

RESOLUTION 2022-06-13-06

BE IT RESOLVED, that the Shelby County Commission hereby awards the bid for the Probate Digitization and Indexing Project to the only responsive bidder, Granicus, LLC. In the amount of \$282,173.03.

The two non-responsive bidders are noted below. The attached document is hereby made part of this resolution and specifies the details of why the two bidders do not meet the specifications.

Business Systems and Consultants	\$33,840.00
Alabama Graphics & Engineering Supply	\$32,750.00

Said eBid 2022-4-11259 is located within the County Manager's Office.

Shelby County Probate Records Digitization & Indexing Project -

After reviewing the bids submitted in response to our RFP for the Probate Records Digitization and Indexing Project, we have determined that the bid should be awarded to Granicus. The basis for this determination is as follows:

Requirement	Alabama Graphics and Engineering Supply	Business Systems & Consultants, Inc.	Granicus, LLC
Bidder must document expertise in large format paper to digital media conversion.	Met requirement	Met requirement	Met requirement
Bidder must document expertise in fragile and historic document to digital media conversion.	Met requirement	Met requirement	Met requirement
Bidder must document expertise in book to digital media conversion.	Met requirement	Met requirement	Met requirement
Bidder must conduct onsite inspection at Shelby County prior to responding to bid. Schedule appointment via contacts.	Met requirement	Met requirement	Met requirement
Bidder must submit statement of work (SOW) describing understanding of all procedures and deliverables required.	Met requirement	Did not meet requirement	Met requirement
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.	Met requirement	Did not meet requirement	Met requirement
Bidders preferred who offer full service software systems integration services in support of the implementation of imaging and workflow solutions.	Did not meet requirement	Did not meet requirement	Met requirement
Bidders must have experience working with Granicus where vendor scanned and indexed images that were successfully imported into the Granicus land record software system.	Did not meet requirement	Did not meet requirement	Met requirement
Statement of Compliance for Additional Shelby County Process Requirements listed in Section 3.	Met requirement	Did not meet requirement	Met requirement

The lowest bidder for this project was Alabama Graphics and Engineering Supply. As noted above, they failed to meet several of the project requirements. (1) The Statement of Work ("SOW") did not detail the procedures to be used in the scanning of the documents, specifically what type of equipment would be used. The SOW indicated that the project would be completed using "Shelby County Scanning Equipment", the Probate Office does not have scanning equipment which could be made available for this project or would produce the quality of images necessary for this project. Bidder did inquire about

the use of Shelby County equipment during on site visit and was informed that Shelby County equipment could not be used for the project. (2) The reference information provided did not include a description of the project. The references included only the company name, contact name and contact phone number. (3) The bidder is prepared to provide .tiff scans for Shelby County IT to upload and does not offer full service software system integration services in support of the implementation of imaging and workflow. (4) The bidder does not have experience working with Granicus where vendor scanned and indexed images that were successfully imported into the Granicus land record software system.