

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
COMPUTER OUTPUT TO MICROFILM SERVICE  
TERM AND SUPPLY**

**RFP # 71-01DEC09  
Release Date: October 30, 2009**

**Submittal Deadline:  
December 1, 2009  
not later than 10:30 a.m. CST**

**Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director of Purchasing  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

**RFP #: 71-01DEC09 – Computer Output to Microfilm Services Term and Supply**

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, December 1, 2009** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: Monday, November 2, 2009  
COLUMBIA MISSOURIAN



## 1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M.**, Central Time on Tuesday, December 1, 2009 to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and seven (7) copies of the proposal (total of eight). Proposals will be opened publicly but only names of Offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **Computer Output to Microfilm Services Term and Supply** as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Scope of Services
  - 4) Proposal Submission Information
  - 5) Response/Pricing Page
  - 6) Attachment – “No Bid” Response Form

### 2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 p.m., Wednesday, November 24, 2009 (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:

a. Melinda Bobbitt, CPPB  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

- 2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



## SCOPE OF SERVICES

### **3.1. Project Description:**

The County of Boone - Missouri, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for converting and storage of **Computer Output to Microfilm Services** for various departments at the County. One project described within includes records management for the Recorder of Deeds. Other projects from County departments may be added throughout the contract term. The proposed amounts specified herein are for fixed price work which includes all prices for equipment, labor and material required to perform the work specified in this Request for Proposal.

### **3.2. Background Information:**

Boone County is situated in Central Missouri and includes nine communities: six cities and three towns. The County has a population of approximately 132,000 and contains 685 square miles.

**The Boone County Recorder of Deeds** is an elected official who serves as a repository for public records relating to real estate, Uniform Commercial Code, marriage licenses, tax liens, servicemen's discharges, and other miscellaneous documents. The service function of the office includes verification of documents presented for record, a cross-referencing retrieval system, and the permanent retention and preservation of records for public use.

The Recorder of Deed's current image system software has been written in-house. Our original imaging system was with Lanier. We then changed to Emedia then upgraded to Iscan. Approximately 20,000 images are scanned on a monthly basis. Imaging Solutions Company of Wichita, Kansas is the current contractor for Boone County. The contract expires on December 31, 2009.

#### **3.2.1. Introduction and Purpose:**

The purpose of this Request for Proposal (RFP) is to obtain a contractor to provide Computer Output to Microfilm Services and possible storage of such records. The ultimate goal is to increase efficiency, improve customer service, preserve vital records from further damage, and effectively archive and manage the records inventory.

Included in RFP are the Base Bid and Option One. The Base Bid is for ongoing conversion of multi-page tiff files (or other formats that may be accepted by County as the national standard format) to 35mm microfilm rolls. Option One is storage of microfilm. The Base Bid and Option One are described in greater detail herein. Offerors are invited to propose on the Base Bid and Option One, or Option One only. Boone County plans to award the Base Bid and Option One. Boone County may award to multiple Offerors or an "all or none" award, whichever is in the best interest of Boone County.

**3.3. Scope of Work:**

The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

**3.3.1. OPTION 1 - DETAILED SPECIFICATIONS FOR CONVERTING COMPUTER OUTPUT TO MICROFILM – Service Contractor shall:**

- 3.3.1.1. **Recorder of Deed's Project:** Receive TIFF version 6 images (Tagged Image File Format – Group IV multi-page TIFF images on CD or electronically transferred) (or other formats that may be accepted by County as the national standard format) from CD written by the Boone County Recorder of Deeds and convert to human readable images on 35mm roll microfilm. The images will be indexed with image marks that are compatible with the Recorder of Deed's imaging platform and automated 35mm microfilm retrieval units.
- 3.3.1.2. Have ability to receive CD or electronically submitted records.
- 3.3.1.3. Each roll of first-generation Silver Halide 35mm film (preservation master negative) shall be inspected frame by frame for visible defects and missing pages.
- 3.3.1.4. Quote on a cost-per-image basis with no additional charges.
- 3.3.1.5. Use equipment that is like or compatible to Kodak ImageGuard TM Processing Lab for the processing of the microfilm to archival standards as defined by AIIM/ANSI.
- 3.3.1.6. Accept images that were originally scanned between 100 and 600 dpi. The amount of file space an image takes up per page average is 75KB to 100KB.
- 3.3.1.7. Scale the images to an image size on microfilm equivalent to that of a reduction ratio selective between 20:1 and 60:1.
- 3.3.1.8. Write images in sequential order on microfilm that will be consistent with today's book/page and roll/frame numbering scheme.
- 3.3.1.9. The documents contained on a roll of microfilm will be determined by the Boone County Recorder of Deed's office.
- 3.3.1.10. Label the outside of the microfilm so that should a roll of film have to be retrieved, a user will have a clear understanding of the information contained on a specific roll (a "from/to listing" will be used).
- 3.3.1.11. Conduct and document appropriate resolution, density and Methelyne Blue tests at intervals sufficient to ensure microfilm products meet or exceed the requirements defined in State of Missouri Guidelines for Local Records Microfilming, and provide results to the County.
- 3.3.1.12. Contractor must mark each roll as to original or duplicate, roll number and koa brief description of the records contained. Exhibit "B" is an example of prior labeling utilized by the County. Contractor shall place each reel in individual "acid neutral" boxes. Labels must be typewritten or computer generated. Permanent microfilm labels shall never be handwritten.

- 3.3.1.13. Group 4 – Multi-page tiff (or other formats that may be accepted by County as the national standard format) files are in book and page order or by file number.
- 3.3.1.14. Microfilm roll should contain blip marks indicating beginning of each document and page.
- 3.3.1.15. An index of all documents should be at the beginning of each microfilm roll. The index shall include the file names from the files put on the film. The index should state a date range from beginning to end.
- 3.3.1.16. Approximate total number of images to be converted to microfilm rolls from January 1, 2009 through December 31, 2009:

<b>Department</b>	<b>Approximate # Images Per Year</b>
Real Estate	228,000
Marriage	3,280
Oversized plats/surveys	220

- 3.3.1.17. One duplicate Silver negative Halide 35 mm rolls will be created and delivered to Boone County Recorder of Deeds.
- 3.3.1.18. One Silver Halide 35mm film negative will be stored offsite by the Contractor in an archival structure. That archival is specific to a separation between film that has been browntoned to be stored in a “pure” vault with only other browntoned film and film that has not been browntoned to be stored along with other like film.
- 3.3.1.19. 24” leader and trailer on microfilm rolls.
- 3.3.1.20. Files will be sent quarterly for conversion or at intervals to be determined.
- 3.3.1.21. Certified results for Resolution must accompany each roll of first generation film. Resolution test results should be no less than 110 lines/m for Planetary camera. Add a resolution and density target at the beginning of each roll.
- 3.3.1.22. Certified results for Density must accompany each roll of first and second generation film. Add a resolution and density target at the beginning of each roll.
- 3.3.1.23. County will identify the pre-arranged order where the microfilm rolls will begin and end. (i.e. one (1) CD equals one (1) microfilm roll).
- 3.3.1.24. Certified results of residual thiosulfate concentration must accompany each roll of first and second generation film. The Methylene Blue Test specified in ANSI PH4.8-1985 is used to verify film quality.
- 3.3.1.25. Under no circumstances will microfilm have splices.

3.3.1.26. Sample of converted tiff image to microfilm roll must be provided upon request during the RFP process.

3.3.1.27. The dimensions of the original records for the Real Estate, Marriages, and Tax Liens are as follows:  
Images: The majority are 8 ½ x 11. Some are 8 ½ x 14 (less than 1%).  
DPI: 300 dpi  
The oversized Plats size is typically 18 x 24 (approximately 75%) and can be up to 24 x 36.

3.3.1.28. One time application of Browntone shall be applied to all future film prior to storage in pure vault at no additional charge. If there is a charge, that shall be included on the Response Page, 4.7.1., #6.

### **3.3.2. OPTION 2 - SPECIFICATIONS FOR STORAGE OF MICROFILM**

3.3.2.1. Provide secure microfilm storage in a free standing, concrete or masonry structure of Type 4 protected, non-combustible heavy resistant construction as specified by the Standard Building Code, SBCCI. Facility shall meet or exceed the recommendations of the State of Missouri [Guidelines for Local Records Microfilming](#) and shall be equipped with intrusion and fire alarms, monitored 24 hours by UL approved agencies.

3.3.2.2. Microfilm must be placed on peroxide-free plastic reels.

3.3.2.3. Microfilm must be placed in a non-corroding material such as acid-free box, or peroxide-free plastic container with no rubber bands around the microfilm

3.3.2.4. Provide computer indexing.

3.3.2.5. Provide requested copy within 24 hours of request. This should cover all requests. The County needs to know time and cost for either a silver or diazo duplicate roll of film. This would apply in cases where we are requested to provide multiple years of records to a third party. Secondly, it applies to a specific document that the contractor would need to pull the film and make a copy to be faxed or scanned and e-mailed. This would also apply in cases where we were missing specific pages that needed replaced. If there is an additional cost involved for demand retrieval copies from stored microfilm, Offeror must state this cost on the Response Page as an additional line item. (Please write in cost).

3.3.2.6. Provide a written, quarterly index of record holdings.

3.3.2.7. Facility shall be equipped with inert gas fire suppression equipment.

3.3.2.8. Fully climate controlled.

3.3.2.9. Entire security and fire protection system protected by uninterrupted power supply.

3.3.2.10. All records will remain the sole property of Boone County. Contractor shall never reproduce records for anyone without written consent from Boone County.



- 3.3.2.11. Provide permanent archival storage of all microfilm rolls and aperture cards. 1774 rolls of microfilm are for *storage only* at this point in time.
- 3.3.2.12. Permanent archival storage of microfilm rolls from January 1, 2009 through current time and thereafter if contract is renewed.
- 3.3.2.13. Describe schedule of monitoring film stability on *Response Form*, item #8.
- 3.3.2.14. Must meet ARMA standards.
- 3.3.2.15. Describe access policy for retrieval of microfilm rolls or aperture cards on *Response Form*, item #9 or attach pages that describe process.
- 3.3.2.16. If permanent archival storage is contracted, Offeror must describe provider information as well as data regarding policies, rules, and standards for storage on *Response Form*, item #10.
- 3.3.2.17. Provide the capability to produce a high quality copy from microfilm for any necessary replacement pages in the Recorder of Deed's books.
- 3.3.2.18. Provide duplicate diazo or Silver copies of microfilm rolls upon request by the County.

**3.3.3. CONTRACTOR RESPONSIBILITIES:**

- 3.3.3.1. Contractor must treat all records in a confidential manner.
- 3.3.3.2. Contractor shall provide microfilming services in compliance with the State of Missouri records guidelines which are based on regulations of the American National Standards Institute (ANSI). For a complete copy of the State of Missouri Guidelines for Local Records Microfilming, Offerors can call (573) 751-2798 for a free copy of this publication.
- 3.3.3.3. Upon request by Boone County, Contractor must return all records to the County or other designated storage facility at the County request in the original condition and arrangement. Please attach a page describing this return process.
- 3.3.3.4. Contractor shall re-film any product not meeting quality or standards at no additional cost to the County.
- 3.3.3.5. Contractor must provide a copy of any requested record within 24 hours notice by an authorized County representative. Each document shall be indexed by "book page" in the TIFF (or other format that may be accepted by County as the national standard format) image.
- 3.3.3.6. **Sub-Contractors:** The Contractor shall not employ subcontractors without the advance written permission of the County. If Offeror proposes a multi-vendor or subcontracted approach, the responsibilities of each party and the assurances of performance offered shall clearly be identified.

- 3.3.3.7. Contractor shall allow inspection of process at the request of the County.
- 3.3.3.8. Contractor shall provide a final product that does not require any additional equipment (other than a reader or reader/printer) in order to use the film.
- 3.3.3.9. Contractor shall maintain the chronological order of all County records handled. Images shall be returned in the same sequence as received by the Contractor.
- 3.3.4. **Samples:** Boone County reserves the right to request samples after RFPs are opened and before the award is made. Boone County will provide data electronically and the Offeror shall convert to microfilm and return to County for inspection. When samples are called for, they must be furnished free of expense and will not be returned by Boone County.
- 3.3.5. **Invoices:** shall be submitted to each individual County office. Payment will be made within 30 days from receipt of an accurate monthly statement. Contractor shall provide **each department** with invoices and statements of account on a monthly basis noting any amounts and invoices past due. Billing addresses: Boone County Recorder of Deeds, 801 East Walnut, Room 132, Columbia, MO 65201.
- 3.3.5.1. Contractor invoices, packing slips and delivery tickets must contain the County contract number.
- 3.3.6. **Warranty:** The Contractor warrants that the work including equipment and materials provided shall conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects or errors. Whenever required by the specifications of the Request for Proposal, the Contractor warrants that all equipment and materials provided shall be new. If the Contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the Contractor shall, at the County's option, either re-perform such portions of the work to correct such fault, defect or error, at no additional cost to the county, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for re-performance of the work provided by other Contractors.
- 3.3.7. **Correction of Work:** The Contractor shall promptly correct all work rejected by the County as faulty, defective, or failing to conform to these specifications whether observed before or after substantial completion of the work, and whether or not fabricated, installed or completed. The Contractor shall bear all costs of correcting such rejected work.
- 3.3.8. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 3.3.8.1.** The Contractor shall purchase and maintain in force, at its' own expense, property insurance covering any loss or damage of the county owned records.
- 3.3.8.2.** Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 3.3.8.3. Compensation General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 3.3.8.4. Owner's Contingent or Protective Liability and Property Damage** - The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. It is preferred that this policy includes a provision for **damage, recovery, and cost of effort to replace damaged records**. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Should any work be subcontracted, these limits will also apply.
- 3.3.8.5. Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 3.3.8.6. Indemnity Agreement** - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or

otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

**3.4. Contract Terms and Conditions:**

3.4.1. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

3.4.2. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

**3.5. Contract Period:**

The Term and Supply Contract period shall be from **January 1, 2010 through December 31, 2010**. The contract shall have four, one-year renewal periods following the completion of the initial contract term. After the completion of the final renewal term, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

**3.6. Cancellation Agreement:**

The County reserves the right to cancel the contract without cause by giving not less than thirty (30) days prior notice to the Contractor in writing of the intention to cancel, or with cause, if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the Contractor to comply with any of the provisions of this contract may be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow Contractor reasonable opportunity to cure material breach, but is not required to do so.

**3.7. Fiscal Non-Funding Clause:**

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the provider of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

**3.8. Estimated Usage:**

All orders for Base Bid and Option One will be placed by the respective County office on an "as needed" basis. The services specified herein are estimates based on past usage and anticipated future requirements and as such; do not constitute a guarantee on the part of the County.

**3.9. Pricing** - Contract will be awarded on a firm price for the initial period ending on December 31, 2010. Prices are subject to adjustment thereafter, effective on the renewal date and must remain firm through the end of the renewal period.

**3.9.1. Price Increase** - It shall be the responsibility of the Contractor to notify the County sixty (60) days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. RESPONSE TO PROPOSAL

##### 4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and seven (7) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on December 1, 2009**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all

of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

**4.1.2. Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

**4.1.3. Evaluation and Award Process:**

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

**4.1.4. Evaluation:**

- 4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.1.4.2. **Qualifications Statement/References:** The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP
  - a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
  - b. Name other businesses or preferably any government agencies/municipalities for which you have provided similar services in the last three (3) years and provide a current contact name, email address and phone number for each account.
- 4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Offeror's final response rating.
- 4.1.4.6. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror's final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and



page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

**4.1.5. Rejection / Withdrawal of Proposals Response:**

Rejection of Proposals The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Offerors and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**4.1.6. Validity of Proposal Response:**

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

**4.1.7. Confidentiality:**

The Contractor shall be responsible for maintaining the confidentiality of the County records and data, which cannot be sold, shared or otherwise disclosed to other companies or individuals without written permission from the County Employee Benefits Plan officials.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**5.1. Computer Output to Microfilm Services and Storage:** The Offeror, having examined carefully the terms and conditions herein, proposes to furnish all labor, materials, equipment and other items, facilities and services, without exception for the proper execution and completion of the contract, and if awarded the contract, to complete the said work within time limits as specified for the following prices:

ITEM	DESCRIPTION	UNIT PRICE
<b>Base Bid</b>		
<b>BASE BID</b>	1. Converting Computer Output to Microfilm (Group IV TIF to 35mm film) - Price Per Image when Boone County submits data by CD or electronically <b>quarterly</b> . The price per image cost includes the cost of the film.	\$ _____/image
	2. Create one (1) 35mm Silver Duplication per 100 foot roll (automatically treated with Browntone) for storage in pure vault (outsourced by ISC to Underground Vaults & Storage or other facility designated by County).	\$ _____/roll
	3. Create One (1) 35mm Silver Halide per 100 foot roll (automatically treated with Browntone) and submit to Boone County for local storage:	\$ _____/two rolls

- 4. Cost for index at beginning of each microfilm roll: \$ \_\_\_\_\_/roll
- 5. One time application of Browntone to pre-existing film for storage in pure vault. \$ \_\_\_\_\_/roll

**Option One**

- Option One** 6. Storage of Microfilm in Pure Vault at UV & S or other facility designated by County (Browntoned Silver Duplication) \$ \_\_\_\_\_/year/box

**RETRIVAL**

	<u>Quantity</u>	<u>Retrieval</u>	<u>Refiles</u>
7.	1-5 items (box or roll)	\$ _____	\$ _____
8.	6-10 items	\$ _____	\$ _____
9.	11 +	\$ _____	\$ _____
<b>Retrieval of a specific image from a microfilm roll or aperture card.</b>			
10.	Microform Hard copies (per print)		\$ _____
11.	Photocopier		\$ _____
12.	Fax		\$ _____

5.2. Describe schedule of monitoring film stability:

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5.3. Describe access policy for retrieval of microfilm rolls and aperture cards. Normal retrieval process will be for document replacement only. For disaster recovery, the complete roll(s) will be requested. Be sure to describe the Authorization Form(s) used to protect the records through access.

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5.4. If permanent archival storage is sub-contracted, Offeror must describe provider information as well as data regarding policies, rules, and standards for storage:

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5.5. Describe format needed for images to be sent electronically:

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5.6. Describe disaster recovery measures that Offeror has in place at storage facility:

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5.7. Describe process for transport of records upon termination and any fees associated with transfer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5.8. Attach additional page for other services offered with pricing. Also, attach any additional pricing not covered on this Response Page.

**5.9. Renewal Option:**

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

<b>First Renewal: January 1, 2010 – December 31, 2010</b>	+ _____ %	- _____ %
<b>Second Renewal: January 1, 2011 – December 31, 2011</b>	+ _____ %	- _____ %
<b>Third Renewal: January 1, 2012 – December 31, 2012</b>	+ _____ %	- _____ %
<b>Fourth Renewal: January 1, 2013 – December 31, 2013</b>	+ _____ %	- _____ %

Note: These renewal options will be used in the evaluation.

5.10. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Exhibit B**

**Microfilm Labels**

The following is an example of the labels to be placed on the microfilm rolls for the Recorder of Deeds:

Label for Real Estate as follows:

**Bettie Johnson, Boone County Recorder of Deeds,  
801 E. Walnut, Room 132, Columbia, MO 65201  
573-886-4345**

**Real Estate**

Book 1900 through 1955

Microfilm Roll # \_\_\_\_\_

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Marriage as follows:

**Bettie Johnson, Boone County Recorder of Deeds,  
801 E. Walnut, Room 132, Columbia, MO 65201  
573-886-4345**

**Marriage**

Filing Number 20010001 through 20011100

Microfilm Roll # \_\_\_\_\_

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Tax Liens as follows:

**Bettie Johnson, Boone County Recorder of Deeds,  
801 E. Walnut, Room 132, Columbia, MO 65201  
573-886-4345**

**Tax Liens**

Filing Number 20010001 through 20010500

Microfilm Roll # \_\_\_\_\_

Film type: SILVER ORG. or DUPL. OR DIAZO

Label for Plats/Surveys as follows:

**Bettie Johnson, Boone County Recorder of Deeds,  
801 E. Walnut, Room 132, Columbia, MO 65201  
573-886-4345**

**Plats/Surveys  
Book 1950 through 1965**

Microfilm Roll # \_\_\_\_\_

Film type: SILVER ORG. or DUPL. OR DIAZO



**"No Bid" Response Form**

**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director  
(573) 886-4391 – Fax: (573) 886-4390

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**"NO BID RESPONSE FORM"**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A RESPONSE TO THE REQUEST FOR PROPOSAL**

If you do not wish to respond to this RFP request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**RFP: 71-01DEC09 – Computer Output to Microfilm Service**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for Not Bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT C**  
**(Please complete and return with Bid)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Melinda Bobbitt, CPPB  
Director



Boone County Purchasing  
601 E. Walnut, Room 208  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

#### INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm)

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling. The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.





**CERTIFICATION OF INDIVIDUAL BIDDER**

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- \_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
  
- \_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name