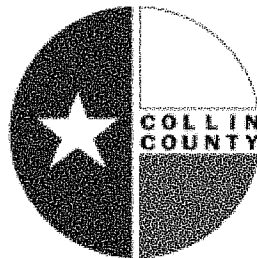


# **Solicitation 2013-155**

## **Services, Digital Imaging**

### **Bid designation: Public**



**Collin County**

## Bid 2013-155 Services, Digital Imaging

Bid Number **2013-155**  
 Bid Title **Services, Digital Imaging**

Bid Start Date **In Held**  
 Bid End Date **May 9, 2013 2:00:00 PM CDT**  
 Question & Answer  
 End Date **May 3, 2013 5:00:00 PM CDT**

Bid Contact **Courtney Wilkerson**  
**Contract Administrator**  
**Purchasing**  
**972-548-4113**  
**cwilkerson@co.collin.tx.us**

Contract Duration **4 months**  
 Contract Renewal **3 annual renewals**  
 Prices Good for **30 days**  
 Pre-Bid Conference **Apr 24, 2013 10:00:00 AM CDT**  
**Attendance is optional**  
**Location: Record's Department**  
**825 N. McDonald, Suite 100,**  
**McKinney, TX 75069**

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.**

Bid Comments **The successful Offeror shall be responsible for converting paper documents to digital storage.**

### Item Response Form

Item **2013-155--01-01 - Unit Pricing : Cost per hour for document preparation.**  
 Quantity **1 hour**  
 Unit Price   
 Delivery Location **Collin County**  
Collin County - See P.O.

2300 Bloomdale Rd., Ste. 3160  
\*\* See P.O. for Job Site \*\*  
McKinney TX 75071  
**Qty 1**

**Description**  
Cost per hour for document preparation.

Item **2013-155--01-02 - Unit Pricing : Cost per page for scanning at 300 dpi b/w.**  
Quantity **1 page**  
Unit Price   
Delivery Location **Collin County**  
Collin County - See P.O.  
2300 Bloomdale Rd., Ste. 3160  
\*\* See P.O. for Job Site \*\*  
McKinney TX 75071  
**Qty 1**

**Description**  
Cost per page for scanning at 300 dpi b/w.

Item **2013-155--01-03 - Unit Pricing : Cost per page for scanning at 300 dpi color.**  
Quantity **1 page**  
Unit Price   
Delivery Location **Collin County**  
Collin County - See P.O.  
2300 Bloomdale Rd., Ste. 3160  
\*\* See P.O. for Job Site \*\*  
McKinney TX 75071  
**Qty 1**

**Description**  
Cost per page for scanning at 300 dpi color.

Item **2013-155--01-04 - Unit Pricing : Cost per page for scanning at 600 dpi color.**  
Quantity **1 page**  
Unit Price   
Delivery Location **Collin County**  
Collin County - See P.O.  
2300 Bloomdale Rd., Ste. 3160  
\*\* See P.O. for Job Site \*\*  
McKinney TX 75071  
**Qty 1**

**Description**  
Cost per page for scanning at 600 dpi color.

Item **2013-155--01-05 - Unit Pricing : Cost per page for scanning pages larger than 8.5" x 11".**  
Quantity **1 page**  
Unit Price   
Delivery Location **Collin County**  
Collin County - See P.O.  
2300 Bloomdale Rd., Ste. 3160  
\*\* See P.O. for Job Site \*\*  
McKinney TX 75071  
**Qty 1**

**Description**

Cost per page for scanning pages larger than 8.5" x 11".

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Item **2013-155--01-06 - Unit Pricing : Cost per page for indexing and vendor validation.**  
 Quantity **1 page**  
 Unit Price   
 Delivery Location **Collin County**  
Collin County - See P.O.  
 2300 Bloomdale Rd., Ste. 3160  
 \*\* See P.O. for Job Site \*\*  
 McKinney TX 75071  
**Qty 1**

**Description**

Cost per page for indexing and vendor validation.

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Item **2013-155--01-07 - Unit Pricing : State price for CD/DVDs.**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
Collin County - See P.O.  
 2300 Bloomdale Rd., Ste. 3160  
 \*\* See P.O. for Job Site \*\*  
 McKinney TX 75071  
**Qty 1**

**Description**

State price for CD/DVDs.

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Item **2013-155--01-08 - Unit Pricing : State price for FTP delivery of images and indexing.**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Collin County**  
Collin County - See P.O.  
 2300 Bloomdale Rd., Ste. 3160  
 \*\* See P.O. for Job Site \*\*  
 McKinney TX 75071  
**Qty 1**

**Description**

State price for FTP delivery of images and indexing.

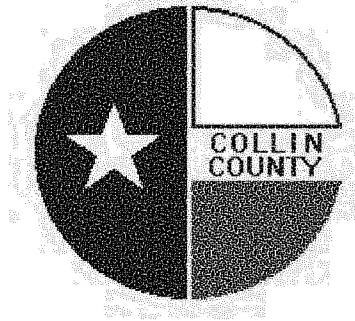
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Item **2013-155--02-01 - Project Pricing : See Section 5.14.1, provide pricing based upon shot records project.**  
 Quantity **1 lot**  
 Unit Price   
 Delivery Location **Collin County**  
Collin County - See P.O.  
 2300 Bloomdale Rd., Ste. 3160  
 \*\* See P.O. for Job Site \*\*  
 McKinney TX 75071  
**Qty 1**

**Description**

Please refer to Section 5.14.1 and provide pricing based upon shot records project. Please upload your pricing detail.





## **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 (\$1,000,000 per-occurrence and \$2,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$2,000,000 per occurrence. Coverage must be written on an occurrence form.

3.1.1.1 An excess umbrella policy with limits of \$4,000,000.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above

requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

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

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

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

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

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

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

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

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

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

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

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

**4.0 EVALUATION CRITERIA AND FACTORS**

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

4.1.1 Qualification of the Firm - 25%

4.1.1.1 References with Similar Needs

4.1.2 Knowledge & Experience (See Section 6.2) - 35%

4.1.3 Pricing/Fees - 40%

4.1.3.1 Shot Record Project

4.1.3.2 Unit Pricing-evaluation will be on cost per page 300 dpi  
b/w.

**5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES**

5.1 Authorization: Proposals will be received for Services: Digital Imaging.

5.2 Intent of Request for Proposal: Collin County's intent of this Request For Proposal (RFP) and resulting contract is to provide offerors with sufficient information to prepare a proposal which will include services to convert paper documents to digital images for electronic storage.

5.3 Term: Provide for a term contract commencing on the date of the award through September 30, 2013 with the option of three (3) annual renewals.

5.4 Pre-Proposal: A pre-proposal conference will be conducted by Collin County on Wednesday April 24<sup>th</sup>, 2013 at 10:00 a.m. at 825 N. McDonald, Suite 100, McKinney, TX 75069 in the Record's Department. This is to provide an opportunity for all interested vendors to ask questions. All prospective offerors are requested to have a representative present. It is the offeror's responsibility to review documents to gain a full understanding of the requirements of the RFP.

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 Price Reduction: If during the life of the contract, the vendor's net prices to other customers under the same terms and conditions for items/services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Collin County.

5.7 Delivery/Completion/Response Time: Vendor shall place product(s) and/or complete services at the County's designated location in accordance with each project, agreed to by each party within the scope of work. Any cost for

shipping/transportation shall be included in the price per page. Refer to section 6.4 for pricing/fees.

5.8 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.

5.9 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.

#### 5.10 PROJECT OVERVIEW:

The goal of this multi-year project is to convert the paper documents to digital storage in accordance with Texas Local Government Code, Chapters 201-205 and the Texas Administrative Code, chapter 7, Sections 7.71-7.9. Collin County's goal is to create a digital electronic warehouse for county records that will provide both long term preservation and greater public access to the current and historical records of the County.

Records to be considered as part of this effort include:

- Records with permanent retention periods as per Texas State Library & Archives local government retention schedules.
- Records with long term retention – at least 8 years.
- Records with high volume usage and/or records where the ability to share documents among departments is critical.
- Records with retention periods of 4+ years that the volume of the documents is best managed in an electronic format.
- Records with a high visibility for public access.

Collin County IT/Records department will be converting approximately 1.2 million pages/images of paper records over the life of the contract. Most records are contained within 1.2cu.ft. standard records center boxes. These images are to be imported into our enterprise electronic document/content management system (Laserfiche). These boxes include documents from over 23 departments and represent at least 55 different records series. Approximately 90% of these pages are single sided, letter size documents. Paper size varies from small receipts to drawings up to 17x23. Since the actual number of pages/images varies within each box, Records is using an average of 2000 pages/images per box to arrive at the above total.

#### 5.11 DEFINITIONS:

- **Records Series** - the folder structure that identifies the type of record to which retention is applied.
- **Image/Page** - an individual page when scanned becomes a single image.
- **Document** - a file or group of pages that form a single set of similar pages within a record. For example motions within a case file; Inspections within a permit file. All records do not have separate documents within them (for example Accounts Payable check copies/backup contains multiple pages that make up the single record for that check number).
- **Record** - Complete group of pages and/or documents that make up the unique file that is processed and indexed as a single entity.

- **Metadata/Indexing** - data about the record that becomes the source for identifying the record and its contents. This is to be furnished to Collin County in a format easily imported into our SQL database.
- **Validation** - process of testing and checking the accuracy of the work performed. Several validation steps are included in this process. Such as proof of concept test/sample, vendor to perform complete quality control image and indexing review, and Collin County review.
- **Proof of Concept Test** - After the Scope of Work document is approved, a small sample (normally less than one box equivalent) of the records series will be processed by the vendor and returned to Collin County records for validation and user testing by the department. Changes, issues to the Scope of Work document will be made at this time on an as needed basis.
- **Scope of Work Document** - detailed document to be prepared describing the project description, number of boxes, estimated number of pages, scanning requirements, indexing requirements, specialized document preparation requirements, after-scanning document handling requirements, data output, and Records department staff contacts for each departmental records series to be included in this project. This scope of work must be approved by the department's elected official/department head, Collin County records manager, and vendor prior to starting the specific phase of the project.
- **RMS (Records Management System)** - internal name given to Collin County's enterprise electronic document management system

#### 5.12 BASE REQUIREMENTS:

5.12.1 Delivery of the images and indexing would be either by CD/DVD, FTP or other electronic delivery method.

5.12.2 Vendor validated output (both images and metadata) will be submitted to Collin County records on a mutually agreed date based upon the assigned project. The paper documents will be returned to Collin County.

5.12.3 County records to be processed cannot be transported more than 150 miles from McKinney, Texas for scanning and/or processing. County records must be available during normal business hours.

5.12.4 All vendor employees that work on Collin County records must pass a background check performed by Collin County.

5.12.5 Compliance with State of Texas requirements: Offeror must comply with electronic standards and procedures in Texas Administrative Code, Title 13, Chapter 7 and Local Government Code, Chapter 205 and Local Government Bulletin C. These requirements can be obtained from the Texas State Library & Archives Commissions at <http://www.tsl.state.tx.us/slr/recordspubs/lo1.pdf>.

5.12.6 Collin County responsibilities:

5.12.6.1 Records Department will identify records series to be processed.

5.12.6.2 Records Department will prepare estimate of volume in this records series.

5.12.6.3 Records Department will prepare draft scope of work.

5.12.6.4 A draft scope of work will be reviewed and approved by the department requesting services.

5.12.6.5 IT/Records Department will create spreadsheet from existing data, if available.

5.12.6.6 Records Department will create detailed indexing/template schema.

5.12.6.7 Records Department will identify and remove from shelves boxes to be sent.

5.12.6.8 Records Department will serve as contact for retrieval of needed documents.

#### 5.12.7 Vendor responsibilities:

5.12.7.1 Pick-up boxes from Collin County on a mutually agreed date based upon the assigned project.

5.12.7.2 Sign Verification Form verifying contents of box before box leaves the County.

5.12.7.3 Supply "proof of concept" results at start of records series.

5.12.7.4 Provide Collin County Records with a progress report within 10 business days.

5.12.7.5 Once "proof of concept" is approved, prepare the documents for scanning, scan documents, index (create the metadata) and validate their work.

5.12.7.6 Return CD/DVD or other electronic file containing the images and the metadata as well as the paper boxes to Collin County records.

5.12.7.7 Documents must be kept in order, placed back into file folders and returned to box in order. No need to re-staple or clip documents.

5.12.7.8 Failure to place documents back in order into box will result in vendor picking them up again at vendor's cost and correcting any issues at vendor's cost.

5.12.7.9 If a document or record is needed, the vendor must be able to supply an electronic copy within one business day. If classified urgent, scanned data must be available electronically within 4 hours of notification.

#### 5.13 SCOPE OF WORK:

5.13.1 Prior to initiating any records series scanning, a detailed scope of work specific to that records series will be approved by the elected official/department head, Collin County's records manager, and the awarded vendor. Refer to attachment A to see a sample statement of work.

5.13.2 Estimated quantities are given for each departmental records series. Approximate usage does not constitute an order, but only implies the

probable quantity the County will scan. Records series will be prioritized and ordered on an agreed upon schedule.

5.13.3 Metadata required varies with each records series. Field name, size, special formatting, etc. will be agreed upon prior to starting a specific records series and identified in the record series scope of work. Once approved in the records series scope of work, these requirements cannot be changed without approval from Collin County's records manager.

5.13.4 A "proof of concept" or sample will be completed at the beginning of a records series project and no additional scanning will be authorized until the elected official/department head or their representative approves the final output. IT/Records will be responsible for importing the images and metadata from this test into Laserfiche for user acceptance testing.

5.13.5 Completed images and metadata will be imported into the County's enterprise electronic records management system, Laserfiche. The records and metadata will be imported into Laserfiche 8.3x (9.0 if upgrade is implemented by project start) using SQL for the database. Documents are to be scanned at 300 dpi black and white (b/w) into a multi-page tiff format. Exceptions to the 300 dpi b/w requirement will be detailed in the records series scope of work. Indexing (metadata) will be quoted on a per document basis using the following averages for each records series:

Number of fields	6
Average size/number of keystrokes per field	50
Dates will be entered as mm/dd/yyyy	
Image path	

If grayscale, color, or preservation quality (600dpi) images are required, this will be detailed in the records series statement of work.

#### 5.14 UPCOMING PROJECTS:

Department	Records Series	Approx. # boxes	Approx. pages	Paper size
Health Care	shot records	75	430,000	3 3/8" x 7 1/4 to 5" x 6"
Health Care	employee clinic	53	106,000	Standard, 8.5" x 11"
Health Care	indigent	115	230,000	Standard, 8.5" x 11"
Development Services	permits	77	154,000	Standard, 8.5" x 11" to Maps & drawings which can be up to 17" x 23"
Purchasing	construction building	35	70,000	Standard, 8.5" x 11" to Maps & drawings which can be up to 17" x 23"
Facilities	construction building	20	40,000	Standard, 8.5" x 11" to Maps & drawings which can be up to 17" x 23"
Medical Examiner	autopsy case files	99	198,000	Standard, 8.5" x 11"
<b>SUBTOTAL</b>			1,228,000	

#### 5.14.1 SHOT RECORDS PROJECT:

This will be one of the first projects to be completed. Please provide pricing for the following project, based upon section 6.4 pricing/fees. This price will also be used in the evaluation process.

##### 5.14.1.1 MEASUREMENTS:

Measurements for the shot records average page size are as follows:

3 3/8" x 7 1/4"

3 3/8" x 7 1/2"

3" x 5"

5" x 6"

##### 5.14.1.2 SETTINGS:

Scanners will need to be set on duplex to capture front and back images. Default setting is b/w @ 300dpi. Some hand written images might need grayscale setting.

##### 5.14.1.3 PROJECT SIZE:

Approx. 75 Boxes – Average image count per box – 34 small boxes @ 3,680 images / 41 standard records boxes @ 7,360 images.

##### 5.14.1.4 INDEXING:

There will be 2 indexed fields provided for this project; this will allow records to upload the data into the system.

Estimate - 50% are hand written.

Field 1 - 25 character average - Last name, first name

Field 2 - birthdate - mm/dd/yyyy

##### 5.14.1.5 PICK UP REQUIREMENTS:

For this particular project, there will be a one-time pick up on a mutually agreed date.

##### 5.14.1.6 DELIVERY REQUIRMENTS:

For this particular project, Delivery will be every 2 weeks on a mutually agreed date. Vendor will be required to return documents in portions as completed.

#### 5.15 ADDITIONAL INFORMATION:

5.15.1 If applicable, Collin County Records will furnish a spreadsheet containing any existing metadata information for boxes as they are retrieved by the vendor. Refer to attachment B, sample excel sheet with existing metadata.

5.15.2 Project benchmarks will be agreed upon prior to the start of any project.

5.15.3 Invoices are to be submitted to the County Auditor for payment once the output is delivered to Collin County Records.

6.0 PROPOSAL FORMAT
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6.1 The proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be printed on letter-size (8 1/2"x 11") paper and if submitting manually, assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.

6.1.1 FIRM OVERVIEW

Offeror 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.

6.2 STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS & ADDITIONAL INFORMATION

- 6.2.1 Offeror is requested to provide qualifications as well as experience information on Offeror's key personnel that will be assigned to this project.
- 6.2.2. How does your company handle historical documents?
- 6.2.3 Does your company have a Certified Document Imaging Architect (CDIA+)?
- 6.2.4 How does your company comply with electronic standards and procedures in Texas Administrative Code, Title 13, Chapter 7 and Local Government Code, Chapter 205 and Local Government Bulletin C.? Refer to section 5.12 to see how these requirements can be obtained.

6.3 REFERENCES

6.3.1 Offeror is requested to include at least three (3) references with names, addresses, email addresses, and telephone numbers.

6.4 PRICING/FEES

6.4.1 Provide an explanation of the total cost of the service(s) showing a breakdown by item. Be sure to include all items necessary to render project complete and operational.

Pricing should include the following:

- 6.4.1.1 Cost per hour for document preparation.
- 6.4.1.2 Cost per page for scanning at 300 dpi b/w.
- 6.4.1.3 Cost per page for scanning at 300 dpi color.
- 6.4.1.4 Cost per page for scanning at 600 dpi color.
- 6.4.1.5 Cost per page for scanning pages larger than 8.5" x 11".
- 6.4.1.6 Cost per page for indexing and vendor validation.
- 6.4.1.7 State price for CD/DVDs.
- 6.4.1.8 State price for FTP delivery of images and indexing.

6.4.2 Please refer to Section 5.14.1 and provide pricing based upon shot records project. Please upload your pricing detail.

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

# ATTACHMENT A-Sample Statement of Work

## Sample statement of work for specific department (for illustration only)

**Department:**

**Justice of the Peace 5 offices**

**Records series:**

**JP closed case files**

**Approximate number of boxes**

**Estimated pages/images to be scanned**

**Project Description:**

The project will consist of document preparation, document scanning, quality control/quality assurance and output into a customer defined format for upload. This project includes both civil and criminal closed JP case files. The prefix or first two characters in the file name denote the file type. Civil (CV) files should be done first and should be identified by Collin County prior to shipment. It is not a requirement to complete all civil first. The most common file prefixes and their definitions are:

- CV Civil
- EX Executions - civil
- EV Evictions - civil
- HC Hot Check – criminal
- TR Traffic – criminal
- TY Truancy – criminal

**Document Preparation:**

Files will be prepped for scanning:

- Removing staples, paper clips, repairing torn documents to the best of abilities, unfolding documents including bent corners.
- All envelopes must be scanned along with all contents.
- Ensure that the first page scanned includes/matches the name and case # on the folder. (Hint – easily found on receipt)
- Pink receipts may not scan – at least they don't on our scanners. You may need to copy these and scan the black and white copy. When scanning receipts (pink, yellow, white) some may require grayscale instead of black and white for best, legible quality. This can be done on a case by case basis.
- Questions regarding document preparation may be addressed to (*name of Records staff primary contact*) on the Records Staff.

**After scanning handling:**

Once scanning is complete these records should be returned to their original box, in the same order as removed, in original file folder (**no** stapling, placing back in envelope or brads required).

**Scanning:**

Scanning will be at 300DPI, duplex with backside detection and blank page removal. Each file folder/document/record will be scanned as a multi-page tiff.

**QA/QC:**

QA/QC will consist of 100% image to image review, removal of blank pages, review of poorly scanned images and images that are deskewed, etc.

**Data Output:**

Collin County Records will supply Excel sheet listing detailed file contents of the box when it is available.

Document name is the cause/case number.

If you combine documents from several fiscal years onto one CD/DVD, you must clearly separate by fiscal year.

Metadata format:

- Fields
  - Case/cause number as CCNNNNNNN (C = character, N = number)

## ATTACHMENT A-Sample Statement of Work

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- Name = up to 25 characters
- JP = 1-2 numbers (1, 2, 31, 32, 4)
- Closed/disposed fiscal year – in format 09-30-YYYY (this information will be supplied by Collin County Records when the boxes are picked up by the vendor).

**Pickup and Delivery:** *Detailed contact information and alternates will be furnished.*

# ATTACHMENT B

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## *Collin County SAMPLE Excel sheet with existing metadata*

NAME		CASE NUMBER	JP PCT	Box no.	FY
LASTNAME	FIRSTNAME	HC030087001	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	HC050005201	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	HC070008201	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	HC980053501	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR010122401	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR020194001	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR020538201	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR050307601	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR050470701	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR051167401	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR051167501	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060033301	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060415901	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060520901	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060684201	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060834101	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060912601	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR060913101	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR061035501	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR061085001	1	1-354	9/30/2006
LASTNAME	FIRSTNAME	TR061128601	1	1-354	9/30/2006

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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

Title of Officer

Name of Officer

Date:

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>FORM CIQ</b>	
<b>For vendor or other person doing business with local governmental entity</b>	
<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>	<b>OFFICE USE ONLY</b>    Date Received
<b>1</b>	<b>Name of person doing business with local governmental entity.</b>  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>2</b>	<input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b>  (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.)
<b>3</b>	<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.</b>  <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<b>4</b>	<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.</b>  <div style="border: 1px solid black; height: 80px; width: 100%;"></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]

**6**

[Signature line]

Signature of person doing business with the governmental entity

[Date line]

Date

Adopted 11/02/2005

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.

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

**HOW DID YOU RECEIVE THE BID DOCUMENTS?**

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

Thank You,

Collin County Purchasing Department

## Question and Answers for Bid #2013-155 - Services, Digital Imaging

**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.**