



BID INVITATION No. 023-015
Opening Date: Tuesday, August 29, 2023
Time: 10:00 a.m.

City of Prattville
Attn: City Clerk
101 West Main Street
Prattville, AL 36067

AUG 18 23 4:32PM

Pursuant to Sections 41-16-50 through 41-16-63, *Code of Alabama 1975*, as amended, sealed bids will be received by the City Clerk's Office of Prattville, Alabama, until the above date and time. Bids will be opened and read aloud at the above referenced address for the following item(s):

Item	Qty	Description/Specifications OR EQUIVALENT
1	(1) or more	SCANNING CONVERSION SERVICES - JUDICIAL

Length of time the bid price will be honored: ___ days/weeks/months/years UNIT BID PRICE \$ _____

8/18/2023
DATE

Bill Gillespie
PURCHASING AGENT

For information or questions regarding this bid invitation, please contact: **Charlotte Griffith – 334.595.0451**

BID MADE OUT IN PENCIL WILL NOT BE ACCEPTED. Any deviation from the specification(s) provided shall be outlined in writing and submitted with the bid. Brand name, catalog numbers, etc., if shown, are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to offer a substitute, give a full description of the item, including descriptive literature and/or manufacturer's specifications, along with any supplemental information necessary to compare the item bid with the requirements set forth in the bid form, or your bid may be rejected. Any attachment hereto is made and becomes a part of this invitation and must be signed by the bidder. Bid errors may not be corrected after bids are opened. Prices shall not include State, Local or Federal Excise Taxes. Tax exemption certificates will be furnished upon request.

The City reserves the right to award this bid on all or none basis, or item by item basis, to waive any informality in bids, and also the right to reject any or all bids. **Bids may be awarded based on delivery date as well as cost.** I/We agree to furnish the above at the prices shown and guarantee that each item offered will meet or exceed all specifications, conditions and requirements listed for same. Terms of Payment: _____

In order to comply with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, and Act 2012-491, bidders must comply with Section 31-13-9, *Code of Alabama, 1975*, as amended.

If your company employs persons in the State of Alabama, you must provide the City of Prattville with documentation that your company is enrolled in the E-Verify program along with submission of bid. Should your company be awarded this particular bid, the award of the contract is conditioned on your company not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damage resulting therefrom.

If State Code requires bidder to have a certification/license to complete the bid requirements by either type of work or dollar amount, the bidder shall include a copy of the certification/license with the bid and include the certification/license number on the outside of the sealed bid envelope.

Each sealed bid envelope must include two (2) originals of Bid Invitation, including Bid Specifications, and show the Bid Invitation Number, Date/Time of Bid Opening, and Company's Name and Address on the **outside** of the envelope. If available, bidders are requested to include an electronic copy in Adobe PDF format. Enclose a signed and completed W-9 Request for Taxpayer Identification Number & Certification with bid response.

Sealed envelopes containing bids must be addressed as follows and mailed or hand delivered to **City of Prattville Attn: Paula G. Barlow, City Clerk 101 W. Main Street Prattville, AL 36067, Re: Scanning Conversion Services-Judicial, Bid No: 023-015.**

Bidders are cautioned that failure to submit proposal in the format specified shall be grounds to reject the proposal and remove bid from consideration.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price, or to refrain from bidding otherwise. **[Bid must be notarized.]**

Firm: _____ By: _____ Date: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Sworn to and subscribed before me this ____ day of _____, 20____

Notary Public

Notary Expires: _____

Scanning Services Project Specifications

Please price your proposal accordingly on a per image cost to include scanning, quality assurance and indexing. Price your per hour prep charge and the number of prep hours for the project.

QUALIFICATIONS

- Must be registered with the Alabama Secretary of State's office.
- Vendor must have conversion department with all work performed by its employees. (i.e.: No third-party or offshore outsourcing for scanning, quality assurance or indexing or uploading allowed)
- Conversion services to be performed in the State of Alabama.
- Vendor must have on staff professional technical services team to assist in initial scanning job setup and ongoing support after job completion.
- Vendor must have been in conversion business doing document conversion work for at least 10 years.
- Vendor must have in-house, technical support staff for Laserfiche located in Alabama and be an authorized reseller for Laserfiche.
- Vendor must provide customer the ongoing upload of scanned images and data directly into the existing Laserfiche software being used by the City.
- Vendor to have a physical representation located in Alabama.
- Vendor must pickup files from location maintaining full chain of custody. No third-party service.
- Vendor must provide file request within 4 hour timeframe or hand deliver file(s) at no charge.

CONVERSION SPECIFICATION

1. **Document Preparation**
 - a. Remove all binding materials.
 - b. Tape down any small items.
 - c. Move & tape any item covering information to a blank sheet of paper for subsequent scanning.
 - d. Straighten all documents as much as possible.
 - e. Unfold any required documents.
2. **Scanning:**
 - a. Documents are to be scanned at 300 dpi; Photographs are to be scanned at 600 dpi.
 - b. Vendor must provide scanning in greyscale, bi-tonal and color manner.
 - c. Image format will be PDF.
 - d. Border removal on non-standard size images.
 - e. Image enhancement through programmatic means (VRS or equivalent).
3. **Quality Control:**

Vendor must provide Quality Control service at page-level.
4. **Indexing:**

Case Number
5. **Deliver data and images via thumb drive.**
6. **Uploading of Metadata & Images:**

Vendor must provide regularly scheduled uploads into the Laserfiche document management system during project.
7. **Project Completion:**

Vendor to complete the total project including importing all images and metadata within 6 months of receiving purchase order.

8. Disaster Recovery

Vendor to have a disaster *recovery* process to safeguard all documents and metadata in all phases of the conversion process.

9. Project Completion

- Vendor to store records for 90 days after completion of the project.
- Vendor to return documents after the 90 days sign off.

**Any exception from the specifications/requirements provided shall be outlined in writing and submitted with the bid.*

Bid includes two (2) original bid proposals with bid number, date and time, and if applicable:

Certification/License number, on the outside of the sealed envelope	YES	
E-Verify documentation included with bid proposal	YES	N/A
W-9 Request for Taxpayer Identification Number & Certification included with bid proposal	YES	

Signature