

February 5, 2021

From the Office of Jeff Hancock, Franklin County Clerk
315 West Main Street
Frankfort, KY 40601
(502) 875-8702

INVITATION TO SUBMIT BID PROPOSAL FOR BACK IMAGING:

Description: The Office of the Clerk of Franklin County, Kentucky is seeking competitive sealed bid proposals from qualified Proposers, hereinafter referred to as the “Contractor”, to establish a County-wide agreement for Scanning, Indexing, Imaging and Media Conversion Services (hereinafter referred to as “Services”), in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

It will be the sole responsibility of the Contractor to become familiar with the scope of the County Clerk’s requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

Contractor must quote a firm, fixed, and itemized price for all services stated in the RFP. All costs including travel shall be included in your proposal.

Proposers shall be in the business of scanning, indexing, imaging and media conversion services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the Franklin County Clerk’s Office or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Firm and those performing the work must be appropriately licensed and registered in the Commonwealth of Kentucky and the City of Frankfort, Kentucky.

Attachment A:

SCOPE OF WORK:

Document Indexing

Full Index Fields to be Indexed & Verified

- 1) Book-Page Number
 - 2) Document Number
 - 3) Date Recorded
 - 4) Document Type
 - 5) Grantor – All
 - 6) Grantee – All
 - 7) Brief Legal Description, to include: Subdivision, Lot, Block, Section, Township and Range
- Full Index Fields to be Indexed & Verified (as applicable)– Power of Attorney Records and Partnership Records:

Create digital images and create index for all recorded instruments. Upload images and index to office’s Land Records Management System

SECTION 1: Scan, Index & Upload

- 36 Deed books #260-277 & #290-307
- 33 Power of Attorney books #11-44
- 3 Partnerships books #1-3
- 22 Encumbrance books #9-30
- 1 Mechanics Lien #15
- Plat Cabinets A, B, C (All plats, documents, etc.)

Create Digital Images, upload and marry images to office’s Land Records System Index

SECTION 2: Scan, Upload & Marry Images to Index

- 12 Will books #7-18
- 25 Articles of Incorporation books #20-44
- 1 Certificate of Business (CBOUAN) book #3
- 3 Miscellaneous books #1-3
- Mechanics Lien books #16-20
- Plat Cabinets D, E & F (all plats, documents, etc.)

NOTE: WORK MUST BE COMPLETED BEFORE THE END OF CALENDAR YEAR 2021

Attachment B:

EVALUATION CRITERIA:

- Bid Proposal conforms to job specifications (up to 25 points)
- Ability to upload and marry images to office's Land Records index (up to 25 points)
- Cost including itemized price for all services stated in the RFP (up to 25 points)
- Ability to complete project before the end of calendar year 2021 (up to 25 points)