

## Solicitation 04216-12

### Services: Historical Records Restoration and Preservation



Collin County

## Bid 04216-12

### Services: Historical Records Restoration and Preservation

Bid Number                   04216-12  
 Bid Title                     Services: Historical Records Restoration and Preservation

Bid Start Date               In Held  
 Bid End Date                 Jul 26, 2012 2:00:00 PM CDT  
 Question & Answer  
 End Date                     Jul 23, 2012 5:00:00 PM CDT

Bid Contact                 Jennifer Turner  
                                   Contract Administrator  
                                   Purchasing  
                                   972-548-4124  
                                   jturner@co.collin.tx.us

Contract Duration         One Time Purchase  
 Contract Renewal         Not Applicable  
 Prices Good for            90 days  
 Pre-Bid Conference        Jul 19, 2012 2:00:00 PM CDT  
                                   Attendance is optional  
                                   Location: A Pre-Proposal conference is scheduled for 2:00 p.m. July 19, 2012 at Collin County Courthouse 2100 Bloomdale, McKinney, Texas 75071. We will meet at the Collin County Logo in the main hallway between the escalators. After the pre-prosal 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), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).\*\*\*  
                                   Mailing Address:  
                                   Collin County Purchasing  
                                   2300 Bloomdale Rd., Ste 3160  
                                   McKinney, TX 75071  
                                   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                            04216-12--01-01 - Civil District Court Minutes  
 Quantity                    1 each  
 Unit Price                     
 Delivery Location         Collin County  
                                   District Clerk

2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1905-1907, 17 6/16" x 11"; Volume Q; Average Sheets 320

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Item **04216-12--01-02 - Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1909-1911, 17 3/4" x 11 1/4"; Volume R; Average Sheets 320

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Item **04216-12--01-03 - Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1909-1911, 17 10/16" x 11 1/4"; Volume S; Average Sheets 320

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Item **04216-12--01-04 - Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1911-1913, 17 11/16" x 11 1/2"; Volume T; Average Sheets 321

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Item **04216-12--01-05 - Order Book**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Year 1856-1861, 17 1/4" x 11 1/4"; Average Sheets 310

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Item **04216-12--01-06 - Probate Docket District Court**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Probate Docket District Court - Year 1859-1885, 15 1/2" x 10 1/2"; Average Sheets 108

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Item **04216-12--01-07 - Naturalization Record**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Naturalization Record - Year 1893-1905, 15 3/4" x 10 1/4"; Volume 1 Average Sheets 259

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Item **04216-12--01-08 - Index to Judgement Records**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Index to Judgement Records - Year 1800's, 17 1/2" x 11 1/4"; Volume 1; Average Sheets 24

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Item **04216-12--01-09 - Index to Judgement Records**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Index to Judgement Records - Year 1800's, 15 1/2" x 10 1/4"; Volume 2; Average Sheets 26

Item **04216-12--01-10 - Civil Index**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil Index - Year 1800's, 13 3/4" x 8 1/4"; Volume 1; Average Sheets 155

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Item **04216-12--01-11 - Index to Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Index to Civil District Court Minutes -Year 1874-1919, 17 3/4" x 11 1/2"; Volume 2; Average Sheets 288

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Item **04216-12--01-12 - Final Record**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Final Record - Year 1866-1873, 15" x 9 3/4"; Average Sheets 404

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Item **04216-12--01-13 - Civil Index Direct Reverse**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil Index Direct Reverse - Year 1846-1894, 17 1/2" x 11 1/2"; Average Sheets 294

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Item **04216-12--01-14 - Index to Criminal Cases**  
 Quantity **1 each**  
 Unit Price

Delivery Location      **Collin County**  
                                  District Clerk  
                                  2100 Bloomdale  
                                  Suite 10353  
                                  McKinney TX 75071  
                                  Qty 1

**Description**

Index to Criminal Cases - Year 1846-1894, 17 3/4" x 11 1/4"; Volume 1; Average Sheets 185

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Item                            **04216-12--01-15 - Index to Criminal Cases**

Quantity                    **1 each**

Unit Price                  

Delivery Location      **Collin County**  
                                  District Clerk  
                                  2100 Bloomdale  
                                  Suite 10353  
                                  McKinney TX 75071  
                                  Qty 1

**Description**

Index to Criminal Cases - Year 1860-1900, 13 3/4" x 8 1/4"; Volume 1; Average Sheets 160

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Item                            **04216-12--01-16 - Index to Criminal Minutes**

Quantity                    **1 each**

Unit Price                  

Delivery Location      **Collin County**  
                                  District Clerk  
                                  2100 Bloomdale  
                                  Suite 10353  
                                  McKinney TX 75071  
                                  Qty 1

**Description**

Index to Criminal Minutes - Year 1889-1906, 17 10/16" x 11 6/16"; Volume 2; Average Sheets 160

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Item                            **04216-12--01-17 - Civil District Court Minutes**

Quantity                    **1 each**

Unit Price                  

Delivery Location      **Collin County**  
                                  District Clerk  
                                  2100 Bloomdale  
                                  Suite 10353  
                                  McKinney TX 75071  
                                  Qty 1

**Description**

Civil District Court Minutes - Year 1913-1915, 17 11/16" x 11 1/2" Volume U; Average Sheets 636

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Item                            **04216-12--01-18 - Civil District Court Minutes**

Quantity                    **1 each**

Unit Price                  

Delivery Location      **Collin County**  
                                  District Clerk  
                                  2100 Bloomdale  
                                  Suite 10353

McKinney TX 75071

Qty 1

**Description**

Civil District Court Minutes - Year 1915-1919, 17 11/16" x 11 1/2" Volume V; Average Sheets 662

Item **04216-12--01-19 - Civil District Court Minutes**Quantity **1 each**Unit Price Delivery Location **Collin County**District Clerk

2100 Bloomdale

Suite 10353

McKinney TX 75071

Qty 1

**Description**

Civil District Court Minutes - Year 1919-1922, 17 11/16" x 11 1/2" Volume W; Average Sheets 644

Item **04216-12--01-20 - Civil District Court Minutes**Quantity **1 each**Unit Price Delivery Location **Collin County**District Clerk

2100 Bloomdale

Suite 10353

McKinney TX 75071

Qty 1

**Description**

Civil District Court Minutes - Year 1922-1925, 17 11/16" x 11 1/2" Volume X; Average Sheets 632

Item **04216-12--01-21 - Civil District Court Minutes**Quantity **1 each**Unit Price Delivery Location **Collin County**District Clerk

2100 Bloomdale

Suite 10353

McKinney TX 75071

Qty 1

**Description**

Civil District Court Minutes - Year 1925-1928, 17 11/16" x 11 1/2" Volume Y; Average Sheets 640

Item **04216-12--01-22 - Civil District Court Minutes**Quantity **1 each**Unit Price Delivery Location **Collin County**District Clerk

2100 Bloomdale

Suite 10353

McKinney TX 75071

Qty 1

**Description**

Civil District Court Minutes - Year 1928-1931, 17 11/16" x 11 1/2" Volume Z; Average Sheets 638

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Item **04216-12--01-23 - Civil District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1931-1935, 18 1/2" x 13"; Volume A-1; Average Sheets 636

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Item **04216-12--01-24 - Civil District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1935-1937, 18 1/2" x 13" Volume B-1; Average Sheets 640

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Item **04216-12--01-25 - Civil District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1937-1940, 18 1/2" x 13" Volume C-1; Average Sheets 638

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Item **04216-12--01-26 - Civil District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1940-1943, 18 1/2" x 13" Volume D-1; Average Sheets 635

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Item **04216-12--01-27 - Civil District Court Minutes**

Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1943-1945, 18 1/2" x 13" Volume E-1; Average Sheets 642

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Item **04216-12--01-28 - Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1945-1947, 18 1/2" x 13" Volume F-1; Average Sheets 640

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Item **04216-12--01-29 - Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1947-1950, 18 1/2" x 13" Volume G-1; Average Sheets 616

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Item **04216-12--01-30 - Civil District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Civil District Court Minutes - Year 1950-1952, 18 1/2" x 13" Volume H-1; Average Sheets 602

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Item **04216-12--01-31 - Criminal District Court Minutes**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**

District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1896-1906, 18 1/2" x 13" Volume 2; Average Sheets 553

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Item **04216-12--01-32 - Criminal District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location

**Collin County**

District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1906-1913, 18 1/2" x 13" Volume 3; Average Sheets 412

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Item **04216-12--01-33 - Criminal District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location

**Collin County**

District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1914-1919, 18 1/2" x 13" Volume 4; Average Sheets 497

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Item **04216-12--01-34 - Criminal District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location

**Collin County**

District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1919-1929, 18 1/2" x 13" Volume 6; Average Sheets 477

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Item **04216-12--01-35 - Criminal District Court Minutes**

Quantity **1 each**

Unit Price

Delivery Location

**Collin County**

District Clerk  
 2100 Bloomdale  
 Suite 10353  
 McKinney TX 75071

Qty 1

**Description**

Criminal District Court Minutes - Year 1930-1965, 18 1/2" x 13" Volume 7; Average Sheets 338

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Item	<b>04216-12--01-36 - Criminal District Court Minutes</b>
Quantity	<b>1 each</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>District Clerk</u> 2100 Bloomdale Suite 10353 McKinney TX 75071 <b>Qty 1</b>

**Description**

Criminal District Court Minutes - Year 1926-1927, 18 1/2" x 13" Volume 7; Average Sheets 227

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Item	<b>04216-12--01-37 - Criminal District Court Minutes</b>
Quantity	<b>1 each</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>District Clerk</u> 2100 Bloomdale Suite 10353 McKinney TX 75071 <b>Qty 1</b>

**Description**

Criminal District Court Minutes - Year 1927-1929, 18 1/2" x 13" Volume 8; Average Sheets 301

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Item	<b>04216-12--01-38 - Criminal District Court Minutes</b>
Quantity	<b>1 each</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>District Clerk</u> 2100 Bloomdale Suite 10353 McKinney TX 75071 <b>Qty 1</b>

**Description**

Criminal District Court Minutes - Year 1929-1931, 18 1/2" x 13" Volume 9; Average Sheets 543

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Item	<b>04216-12--01-39 - Criminal District Court Minutes</b>
Quantity	<b>1 each</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Collin County</b> <u>District Clerk</u> 2100 Bloomdale Suite 10353 McKinney TX 75071 <b>Qty 1</b>

**Description**

Criminal District Court Minutes - Year 1931-1936, 18 1/2" x 13" Volume 10; Average Sheets 546

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Item **04216-12--01-40 - Criminal District Court Minutes**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1934-1940, 18 1/2" x 13" Volume 11; Average Sheets 625

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Item **04216-12--01-41 - Criminal District Court Minutes**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1936-1958, 18 1/2" x 13" Volume 12; Average Sheets 544

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Item **04216-12--01-42 - Criminal District Court Minutes**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Criminal District Court Minutes - Year 1936-1960, 18 1/2" x 13" Volume 12A; Average Sheets 657

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Item **04216-12--01-43 - Divorce Minutes**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Divorce Minutes - Year 1950-1963, 18 1/2" x 13" Volume C1; Average Sheets 336

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Item **04216-12--01-44 - Suspended Sentence**

Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Suspended Sentence - Year 1916-1922, 18 1/2" x 13" Volume 5; Average Sheets 145

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Item **04216-12--01-45 - Suspended Sentence**  
Quantity **1 each**  
Unit Price   
Delivery Location **Collin County**  
District Clerk  
2100 Bloomdale  
Suite 10353  
McKinney TX 75071  
**Qty 1**

**Description**

Suspended Sentence - Year 1920-1931, 18 1/2" x 13" Volume 6; Average Sheets 239



## **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 CSP: refers to Competitive Sealed Proposal

1.0.1.9 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 (91<sup>st</sup>) 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), Competitive Sealed Proposal (CSP), 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, CSP'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/CSP/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, CSP's, and 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), Competitive Sealed Proposals (CSP), and 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, CSP, 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), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP'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/CSP/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/Competitive Sealed Proposal, 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/CSP 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](http://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/CSP/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 its preparation of an RFI/IFB/RFQ/RFP/CSP/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, CSP, 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 56<sup>th</sup> 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 56<sup>th</sup> 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, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. 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/CSP/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, 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 The evaluation criteria will be grouped into percentage factors as follows:

40% COST

20% PAST EXPERIENCE PERFORMING SIMILAR TASKS/REFERNCES,  
FINANCIAL STABILITY

20% SECURITY AND ACCESSIBILITY

20% TRANSPORTATION/IMPLEMENTATION PLAN

4.1.2 Proposals will be evaluated based upon the following criteria (not necessarily in any priority):

4.1.2.1 Past experiences, security and accessibility.

4.1.2.2 Transportation and environment where records will be stored.

4.1.2.3 Overall proposed product, meeting the minimum needs and requirements of Collin County.

## **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 offerors for a term contract for Services: Historical Records Restoration and Preservation.

5.3 Pre-Proposal Conference: A pre-proposal conference is scheduled for 2:00 p.m. July 19, 2012 at Collin County Courthouse, 2100 Bloomdale, McKinney, Texas 75071. We will meet at the Collin County Logo in the main hallway between the escalators. After the pre-proposal meeting we will provide a walk-through in order for offerors to get a clear understanding of the requirements.

5.4 Contract Term: The term of the contract shall begin upon award and continue until project is completed (total 45 books). The total forty five (45) books that are included in this proposal will be broken down into two parts. Twenty two (22) books will be done in this fiscal budget year 2012, ending September 30, 2012. The additional twenty three (23) books will be done in the following fiscal budget year 2013, October 1, 2012 through September 30, 2013.

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: Offeror and all those employed by the offeror shall be insured and bonded. Offeror shall include a copy of the bond with the submitted proposal.

5.7 District Clerk's Archive Location: Records referenced in this RFP are stored at the District Clerk's location. The address is:

Collin County District Clerk  
2100 Bloomdale Suite # 12132  
McKinney, Texas 75071

5.8 Record Management: Record management is an important aspect of this project and specific requirements are:

5.8.1 Offeror shall pick up and return documents, books and/or records from the District Clerk's Archives locations on a Collin County approved schedule until project completion. Describe the type of transportation being used for the pick up and delivery of the books.

5.8.2 All documents/books (records) shall remain exclusively in the care, custody and control of the offeror 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 offeror. Describe the environmental controls used to accommodate the items listed in 5.11. Include an address of the location at which the items will be stored with a minimum of (5) five pictures that show the interior and exterior of the building.

5.8.4 Record access should be given only to those persons employed by the offeror 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. Offeror shall make records available to the District Clerk upon request within 24 hours of notice at offerors 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 District Clerk. The District Clerk reserves the right to inspect offerors materials and workmanship (before and during contract period) to insure offeror 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 offeror 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 Civil District Court Minutes – Year 1905-1907, 17 6/16” x 11”; Volume Q  
Quantity: Approximately 1book; Average Sheets 320
- 5.11.2 Civil District Court Minutes – Year 1909-1911, 17 3/4” x 11 1/4”; Volume R  
Quantity: Approximately 1book; Average Sheets 320
- 5.11.3 Civil District Court Minutes – Year 1909-1911, 17 10/16” x 11 1/4”; Volume S  
Quantity: Approximately 1book; Average Sheets 320
- 5.11.4 Civil District Court Minutes – Year 1911-1913, 17 11/16” x 11 1/2”; Volume T  
Quantity: Approximately 1book; Average Sheets 321
- 5.11.5 Order Book – Year 1856-1861, 17 1/4” x 11 1/4”;  
Quantity: Approximately 1book; Average Sheets 310
- 5.11.6 Probate Docket District Court – Year 1859-1885, 15 1/2”x 10 1/2”;  
Quantity: Approximately 1book; Average Sheets 108
- 5.11.7 Naturalization Record – Year 1893-1905, 15 3/4” x 10 1/4”; Volume 1  
Quantity: Approximately 1book; Average Sheets 259
- 5.11.8 Index to Judgment Records – Year 1800’s, 17 1/2” x 11 1/4”; Volume 1  
Quantity: Approximately 1book; Average Sheets 24
- 5.11.9 Index to Judgment Records – Year 1800’s, 15 1/2” x 10 1/4”; Volume 2  
Quantity: Approximately 1book; Average Sheets 26
- 5.11.10 Civil Index – Year 1800’s, 13 3/4” x 8 1/4”; Volume 1  
Quantity: Approximately 1book; Average Sheets 155
- 5.11.11 Index to Civil District Court Minutes – Year 1874-1919, 17 3/4” x 11 1/2”; Volume 2  
Quantity: Approximately 1book; Average Sheets 288
- 5.11.12 Final Record – Year 1866-1873, 15” x 9 3/4”;  
Quantity: Approximately 1book; Average Sheets 404
- 5.11.13 Civil Index Direct-Reverse – Year 1846-1894, 17 1/2” x 11 1/2”;  
Quantity: Approximately 1book; Average Sheets 294
- 5.11.14 Index to Criminal Cases – Year 1846-1894, 17 3/4” x 11 1/4”; Volume 1  
Quantity: Approximately 1book; Average Sheets 185
- 5.11.15 Index to Criminal Cases – Year 1860’s – 1900’s, 13 3/4” x 8 1/4”; Volume 1  
Quantity: Approximately 1book; Average Sheets 160
- 5.11.16 Index to Criminal Minutes – Year 1889-1906, 17 10/16” x 11 6/16”; Volume 2  
Quantity: Approximately 1book; Average Sheets 160
- 5.11.17 Civil District Court Minutes – Year 1913-1915, 17 11/16” x 11 1/2”; Volume U

- Quantity: Approximately 1book; Average Sheets 636
- 5.11.18 Civil District Court Minutes – Year 1915-1919, 17 11/16” x 11 ½”; Volume V  
Quantity: Approximately 1book; Average Sheets 662
- 5.11.19 Civil District Court Minutes – Year 1919-1922, 17 11/16” x 11 ½”; Volume W  
Quantity: Approximately 1book; Average Sheets 644
- 5.11.20 Civil District Court Minutes – Year 1922-1925, 17 11/16” x 11 ½”; Volume X  
Quantity: Approximately 1book; Average Sheets 632
- 5.11.21 Civil District Court Minutes – Year 1925-1928, 17 11/16” x 11 ½”; Volume Y  
Quantity: Approximately 1book; Average Sheets 640
- 5.11.22 Civil District Court Minutes – Year 1928-1931, 17 11/16” x 11 ½”; Volume Z  
Quantity: Approximately 1book; Average Sheets 638
- 5.11.23 Civil District Court Minutes – Year 1931-1935, 18 1/2” x 13”; Volume A-1  
Quantity: Approximately 1book; Average Sheets 636
- 5.11.24 Civil District Court Minutes – Year 1935-1937, 18 1/2” x 13”; Volume B-1  
Quantity: Approximately 1book; Average Sheets 640
- 5.11.25 Civil District Court Minutes – Year 1937-1940, 18 1/2” x 13”; Volume C-1  
Quantity: Approximately 1book; Average Sheets 638
- 5.11.26 Civil District Court Minutes – Year 1940-1943, 18 1/2” x 13”; Volume D-1  
Quantity: Approximately 1book; Average Sheets 635
- 5.11.27 Civil District Court Minutes – Year 1943-1945, 18 1/2” x 13”; Volume E-1  
Quantity: Approximately 1book; Average Sheets 642
- 5.11.28 Civil District Court Minutes – Year 1945-1947, 18 1/2” x 13”; Volume F-1  
Quantity: Approximately 1book; Average Sheets 640
- 5.11.29 Civil District Court Minutes – Year 1947-1950, 18 1/2” x 13”; Volume G-1  
Quantity: Approximately 1book; Average Sheets 616
- 5.11.30 Civil District Court Minutes – Year 1950-1952, 18 1/2” x 13”; Volume H-1  
Quantity: Approximately 1book; Average Sheets 602
- 5.11.31 Criminal District Court Minutes – Year 1896-1906, 18 1/2” x 13”; Volume 2  
Quantity: Approximately 1book; Average Sheets 553
- 5.11.32 Criminal District Court Minutes – Year 1906-1913, 18 1/2” x 13”; Volume 3  
Quantity: Approximately 1book; Average Sheets 412
- 5.11.33 Criminal District Court Minutes – Year 1914-1919, 18 1/2” x 13”; Volume 4  
Quantity: Approximately 1book; Average Sheets 497

- 5.11.34 Criminal District Court Minutes – Year 1919-1929, 18 1/2” x 13”; Volume 6  
Quantity: Approximately 1book; Average Sheets 477
- 5.11.35 Criminal District Court Minutes – Year 1930-1965, 18 1/2” x 13”; Volume 7  
Quantity: Approximately 1book; Average Sheets 338
- 5.11.36 Criminal District Court Minutes – Year 1926-1927, 18 1/2” x 13”; Volume 7  
Quantity: Approximately 1book; Average Sheets 227
- 5.11.37 Criminal District Court Minutes – Year 1927-1929, 18 1/2” x 13”; Volume 8  
Quantity: Approximately 1book; Average Sheets 301
- 5.11.38 Criminal District Court Minutes – Year 1929-1931, 18 1/2” x 13”; Volume 9  
Quantity: Approximately 1book; Average Sheets 543
- 5.11.39 Criminal District Court Minutes – Year 1931-1936, 18 1/2” x 13”; Volume 10  
Quantity: Approximately 1book; Average Sheets 546
- 5.11.40 Criminal District Court Minutes – Year 1934-1940, 18 1/2” x 13”; Volume 11  
Quantity: Approximately 1book; Average Sheets 625
- 5.11.41 Criminal District Court Minutes – Year 1936-1958, 18 1/2” x 13”; Volume 12  
Quantity: Approximately 1book; Average Sheets 544
- 5.11.42 Criminal District Court Minutes – Year 1936-1960, 18 1/2” x 13”; Volume 12A  
Quantity: Approximately 1book; Average Sheets 657
- 5.11.43 Divorce Minutes – Year 1950-1963, 18 1/2” x 13”; Volume C1  
Quantity: Approximately 1book; Average Sheets 336
- 5.11.44 Suspended Sentence – Year 1916-1922, 18 1/2” x 13”; Volume 5  
Quantity: Approximately 1book; Average Sheets 145
- 5.11.45 Suspended Sentence – Year 1920-1931, 18 1/2” x 13”; Volume 6  
Quantity: Approximately 1book; Average Sheets 239
- 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 Completely unbind volumes by safely reversing the current binding, and remove all old adhesive and all old threads. Offeror shall not cut the original documents in any way.
- 5.12.2 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.

5.12.3 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.

5.12.4 All sheets shall be deacidified. Offeror must use non-aqueous method of deacidification as recommended by the Library of Congress. After deacidification, offeror 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.

5.12.5 All sheets shall be individually encapsulated in an archival polyester pocket. Offeror 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.

5.12.6 Volumes shall be rebound in Archival Quality County binders Disaster Safe (fire, smoke and water resistant) 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.

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

5.12.8 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.

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

5.12.10 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.

5.12.11 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. Offeror shall save files in a directory which is the volumes name and file name shall be the page number. Offeror shall provide scanning services within guidelines set forth by the Library of Congress, "Preservation Quality Images".

5.12.12 Offeror shall provide custom made shelving that is compatible to store the Disaster Safe Binders (see 5.12.6)

- 5.13 Background Checks: After a contract award offeror shall provide the District 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 offeror 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
- Offeror 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 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 offeror 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 offeror and procedures for the County to obtain copies of records while in offeror possession.
- 6.1.7 REFERENCES
- 6.1.7.1 or is requested to include at least five (5) references with names, addresses and telephone numbers. The offeror 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 Various questions included in this RFP will be used in making a selection and should be addressed by section and number. Offeror is requested to submit with their proposal electronically via [www.bidsync.com](http://www.bidsync.com) if hard copy proposed is submitted please include five (5) copies of descriptive literature sufficient in detail to enable an intelligent comparison of the specifications.

#### 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 offeror'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 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

Form **W-9**  
 (Rev. January 2011)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### Specific Instructions

#### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

**Exempt Payee**

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

#### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**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  Yes  No
- General Partnership  Yes  No
- Limited Partnership  Yes  No
- Corporation  Yes  No
- Other   Yes  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"/>

## 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><b>OFFICE USE ONLY</b></p>           <p>Date Received</p>
<p><b>1</b> 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><b>2</b> <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><b>3</b> 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: 100px; width: 100%; margin-top: 5px;"></div>	
<p><b>4</b> 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: 100px; width: 100%; margin-top: 5px;"></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.

Empty text box for describing affiliations or business relationships.

**6**

Signature line

Signature of person doing business with the governmental entity

Date line

Date

Adopted 11/02/2005

**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"/>

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 #04216-12 - 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.