

GSD Purchasing Division

INFORMATION TECHNOLOGY SERVICES Document Handling and Information Services, Inc.

SPD# 73-000-00-H4024

Save Smart New Mexico Price Agreement

Effective Date: July 6, 2007
Expiration Date: May 31, 2010

These price agreements are established to consolidate the State's purchasing of IT Services around a small number of suppliers and resellers. Categories of Services, and their descriptions, authorized for Document Handling to provide include the following:

(CAT 13) DOCUMENT CONVERSION SERVICES - ECM SYSTEMS

Typical services include conversion of hardcopy records in paper or microfilm format to digital image, to include; scanning/imaging/digitizing paper or microfilm; document indexing; quality assurance; document/data conversion (hardcopy to electronic or electronic to new system/media); data/image import; FTP posting; transportation, storage and final disposition of hardcopy documents.

Information and Instructions: All agencies under the Governor's jurisdiction are required to use the designated Save Smart contract awardees on an exclusive basis for all purchases of Information Technology Services within scope of the RFP specifications. Document Handling services may also be obtained from other Save Smart Price Agreements.

CONTRACTOR CONTACT INFORMATION

Maximum pricing will be in accordance with the Pricing Agreement though vendor may offer lower pricing on a spot basis. We encourage using agencies to contact all vendors awarded for a given category and identify the best mix of price, applicable experience and value added services before selecting a vendor to order from. Please specify, in the comments section of your purchase requisition, which Authorized Vendor (by their Outlet ID) you are using for order fulfillment.

Document Handling and Information Services, Inc.
Pricing Agreement: 73-000-00-H4024
Attn: Debby Kruzic
President
5720 Osuna Road NE
Albuquerque, NM 87109

Phone: (505)888-3620
e-mail: dkruzic@dhinfo.com

Agreement Administrator:
Gerrie Becker
State Purchasing Division
1100 St. Francis Drive
Santa Fe, New Mexico 87505
Phone: (505) 476-3121
Fax: (505) 827-2484
E-mail: Gerrie.Becker@state.nm.us

Document Handling Price Agreement Terms and Conditions

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STATE OF NEW MEXICO
GENERAL SERVICES DEPARTMENT
PURCHASING DIVISION

Awarded Vendor
(0000051394)
Document Handling & Information Services
5720 Osuna Road NE
Albuquerque, NM 87109

Telephone No. (505) 888-3620

**Price Agreement
Amendment**

Price Agreement Number: 73-000-00-H4024


Price Agreement Amendment No.: Two

Term: July 6, 2007 - May 31, 2009

Ship To:
All State of New Mexico Agencies, Commissions,
Institutions, Political Sub-Divisions and Local Public
Bodies allowed by Law.

Invoice:

As requested

Procurement Specialist: Gerrie Becker 

Telephone No.: (505) 476-3121

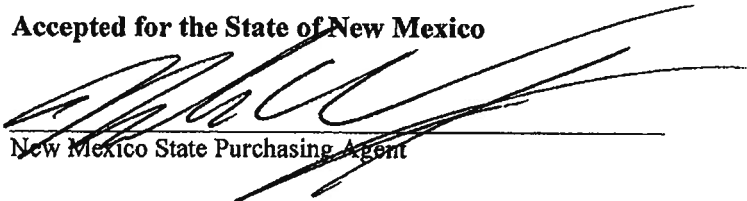
Commodity: Information Technology Services

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Contract provisions, and by mutual agreement of all parties, this Price Agreement is extended from June 1, 2009 to May 31, 2010 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico


New Mexico State Purchasing Agent

Date: 05/27/09

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472

AB


GSD Purchasing Division

INFORMATION TECHNOLOGY SERVICES Document Conversion Services, ECM Systems

BRIEF DESCRIPTION OF SERVICES (RFP Category 13)

Typical services include conversion of hardcopy records in paper or microfilm format to digital image, to include; scanning/imaging/digitizing paper or microfilm; document indexing; quality assurance; document/data conversion (hardcopy to electronic or electronic to new system/media); data/image import; FTP posting; transportation, storage and final disposition of hardcopy documents.

VENDOR	SPD NO.	EXP DATE	# of amnd
Document Handling & Information Services, Inc.	73-000-00-H4024	05/31/2010	2
ImageBase LLC	71-000-00-Z4024	05/31/2010	2
Integrity Network Systems	72-000-00-D4024	05/31/2010	2
Laguna Industries, Inc.	72-000-00-K4024	05/31/2010	2
Matrix Imaging Products	72-000-00-L4024	05/31/2010	2
Softech and Associates	72-000-00-Z4024	05/31/2010	2

INFORMATION AND INSTRUCTIONS

This price agreement(s) may not be used to purchase items of tangible personal property including any equipment, software licenses or any form of consumables or supplies. Procuring agency agreements shall not be effective until signed by the Agreement Administrator. Procuring agency agreements shall not exceed a maximum amount of \$200,000 or a term not to exceed 365 days from the date signed by the Agreement Administrator. Procuring agency agreements from executive branch state agencies shall be signed by the New Mexico Chief Information Officer prior to submission to the Agreement Administrator for execution. To initiate the process download the Model Participating Agreement, complete the agreement and sent it to the contractor.

[IT Professional Services Agreement Instructions \(.pdf\)](#)
[IT Professional Services Agreement \(.doc\)](#)

Local Public Bodies are encouraged to use this template, but are not required to do so. If it is used, legal review may be required.

Agreement Administrator:
Gerrie Becker

Gerrie.Becker@state.nm.us
Purchasing Division
Joseph M Montoya Building
1100 St. Francis Drive, Room 2016
Santa Fe, New Mexico 87505
(505) 476-3121

These are in *Adobe . PDF* format and require an Adobe Acrobat reader that is available free for various platforms, PC, MAC, Unix, etc. To download a copy click



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