>

- All estimated Units and Prices are based on information provided to **IMR Digital** by New York Dept. of Records.
- Unit quantities are estimates only, based upon initial review and/or information provided by New York Dept. of Records.
- The Total Price invoiced will be the sum of the quantity of Units processed, multiplied by the corresponding Price-per-Unit.
- Should the materials prove substantially different from the sample reviewed, resulting in a change of project scope, **IMR Digital** will inform New York Dept. of Records of this discrepancy and seek guidance regarding how to proceed with the project.
- Should the Unit quantities significantly exceed that that estimated during preliminary review and information gathering, resulting in a change of project scope, **IMR Digital** will inform New York Dept. of Records of this discrepancy and seek guidance regarding how to proceed with the project.
- Should the project lend itself to completion and subsequent delivery of batches of deliverable materials, billings will be made on a per-delivered-batch basis, typically monthly.
- Neither party shall be liable for failure of or delay in performance of the tasks outlined herein if such failure or delay is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, or any other force majeure event.
- **IMR Digital will honor this quote for 30 days from the date of this document.**

**Acceptance:** I approve this quote and the activities and deliverables described herein.

  
By (Signed)

Kenneth R. Cobb  
Signatory Name

A.C. Dept. of Records & Info. Svcs.  
Signatory Title

Oct. 27, 2021  
Date of Signature

**David Mielnicki**  
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