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REQUEST FOR PROPOSALS (RFP)
for
DOCUMENT SCANNING AND ARCHIVING

November 9, 2021,

The County of Nodaway, Missouri is requesting proposals from qualified firms for scanning and archiving for county records for various county offices (including, but not limited to: Collector/Treasurer, Sheriff, Public Administration and Prosecuting Attorney.) The selected firm will enter into a price agreement for scanning services for a period of one (1) year. Sealed proposals are due to the office of the Nodaway County Clerk by **9:00 a.m. on Tuesday, December 7, 2021** at which time they will be opened by the County Commission in the office of the Commission.

The County of Nodaway, at its sole discretion, reserves the right to reject any and all RFPsubmittals.

All responders shall comply with the requirements of Section 285.530 RSMo, participation in a federal work authorization program. The attached Affidavit of Work Authorization form, shall be completed and made a part of the response.

Questions regarding the Request for Proposals (RFP) shall be addressed by contacting Melinda Patton, County Clerk at (660) 582-2251 or at nodaway.county@sos.mo.gov.

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SUMMARY:

The County of Nodaway, Missouri is requesting proposals from qualified firms for scanning and archiving for various county offices (including, but not limited to: Collector/Treasurer, Sheriff, Public Administration and Prosecuting Attorney.) The selected firm will enter into a price agreement for scanning services for a period of one (1) year.

SCOPE OF WORK:

The selected firm will be required to ensure the following:

- 1.) Documents will have to be prepared for scanning, including: analyzing and sorting, removing staples, paperclips, bindings; preparing odd-sized documents such as post-its, business cards, half-sheets, etc.; separating out photographs and color documents; and any other preparation necessary. Following scanning, documents will either be prepared for shredding or reassembled, depending upon the type of files. Shredding services will not be included in this agreement.
- 2.) Scanning equipment must be capable of processing both letter and legal sized sheets. It is unknown what percentage of documents are one-sided versus double-sided; scanning equipment must be capable of processing both. Documents are to be scanned in black and white or color, true to the original document, not gray scale.
- 3.) Images are to be saved and indexed, searchable PDF files, up to 600 dpi. Optical Character Recognition (OCR) is required. File structures for various functions of Various County Offices are to be designed with County's participation and approval and are to emulate a file room with cabinets, drawers, and folders that are displayed based on the individual users' rights and permissions. County shall have the ability to establish rights and permissions for users.
- 4.) Proposal shall fully describe the document retrieval process.
- 5.) Proposal shall describe how newly created documents are added to already stored files over time.
- 6.) Files are to be saved to flash drives. Files must be easily copied onto the County's hard drive. If this cannot be accomplished by simply saving from the flash drive, proposer shall fully describe the process, including any necessary on-site and/or off-site coordination with County staff.
- 7.) Personnel, banking and other financial information, and other similarly highly sensitive files are to be processed on site or by County's permission to transport to a secure facility. Specialty scanning services, such as wide format and non-destructive book scanning may be removed from the county buildings with permission. If files or books are permitted to leave the County's premises, they are to be prepared for transport by proposer's staff, transported by secure means to a secure facility, and at the proposer's expense. The files are housed at the Nodaway County Administration Building, County Jail and/or County Courthouse. The County will ensure a secure workspace with electric outlets and work table. If other accommodations are needed, proposer shall describe these in the proposal.
- 8.) Scanning may include highly sensitive materials. All members of the scanning team shall be trained specialists who understand various laws, have been through extensive background screening, including criminal background and credit checks. All members of the scanning team and anyone with access to the scanning documents must be willing to sign confidentiality agreements.
- 9.) Scanning will be scheduled based on availability of the scanning team and county staff.

- 10.) The scope of work requires the County acquire and retain ownership of scanners and laptops at the end of the awarded contract in order to continue in-house scanning by county staff moving forward.
- 11.) Bi-weekly onsite meetings with written progress reports will be required to the Commission or office holder whose documents are being scanned.

PROPOSAL REQUIREMENTS

- 1.) The proposal shall fully describe how the bidder will accomplish the requirements listed in Scope of Work above.
- 2.) The proposal must be signed by its duly authorized officer, and provide the address, telephone, and email of the proposer.
- 3.) Any contract awarded pursuant to this request for proposals shall be an all-inclusive fixed fee per banker box, including preparation, scanning, archiving, travel, shipping, and any other expenses necessary to accomplish the project specifications. Proposer shall complete Cost Proposal (Attachment A).
- 3.) Proposals shall include a description of the proposer's qualifications to perform the required services including a description of equipment, training and screening of personnel, experience in performing similar work, and any other information the proposer deems pertinent.
- 5.) Proposals shall provide three (3) customer references, including business name, contact person, telephone, and email address.
- 6.) Proposer shall submit four (4) copies of the proposal, at least one of which is unbound, labelled "Document Scanning" on the outside of the envelope.

Please submit sealed proposals by **9:00 a.m. on Tuesday, December 7,** to the following address:

County of Nodaway
Attn: County Commission
403 N. Market
Maryville, MO 64468

RFP ACCEPTANCE/REJECTION

The County reserves the right to accept or reject any and all Proposals received in response to RFPs, to waive any irregularities in Proposals, and in its judgement, to award a contract to the lowest and/or best Proposal in response to this RFP.

HOLD HARMLESS CLAUSE

This Vendor awarded the contract from this RFP agrees to save and hold harmless the County and its agents, servants, and employees of, and from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting, or to result, from any of the Vendor's businesses or operations resulting from any act or omission of the Vendor's agents, servants, or employees.

INSURANCE

Contractor shall maintain in full force and effect throughout the term of the agreement General Liability insurance covering bodily injury and property damage with minimum amounts of One Million Dollars (\$1,000,000) per-occurrence and Two Million Dollars (\$2,000,000) general aggregate. Contractor shall maintain workers' compensation with statutory limits, including Employers' Liability Coverage with minimum limits of Five Hundred Thousand Dollars (\$500,000). The Contractor shall provide certificate (s) of insurance to County before contractor shall be entitled to any compensation under the Agreement. All certificates shall be executed by a duly authorized agent of each of the applicable insurance carriers and state that at least thirty (30) days' notice shall be given to the County before any policy covered thereby is changed or cancelled. The County shall be named as an additional insured with respect to the Commercial General Liability coverage required or allowed by Agreement.

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“ATTACHMENT A”

For the purposes of this bid, a banker’s box is assumed to be 12.5” x 15.5” x 10.5” and hold 1,500 to 2,000 sheets. The percentage of single-sided versus double-sided sheets is unknown.

Number of Banker’s Boxes	Price Per Box On Site	Price Per Box Off Site
1-50		
51-99		
100-149		
150 and up		

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I, _____, hereby representing

(Agent submitting RFP)

_____, have read and reviewed the attached
specifications. (Firm or Company)

I state the hereby offer meets or exceeds all requirements. Please note that this form and all other required information must be attached.

Company Name

Authorized Person (Print)

Address

Signature

City/State/Zip

Title

Telephone

Date

Tax ID No.

E-Mail Address

State the name, address and telephone number of not less than three (3) customers for whom the Contractor has performed similar Services within the last three (3) years. These items may also be attached for convenience.

The above said Company shall provide the materials and services, insurance, and requested items for the goods and services of this RFP for a cost to the County of Nodaway as outlined in “Attachment A”.

“Exhibit A”

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly sworn on
(NAME) (OFFICE HELD)

my oath, affirm _____ is enrolled and will continue to participate in a
(COMPANY NAME)

federal work authorization program in respect to employees that will work in connection with the

contracted services related to _____ for the duration of the contract, if awarded in
(BID/SFS NUMBER)

accordance with RSMo Chapter 285.530 (2). I also affirm that _____
(COMPANY NAME)

does not and will not knowingly employ a person who is an unauthorized alien in connection

with the contracted services related to _____ for the duration of the contract, if
(BID/SFS NUMBER)

awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date