

JUL 10 2023

SHERRY MURRAY
COUNTY CLERK

230637

SA&I 1-4040 (2000)

Canadian _____ County, Oklahoma
COUNTY PURCHASING OFFICE
Canadian _____ County Court House
El Reno _____, Oklahoma
Phone: (405) 295-6125

INVITATION TO BID

PLEASE REVIEW TERMS AND CONDITIONS ON REVERSE
SIDE RELATING TO SUBMISSION OF THIS BID.
Notarized Affidavit completions and signature required on reverse side.

DATE ISSUED July 10, 2023
Page 1 of 2

BID NUMBER Image Scanning and Enhancement #2024-#02 Project / County Clerk	BID CLOSING DATE AND HOUR 07/28/2023 @ 4:00pm	REQUIRED DELIVERY DATE SEE SPECIFICATIONS Days after award of Purchase Order
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TERMS Net, FOB this bid will open 07-31-2023 during Commissioner's Meeting that begins at 9:00am	DATE OF DELIVERY: SEE SPECIFICATIONS
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ITEM	QUANTITY	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL
	1 or more		<p>Canadian County Clerk is seeking bids for Image Scanning and Enhancement Project.</p> <p>See Specifications attached.</p> <p>The Board of Canadian County Commissioners reserves the right to reject any and all bids or to award all or any portion of the items bid. All data will be considered in the awarding of the bid including the delivery time.</p> <p><u>The terms & conditions of this document must be completed and returned or the bid will be rejected.</u></p> <p>Contact person: Sherry Murray 201 N. Choctaw PO Box 458 El Reno, OK 73036 Email: smurray@okcana.cogov.net Phone: (405) 295-6134 Hours: Monday - Friday 8:00am to 4:00pm</p> <p style="text-align: center;">APPROVED</p> <p>Date: <u>July 10, 2023</u></p> <p style="text-align: center;"><u>Sherry Murray</u> Officer or Department Head</p>		<p>\$ _____ Option #1 Total</p> <p>\$ _____ Option #2 Total</p>

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, Canadian
County Courthouse, 201 N. Choctaw Avenue, El Reno, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope.
3. Unit prices will be guaranteed correct by the bidder.
4. Firm prices will be F.O.B. destination.
5. Purchases by Canadian County, Oklahoma, are not subject to state or federal taxes.
6. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
7. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion. A form is supplied below.
8. Bids will be firm until 08/31/2023
(DATE)

AFFIDAVIT: I, the undersigned, of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the above bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity; quality or price in the prospective contract or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Subscribed and sworn before this _____ day
of _____, 20 _____

(SEAL)

Firm: _____

My commission expires _____

Signed by: _____ Title: _____
(Manual Signature of Undersigned)

NOTARY PUBLIC (CLERK OR JUDGE)

Address: _____ Phone: _____

City: _____ State: _____

Zip: _____

Please mail sealed bids to:
Canadian County Clerk's Office
Attn: Purchasing
PO Box 458
El Reno, OK 73036

Street Address:
201 N Choctaw Avenue
El Reno, OK 73036

NOTE: Other terms and conditions can be added at the discretion of the county officers.



Canadian County Purchasing

Bid Specifications

Date Issued: July 10, 2023

Bid Number: 2024-#02

Closing Date: July 28, 2023 at 4:00 pm

PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036

Opening Date: July 31, 2023 during the Commissioner's Meeting that begins at 9:00 am

Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ SPECIFICATIONS ~

Image Scanning and Enhancement Project / County Clerk

County Clerk is seeking bids for Image Scanning and Enhancement Project.

Specifications:

See attached Specifications.

For Information Contact:

Contact: Sherry Murray

Email: smurray@okcana.cogov.net

Phone: (405) 295-6134

Hours: Monday – Friday 8:00am to 4:00pm

Address: 201 N. Choctaw Ave., El Reno, OK 73036

If you have any questions or need additional information, please contact:

Lena Marquez, Purchasing Agent, 405.295.6125

lm Marquez@okcana.cogov.net

201 N. Choctaw Avenue, El Reno, OK 73036

405.295.6125 ~ Fax 405.422.2437

www.canadiancounty.org

County Volume Image Capture Project

INSURANCE REQUIREMENTS

Before commencing work, the contractor shall be required, at its own expense, to furnish the County with copies of all insurance certificate(s) indicating the coverage throughout the term of this contract. All insurance required herein shall be maintained in full force and effect throughout the term of this contract, including all extensions. Failure to comply with lawful requirements or adequate liability requirements may result in delay of payment not to exceed a period of up to two years from the termination of the contract, or cancellation of the contract or both.

- 1. Workers' Compensation:** Insurance in the amount and in compliance with the provisions as provided for by State of Oklahoma law.
- 2. Property of Others:** Contractor shall maintain Property of Others insurance with a limit not less than \$1,000,000.00.
- 3. Professional/Cyber Liability Insurance:** Contractor shall maintain professional/cyber liability insurance not less than \$100,000 each claim for each; Technology Services Liability, Media Liability, Privacy/Network Security & Privacy, Privacy and Network Security Breach Costs, Direct Business Interruption Loss, Cyber Extortion Threat, and Contingent Business Interruption Loss.

Overview

Canadian County Clerk's Office has a number of index/record volumes that must have digital images captured for record preservation and for use in the county's software system for managing records. As the county is charged with preservation and maintenance of these records for perpetuity, the quality of the digital images must conform to the best current quality standards. The county is seeking bids from qualified vendors to provide digital image capture and indexing services for **Miscellaneous, Mortgage and Deed Records – approximately a total of 2,315 books with the following approximate size and pages:**

8 ½ x 11 = 232 books with approximately 162,400.00 – mechanical loose bound

8 ½ x 14 = 1554 books with approximately 1,087,800.00 pages – some of the first 286 maybe bound the rest are mechanical loose bound

9 x 15 = 392 books with approximately 372,400.00 pages – mechanical loose bound

10 x 14 = 137 books with 130,150.00 pages and these are all Photostat pages (dark background, with light text artifacts) – mechanical loose bound

The pages contain document stamps, typed text, handwritten text and other pertinent information. Some volumes may contain addenda folded, loose, glued, stapled or otherwise affixed to the page that must be captured. Some volumes may have pages that have faded with time and use. Some volumes may have pages with edges that are feathered or torn. Some volumes may have tabbed pages containing information that must be captured.

For this project, the county requires images enhanced/converted to produce the best possible quality, indexed by page number to assure that all pages are present in the volume and were captured, and the digital images delivered to the county on external USB media.

Books are available for inspection at the Canadian County Clerk's Office, 201 North Choctaw, El Reno, Oklahoma during regular business hours (8:00AM – 3:00PM, Monday – Friday).

Bidders should be aware that some documents are historical records, so special handling is required. The County requires the Contractor to have trained employees who can image these documents with the upmost care and precision. The County requires the Offeror to have capabilities to remove tape from the documents with accepted archival conservation methods if required for image quality. It is imperative that each document is handled and cared for by trained professionals.

Canadian County will require digital images to be formatted for its land record management system (LRMS).

Project Specifications and Requirements

General Requirements for the Vendor

- The County intends to select a contractor experienced in the archival digitization of historical and permanent retention public records. Contractor shall have performed projects similar in size and scope for government agencies.
- The successful contractor shall be responsible for safeguarding any and all County property in accordance with the Scope of Services and to the satisfaction of County.
- The contractor must agree to a 5 or 10 year warranty on all services and workmanship. The contractor will redo any and all completed services that do not meet the agreed upon level of service at no additional cost to the County.
- Awarded contractor cannot sell, distribute, or grant unauthorized access to County records. County shall retain all ownership over records, including physical, digital, or metadata.
- The vendor shall provide a turnkey solution that includes image clean-up and image indexing.
- The vendor shall provide all labor and equipment required for digital image capture, image cleanup and indexing of data and images.
- The vendor must document sufficient resources to provide both image capture and indexing services to the county by the county's required completion date.
- The vendor shall submit references from at least 3 county offices, with contact information for each reference, detailing successful completion of similar projects.
- The vendor shall provide all labor to pick up books from the County Clerk's Office, disassemble the books and subsequently reassembling the books and returning all books in their original condition to the County Clerk's Office if scanning offsite.
- The vendor shall employ non-destructive image capture processes for all images, including bound volumes. Any loose pages that would be damaged by sheet feed mechanisms should have images captured using non-destructive methods.
- The vendor shall capture images for any pages found with addenda without removing the addenda if it will change the document. Only remove if it covering up data.

- The vendor shall use processes to capture the maximum detail and shall deliver each digital image as a single page grey scale or color lossless JPEG image with no greater than 20% compression (80% JPEG quality minimum – 256-bit minimum).
- The vendor shall also deliver each image as a single page bi-tonal TIFF image with Group IV compression, compliant with the TIFF 6.0 specification.
- The vendor shall capture digital images of each page with a minimum true resolution of 300 dots per inch or better.
- The vendor shall employ digital capture processes that result in images that are not distorted from the original size and shape, thereby avoiding trapezoidal or page curvature image issues.
- The vendor shall provide the following clean-up to each image: de-skew, crop to remove extraneous borders, reverse all white on black background portions of the image and de-speckle to remove undesirable background image noise without removing essential data.
- The vendor shall review images to determine image quality, and then enhance poor quality images by adjusting image contrast and other quality factors as needed.
- The vendor shall process each image, including the borders or any portions of the image that has black background, such that the resulting image contains all black lettering and all white background.
- The vendor shall provide a process for manual enhancement for any books the county deems to be low quality, either to each entire image or to specific regions of each image that needs enhancement to make names, dates, signatures, identifying numbers, reference numbers or other pertinent recorded information as legible as possible (this process should be priced as an added service, to be competed and billed per image processed, after the county has reviewed image quality for the project and provided a list of books to reprocess).
- The vendor shall review each image for quality control purposes and provide staff for follow-up image capture for missed pages or pages whose quality made them illegible.
- The vendor shall guarantee that 100% of all pages in the volumes have images captured. The vendor shall retain a copy of the county's images from this project for a period of at least 3 years, and shall capture/recapture any images that were missed or had correctable issues in the captured image.

Delivery Requirements:

- The vendor shall provide 2 copies of external USB media with JPEG images and the final TIFF images.
- The vendor shall provide a folder for each book, using the book name as the folder name.
- The vendor shall provide image files of page numbered pages that are named with 4 digit left zero padded file names (example: 0123), with an optional 5th digit for any alphabet suffixes (example: 0123A) corresponding to the actual page number found on the image, including any suffixes.
- The vendor shall provide an inventory of imaged books, with page counts for each book, indicating any missing pages or other inconsistencies found in the books upon conclusion of the project.
- The vendor shall provide images and data in accordance with Dimensional Concepts specifications.

QUESTIONS: All questions regarding the intent of this bid or individual specification shall be submitted in writing and a written response will be issued. If the questions are material to the bid specifications and if there is a need to amend the specifications than an addendum is written and all bidders are notified.

Accessibility: Records are used daily by the public, and the ability to access these records must be maintained during the project. Identity how the contractor shall make fax and/or email copies available to the County upon request.

These services shall be reflected in the Bid Price.

PRICING: Pricing shall be itemized for all items requested in this bid. Pricing shall include product, freight, shipping & handling, installation, removal of books. Contractor will be responsible for any additional costs incurred or not anticipated in the contract. All pricing shall be inclusive. Specifically answer the following questions:

- a. Does the Contractor's standard quote include Prep/De-Prep hours in addition to per image pricing?
- b. Does the Contractor's quotes include per image pricing only, no additional fees or charges?
- c. Will the Contractor's quote incur additional fees or charges?

ADDENDA: Acknowledge the receipt of any addenda, as issued by the County.

CONTRACTOR ASSESSMENT: Please address each of the following questions in response. A simple yes or no will not suffice, please explain each answer.

a. QUALITY CONTROL PROCEDURES

- i. Explain the Contractor's warranty terms for images.

b. LOGISTICS AND PROCEDURES

- i. How will documents be transferred from the County facility to the facility if scanning offsite? Explain the process from pickup to redelivery.
- ii. What is the proposed timeline to completion?
- iii. Please explain the process used to ensure all data is captured and delivered.

PROJECT SPECIFICATIONS

All materials and workmanship shall be guaranteed in accordance with industry standards and shall be satisfactory to the County.

- A. PRESERVATION IMAGE PROCESSING:** Each scanned Master image shall be captured at a minimum of 300 dpi at 256 gray levels for best quality. All converted images shall be Group IV format. Contractor shall be responsible for all reconciliation and error correction processing to assure all records and images are accounted for. Contractor shall re-process, at contractor's expense, any images that do not meet image quality acceptance standards as specified.

Contractor must use professional judgement to determine appropriate imaging methods, such as use of a face-up or planetary scanner that will not damage any fragile records.

1. Contractor must have capabilities/techniques to safely and accurately image documents where tape, cellophane, and other adhesives were applied with NO risk to the document's integrity. This may require the contractor to employ different types of technical equipment, hardware, and software to produce a quality result.
2. Fragile pages should be captured on a flatbed scanner. Fragile pages should be placed in Mylar prior to imaging.
3. Images can be saved in either JPEG, PDF, or TIFF formats.
4. Name images for the directory file structure by Book, Volume, Page or appropriate identifiers per the County Clerk's approval.
5. Images shall be free from distortion or loss of information due to capture methods.
6. Image guarantee: If any image is missing or illegible, contractor shall attempt to complete correction within 24-48 hours.
7. Bound books (sewn) are NOT to be cut.
8. Page sequence to be maintained throughout the imaging of each book/volume.
9. Addition of annotations (Book, Volume, Page; or custom) on the digital image.
10. The following must be taken into account when imaging:
 - Target dpi
 - Target Tone Scale & Correction
 - Color Management
 - Brightness/Contrast Correction
 - Gamma Adjustment
 - White Balancing
 - Page Orientation
 - Exposure Uniformity
 - Color Reproduction Data
11. All images shall receive zonal enhancements and image cleanup to maintain legibility and these services shall be reflected in the price per image bid. Following digital imaging, image post processing brings ease of use. These steps include:
 - Crop off excess blank space around image.
 - Image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
 - The collection may include negative Photostats. Contractor shall Invert negative portions of mixed images so that images become consistent in polarity (resulting in a positive image). The County requires images to have black characters on a positive background.
12. Images shall receive a 100% quality control check comparing the original document to the scanned image to assure no missing pages or double feeds.
13. All final images shall be checked for quality control prior to delivery.
14. Master images and project files should be backed up for a minimum of three (3) years post project completion.
15. The Contractor shall submit all digitized images by secure file transfer protocol (SFTP).

B. BOOK RE-CREATION

1. Print digitized images on two-sided (duplex) 8 ½" x 14" prints in reduced size printed at 300 DPI.

2. Paper shall be 24 lb. and pre-punched.
3. Bind in high quality record binders of a quality style acceptable to the County.
4. Index tabs shall be created as necessary.
5. Current printing technology printer.

Reference Form

Bidder must provide references that can be contacted regarding the quality of workmanship and service provided to current and past customers.

Provide three (3) references with which the Vendor has performed similar services within the last 60 months (name of contact, email, current phone number, and brief scope narrative).

You may re-create these tables in your response, as long as all required information is submitted.

Agency/Firm Name			
Point of Contact/Title			
Phone Number		Email Address	
Brief Project Narrative/ Date(s) of Service			

Agency/Firm Name			
Point of Contact/Title			
Phone Number		Email Address	
Brief Project Narrative/ Date(s) of Service			

Agency/Firm Name			
Point of Contact/Title			
Phone Number		Email Address	
Brief Project Narrative/ Date(s) of Service			

REQUEST FOR BID – Option #1 OFF Site Scanning

DIGITAL IMAGING SERVICES FOR ONE OR MORE COUNTY OFFICES

(Pricing shall be inclusive of requirements outlined herein)

Required Service	Bidder Notes	Bid Price Per Unit	Approx. Qty.	Line Total
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Digital Imaging Services				
Digital Imaging	Manuscript/Post Binder Loose Leaf)	\$	Per Image	
	Typescript/Post Binder (Loose Leaf)	\$	Per Image	
	Negative Photostat	\$	Per Image	
	Bound or Oversized	\$	Per Image	
	Solution Total			

Book Re-creation				
Book Re-creation (Binder, Prints, Tabs)		\$	Per Page	
	Solution Total			

Cost Total				
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REQUEST FOR BID - Option #2 ON Site Scanning

DIGITAL IMAGING SERVICES FOR ONE OR MORE COUNTY OFFICES

(Pricing shall be inclusive of requirements outlined herein)

Required Service	Bidder Notes	Bid Price Per Unit	Approx. Qty.	Line Total
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Digital Imaging Services				
Digital Imaging	Manuscript/Post Binder Loose Leaf)	\$	Per Image	
	Typescript/Post Binder (Loose Leaf)	\$	Per Image	
	Negative Photostat	\$	Per Image	
	Bound or Oversized	\$	Per Image	
				Solution Total

Book Re-creation				
Book Re-creation (Binder, Prints, Tabs)		\$	Per Page	
				Solution Total

Cost Total				
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**Canadian County
Purchasing**

BID CHECKLIST

Date Issued: July 10, 2023
Bid Number: **2024-#02**
Closing Date: July 28, 2023 at 4:00 pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: July 31, 2023 during the Commissioner's Meeting that begins at 9:00 am
Commissioner's Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

**TO HELP PREVENT BIDS FROM BEING REJECTED FOR LACK OF COMPLETION
PLEASE CHECK FOR THE FOLLOWING:**

Is the Invitation to Bid Signed and Notarized? _____

Are all applicable spaces filled in? _____

Are all necessary papers enclosed? _____

Is the Bid # and Closing Date on outside of return envelope? _____

Thank You,

Lena Marquez, Purchasing Agent



Date Issued: July 10, 2023
Bid Number: 2024-#02
Closing Date: July 28, 2023 at 4:00 pm
PO Box 458, 201 N. Choctaw Ave., El Reno, OK 73036
Opening Date: July 31, 2023 during the Commissioner’s Meeting that begins at 9:00 am
Commissioner’s Meeting Room, 201 N. Choctaw Ave., El Reno, OK 73036

~ AFFIDAVIT ~

Image Scanning and Enhancement Project / County Clerk

State of Oklahoma)
County of Canadian) §

I, Lena Marquez, Purchasing Agent, in and for said County and State, do hereby certify that “Invitations to Bid” were sent to the following:

Bid Clerk
projects@bidclerk.com

Bid News
projects@isqft.com

ePlan
1400 Forum Blvd. Ste 7B
Columbia, MO 65203

Online Data Services
5425 Peachtree Parkway NW
Peachtree Corners, GA 30092

Avenue Insights & Analytics
Attn: Brandi Sanner
5800 Trinity Pkwy
Centreville, VA 20120

Kofile
Attn: Mike Patty
11 E. Broadway Street, Suite 201B
Sand Springs, OK 74063

Mid-West Printing Co.
1227 North 9th
PO Box 650
Sapulpa, OK 74067

Witness my hand and seal this 10th day of July, 2023.


Lena Marquez, Purchasing Agent

