

Title and Summary

Request for Proposal No: FY13-0429
Request for Proposal Title: Document Scanning and Imaging Conversion
Invitation to Bid Publication: As follows:
04/22/2013 <http://www.orangeburgcounty.org/>
04/22/2013 Bulletin board, Basement Fl. Admin. Centre

Invitation Composition: Request for Proposal No. (FY13-0429)-is composed of the following:

- Title and Summary pages
- Code Articles 1 through 7
- Scope of Work
- Vendor Qualifications and Information
- Evaluation Factors
- Certified Proposal Bid Sheet
- Certification of No Exceptions
- Certification of Preference(s)
- Addendum Acknowledgement

Invitation Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
 - (Basement Floor , Procurement Office)

Contracting Entity: Orangeburg County, South Carolina (“Owner”)
A political subdivision of the State of South Carolina

Procurement Coordinator: Procurement Director Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. (“Administrative Center”)
Orangeburg SC 29115
(803) 533-6121 Office phone number
(803) 535-2307 Office fax number
jshuler@orangeburgcounty.org

Pre-Submission of Bids

- Requirements: Bidders are encouraged to site visit and review records. Contact Jim McClean, Tax Assessor, (803) 533-6148 or jmcclean@orangeburgcounty.org for scheduling.
-
-
- Questions: If bidders have questions, same shall be
Directed to Procurement Director
Mode of Communication via e-mail only
No later than (Thursday, April 25, 2013)

Proposals:

- Submission Composition: Each submitted proposer is required to be composed of the following, including fully completed and executed forms:
 - Code and Articles Acknowledgment
 - Certified Proposal Bid Sheet
 - Addendum Acknowledgment
 - Vendor’s Certification of Qualifications and Information
 - Certification of No Exceptions
 - Certification of Preference(s)
- Submission Deadline: Monday, April 29, 2013 11:00 A.M.
- Submission Location: Procurement Office, Basement Floor, 1437 Amelia Street, Orangeburg, S.C.
- Opening Time: 11:00 A.M. Friday, April 29, 2013
- Opening Location: (Procurement Office, 1437 Amelia Street, Orangeburg, S. C. (only names of proposers read aloud))

Special Conditions

- Intent/Award/Contract: The intent to award, award, and the contract regarding (To be completed) is subject to the following special conditions:
- Only as stated in the documents that compose the Request for Proposal

Code and Articles

Request for Proposal FY13-0429 Document Scanning and Imaging Conversion

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html>. In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposal, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Scope of Work

Orangeburg County is seeking a firm to provide professional Document Scanning and Imaging conversion of property tax record cards. In carrying out the Scope of Work, the successful vendor shall have the following specific duties for which the successful vendor will bear sole financial responsibility during the term. Work includes, but is not limited to, providing all labor, materials, equipment tools, and services required to provide full professional document scanning and imaging.

Currently **approximately** 65,000 tax folders are housed and the County is requiring duplex images. Approximately 650,000 record images.

Specifications

Digital files must meet all SC Archive standards for permanent record storage.

Files must be indexed on account number.

Property record cards must be scanned at high enough resolution that all pre-printed, pen written and pencil written information that is readable on the original is readable when viewing the file and printing at the same size as the original. Correspondence may be scanned at lower resolution than the property record cards.

Property record cards and correspondence must differentiate in the index.

Files must be stored in a format that can be viewed on Win XP, Windows Vista, Windows 7, and Windows 8 computers without software installation.

If the index is not in an open source database, the price must include an unlimited license to the database. The database must allow for export to delimited text format so that the index information can be imported into any database.

The bid must include pickup and return of property record folders by vendor employee. Property records and correspondence must be returned in the original folder.

Total number of pages is not known but we want lump sum price, not a price per page. Vendors may inspect records by contacting Jim McLean, County Assessor.

The vendor must provide lookup service. The Assessor's Office will, upon request, receive a copy of a document that is in the possession of the vendor within 48 hours of the request.

Vendor Qualifications and Information

RFP FY13-0429 – Document Scanning and Imaging Conversion

Vendor shall provide with its bid, the following which should be collated, fastened together and clearly labeled "Vendors' Certification of Qualifications and Information for RFP No. FY 13-0429. At least two (2) copies.

1. Documentation of vendor's general comparative experience(s) to demonstrate vendor has experience in supplying required services comparative in type and number specified in this RFP.
2. Three client references
3. A description of any litigation or arbitration within the last 10 years to which vendor has been a defendant.
4. A statement that vendor is aware of and can meet the delivery schedule as stated (June 30, 2013)
5. A brief general history of the vendor.
6. Vendor organizational chart to demonstrate sufficient and qualified staff/employees. Statement of equipment, supplies etc.
7. Current Certificate of Liability Insurance, to include Worker's Compensation.
8. Any current professional licensing as required by the State of S.C.

Evaluation Criteria

FY13-0429 Document Scanning and Imaging Conversion

If Orangeburg County decides to go forward with the procurement, the award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance: (see note below)

1. Compliance with Scope of Work and Vendor Qualifications
2. Total cost to be incurred by the County
3. Vendor record of performances and integrity
4. Ability to deliver in a timely manner

Note: Note: The method of selection, Request for Proposal, does not require a numerical weighting for each factor. See Code §5-304.7.

Certified Proposal Bid Sheet

Lump sum price (not a price per page) \$ _____

***Total number of pages is not known (just listed as estimate stated in bid document)

1. The Total Bid Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work described in Request for Proposal FY13-0429.
 2. Vendor understands and agrees that, due to budget constraints, Orangeburg County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties. Vendor should state any warranty information.
 3. The foregoing bid: contains bid prices that are firm for a minimum of 90 days from the date of opening; is made without prior understanding, agreement, or connection with any other submitting vendor; and is in all respects fair and without collusion or fraud.
-

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Title with Vendor of Vendor's Authorized Agent

Printed Name

Certification of No Exceptions

Request for Proposal No. FY13-0429

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. See Code §5-304. In connection with that requirement, a vendor must complete this certification and include it in its submission. Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: ___ Yes ___ No

2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:
___ Yes ___ No

Identification Of Excepted Vendor's

	Term	Description of vendor's substituted term	Vendor's Initials
Exception 1:	_____	_____	_____
Exception 2:	_____	_____	_____
Exception 3:	_____	_____	_____
Exception 4:	_____	_____	_____

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Bid (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Certification of Preference(s)

Request for Proposal No. FY13-0429

The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina: Yes No

Preference 2. Vendor is a resident of Orangeburg County, SC: Yes No

Preference 3. Vendor is an MBE (Minority Business Enterprise): Yes No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Date of Signature

Printed Name of Vendor's Authorized Agent

Title

Addendum Acknowledgement

Request for Proposal FY13-0429

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.	Addendum Date	Initials of Vendor's Authorized Agent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor shall submit a completed Addendum Acknowledgement form with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission.
Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement.