

Solicitation 03460-09

Services: Historical Records Restoration and Preservation



Collin County

Bid 03460-09

Services: Historical Records Restoration and Preservation

Bid Number 03460-09
 Bid Title Services: Historical Records Restoration and Preservation

Bid Start Date In Held
 Bid End Date Apr 30, 2009 2:00:00 PM CDT

Bid Contact Sara Hoglund CPPB
 Contract Administrator
 Purchasing Department
 972-548-4104
 shoglund@co.collin.tx.us

Contract Duration 90 days
 Contract Renewal Not Applicable
 Prices Good for 30 days
 Pre-Bid Conference Apr 14, 2009 10:00:00 AM CDT
 Attendance is optional
 Location: Pre-Proposal Conference: A pre-proposal conference is scheduled for 10:00 a.m. Tuesday, April 14, 2009 at 1800 N. Graves McKinney, TX 75071, please wait in lobby just past security. After the pre-proposal meeting we will provide a walk-through in order for vendors to get a clear understanding of the requirements.

Standard Disclaimer ***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB) and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).***

Prices bid/proposed shall only be considered if they are provided in the appropriate space(s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.

All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Item Response Form

Item 03460-09-1-01 - Deed of Trust, 18" x 14"; Volume Numbers 1 – 45
 Quantity 45 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -

Qty 45

Description

Deed of Trust, 18" x 14"; Volume Numbers 1 – 45
 Quantity: Approximately 45 books, 640 pages per book

Item 03460-09-1-02 - Deed of Trust, 18" x 14"; Volume Numbers 46 through 119

Quantity 74 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 74

Description

Deed of Trust, 18" x 14"; Volume Numbers 46 through 119
 Quantity: Approximately 74 books; 640 pages per book

Item 03460-09-1-03 - Index to Deeds, 18" x 14"; Volume Numbers 1 through 17

Quantity 17 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 17

Description

Index to Deeds, 18" x 14"; Volume Numbers 1 through 17
 Quantity: Approximately 17 Books; 645 Pages Per Book

Item 03460-09-1-04 - Index to Deeds, 18" X 14"; Volume Numbers 18 & 19

Quantity 2 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 2

Description

Index to Deeds, 18" X 14"; Volume Numbers 18 & 19
 Approximately 2 Books; 640 Pages Per Book

Item 03460-09-1-05 - Deed Records, 18" X 14"; Volume Numbers A through Z & 1 through 186

Quantity 212 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 212

Description
 Deed Records, 18" X 14"; Volume Numbers A through Z & 1 through 186
 Quantity: Approximately 212 Books; 645 Pages Per Book

Item 03460-09-1-06 - Deed Records, 18" x 14"; Volume Numbers 187 through 1400
 Quantity 1214 each
 Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 1214

Description
 Deed Records, 18" x 14"; Volume Numbers 187 through 1400
 Quantity: Approximately 1,214 Books; 640 Pages Per Book

Item 03460-09-1-07 - Index to Marriage Records & Marriage Records 18" X 12";
 Quantity 32 each
 Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 32

Description
 Index to Marriage Records & Marriage Records 18" X 12";
 Volume Numbers A thru Z & 1 thru 28
 Quantity: Approximately 32 Books; 645 Pages Per Book

Item 03460-09-1-08 - Index to Soldiers and Sailors Discharge 18" X 12"; Volume Number
 1
 Quantity 1 each
 Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 1

Description
 Index to Soldiers and Sailors Discharge 18" X 12"; Volume Number 1
 Quantity: Approximately 1 Books; 600 Pages Per Book

Item 03460-09-1-09 - Soldier and Sailors Discharge Records, 18" x 12"; Volumes 1 through 24
 Quantity 24 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 24

Description

Soldier and Sailors Discharge Records, 18" x 12"; Volumes 1 through 24
 Quantity: Approximately 24 Books; 600 Pages Per Book

Item 03460-09-1-10 - Miscellaneous Records:
 Quantity 5 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 5

Description

Miscellaneous Records: School District Records (Vol. # 1928-1968), Record of Marks and Brand (Vol. #3), Account Receivable (Vol. #2), Optometry Register (Vol. #1), Minutes Account Allowed, Water Permit (Vol. #1)
 Quantity: Approximately 5 Books; 620 Pages Per Book

Item 03460-09-1-11 - Probate Minutes, 18" X 12"; Volume Numbers A through Z &
 Quantity 41 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 41

Description

Probate Minutes, 18" X 12"; Volume Numbers A through Z &
 Volume Numbers 1 through 12
 Quantity: Approximately 41 Books; 600 Pages Per Book

Item 03460-09-1-12 - Probate Minutes, 18" X 12"; Volume Numbers 13 through 119
 Quantity 107 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location

See P.O. TX -
Qty 107

Description

Probate Minutes, 18" X 12"; Volume Numbers 13 through 119
Quantity: Approximately 107 Books; 610 Pages Per Book

Item 03460-09-1-13 - Probate Claim Docket, 16" X 11"; Volume Numbers 1 through 13

Quantity 13 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
See P.O. for Delivery Location
See P.O. TX -
Qty 13

Description

Probate Claim Docket, 16" X 11"; Volume Numbers 1 through 13
Quantity: Approximately 13 Books; 620 Pages Per Book

Item 03460-09-1-14 - Index to Probate Minutes, 18" X 14"; Volume Numers A-Z, 1, 2, 3 A-K, 3 L-Z,

Quantity 6 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
See P.O. for Delivery Location
See P.O. TX -
Qty 6

Description

Index to Probate Minutes, 18" X 14"; Volume Numers A-Z, 1, 2, 3 A-K, 3 L-Z,
and Misc.
Quantity: Approximately 6 Books; 600 Pages Per Book

Item 03460-09-1-15 - Index to Probate Minutes, 18"x14"; Volume Numbers 4 thru 12

Quantity 9 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
See P.O. for Delivery Location
See P.O. TX -
Qty 9

Description

Index to Probate Minutes, 18"x14"; Volume Numbers 4 thru 12
Quantity: Approxiamately 9 books; 600 Pages per Book

Item 03460-09-1-16 - Lunacy Records, 16" X 11"; Volume Numbers 1 through 3

Quantity 3 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 3

Description
 Lunacy Records, 16" X 11"; Volume Numbers 1 through 3
 Quantity: Approximately 3 Books; 400 Pages Per Book

Item 03460-09-1-17 - Death Records, 16" X 12"; Volume Numbers 1, 1A, 2, 3, & 4
 Quantity 5 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 5

Description
 Death Records, 16" X 12"; Volume Numbers 1, 1A, 2, 3, & 4
 Quantity: Approximately 5 Books; 590 Pages Per Book

Item 03460-09-1-18 - Birth Records, 16" X 11"; Volume Numbers 1 thru 16
 Quantity 16 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 16

Description
 Birth Records, 16" X 11"; Volume Numbers 1 thru 16
 Quantity: Approximately 16 Books; 600 Pages Per Book

Item 03460-09-1-19 - Index to Birth Records, 18" X 11";
 Quantity 7 each
 Unit Price
 Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 7

Description
 Index to Birth Records, 18" X 11";
 Volume Numbers 1A-K, 1L-Z, 2A-L, 2M-Z, 3A-L, 3M-Z & Volume Number 2
 Quantity: Approximately 7 Books; 600 Pages Per Book

Item 03460-09-1-20 - Civil Minutes: 18" X 14"; Volume Numbers B, C, D, E, F, G, H, I, Index 1, Index

Quantity 10 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 10

Description
 Civil Minutes: 18" X 14"; Volume Numbers B, C, D, E, F, G, H, I, Index 1, Index 2
 Quantity: Approximately 10 Books; 600 Pages Per Book

Item 03460-09-1-21 - Plat Records, 20" x 25"; Volume Numbers 1, 1, 2, 3

Quantity 4 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 4

Description
 Plat Records, 20" x 25"; Volume Numbers 1, 1, 2, 3
 Quantity: Approximately 4 Books; 150 Pages Per Book

Item 03460-09-1-22 - Deed Record 15" X 9"; Volume Number B

Quantity 1 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 1

Description
 Deed Record 15" X 9"; Volume Number B
 Quantity: Approximately 1 Book; 300 Pages Per Book

Item 03460-09-1-23 - Miscellaneous Records:

Quantity 76 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location

See P.O. TX -
Qty 76

Description

Miscellaneous Records:

Quantity: Approximately 76 Books; 500 Pages Per Book

Item 03460-09-1-24 - Miscellaneous Records

Quantity 1 each

Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 1

Description

5.11.10 Miscellaneous Records: Miscellaneous Records: (Vol. #'s 1, 2 & 3), Record of Bonds Index, Record of Bond (Vol. #1), Superintendent's Minutes, Marks and Brand (Vol. # 1869-1870), Official Bond (Vol. #'s 5, 6, 7), Index to Attachment Lien Record (Vol. # 1), Attachment Lien (Vol. # 1, 2), Register of Physicians (Vol. # A), Register of Allowance, Abstract School Land, Embalmers Optometry's and Dentist (Vol. #1), Record of Registered Nurses (Vol. #1&2), Juvenile Records (Vol. #'s 2, 2, 3), Bill of Sales (Vol. #'s 1, 2, 3), Jury Time Book (Vol. # V-6), County Attorney Fee Book, Special Auditor's Report, Hospital Lien Record (Vol. #'s 1 & 2), Record of Roads (Vol. #1907-1925), Jury Docket (Vol. #'s B, C, C, C), Record of County Convicts (Vol. #3), Marriage Licenses (Vol. #'s 1001 to 4999 [16 Volumes]), Index to Chattel Mortgages (Vol. #'s 2, 3, 4, 5, 6, T, 2, 6)

Item 03460-09-1-25 - Optional Items/Services

Quantity 1 each

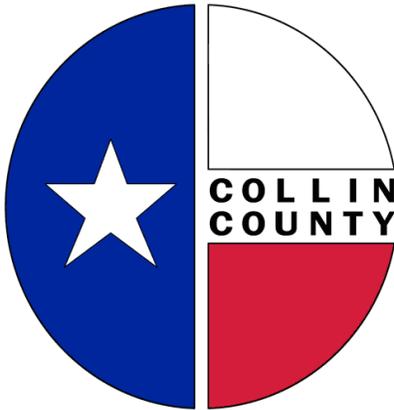
Unit Price

Delivery Location Collin County
Collin County- See P.O.
 See P.O. for Delivery Location
 See P.O. TX -
 Qty 1

Description

Optional Items/Services

Please upload information on any optional items and services.



COLLIN COUNTY, TEXAS

REQUEST FOR PROPOSAL

**SUBMIT HARDCOPY
PROPOSALS TO:**

**Office of the Purchasing Agent
Collin County Administration Building
2300 Bloomdale, Suite 3160
McKinney, Texas 75071**

****NOTE:**

**All correspondence must include suite
number to assist in proper delivery.****

SUBMIT NO LATER THAN:

2:00 P.M., Thursday, April 30, 2009

MARK ENVELOPE:

RFP NO. 03460-09

**SERVICES: HISTORICAL RECORDS
RESTORATION AND PRESERVATION**

***ALL PROPOSALS MUST BE RECEIVED IN THE OFFICE OF THE PURCHASING AGENT
BEFORE RECEIVING DATE AND TIME***

Public receipt of proposals is scheduled to be held in the Office of the Purchasing Agent, Administration Building, 2300 Bloomdale, Suite 3160 McKinney, Texas 75071.

If offeror does not wish to submit an offer at this time, please submit a "NO OFFER" by the same time and at the same location as stated above and state the reasons for such.

Awards should be made not more than ninety (90) days after receiving date.

Collin County is always conscious and extremely appreciative of your time and effort in the preparing of this offer. Requests for information should be directed to:

Sara Hoglund, CPPB
Contract Administrator, Purchasing Dept.
Collin County Administration Building
2300 Bloomdale, Suite 3160
McKinney, Texas 75071
Telephone: 972/548-4104 or;
Dallas Metro 972/424-1460 ext. 4104
Facsimile: 972/548-4694

COLLIN COUNTY, TEXAS TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, RFI's, may be submitted in electronic format via **BidSync**.

- 1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, and/or RFI.
- 1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.
- 1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.
- 1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.
- 1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.
- 1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at www.bidsync.com, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.
- 1.14 All materials and services shall be subject to Collin County approval.
- 1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.
- 1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.
- 1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.
- 1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception (s)/substitution(s) deemed to be in the best interest of the County.
- 1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

- 1.19.1 have adequate financial resources, or the ability to obtain such resources as required;
- 1.19.2 be able to comply with the required or proposed delivery/completion schedule;
- 1.19.3 have a satisfactory record of performance;
- 1.19.4 have a satisfactory record of integrity and ethics;
- 1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/ Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an RFI/IFB/RFQ/RFP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

- 2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.
- 2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.
- 2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.
- 2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, Quotation is for the execution of a public work, the following shall apply:
- 2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
- 2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
- 2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
- 2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.
- 2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

- 2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
- 2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
- 2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
- 2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, Sixth Floor, Collin County Courthouse, 200 South McDonald Street, Suite 300, McKinney, Texas 75069. All invoices shall show:
- 2.17.1 Collin County Purchase Order Number;
 - 2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
 - 2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
- 2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.19 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will

be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$500,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$500,000 per occurrence. Coverage must be written on an occurrence form.

3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the TWCC at (512)440-3789).

3.1.2.1 Definitions: Certificate of coverage ("certificate"); A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, OR TWCC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner/operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

3.1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

3.1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

3.1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

3.1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

3.1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

3.1.2.5.2 no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

3.1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

3.1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

3.1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

3.1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

3.1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

3.1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

3.1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

3.1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

3.1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

3.1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

3.1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 3.1.2.1 through 3.1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

3.1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

3.1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten days after receipt of notice of breach from the governmental entity.

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 EVALUATION CRITERIA AND FACTORS

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government.

4.1.1 Level 1 - Procurement Requirements Assessment

Criteria assessed during Level 1:

- r Conformance with RFP guidelines and submittal requirements.

The following documents shall be submitted as part of the proposal.

- Response to Section 6.0
- Company Profile and Signature Form

Failure to provide these documents shall deem vendor as non-responsive.

4.1.2 Level 2 – Detailed Proposal Assessment

The County's Selection Team will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

Past experience performing similar tasks	30%
Cost	20%
References	15%
Financial Stability	15%
Security and Accessibility	10%
Transportation/Implementation Plan	10%

The County may elect to ask for Best and Final Offerors, which will consist of but not necessarily limited to: interviews, Best and Final Offerors (BAFO's) and contract compliance.

During this step, firms may have the opportunity to offer and the County may accept revisions to their originally submitted proposal. While the BAFO will, to a degree, be tailored to individual firms, care will be taken to ensure that all firms remain on the same competitive level and are proposing, substantially and materially, the same conditions and requirements.

5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES

- 5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for Services: Historical Records Restoration and Preservation.
- 5.2 Intent of Proposal: The intent of Collin County is to solicit proposals from qualified vendors for a term contract for Services: Historical Records Restoration and Preservation.
- 5.3 Pre-Proposal Conference: A pre-proposal conference is scheduled for 10:00 a.m. Tuesday, April 14, 2009 at 1800 N. Graves McKinney, TX 75071, please wait in lobby just past security. After the pre-proposal meeting we will provide a walk-through in order for vendors to get a clear understanding of the requirements. Vendors will also have the opportunity to view the records by making an appointment with Paul (Tinker) Rosales at 972-548-6438 or email prosales@co.collin.tx.us for afternoon of April 14th or anytime on April 15 -16, 2009.
- 5.4 Contract Term: The term of the contract shall begin upon award and continue until project is completed.
- 5.5 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.6 Bond: Vendor and all those employed by the vendor shall be insured and bonded. Vendor shall include a copy of the bond with the submitted proposal.
- 5.7 County Clerk's Archive Locations: Records referenced in this RFP are stored at three County locations, Collin County Clerk's Office and the Collin County Courts Facility. The addresses are:
- | | |
|---|--|
| Collin County Courts Facility
1800 North Graves
McKinney, Texas 75069 | Collin County Clerk's Office
2300 Bloomdale, Suite 2104
McKinney, TX 75071 |
|---|--|
- 5.8 Record Management: Record management is an important aspect of this project and specific requirements are:
- 5.8.1 Vendor shall pick up and return documents, books and/ or records from the Collin County Clerk's Archives locations on a Collin County approved schedule until project completion.
- 5.8.2 All documents/books (records) shall remain exclusively in the care, custody and control of the vendor until returned to the designated archive location.
- 5.8.3 Records must be stored in a secure, climate controlled environment with restricted access while in the possession of vendor.
- 5.8.4 Record access should be given only to those persons employed by the vendor and assigned to this restoration project.
- 5.8.5 All records are used daily by the public and the ability to access these records by the public must be maintained during the restoration project. Vendor shall make records available to the County Clerk upon request within 24 hours of notice at vendor's expense during the restoration

project.

- 5.9 Workmanship: All materials and workmanship shall be guaranteed in accordance with industry standards, and shall be satisfactory to the County Clerk. The County Clerk reserves the right to inspect vendor's materials and workmanship (before and during contract period) to insure vendor is in compliance with above requirements. Failure to comply with requirements will constitute default and may result in cancellation of the contract.
- 5.10 Billing: The vendor will invoice Collin County on a monthly basis. Invoices will be submitted to the Auditor's Office. The submittal address for all invoices is Collin County Auditor's Office, 2300 Bloomdale, Suite 3100, McKinney, Texas, 75071.
- 5.11 Books to be Restored: All volumes, books, records or documents shall be managed by bonded and insured staff members who have documented experience and training in restoration and preservation of historical documents. Each set of documents, books or records shall be restored and preserved by employing the following:
- 5.11.1 Deed of Trust, 18" x 14"; Volume Numbers 1 – 45
Quantity: Approximately 45 books, 640 pages per book
 - 5.11.2 Deed of Trust, 18" x 14"; Volume Numbers 46 through 119
Quantity: Approximately 74 books; 640 pages per book
 - 5.11.3 Index to Deeds, 18" x 14"; Volume Numbers 1 through 17
Quantity: Approximately 17 Books; 645 Pages Per Book
 - 5.11.4 Index to Deeds, 18" X 14"; Volume Numbers 18 & 19
Approximately 2 Books; 640 Pages Per Book
 - 5.11.5 Deed Records, 18" X 14"; Volume Numbers A through Z & 1 through 186
Quantity: Approximately 212 Books; 645 Pages Per Book
 - 5.11.6 Deed Records, 18" x 14"; Volume Numbers 187 through 1400
Quantity: Approximately 1,214 Books; 640 Pages Per Book
 - 5.11.7 Index to Marriage Records & Marriage Records 18" X 12";
Volume Numbers A thru Z & 1 thru 28
Quantity: Approximately 32 Books; 645 Pages Per Book
 - 5.11.8 Index to Soldiers and Sailors Discharge 18" X 12"; Volume Number 1
Quantity: Approximately 1 Books; 600 Pages Per Book
 - 5.11.9 Soldier and Sailors Discharge Records, 18" x 12"; Volumes 1 through 24
Quantity: Approximately 24 Books; 600 Pages Per Book
 - 5.11.10 Miscellaneous Records: School District Records (Vol. # 1928-1968), Record of Marks and Brand (Vol. #3), Account Receivable (Vol. #2), Optometry Register (Vol. #1), Minutes Account Allowed, Water Permit (Vol. #1)
Quantity: Approximately 5 Books; 620 Pages Per Book

- 5.11.11 Probate Minutes, 18" X 12"; Volume Numbers A through Z & Volume Numbers 1 through 12
Quantity: Approximately 41 Books; 600 Pages Per Book
- 5.11.12 Probate Minutes, 18" X 12"; Volume Numbers 13 through 119
Quantity: Approximately 107 Books; 610 Pages Per Book
- 5.11.13 Probate Claim Docket, 16" X 11"; Volume Numbers 1 through 13
Quantity: Approximately 13 Books; 620 Pages Per Book
- 5.11.14 Index to Probate Minutes, 18" X 14"; Volume Numers A-Z, 1, 2, 3 A-K, 3 L-Z, and Misc.
Quantity: Approximately 6 Books; 600 Pages Per Book
- 5.11.15 Index to Probate Minutes, 18"x14"; Volume Numbers 4 thru 12
Quantity: Approxiamately 9 books; 600 Pages per Book
- 5.11.16 Lunacy Records, 16" X 11"; Volume Numbers 1 through 3
Quantity: Approximately 3 Books; 400 Pages Per Book
- 5.11.17 Death Records, 16" X 12"; Volume Numbers 1, 1A, 2, 3, & 4
Quantity: Approximately 5 Books; 590 Pages Per Book
- 5.11.18 Birth Records, 16" X 11"; Volume Numbers 1 thru 16
Quantity: Approximately 16 Books; 600 Pages Per Book
- 5.11.19 Index to Birth Records, 18" X 11";
Volume Numbers 1A-K, 1L-Z, 2A-L, 2M-Z, 3A-L, 3M-Z & Volume Number 2
Quantity: Approximately 7 Books; 600 Pages Per Book
- 5.11.20 Civil Minutes: 18" X 14"; Volume Numbers B, C, D, E, F, G, H, I, Index 1, Index 2
Quantity: Approximately 10 Books; 600 Pages Per Book
- 5.11.21 Plat Records, 20" x 25"; Volume Numbers 1, 1, 2, 3
Quantity: Approximately 4 Books; 150 Pages Per Book
- 5.11.22 Deed Record 15" X 9"; Volume Number B
Quantity: Approximately 1 Book; 300 Pages Per Book
- 5.11.23 Miscellaneous Records:
Quantity: Approximately 76 Books; 500 Pages Per Book
- 5.11.24 Miscellaneous Records: Miscellaneous Records: (Vol. #'s 1, 2 & 3), Record of Bonds Index, Record of Bond (Vol. #1), Superintendent's Minutes, Marks and Brand (Vol. # 1869-1870), Official Bond (Vol. #'s 5, 6, 7), Index to Attachment Lien Record (Vol. # 1), Attachment Lien (Vol. # 1, 2), Register of Physicians (Vol. # A), Register of Allowance, Abstract School Land, Embalmers Optometry's and Dentist (Vol. #1), Record of Registered Nurses (Vol. #1&2), Juvenile Records (Vol. #'s 2, 2, 3), Bill of Sales (Vol. #'s 1, 2, 3), Jury Time Book (Vol. # V-6), County Attorney Fee Book, Special Auditor's Report, Hospital Lien Record (Vol. #'s 1 & 2), Record of Roads (Vol.

#1907-1925), Jury Docket (Vol. #'s B, C, C, C), Record of County Convicts (Vol. #3), Marriage Licenses (Vol. #'s 1001 to 4999 [16 Volumes]), Index to Chattel Mortgages (Vol. #'s 2, 3, 4, 5, 6, T, 2, 6)

5.12 Scope of Services: All volumes, books, records or documents shall be managed by bonded and insured staff members who have documented experience and training in restoration and preservation of historical documents. Each set of documents, books or records shall be restored and preserved by employing the following:

5.12.1.1 Completely unbind volumes by safely reversing the current binding, and remove all old adhesive and all old threads. Vendor shall not cut the original documents in any way.

5.12.1.2 Surface clean all documents as needed. Superficial grime, dirt and soot are to be removed from paper. Pressure sensitive tapes, adhesives and old repairs are to be removed. Accretions, including insect deposits and mold growth are to be removed. Staples and paper clips shall be removed and discarded. Sheets shall be mended with acid-free products as recommended by the Library of Congress.

5.12.1.3 Sheets shall be humidified first, and then air-dried under acid free blotter to straighten folds and bends without damaging paper fibers in the process. Paper shall have no memory of the previous folded position. Humidification must be carefully monitored so not to cause inks to bleed or result in mold or fungus growth.

5.12.1.4 All sheets shall be deacidified. Vendor must use non-aqueous method of deacidification as recommended by the Library of Congress. After deacidification, vendor shall randomly test documents to insure a pH of 8.5 with a deviation of no more than $\pm .5$. The deacidification process shall be continuously monitored by NARS.

5.12.1.5 All sheets shall be individually encapsulated in an archival polyester pocket. Vendor must use archival quality polyester as approved by the Library of Congress. Polyester shall be 1.5 mills thick with lay flat design. Polyester shall be welded closed on all sides to prevent invasion of atmospheric pollutants. Pocket dimensions shall match the "book block" dimensions, with a 1-1/4" binding margin add on.

5.12.1.6 Volumes shall be rebound in Archival Quality County binders include stainless steel mechanism, LIFETIME WARRANTY AGAINST RUST, FIVE YEAR WARRANTY AGAINST MANUFACTURER'S DEFECT, (all warranties shall be in writing), genuine leather spine and imitation leather cover boards. Due to the added archival polyester pockets, each volume shall be divided into two or more volumes and imprint shall include pages within. Each Spine shall have four single hubs and shall be stamped in gold permanent foil and guaranteed not to fade or wear-off.

5.12.1.7 Cover boards to be 1/4" thick acid free-buffered Avery binder boards, as specified in Federal Specifications #PPP-B-411.

5.12.1.8 All adhesives shall be acid free non-animal residue and reversible. Adhesives must be based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomer, with a vinyl acetate monomer content of no more than 1 percent, and a minimum pH of 6.0.

5.12.1.9 All imprints shall be stamped in permanent ink and/or foil and guaranteed not to fade or wear-off.

5.12.1.10 Finished book shall be wrapped in custom sized clear protective jacket. Jacket is to slide over cover at ends and shall not be permanently attached to book in any way.

5.12.1.11 all sheets shall be digitally scanned at 300 DPI or greater or greater, grayscale (256 gray-levels) and saved as single page group 4 TIFF files on Kodak Preservation DVD Model 51125. Vendor shall save files in a directory which is the volumes name and file name shall be the page number. Vendor shall provide scanning services within guidelines set forth by the Library of Congress, "Preservation Quality Images".

5.13 Background Checks: After a contract award vendor shall provide County Clerk a list of employees who will be working on this project and provide documentation that those employees have passed a background check.

5.14. Optional Items:

5.14.1 In addition to proposing services stated above, the County is open to options/alternative items that might be in the County's best interest.

5.14.1.1 Option of re-using existing binders

5.14.1.2 Other optional items vendor to propose

6.0 PROPOSAL FORMAT

6.1 The proposal shall be divided into tabbed, marked sections and shall include but not limited to information for each of the following:

6.1.1 EXECUTIVE SUMMARY LETTER

6.1.1.1 Statement on expertise specifically related to providing restoration and preservation of manuscript and typescript historical records

6.1.2 FIRM OVERVIEW

Offer or is requested to define the overall structure of the Firm to include the following

6.1.1.1 A descriptive background of your company's history.

6.1.1.2 State your principal business location and any other service locations.

6.1.1.3 What is your primary line of business?

6.1.1.4 How long have you been selling product(s) and/or providing service(s)?

6.1.1.5 State how many and the locations where your product/services are in use.

6.1.3 PROPOSED PROJECT TEAM, STAFF QUALIFICATIONS, EXPERIENCE

6.1.3.1 Provide qualifications as well as experience information on Offertory's key personnel that will be assigned to this project.

6.1.4 PAST PROJECTS

6.1.4.1 Discuss past projects including size and scope

6.1.5 IMPLEMENTATION PLAN – Provide implementation plan and transport plan for

documents. The County does not want vendor taking all the records off-site at one time.

6.1.6 SECURITY AND ACCESSIBILITY OF RECORDS – Discuss the security of the records while in possession of vendor and procedures for the County to obtain copies of records while in vendor possession.

6.1.7 REFERENCES

6.1.7.1 Offer or is requested to include at least five (5) references with names, addresses and telephone numbers. The offer or is requested to include references of at least two (2) similar projects as listed in Section “5.0” above and one (1) from a financial institution with whom the firm has done business.

6.1.8 TIME SCHEDULE

6.1.8.1 Provide a schedule on each phase of the proposed project beginning with program development and ending with the date of operation. The schedule must include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task).

6.1.9 SUPPORTING MATERIALS

6.1.9.1 Offer or is requested to submit with their proposal, copies of descriptive literature sufficient in detail to enable an intelligent comparison of the specifications of the service proposed with that of the requirements stated herein.

6.1.10 FINANCIAL STATEMENTS

6.1.10.1 Offeror shall submit recent financial statements with their proposal. Audited financial statements are not mandatory. Unedited financial statements will be accepted. If offertory’s firm does, however, have audited statements; please include a copy with your proposal.

6.1.11 OTHER PROJECTS INVOLVED WITH

6.1.11.1 Offer or is requested to provide a list of other projects that you are currently involved with or will be involved with.

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

Sole Proprietorship	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
General Partnership	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Limited Partnership	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Corporation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other <input type="text"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror’s failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED “BIDDER/OFFEROR” IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor or other person doing business with local governmental entity

<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px; position: relative;"> <div style="position: absolute; right: -20px; top: 50%; transform: translateY(-50%); border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; width: 10px; height: 100%; text-align: center;"> ▲ ▼ </div> </div>	
<p>4 Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 5px; position: relative;"> <div style="position: absolute; right: -20px; top: 50%; transform: translateY(-50%); border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; width: 10px; height: 100%; text-align: center;"> ▲ ▼ </div> </div>	

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

**5 Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

COLLIN COUNTY, TEXAS STATEMENT OF NO BID

Collin County is very conscious and extremely appreciative of the time and effort you expend in preparing and submitting solicitations to the County. If you do not intend to bid on this requirement, please complete this form electronically via BidSync or forward to: Michalyn Rains, Contracts Manager, Collin County, 200 S. McDonald St., Suite 230, McKinney, Texas 75069, fax 972-548-4694 or email mrains@co.collin.tx.us.

We, the undersigned, have declined to bid on your IFB/RFP/RFI/RFQ# xxx for the following reason(s):

- Specifications too "tight", i.e. geared toward one brand or manufacturer only. (Please explain reason below)
- Specifications unclear. (Please explain below)
- _Insufficient time to respond to solicitation.
- We do not offer this product/s or equivalent. (If you wish to remain on the bidders list for other commodities and/or services, please go to www.bidsync.com to review your previous selections and make the required changes.)
- Our product schedule would not permit us to perform.
- _Unable to meet specifications.
- Job too large.
- Job too small.
- Cannot provide required bonding.
- _Cannot provide required insurance.
- _Bidding through dealer.
- Do not wish to do business with Collin County. (Please explain below)
- Other (Please specify below)

REMARKS:

-

Company Name:

Address:

City: State: Zip:

Contact Name: Title:
Business Telephone Number: Fax:
Email Address:
Company's Internet Web Page URL:

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	€	Yes	€	No
Plan Room?	€	Yes	€	No
Collin County Web-Site?	€	Yes	€	No
Facsimile or email from BidSync?	€	Yes	€	No
Other <input type="text"/>				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	€	Yes	€	No
Downloaded from Company Computer?	€	Yes	€	No
Requested a Copy from Collin County?	€	Yes	€	No
Other <input type="text"/>				

Thank You,

Collin County Purchasing Department

Question and Answers for Bid #03460-09 - Services: Historical Records Restoration and Preservation

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.