



**CLAY COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR PROPOSAL (RFP)**

**RFP No.: 40-19**  
**TITLE: DIGITAL MASTER TO ARCHIVAL  
 MICROFILM SERVICES**  
**ISSUE DATE: May 9, 2019**

**PURCHASING STAFF TITLE: ETHEL KITCHELL**  
**PHONE No.: (816) 407-3630**  
**E-MAIL: [EKITCHELL@CLAYCOUNTYMO.GOV](mailto:EKITCHELL@CLAYCOUNTYMO.GOV)**

**PROPOSAL RESPONSES MUST BE RECEIVED BY NO LATER THAN (“CLOSE/RETURN DATE and TIME”):  
 May 30, 2019 AT 2:00 PM CENTRAL TIME**

**SUBMITTAL INSTRUCTIONS:** In effort to support the County’s initiative for conservation, it is preferred that proposals be submitted via [www.PublicPurchase.com](http://www.PublicPurchase.com). Sealed RFPs may be delivered to the Clay County Purchasing Office prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title** and **Return Due Date** on the lower left hand corner of the envelope or package. In order for a proposal to be considered complete, the Clay County document must be completed in its entirety. The cover page **MUST** be completed, all pages **MUST** be initialed and the Terms and Conditions Acknowledgement Form **MUST** be signed.

**RETURN PROPOSAL TO: CLAY COUNTY ~ PURCHASING DEPARTMENT**  
**ATTN: ETHEL KITCHELL**  
**16 W. FRANKLIN, SUITE 16-B**  
**LIBERTY, MO 64068**

**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWAL OPTIONS**  
**DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**RECORDER OF DEEDS  
 1 COURTHOUSE SQUARE  
 LIBERTY, MO 64068**

By signing this RFP cover page, the Vendor shall hereby declare understanding, Agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Agreement Terms and Conditions. The Vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the Vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when an Official Action is signed and issued by an authorized official of Clay County, a binding Agreement shall exist between the Vendor and Clay County.

**SIGNATURE REQUIRED**

<b>Company Name</b>		<b>Authorized Representative (Print)</b>		<b>Title</b>	
<b>Street Address</b>		<b>Authorized Signature</b>			
<b>City/State/ZIP</b>	<b>County</b>	<b>Date</b>		<b>Company Tax ID No.</b>	
<b>Telephone No.</b>	<b>Facsimile No.</b>	<b>E-mail</b>			
___ Corporation		___ Individual		___ State/Local Government	
___ Partnership		___ Sole Proprietor		___ IRS Tax-Exempt	
<b>Vendor Tax Filing Type With IRS (Check One)</b>					

**1. INTRODUCTION AND GENERAL INFORMATION**

*This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.*

**Submittal instructions and Determination of Award information can be found on our website by clicking the following link [https://www.claycountymo.gov/departments/purchasing#Current Solicitations](https://www.claycountymo.gov/departments/purchasing#Current%20Solicitations)**

**1.1 Purpose:**

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective Vendors for services for converting digital masters to archival microfilm for the Clay County Recorder of Deeds in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents: This document is divided into the following parts:

- Section 1: Introduction and General Information
- Section 2: Scope of Work/Functional Specifications
- Section 3: Agreement Terms and Conditions Acknowledgement Form
- Section 4: Affidavit of Work Authorization and Documentation

- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Project Approach
- Exhibit D: Miscellaneous Information

Attachment 1: Sealed RFP Label

Vendor's Initials: \_\_\_\_\_

**1.2 Questions:**

- 1.2.1 Questions relating to the RFP must be submitted via the [www.PublicPurchase.com](http://www.PublicPurchase.com) website or e-mailed to [Purchasing2@ClayCogov.com](mailto:Purchasing2@ClayCogov.com)
- 1.2.2 **All questions and issues should be submitted no later than May 21, 2019.** If not received prior to the aforementioned date, the County may not be able to fully research and consider the respective questions or issues.
- 1.2.3 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

**1.3 Estimated Quantities:**

- 1.3.1 The quantities indicated in this RFP are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated Agreement period. The estimates do not indicate single order amounts unless otherwise stated. Clay County shall not make guarantees about single order quantities or total aggregate order quantities.
- 1.3.2 The County shall not guarantee any minimum or maximum amount of the Vendor's products/services that may be required under the Agreement. The Vendor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the Agreement whatsoever.

Vendor's Initials: \_\_\_\_\_

## 2. SCOPE OF WORK

*This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Clay County Entity. The contents of this section include mandatory requirements that will be required of the successful Vendor and subsequent Vendor. The Vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The Vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The Vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the Vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.*

### 2.1 Specific Requirements:

- 2.1.1 The vendor shall provide Digital Master to Archival Microfilm Services, which meets or exceeds the specifications contained in this document.
- 2.1.2 The vendor must provide services for converting digital master to archival microfilm, which meets or exceeds the specifications contained in this document.
  - a. The digital master is in TIF format. The original TIFs are scanned in 300 DPI. The Recorder of Deeds Office utilizes iCounty/Mobilis Recording Software.
  - b. It is estimated that the volume of pages that the vendor will convert to archival microfilm is on average 15,000 to 20,000 pages per month.
  - c. There may be oversized records such as plats that will be included in the monthly master, which shall be microfilmed and separated by folder.
- 2.1.3 The vendor shall have a minimum of five (5) years' experience providing the services for converting digital master to archival microfilm with public governmental entities with preference for direct experience with a Recorder of Deeds office.
  - a. The vendor's services shall adhere to the State Archival industry standards.
  - b. All work shall be performed by trained full time employees of the vendor who are well versed in the State Archival industry standards.
- 2.1.4 All work shall be performed in Missouri.
- 2.1.5 To ensure adherence to the vendor requirements and quality of workmanship, the County may request to be able to see the work in progress and/or want to come on-site to the Vendor's facility to review the work being performed. The vendor shall accommodate such quality assurance requests in a timely manner.
- 2.1.6 The County shall have the right to limit the amount of rolls that are taken from the County at any given time. The County shall have the right to terminate the project at any time at its sole discretion.
- 2.1.7 The vendor should preferably use Kodak 16mm x 215ft LE500 Archive rider microfilm for that is what the County Recorder of Deeds currently utilizes.
- 2.1.8 The vendor shall label all the microfilm with information requested by the Recorder of Deeds which will be mutually agreed to prior to performance of services.

Vendor's Initials: \_\_\_\_\_

2.1.9 The vendor shall page check the microfilm for missing pages and make whatever corrections necessary to ensure that the microfilm accurately reflects all the information from the digital master.

2.1.10 After receipt of digital master media each month, the vendor shall complete the services within ninety (90) days of material receipt, unless otherwise authorized in writing by the Clay County Recorder of Deeds (for example, it may be decided that the vendor shall wait until the microfilm roll is completely filled will images prior to submitting the archival microfilm to the County).

## **2.2 ... Transition:**

2.2.1 Upon award of the agreement, the vendor shall work with the Clay County entity and any other organizations designated by the Clay County entity to insure an orderly transition of services and responsibilities under the agreement and to insure the continuity of those services required by the County.

2.2.2 Upon expiration, termination, or cancellation of the agreement, the vendor shall assist the County to insure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the agreement to an organization designated by the County, if requested in writing. The vendor shall provide and/or perform any or all of the following responsibilities:

- a. The vendor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the agreement to the County and/or to the entity's designee within seven (7) calendar days after receipt of the written request in a format and condition that are acceptable to the County.
- b. The vendor shall agree to continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the agreement for a period not to exceed one hundred twenty (120) calendar days after the expiration, termination or cancellation date of the agreement for a price not to exceed those prices set forth in the agreement.
- c. The vendor shall discontinue providing service or accepting new assignments under the terms of the agreement, on the date specified by the County, in order to insure the completion of such service prior to the expiration of the agreement.

## **2.3 Miscellaneous Requested Information:**

2.3.1 Other Miscellaneous Requested Information: The Vendor should respond to the information requested in all Sections and all Exhibits.

Vendor's Initials: \_\_\_\_\_

**3. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM**

The undersigned Vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located:

[HTTPS://WWW.CLAYCOUNTYMO.GOV/TERMSANDCONDITIONS](https://www.claycountymo.gov/termsandconditions)

All terms and conditions as stated shall be adhered to by Vendor upon acceptance of Agreement. Vendor enters into this agreement voluntarily, with full knowledge of its effect.

\_\_\_\_\_  
Vendor Signature                      Date

\_\_\_\_\_  
Vendor Name

Vendor's Initials: \_\_\_\_\_

**EXHIBIT A  
Pricing Pages**

**PRICING TABLE 1: REQUIRED PRICING**

The Vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

DESCRIPTION	UNIT OF MEASURE	UNIT COST
Digital Master to Archival Services	Per Page Image	\$ _____

**PRICING TABLE 2: OTHER REQUIRED PRICING**

The Vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, will be assessed to the County whatsoever in connection(describe purpose of RFP – such as for the products/services described, etc.) herein and to satisfy the RFP requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: \_\_\_\_\_

**EXHIBIT A, continued**

**PRICING TABLE 3: OPTIONAL PRICING**

The Vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed Digital Master to Archival Services solution. Also list any pricing discounts.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

**PRICING TABLE 4: FEE SCHEDULE**

If additional services are requested by the County, the Vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The Vendor must indicate in the pricing table below the firm, fixed hourly rates for the personnel job classifications that may be necessary to fulfill the requirements of the RFP.

**TASK/PERSONNEL BREAKDOWN  
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES**

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

Vendor's Initials: \_\_\_\_\_



**EXHIBIT B  
Experience and Expertise**

The evaluation of the Vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the Vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

**B.1 EXPERIENCE:**

A MINIMUM of one (1) year experience is required of the successful Vendor, in similar services, as described in the scope. Experience and references provided by Vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Boat Lifts business?

\_\_\_\_\_

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local governments or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT B, continued**

**B.2 EXPERTISE:**

**PERSONNEL QUALIFICATIONS**

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Type of Experience: \_\_\_\_\_

Complete the following for employees that would be working on this project. List any previous work directly relating to the RFP specifications that have been performed for other public entities, local governments or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAMES	QUALIFICATIONS	EXPERIENCE/TRAINING/ CERTIFICATIONS

Vendor's Initials: \_\_\_\_\_

**EXHIBIT C**  
**Project Approach**

The evaluation of the Vendor's proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the Vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the Vendor's responsibility to make sure all products/services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

**C.1 PROJECT APPROACH INFORMATION:**

Vendor's Initials: \_\_\_\_\_

**EXHIBIT E  
Miscellaneous Information**

**E.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):**

1) This section is optional, it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: \_\_\_\_\_ NO: \_\_\_\_\_

INITIALS: \_\_\_\_\_

2) Sales will be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.

3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.

4) All sales to other jurisdictions shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.

5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.

6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

**E.2 WEBSITE INFORMATION:**

1) Does your company have a website? YES: \_\_\_\_\_ NO: \_\_\_\_\_

2) If yes please provide the website address:

www. \_\_\_\_\_

Vendor's Initials: \_\_\_\_\_

**EXHIBIT E, continued**

**E.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:**

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the Vendor or any owner of the Vendor's organization is currently an elected or appointed official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official  
or employee of Clay County or any  
Political sub-division thereof:

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If employee of Clay County or Political  
sub-division thereof, provide name of Clay  
County entity or political subdivision where  
employed:

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Percentage of ownership interest in Vendor's  
organization held by elected or appointed  
official or employee of Clay County  
or political sub-division thereof:

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 %

Vendor's Initials: \_\_\_\_\_

**ATTACHMENT 1  
Sealed RFP Label**

PLEASE ATTACH LABEL TO OUTSIDE OF PROPOSAL PACKAGE

**SEALED RESPONSE ENCLOSED**

**DELIVER TO:**

**CLAY COUNTY ~ PURCHASING DEPARTMENT  
ATTN: ETHEL KITCHELL  
16 W. FRANKLIN, SUITE 16-B  
LIBERTY, MO 64068**

RFP No.: 40-19    DATE: **MAY 30, 2019**

PROPOSALS MUST BE RECEIVED **BEFORE 2:00 PM CENTRAL TIME**

DESCRIPTION: DIGITAL MASTER TO ARCHIVAL MICROFILM SERVICES

SPECIFY VENDOR NAME: \_\_\_\_\_

SPECIFY VENDOR'S CITY, STATE LOCATION: \_\_\_\_\_

Vendor's Initials: \_\_\_\_\_