



TO: Kelly Coughlin, Purchasing Agent, Senior
Purchasing Division
FROM: Lisa M. Bailey, Director
Records, Taxes, and Treasury Division
SUBJECT: Solicitation No.: GEN2130771B1
On-Site Official Records Microfilm Conversion Services

Recommended Vendor: US Imaging Group, Inc.

Recommended Group(s)/Line Item(s): All Lines

Initial Award Amount: \$ 2,871,452

Potential Total Amount: \$ 2,871,452

Initial Contract Term: Fixed Purchase

Contract Term, including Renewals: Fixed Purchase

CONCURRENCE:

☒ The agency has reviewed Vendor's response(s) for specification compliance and Vendor responsibility, which includes license requirements (if applicable). I have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

FINANCIAL BACKGROUND/D & B REPORT: (check one)

☒ I am satisfied with the Vendor's financial background and/or rating and payment performance.
☐ Not applicable

LITIGATION HISTORY: (check one)

☒ I have reviewed the Litigation History Form and there is no issue of concern.
☐ Refer to additional information from the Office of the County Attorney to address an issue/concern.

PAST PERFORMANCE: (check all that apply)

I have reviewed the Vendor's past Performance Evaluations in ContractsCentral and:

☐ Vendor received an overall rating ≥ 2.59 on all evaluations.
☐ No evaluations within the past three years contained any items rated a score of 2 or less.
☐ Vendor received a rating ≤ 2.59 on an evaluation(s). Refer to additional information.
☐ Vendor received a score of ≤ 2 on an individual item(s). Refer to additional information.
☐ Past evaluations are not relevant to the scope of this contract.
☒ No past Performance Evaluations exist in ContractsCentral.

AND

☒ Reference Verification Forms are attached.

OR

☐ Reference Verification Forms are not required: Commodity only purchase (less than \$250,000); Service less than \$100,000 and the Vendor has a Performance Evaluation within the past three years.

NON-CONCURRENCE:

☐ I do not concur. Detailed reason for non-concurrence is attached, including the reference to any bid requirement.

TYPED NAME OF SIGNER: André Morrell

TITLE: Acting Senior Manager

(Individual authorized to administer the contract.)

SIGNATURE:

Digitally signed by André Morrell
Date: 2025.10.22 09:05:27 -04'00'

DATE: 10/22/25



Vendor Reference Verification Form for Bids and Quotes

Broward County Solicitation No. and Title: GEN2130771B1 - On-Site Official Records Microfilm Conversion Services

Reference for (Name of Firm): US Imaging, Inc.

Organization/Firm Name providing reference: Pinellas County Clerk of Circuit Court & Comptroller

Contact Name: David Bateman

Title: Director, Court and Operational Services

Contact Email: djbateman@mypinellasclerk.gov

Contact Phone: (727) 464-4815

Name of Referenced Project: Microfilm Image Conversion and Indexing Services

Contract No. RFP 19-006-P

Contract Amount: 672,876.00

Date Services Provided: 6/2022 - 4/2024

(list date range or date services began until "current")

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☒ Yes ☐ No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Scanned 1 million images from microfilm rolls off-site.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

US Imaging was an excellent vendor. The deliverables were provided according to agreed timelines and as a vendor they were accessible and responsive to our needs on this project.

References Checked By

Name: André Morrell

Title: Acting Senior Manager

Division/Department: Records, Taxes, and Treasury Division

Date of Verification: 10/15/2025



Vendor Reference Verification Form for Bids and Quotes

Broward County Solicitation No. and Title: GEN2130771B1 - On-Site Official Records Microfilm Conversion Services

Reference for (Name of Firm): US Imaging, Inc.

Organization/Firm Name providing reference: Harris County Clerk

Contact Name: Shane Holman

Title: Chief Deputy of Courts

Contact Email: SHolman@cco.hctx.net

Contact Phone: (713) 274-8608

Name of Referenced Project: Microfilm Records Conversion & Indexing Services

Contract No. 17/0041

Contract Amount: 11,600,000.00

Date Services Provided: 01/2018 – Present

(list date range or date services began until "current")

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☒ Yes ☐ No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Performed on-site scanning of 60K + 16MM microfilm rolls and 13K bound books, producing an output of an ~200+ million images, includes image enhancements and indexing services. We continue to use US Imaging for additional work and would highly recommend partnering with them for these services.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Our office has utilized US Imaging's expertise in microfilm and archival book imaging and indexing for the better part of a decade. We have seen excellent quality of service, quality of end product, and level of communication that has not wavered since the start of this project.

References Checked By

Name: André Morrell

Title: Acting Senior Manager

Division/Department: Records, Taxes, and Treasury Division

Date of Verification: 10/16/2025



Vendor Reference Verification Form for Bids and Quotes

Broward County Solicitation No. and Title: GEN2130771B1 - On-Site Official Records Microfilm Conversion Services

Reference for (Name of Firm): US Imaging, Inc.

Organization/Firm Name providing reference: San Bernardino County Assessor-Recorder-County Clerk

Contact Name: Lorelay Faussier

Title: Chief Deputy Recorder-County Clerk

Contact Email: Lorelay.Faussier@arc.sbcounty.gov

Contact Phone: (909) 252-5642

Name of Referenced Project: Micrographics, Film Conversion, and Indexing Services

Contract No. 19-381

Contract Amount: 6,400,000.00

Date Services Provided: 06/2019 – Present

(list date range or date services began until "current")

Vendor's role in Project: ☒ Prime Vendor ☐ Subconsultant/Subcontractor

Would you use this vendor again? ☒ Yes ☐ No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Ongoing Digital Image Archiving, Daily Document Indexing Services, Scanned 40 million images from microfilm and books on-site with document indexing services.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Timeliness of:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

References Checked By

Name: André Morrell

Title: Acting Senior Manager

Division/Department: Records, Taxes, and Treasury Division

Date of Verification: 10/22/2025