

ETOWAH COUNTY COMMISSION  
800 Forrest Avenue, Gadsden, AL 35901

## REQUEST FOR BID

### ATTENTION ALL BIDDERS

**YOU MUST MARK ON THE ENVELOPE:**

**BID NO. FY 2014-2015-31  
ELECTRONIC DOCUMENT HOSTING WITH  
PROFESSIONAL SCANNING SERVICES - REVENUE  
COMMISSION**

The Etowah County Commission is soliciting sealed bids for the above project. Bids will be received by the Etowah County Commission in Room 107 of the Courthouse, 800 Forrest Avenue, Gadsden, AL 35901 Attn: Debbie Parris until;

**WEDNESDAY, SEPTEMBER 23, 2015 @ 10:00 A.M. CENTRAL TIME**

Bids will be opened in the Commission Chambers on the First Floor of the Courthouse, 800 Forrest Avenue, Gadsden, AL 35901 at the above stated time and date. **Bids submitted prior to the bid opening, either in person or by mail, must be directed to the following location:**

**Purchasing Department  
Room 107  
Attn: Debbie Parris, Purchasing Agent  
800 Forrest Avenue (Courthouse), Gadsden, AL 35901**

Prospective bidders are instructed to read the General Terms and Conditions, Special Terms and Conditions, and Bid Specifications very carefully. Bids must be made in compliance with the guidelines in the sections referred to above and sign each in full.

If you have any questions concerning terms and conditions, specifications, or any other aspects of the RFB or RFP, please contact the following:

Contact: Debbie Parris, Purchasing Agent  
Phone: **(256) 549-5307**  
Email: [dparris@etowahcounty.org](mailto:dparris@etowahcounty.org)

***No faxed or email responses will be accepted***

# ETOWAH COUNTY COMMISSION

(revised 02/17/2012)

## GENERAL TERMS AND CONDITIONS

**These General Terms and Conditions are standard and any contradicting requirements of the Special Terms and Conditions of Request for Bid supersede these General Terms and Conditions**

- (1) **All bidders shall comply with Code of Alabama 31-13-9 if applicable.**
- (2) All bid openings and any scheduled pre-bid conferences will be held in the Commission Chambers located on the first floor, Courthouse, 800 Forrest Avenue, Gadsden, Alabama 35901 unless otherwise stated. A pre-bid conference may be requested to review and answer any pertinent questions concerning the bid and the specifications.
- (3) Each bid must be submitted in a separate sealed envelope and received by the Etowah County Commission in the Purchasing Department, Room 107, 800 Forrest Avenue, Gadsden, Alabama 35901. All bidders must use our bid form and show on the envelope the bid number, name of project (purpose), and opening date. Any bid received after the opening date and time will not be considered. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders.
- (4) The Etowah County Commission encourages utilization of minority business enterprise in our procurement activities. The Etowah County Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, disability, religion or age in consideration for an award.
- (5) The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service that the Etowah County Commission is seeking to purchase. The bidder must **indicate compliance or list exceptions to** each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.
- (6) The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of the article desired but does not restrict the bidder to the specified brand, make, manufacturer or specification named. It is to set forth to convey the general style, type, character, and quality of the article desired by the Etowah County Commission. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, and which is suited to the same use as that named and which is approved by the Purchasing Department. Vendor shall incur all cost involved in obtaining an independent analysis if the Etowah County Commission deems it necessary to determine the suitability of items as being approved equal.
- (7) It will be assumed that all bids are based upon the specifications unless the bidder stipulates to the contrary on the proposal for; in which case, the bidder shall point out in detail any and all deviations from the specifications. Bidders having items, which do not meet the specifications may offer the same on an optional basis. Minor

exceptions from the specifications may be considered if they do not alter the performance for the intended purpose.

- (8) All bids shall be typewritten or printed in ink on the forms prepared by the Etowah County Commission. Bids prepared in pencil will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed will automatically be rejected.
- (9) All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.
- (10) Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales and manufacturer's taxes. **The Etowah County Commission will assume no transportation or handling charges other than specified in this bid.** The Etowah County Commission is exempted from sales and use tax by 40-23-4-(11) and 40-23-62 (13), Alabama Code (1975).
- (11) Prices quoted to the Etowah County Commission shall remain firm for a minimum of 90 days from the date of opening of the bid, unless so stated differently in the bid.
- (12) The delivery schedule must be entered in the appropriate space in order for the bid to be considered. If all items cannot be delivered on the same schedule, please note variances.
- (13) The bidder shall assume full responsibility for warranty of all components of the equipment. A statement shall be attached with the proposal setting out the conditions of the warranty. The manufacturer's standard warranty shall be furnished.
- (14) The Etowah County Commission reserves the right to request a demonstration of any and all items bid before making the award.
- (15) The Etowah County Commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of Etowah County Commission.
- (16) All bids will be awarded to the **lowest responsive and responsible bidder**. This determination may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable. When bids are equal, local vendor shall be favored.
- (17) Unless Special Terms and Conditions of the bid specify otherwise, the Etowah County Commission reserves the right to make an award in whole or part to one or more bidders whenever deemed necessary and in the best interest of Etowah County Commission.
- (18) The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold Etowah County Commission harmless from any and all causes of action or claims of damage arising out of or related to bidder's performance under this contract.
- (19) All items bid will be inspected by a representative of Etowah County Commission

upon delivery to ascertain compliance with the specifications. Items not in compliance with the specifications will be rejected until proper remedial measures are taken to assume compliance.

- (20) Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
- (a.) Failure to use the bid forms furnished by Etowah County Commission.
  - (b.) Lack of signature by an authorized representative on the bid form.
  - (c.) Failure to properly complete the bid form.
  - (d.) Evidence of collusion among bidders.
  - (e.) Unauthorized alteration of the bid form.
  - (f.) Failure to comply with Alabama law in regards to contracts.
- (21) Etowah County Commission assumes no legal liability to purchase items or services under any contract unless funds are appropriated for that particular fiscal year.
- (22) Etowah County Commission reserves the right to terminate, without cause, any award made as a result of this bid solicitation by providing a thirty (30) day letter of cancellation notification to the successful bidder. Failure on the part of the successful bidder to comply with all terms and conditions of this bid shall give cause for Etowah County Commission to terminate the award immediately, and to relieve Etowah County Commission of any and all legal obligations associated with the award. In the event the bidder cannot comply with the terms and conditions of a bid on a particular item or transaction, Etowah County Commission reserves the right to obtain the particular item from other vendors.
- (23) Etowah County Commission is to be protected against any **increase above the price in the bid**. Any bid containing an "Escalator Clause" will not be considered unless so stipulated in the Special Terms and Conditions.
- (24) In accordance with the Alabama Competitive Bid Law, as amended, Etowah County Commission may enter into multi-year leases, purchase, and lease purchase contracts for the acquisition of goods, supplies, materials and all other types of personal property, real property and services for a period not to exceed three years with the following provisions:
- (a.) Contracts shall terminate without further obligation on the part of Etowah County Commission at the end of the first year, or if the Etowah County Commission elects to renew such contract, shall terminate at the end of each subsequent year.
  - (b.) Contracts may provide for automatic renewal unless positive action is taken by the Etowah County Commission to terminate such contract, and the nature of such action shall be determined by the Etowah County Commission and specified in the contract.
- (25) The Etowah County Commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Etowah County Commission, office of the Purchasing Agent, by the deadline state in the bid request.
- (26) Proof of all State, County and local business license must accompany bid.

**BID NO. FY 2014-2015-31  
ELECTRONIC DOCUMENT HOSTING WITH  
PROFESSIONAL SCANNING SERVICES -  
REVENUE COMMISSION**

**SPECIFICATIONS:**

**ELECTRONIC DOCUMENT HOSTING PROGRAM**

- (1) The system must allow for the scanning and indexing of approximately 10,000 images per month both black and white and color images.
- (2) All images scanned must be stored in a standard Group 4 TIFF; proprietary file format will not be acceptable.
- (3) Software must have the capability of full text OCR, all images scanned and indexed into the system will be required to be full text OCR'd.
- (4) Image database must be Microsoft SQL.
- (5) Provide for a minimum of three (3) different document types that will include the name of the document type along with the fields of index required for that particular document type. System must be capable of adding additional document types in the future.
- (6) Provide 8 scan index licenses to be installed on current workstations provided by The Etowah County Revenue Commissioner's Office. The Revenue Commissioner's Office currently utilizes Fujitsu Scanners and would like to continue to use these scanners.
- (7) Provide unlimited retrieval licenses allowing The Etowah County Revenue Commissioner's Office to install retrieval licenses on virtually any workstation, laptop or tablet it desires.
- (8) System Software must have a wide variety of security features where certain system rights can be set up for individual users or groups if so desired.
- (9) Successful vendor must have an office within a close proximity of the Etowah County Courthouse and be able to provide on-site support or remote support within 90 minutes when required.
- (10) Bid price must include all software support on-site as well as remote.
- (11) Data Center where the hosting server is located must meet SOC 3 formally SAS 70 certification.

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ELECTRONIC DOCUMENT HOSTING WITH  
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**SPECIFICATIONS:**

**PROFESSIONAL SCANNING OF THE PROPERTY RECORD CARDS**

- (1) The County currently has approximately 75,000 parcels; each parcel will have approximately 10 duplex images (20 Images Total) stapled together which will make up one parcel. Approximately 10% of the parcels will contain color photographs.
- (2) The County estimates having a total of approximately 1,500,000 images that will need to be scanned and indexed. Out of those 1,500,000 images the County estimates that approximately 150,000 images will be color photographs.
- (3) 1,350,000 Images to be scanned in black and white.
- (4) 150,000 Images to be scanned in color.
- (5) The County will allow the successful vendor to provide the back scanning services at their own facility as long as it is in a close proximity to the Etowah County Courthouse, which should a parcel be required while at the vendor's facility the vendor must be capable of either scanning and indexing it into the electronic document hosting system or bringing it to the Etowah County Courthouse within 90 minutes. The County will not permit all cards to be removed at any one time but will allow 20 standard size bankers boxes (10"H x 15"D x 12"W) to be removed at a time.
- (6) Preparation of all cards to be scanned which shall include but not be limited to the removal of all staples, paper clips, etc. separating black and white documents and color photographs, getting all documents into scanner ready order.
- (7) Scanning of each parcel shall include scanning all non-photographs in black and white and if the parcel contains color photograph's scanning them in color.
- (8) Indexing each parcel with three fields of index:
  - Name
  - PPIN
  - Parcel Number
- (9) Once a parcel has been completely scanned and indexed it must be stapled back together and put back in parcel number order and available for viewing on the electronic document hosting system.
- (10) Bid price for back scanning services must include the costs for record pickup, redelivery, and boxes required.

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**SPECIFICATIONS:**

(11) Bid price must include the price for any parcel request that has to be returned to the Revenue Commissioner's Office while in possession of the vendor for scanning.

**CONVERSION & INDEXING OF PREVIOUSLY SCANNED LOT AND  
PLAT BOOKS**

(1) Converting all previously scanned Historical Lot and Plat Map Books from their existing PDF Format to a standard Group 4 TIFF Image.

Indexing Plat Maps by the Following:

Year Range

Section

Township

Range

Indexing Lot Maps by the Following:

Name

Once completed, upload all Lot and Plat Maps to the electronic document hosting system.

Indexing all Subdivision Maps by the Following:

Subdivision Name

Once completed, upload all Subdivision Plats to the electronic document hosting system.

**INDEXING AND SCANNING LOT AND PLAT BOOKS**

(1) To scan and index large format maps up to 44" wide price shall include:

Map Preparation

Scanning to a standard Group 4 TIFF Image

Indexing Maps by the Following:

Year Range

Section

Township

Range

Once completed, upload all new Lot and Plat Book scans to the electronic document hosting system with the existing previously scanned Lot and Plat Books.

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**SPECIFICATIONS:**

Should a Map be required while at the vendor's facility the vendor must be capable of either scanning and indexing it into the electronic document hosting system or bringing it to the Etowah County Courthouse within 90 minutes.

(2) Bid must include a minimum of three references of Revenue Commissioners Offices within the State of Alabama currently utilizing the system being proposed.

Reference must include:

County Name  
Contact Person  
Phone Number

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**BID SHEET:**

**First Year Cost shall Include the Following:**

- Creation of 3-Document Types
- Allow for up to 120,000 Scans for First Year  
which shall include Color and Black and White Images
- Include 8-Scan Index Licenses
- Include Unlimited Retrieval Licenses
- Include all Software Upgrades
- Include Unlimited Software Support On-Site as well as Remote
- Include Complete on-site Implementation and Training Services

**TOTAL FIRST YEAR COST** \$ \_\_\_\_\_

Optional Costs

Cost Per Additional Document Type \$ \_\_\_\_\_

Cost for Additional Scans over 120,000 Per Year \$ \_\_\_\_\_

Cost Per Additional Scan Index License \$ \_\_\_\_\_

**ANNUAL COSTS AFTER FIRST YEAR  
(EXCLUDING ANY ADDITIONAL SCANS OR LICENSES)** \$ \_\_\_\_\_

Scanning and Indexing of 1,350,000 Black and White Images \$ \_\_\_\_\_

Scanning of 150,000 Color Photographs \$ \_\_\_\_\_

Overtime fee to include all back scanned images and their  
associated index stored on the Electronic Document Hosting  
System \$ \_\_\_\_\_

**TOTAL COST FOR BACK SCANNING** \$ \_\_\_\_\_

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REVENUE COMMISSION  
BID SHEET:**

**INDEXING & CONVERSION SERVICES OF PREVIOUSLY  
SCANNED MAPS (PDF)**

Cost (16 Plat Books - 8,000 Images) \$ \_\_\_\_\_

Cost (51 Lot Books - 25,500 Images) \$ \_\_\_\_\_

Cost (2,166 Subdivision Plats) \$ \_\_\_\_\_

**SCANNING AND INDEXING SERVICES OF LARGE  
FORMAT DRAWINGS**

Cost (54 Plat Books - 27,000 Images) \$ \_\_\_\_\_

**Software Integration**

The Revenue Commissioner's Office currently has a web site and would like the capabilities of linking some of the Document Types to their existing web site to allow for public access. Please provide any additional costs that may be required in order to be able to provide this service

**COST** \$ \_\_\_\_\_

Name and Address of Bidder:

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

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

\_\_\_\_\_  
Signature

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

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBE BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for County State





**AFFIDAVIT**

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ who, after having been duly sworn, upon oath did depose and say;

That the foregoing bid submitted by \_\_\_\_\_

\_\_\_\_\_ hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder. The bidder is not a member of any trust, pool, or combination to control the price of products or services bid on, or to influence any person to bid or not to bid thereon. I further affirm that the bidder has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted Bid. The contents of this bid as to prices, terms or conditions of said bid 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.

Name and Address of Bidder:

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

Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

\_\_\_\_\_  
Signature

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

Title: \_\_\_\_\_

SWORN TO AND SUBSCRIBE BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County \_\_\_\_\_ State

## Evaluation of Bids

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS AND AFFIRM THAT I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS OR PROSPECTIVE BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION. UPON AWARD OF THIS BID, I WILL NOT SUBSTITUTE ANY ITEM ON THIS BID UNDER ANY CIRCUMSTANCES. I ALSO UNDERSTAND THAT THE GENERAL TERMS & CONDITIONS ARE STANDARD AND THAT ANY CONTRADICTING REQUIREMENTS OF THE SPECIAL TERMS AND CONDITIONS OR REQUEST FOR BIDS SUPERSEDE THESE GENERAL TERMS & CONDITIONS.

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Firm

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Street Address

---

Signed By

---

Mailing Address

---

Title

---

City

---

Area Code & Telephone

---

Delivery Time from Date of Order

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Federal Tax I.D. #

Technical Specification Sheets Attached  
Bid Bond Attached

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