



April 27, 2022

**STATE OF ALABAMA
COUNTY OF SHELBY**

Sealed Bids for Probate Records Digitization & Indexing Project

Sealed bids for the Probate Records Digitization & Indexing Project will be received in the office of the County Manager, Shelby County Administration Building, 200 West College St., Room 123, Columbiana, Alabama 35051, until 2:30 p.m. May 12, 2022 at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Probate Judge Allison Boyd at aboyd@shelbyal.com.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – PROBATE RECORDS DIGITIZATION & INDEXING PROJECT**" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Commission Minutes.

Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

Prices must be valid for the duration of the project. This contract pricing may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

This project requires references and a completion period of 9 months from the bid award date.

Please include two copies of your bid pricing: one original with signature/notary and two copies should be included.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information or other details of the bid;

METHOD OF AWARD

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission.

Immigration Law

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Chad Scroggins
County Manager

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: _____

BY (Please Print): _____

SIGNATURE: _____

ADDRESS: _____

PHONE: _____

**BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE
MADE AFTER BIDS ARE OPENED AND SUBSEQUENT THEREOF.**

Sworn to and subscribed before me this

the _____ day of _____, 2022.

Notary Public

My Commission Expires: _____

RECORDS DIGITIZATION &
INDEXING PROJECT
SHELBY COUNTY PROBATE OFFICE
2022

1.0) Bid Purpose

Shelby County is seeking an experienced and highly qualified vendor to digitize historical deed index and deed books from 1819 to 1972. The documents must be scanned and converted to a format compatible with Granicus, the current land records management system utilized by the county. All records must be indexed according to specifications described in the Scope/Statement of Work and Requirements sections in this document. Vendors may inspect the materials with a scheduled appointment. Most documents are bound books (sewn together).

2.0) Scope/Statement of Work

The scanning project must occur onsite at the Shelby County Courthouse or another County space allocated by the County which allows the books to remain accessible to the public. The bound books may not be cut or damaged in any way during the scanning process. The images/files created must be indexed by searchable fields (book and page number, document number, date recorded, document type, grantor(s), and grantee(s)). The images/files created must be grouped together (multipage documents must be grouped together), cropped (to remove excess border around images), de-skewed, enhanced (poor and damaged quality), and have the ability to be imported into Granicus, the probate office's land records management system.

The requirements in Section 3.0 outline requirements that must be met by bidding parties.

3.0) Document Requirements:

Shelby County Property Records

Oversized Mechanical Books							
24	Books	@	750	Pages per Book (Direct and Reverse Index Books)	=	18,000	Images

Bound (or sewn) Books							
50	Books	@	650	Pages per Book (Deed Vols. A-35) - Handwritten / Forms	=	32,500	Images
40	Books	@	650	Pages per Book (Deed Vols. 36-75) – Handwritten / Forms	=	26,000	Images

Mechanical Books							
70	Books	@	650	Pages per Book (Deed Vols. 76-145) - Typed	=	45,500	Images
59	Books	@	650	Pages per Book (Deed Vols. 146-204) - Photostats	=	38,350	Images
11	Books	@	725	Pages per Book (Deed Vols. 205-215) - Photostats	=	7,975	Images
50	Books	@	1,000	Pages per Book (Deed Vols. 216-265) - Prints	=	50,000	Images

Please refer any questions regarding Books to Charity Hogg - chogg@shelbyal.com

4.0) Process Requirements:

Item	Description	Vendor Response
1	Bidder must document expertise in large format paper to digital media conversion.	<i>Description of Experience</i>
2	Bidder must document expertise in fragile and historic document to digital media conversion.	<i>Description of Experience</i>
3	Bidder must document expertise in book to digital media conversion.	<i>Description of Experience</i>
4	Bidder must conduct onsite inspection at Shelby County prior to responding to bid. Schedule appointment via contacts.	<i>Onsite Inspection Completed</i>
5	Bidder must submit statement of work (SOW) describing understanding of all procedures and deliverables required.	<i>SOW Attached</i>
6	Bidder must provide a minimum of three client references for which bidder has provided book to digital conversion services. Information provided must include a description of the project and complete contact information.	<i>References Provided</i>
7	Bidders preferred who offer full service software systems integration services in support of the implementation of imaging and workflow solutions.	<i>Description of Expertise</i>
8	Bidders must have experience working with Granicus where vendor scanned and indexed images that were successfully imported into the Granicus land record software system.	<i>Description of Experience</i>
10	Statement of Compliance for Additional Shelby County Process Requirements listed in Section 3.	<i>Statement of Compliance</i>

Additional Shelby County Process Requirements:

1. Staffing Requirement:
 - 1.1. Consultant must have experience working with historic/old documents.
 - 1.2. Consultant must have experience working with Granicus where Consultant has scanned and indexed images that have been imported into the Granicus land record software system(s).
 - 1.3. Consultant must provide background checks for all employees to be employed on the onsite scanning portion of this project.
2. Onsite Scanning Requirement:
 - 2.1. Consultant must scan files onsite inside the County Courthouse Building or other space allocated by the County. The County's books will not leave the possession of Shelby County for any reason during the scanning process. Shelby County employees will provide supervision and informational assistance.

3. Historical/Document Preservation:
 - 3.1. Consultant must scan the front and back sides of all pages to make sure that 100% of documentation within every book is captured and preserved.
 - 3.2. Bound books, that are sewn together, shall not be cut or damaged in any way and will remain as is for scanning.
4. Pilot Images:
 - 4.1. 1,000 images from each media change will be inspected, cropped, grouped, indexed, verified, enhanced, and formatted for the Granicus recording system by the Vendor.
 - 4.2. Shelby County must sign off on successful images and formats provided by the Vendor in the pilot, before the Vendor proceeds with the remainder of the project.
5. Guarantee:
 - 5.1. Vendor shall provide a lifetime guarantee for the scanning and indexing work done and shall fix any errors in the scanned documents or indexes free of charge.
6. Accessibility:
 - 6.1. After scanning Vendor shall provide Shelby County with a software retrieval tool to use while images are being indexed, redacted, cropped, and enhanced by the Vendor for eventual import into the Granicus system.
 - 6.2. The software retrieval tool must give Shelby County staff the ability to view the front and backside of all images giving them access to everything in a deed index or deed record book.
 - 6.3. The software retrieval tool shall be provided at no additional cost to Shelby County.
7. Inventory:
 - 7.1. Awarded Vendor shall provide an inventory report of all media types.
8. Importation:
 - 8.1. Vendor must provide Shelby County with both the color JPEG and black and white TIFF version of all scanned images on a flash drive.
 - 8.2. The Vendor will work with Granicus to import images into the current recording system.
 - 8.3. The County will also provide Consultant with any available indexing information in the current database for the documents to be scanned and/or processed.

5.0) Installation, Training and Support:

- The images shall be created and indexed within nine months of bid award date.
- Awarded company must provide points of contact for support services including, but not limited to: name, email address, toll-free phone number, helpdesk system (if in place).

6.0) Bid Submission:

The Bidder should submit bid with individual unit prices reflected on all components of the above Project Descriptions. County reserves the right to purchase none, one or any portion or component of the bid unit prices. Any other expenses should be listed separately.

The County reserves the right to use itself as a reference and to solicit references from clients other than those listed.

7.0) Evaluation Criteria:

Evaluation will be based on the County's sole judgment of the quality and features of the services offered, support capabilities of the firm and price.