

CITY OF PADUCAH

CITY CLERK'S OFFICE
300 SOUTH 5TH STREET
PADUCAH, KY 42003

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PADUCAH, KY 42003**

REQUEST FOR BIDS (RFB)

**ORDINANCE AND MINUTE BOOK RECORDS
DIGITIZATION AND CONVERSION TO MICROFILM
CONTRACT**

INVITATION TO BID

RECEIPT OF BIDS

The City of Paducah, City Clerk's office 300 South 5th Street Paducah, Kentucky, will receive sealed bids for the "ORDINANCE AND MINUTE BOOK RECORDS DIGITIZATION AND CONVERSION TO MICROFILM CONTRACT" at 2:00 p.m., CST, on Wednesday, April 3, 2019. All bids received will publicly be opened and read aloud, Commission Chambers, Second Floor, City Hall, 300 South 5th Street, Paducah, Kentucky.

RECORD INSPECTION

ALL BIDDERS MUST PHYSICALLY INSPECT THE RECORDS AT THE CITY CLERK'S OFFICE, PRIOR TO THE SUBMISSION OF A BID. PLEASE CONTACT LINDSAY PARISH AT (270) 444-8506 OR LPARISH@PADUCAH.KY.GOV TO SCHEDULE AN INSPECTION OF THE RECORDS. The Vendor shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required within this specification because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.

SUBMISSION OF BIDS

Bids shall be submitted in a sealed envelope, plainly marked with Bidder's name, address, date, and RFB title: **Bids for Digitization & Microfilm Contract.**

BIDS MUST BE SUBMITTED TO:
Paducah Planning Department
c/o Melanie Townsend
300 South Fifth Street, 2nd Floor
PO Box 2267
Paducah, KY 42002-2267

BID EVALUATION - AWARD OF CONTRACT

A Notice of Award will be given to the responsible bidder who submits the lowest responsive bid in accordance with the specifications (Exhibit A). **Award of the contract is contingent upon the City of Paducah receiving the Kentucky Department of Libraries and Archives Local Records Program grant funding.** Should there be reasons why the contract cannot be awarded within 90 days of the bid opening, the time may be extended by mutual agreement between the City of Paducah and the bidder.

WAIVER OF MINOR DEFECTS/WITHDRAWAL OF BIDS

The City of Paducah may waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the bid opening. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 90 days after the actual date of the opening. Under justifiable circumstances, the City may release a bid if the Bidder can demonstrate that an obvious error was made while preparing the bid.

ABILITY TO PERFORM WORK/REJECTION OF BIDS

The City of Paducah may make such investigations as deemed necessary to determine the ability of each bidder to perform the work as outlined in this RFB. Each bidder shall furnish to the City of Paducah all such information and data for this purpose as the City of Paducah may request. The City of Paducah reserves the right to reject any BID if the evidence submitted by, or investigation of, such bidder fails to satisfy the City of Paducah that such bidder is properly qualified to carry out the obligations of the AGREEMENT and to complete the WORK contemplated therein. The City of Paducah has the authority to eliminate any and or all bids from Contractors that in the opinion of the City of Paducah have performed unsatisfactory work on prior projects. The City reserves the right to reject any and all bids, and to waive technicalities and minor irregularities in bids. A conditional or qualified bid may not be accepted. Unsolicited alternates will not be accepted.

PREFERENCE TO KENTUCKY BIDDERS

In accordance with KRS 45A.365, prior to a contract being awarded, a resident bidder of the Commonwealth shall be given a preference against a non-resident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the non-resident bidder.

REQUIREMENTS

The selected vendor shall procure all permits and licenses, and shall pay all such fees or charges, and give all notices necessary and incidental to performing the work. Further, the selected vendor shall be familiar with and comply with all Federal, State, County and City laws, by-laws, ordinances, and regulations, which control the work, actions and operations of those engaged or employed in the work or which affect materials used.

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall ensure that employees and applicants for employment are not discriminated against because of their race, religion, color, sex, national origin, age or disability.

CONFLICTS, GRATUITIES AND KICKBACKS

The vendor adheres to the provision of KRS 45A.455 relative to conflicts of interest, gratuities, kickbacks, and use of confidential information in all bid offerings. During the bid process, Bidders shall not contact any employee of the City in reference to this bid, with the exception of the City's designee. Failure to abide by this provision may serve as grounds for disqualification for award of this contract.

OWNER'S RIGHTS RESERVED

The City reserves the right to reject any and all bids in accordance with the City of Paducah's Code of Ordinances and the Project Specifications.

HOLD HARMLESS

The City shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, contract or lease, unless such claims are a result of the City's sole negligence.

ATTACHMENT A **SPECIFICATIONS**

Project (Bid) Specifications: City Clerk's Office Scanning & Conversion Project

SECTION I – Scanning/Digitizing Ordinance & Minute Books

Scan/digitize approximately 21,000 pages which are housed in bound books – Provide 2 copies of the records in digitized format (1 copy for the City Clerk's Office & 1 copy for the Kentucky Department of Libraries & Archives)

- Electronic Arrangement - Electronic files must be foldered by the document type (“Minutes” or “Ordinances”), sub-foldered by the decade, and sub-foldered by the individual year of adoption.
- Document Titles –
 - Ordinances (Records Retention Series # L4949): Ordinance adopted before January of 1968 did not have assigned ordinance numbers. Each individual Ordinance adopted after January of 1968, must be titled by the assigned Ordinance Number (Example: 1968-1-1). Ordinances adopted before January of 1968 should be titled by the Book Number and Page Number where they begin. (Example: BK 6 PG 365).
 - Resolutions (Records Retention Series #L4945): Resolutions are contained within the Ordinance Books and do not have assigned numbers to identify them. Resolutions should be titled by the Book Number and Page Number where they begin. (Example: BK 6 PG 366).
 - Minutes (Records Retention Series #L4938): Minutes should be titled by the Month, Day and Year of the Commission Meeting (Example: 01-09-1958).
 - Index to Official Minutes (Records Retention Series #L4939): The index for a Minute Book will be at the front of each book and should be titled by Index Type and Book Number. (Example: Minute Index BK 9)
 - Index to Official Ordinance (Records Retention Series #L4942): The index for an Ordinance Book will be at the front of each book and should be titled by Index Type and Book Number. (Example: Ordinance Index BK 12)
- Format – Images must be provided on an external portable media in TIFF format.
- Repackaging/Delivery - Documents are to be repackaged in the existing binding in exactly the same order as originally packaged. Books must be picked up from, and returned to, City Clerk's Office shelving at Paducah City Hall.
- Access: Vendor must provide both physical and electronic document access to the City Clerk's Office for the entirety of project (while records are off-site being converted).

SECTION II - Microfilm – Vendor must provide all records on either 16mm or 35mm microfilm – Vendor will provide 2 copies (Security Microfilm to be housed at the Kentucky Department of Libraries & Archives and 1 diazo copy to be housed at the City of Paducah Clerk’s Office)

- Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
- Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
- Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
- Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
- Roll microfilm used in this project must be polyester based.
- Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
- Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
- Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
- Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
- Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
- **Offerers must provide services or materials within the term of the grant following the beginning of the FY and subsequent availability of state funds.**
- **Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.**
- Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
- Written proposals must be received no later than to be considered.

NOTE: It is the sole responsibility of the prospective bidder to evaluate books, sheet sizes, sheet/page counts, location pickup and delivery, record arrangement, and any other aspect of this bid not explicitly expressed in these specifications.

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

To arrange an onsite review (**which is required to be eligible to win this bid**) and/or for questions, please contact:

Lindsay Parish, City Clerk
Phone: (270) 444-8506
Email: lparrish@paducahky.gov

OR

Claudia Meeks, Assistant City Clerk
Phone: (270) 444-8507
Email: cmeeks@paducahky.gov