



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 201941

TITLE: Rebinding of Historical Books

Solicitation Schedule & Deadlines:

July 31, 2019	Solicitation Release/Advertising Date
August 7, 2019 2:00PM	Deadline for Submitting Questions
August 9, 2019 4:30PM	Deadline to post Addendum
August 16, 2019 2:00PM	Deadline to Submit Response
August 16, 2019 2:30PM	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

August 14, 2019 2:00PM

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: \_\_\_\_\_

# SUBMISSION CHECKLIST

\_\_\_\_\_ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

\_\_\_\_\_ I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

**THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE**

## **USE THESE FORMS ONLY**

\_\_\_\_\_ Solicitation Cover page

\_\_\_\_\_ Contractual Terms and Conditions Acknowledgement

\_\_\_\_\_ Pricing Form completed and signed

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ I have included contact information

\_\_\_\_\_ Envelope is sealed and label attached

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized

## SPECIFIC REQUIREMENTS

1. The Vendor must be able to provide re-binding of historical books, which meets or exceeds the specifications contained in this document.
2. Re-binding of historical record books using both the mylar hinge method and trim and punch method.
3. Start of the project shall begin upon awarding and shall be completed by December 31, 2019.
4. The project of re-binding of historical books for Franklin County are to include, but not limited to the following estimated quantities and work needed:

Quantity	Description
<b>132</b>	Trim index and book pages to remove prior binding edge
(Warranty Deed Books 142 ,145 ,147, 149, 151	Add mylar hinge to trimmed index pages
153, 155, 157, 159, 161, 164, 165, 167, 171-174, 176-227	Punch holes in all mylar hinges to fit in binder
Deed of Trust Books 43, 45, 47, 49, 51, 54, 55, 57	Fit and place index and book in new white canvas binder with red leather corners
60-66, 68-111	Binder spine to have specific black labeling
Will Books 3-6)	Plastic shrink wrap each book
<b>70</b>	Trim index and book pages to remove prior binding edge
(Warranty Deed Books 140, 141, 143	Add mylar hinge to trimmed index and book pages
Deed of Trust Books A-Z (no Book I)	Punch holes in all mylar hinges to fit in binder
Deed of Trust Books 1-41	Fit and place index and book in new white canvas binder with red leather corners
Will Book 2)	Binder spine to have specific black labeling
	Plastic shrink wrap each book
<b>27</b>	Trim index and book pages to remove prior binding edge
(Warranty Deed Books 144, 146-148, 150, 152, 154	Fit and place index and book in new white canvas binder with red leather corners
156, 158, 160, 162, 163, 166, 168-170, 175	Binder spine to have specific black labeling
Deed of Trust Books 42, 44, 46, 48, 50, 52, 53, 56, 58, 59, 67)	Plastic shrink wrap each book
<b>43</b>	Remove existing old vinyl covers
(Warranty Books 228-247	Plastic shrink wrap each book
Deed of Trust Books 112-134)	

5. Index and book pages are 11.5 x 18. Completed binders will be different sizes and capacities. Vendor to measure each to accommodate all index and book pages in appropriate size binder.

6. Uniformity is preferred, white canvas binder with red leather corners and black labeling to match prior work (date range on label is reflective of recording date of first and last document per book). See diagram below for label details:

Warranty Deed book spine label to read:

DEED RECORD	(BOOK #) (XX-XX-XXXX TO XX-XX-XXX)	FRANKLIN COUNTY
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|  
Deed of Trust book spine label to read:

DEED OF TRUST	(BOOK #) (XX-XX-XXXX TO XX-XX-XXX)	FRANKLIN COUNTY
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Will book spine label to read:

WILL RECORD	(BOOK #) (XX-XX-XXXX TO XX-XX-XXX)	FRANKLIN COUNTY
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7. Vendor is not allowed to take away any integrity of the historical books.
8. The Vendor will pick up unfinished historical books and drop off finished historical books between normal business hours from 8:00am-4:30pm at the Government Center 400 E. Locust Union, Mo 63084. The project work will be performed off-site.
9. To reduce risk of loss, books to be rotated in batches of 50. Vendor will sign out all historical books before taking them off-site to complete project, and Vendor will sign in all historical books when returning them finished to Franklin County.
10. Vendor will provide a list of recent (last 24 months) Government entities that have used the Vendors' services on similar projects, with contact names and contact information for reference checks.
11. Vendor pricing to include any pick-up and delivery charges.
12. Vendor will be paid upon completion of all rebinding of historical books.
13. Franklin County reserves the right to use a different vendor if awarded vendor cannot perform services within the specific requirements requested.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

## **INSURANCE REQUIREMENTS**

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:

A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.

B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.

1. Premises – Operations
2. Products and Completed Operations
3. Broad Form Property Damage
4. Contractual
5. Personal Injury

C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:

1. Owned Automobiles
2. Hired Automobiles
3. Non-Owned Automobiles

D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."

E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".

2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

### **Employment of Unauthorized Aliens Prohibited**

- (a) Vendor agrees to comply with Missouri Revised Statute section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.
- (b) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- (c) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

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Vendor/Contractor Signature

Date

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Vendor/Contractor Name and Title





**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

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Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

# PRICING FORM

## 201941 Rebinding of Historical Books

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

<b>2019-41 Rebinding of Historical Books Pricing Sheet</b>			
Estimated Quantity	Description of Services needed	Cost of Each	Total Cost
<b>132</b>	Trim index and book pages to remove prior binding edge		
(Warranty Deed Books 142 ,145 ,147, 149, 151	Add mylar hinge to trimmed index pages		
153, 155, 157, 159, 161, 164, 165, 167, 171-174, 176-227	Punch holes in all mylar hinges to fit in binder		
Deed of Trust Books 43, 45, 47, 49, 51, 54, 55, 57	Fit and place index and book in new white canvas binder with red leather corners		
60-66, 68-111	Binder spine to have specific black labeling		
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156, 158, 160, 162, 163, 166, 168-170, 175	Binder spine to have specific black labeling		
Deed of Trust Books 42, 44, 46, 48, 50, 52, 53, 56, 58, 59, 67)	Plastic shrink wrap each book		
<b>43</b>	Remove existing old vinyl covers		
(Warranty Books 228-247	Plastic shrink wrap each book		
Deed of Trust Books 112-134)			
<b>272 TOTAL</b>			

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed name and title \_\_\_\_\_

*Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.*

**VENDOR INFORMATION**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name Title \_\_\_\_\_

Email Address \_\_\_\_\_

# ATTACHMENT 1

## SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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### SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

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SOLICITATION #2019-41      DATE: August 14, 2019 2:00PM

DESCRIPTION: Rebinding of Historical Books

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_