



MEDIA RELEASE

VERMILION COUNTY, ILLINOIS will receive sealed bids for the following project:

Vermilion County Circuit Clerk Scanning Project

The project consists of scanning large circuit court books to specifications as detailed in the bid documents.

Bids will be received until closing time of 10:00 a.m., central daylight time on Friday June 26, 2015 at the office of the Board Chairman Office, Vermilion County Annex, 3rd Floor, 6 North Vermilion Street, Danville, Illinois 61832.

The Contract Documents are on file at the office of Vermilion County, 6 North Vermilion Street, Danville, Illinois 61832. Digital copies of the Contract Documents may be obtained by request from the County Board office at 217-554-6000 or by accessing the Vermilion County web site.

Pre-bid conference will be held at 10:00 a.m., Friday; June 19, 2015 at Vermilion County Annex, 3rd Floor, 6 North Vermilion Street, Danville, Illinois, 61832.

VERMILION COUNTY

By: Michael Marron
Board Chairman

Date: June 9, 2015



INVITATION TO BID

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The Bid Specifications and Bidding Documents are on file at the office of Vermilion County, 6 North Vermilion Street, Danville, Illinois 61832. Digital copies of the Contract Documents may be obtained by request from the County Board Office telephone number 217-554-6000 or by accessing the Vermilion County web site.

Pre-bid conference will be held 10:00 a.m., Friday; June 19, 2015 at Vermilion County Annex, 3rd Floor, 6 North Vermilion Street, Danville, Illinois, 61832.

This bid document is being provided on Microsoft Word format. We require your responses to be provided after each specification indicating compliance with that specification and in what manner your bid complies with that specification, and then printed so that the question and response can be easily read together. Please set your responses in italics or a different type style to help us read your responses quickly and easily. The Proposal must be submitted in a sealed envelope.

VERMILION COUNTY, ILLINOIS reserves the right to reject any or all bids and to waive any informality in bidding. No bid shall be withdrawn after the opening of bids without the consent of VERMILION COUNTY within a period of sixty (60) days.

VERMILION COUNTY

By: Michael Marron
Board Chairman

Date: June 9, 2015

INFORMATION FOR BIDDERS

Bids will be received by the VERMILION COUNTY, ILLINOIS ("Owner"), at the offices of the Board Chairman, Vermilion County Annex, 3rd Floor, 6 North Vermilion Street, Danville, Illinois, 61832, until 10:00 a.m., central daylight time on Friday; June 26, 2015. Bids received after the above-referenced closing time per date will be returned unopened.

Each Bid must be submitted in a sealed envelope, addressed to VERMILION COUNTY ANNEX, 3rd FLOOR, 6 NORTH VERMILION STREET, ILLINOIS, 61832. Each sealed envelope containing a BID MUST BE PLAINLY MARKED ON THE OUTSIDE AS **BID FOR VERMILION COUNTY CIRCUIT CLERK SCANNING PROJECT** and the envelope should bear, on the outside, the name and address of the Bidder. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the Owner at: VERMILION COUNTY ANNEX, 3rd FLOOR, 6 NORTH VERMILION STREET, ILLINOIS, 61832.

All Bids must be submitted on the required Bid Form. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid Form must be fully completed and executed when submitted. This bid document is being provided on Microsoft Word format. We require your responses to be provided after each specification indicating compliance with that specification and in what manner your bid complies with that specification, and then printed so that the question and response can be easily read together. Please set your responses in italics or a different type style to help us read your responses quickly and easily. The Proposal must be submitted in a sealed envelope. Only one copy of the Bid Form is required. All experience and qualification data must be filled out on the Form.

Bids shall be delivered by the time and to the place stipulated in the Advertisement for Bids. It is the sole responsibility of the Bidder to see that his or her Bid is received in proper time.

The Owner may waive any formalities, minor defects, or reject any or all Bids. Any Bid may be modified or withdrawn prior to the above-scheduled time for the opening of Bids or authorized postponement thereof. The Contract Documents contain the provisions required for the Project. All prospective Bidders are strongly encouraged to view the Circuit Clerk Court Books prior to the preparation of Bids. Pre-bid conference will be held 10:00 a.m., Friday; June 19, 2015 at Vermilion County Annex, 3rd Floor, 6 North Vermilion Street, Danville, Illinois, 61832. Information obtained from an agent, officer or employee of the Owner or any other person shall not affect the risks or obligations assumed by the Contractor or relieve him or her from fulfilling any of the conditions of the Contract. Only questions answered by formal written additions signed by the Circuit Clerk will be legally binding.

The Owner may make such investigations as he or she deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the owner all such information and data pertinent to that purpose which the Owner might request. The Owner reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work described therein.

A conditional or qualified Bid will not be accepted. Awards will be made to the lowest responsive and responsible Bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County shall consider:

- a) the ability, capacity, and skill of the bidder to perform the contract to provide the service required;
- b) whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c) the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d) the quality of the performance of previous contracts or services;
- e) the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f) the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g) the quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- h) the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
- i) the number and scope of conditions attached to the bid.

All applicable statutes, laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of this Project shall apply to the Contract throughout

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. The failure or omission of and Bidder to do any of the foregoing shall in no way relieve the Bidder from any obligation in respect to his or her bid.

The low Bidder shall supply the names and addresses of major material suppliers and subcontractors when the same are requested by the Owner.

TO BE COMPLETED BY BIDDER:

**Image/Archive Microfilm Specifications and Requirements for
LARGE FORMAT BOOK SCANNING
For Vermilion County Circuit Court Clerks Office**

Due to accountability and sensitivity of the books needing scanned and placed onto archive microfilm, ALL services listed below must be performed by a single vendor, with no subcontracting. Retail sales taxes shall not be included in the bid amount.

IMAGING SPECIFICATIONS

Vendor must image a minimum of 168 large circuit court book pages at 200 dpi utilizing a commercial high quality large format scanner for optimal imaging quality output. During scanning, page must be scanned (front and back) cropped and straightened. Documents must be scanned in simplex mode in black as bitonal images. Images must be viewed during the scanning process to ensure quality of imaging. Please provide your firm's scanning quality control practice.

Images must be placed on a fully labeled DVD's (original and duplicate) for image delivery. Vendor must output images into a PDF book format with appropriate PDF hyperlinks to section breaks, A thru Z tab links and page numbering links. Each PDF book will be named by the actual book name with dates and or volume names or numbers. Vendor MUST have experience converting Illinois Circuit Court books as well as experience in creating book style PDF's with appropriate links listed above.

ARCHIVE MICROFILM OUTPUT SPECIFICATIONS

One original roll of archive microfilm must be produced
All archive film must be sliver 16mm X 215'.
All rolls of film must be clearly labeled with contents. All rolls must contain the book types and ranges and be in book or volume order.
Filming must be produced at a 32 to 1 reduction ratio
Images on film must be in a cine format on the film
Film must be produced in a simplex film format
Film must contain two level image marks with film writing with the book level as a medium image mark

Produced film must have the following features in order to obtain acceptable high quality image results: Produced from enhanced digital images that have been fully cropped, rotated, straightened producing perfect film images.

Vendor must provide the service of applying polysulfide toning (brown toning) to all required silver duplicate rolls of microfilm. Please provide information of your brown toning process in your response to your quote. Note all film production, film processing, silver duplication with brown-toning must be done in the facility of the case scanning process for security and accountability reasons.

All film must be processed at the imaging facility with a processing lab that is monitored monthly by an outside firm, certifying that the film meets specifications for the State of Illinois for archival storage quality, and maintains consistent density standards as outlined by the State of Illinois. Please include in your response, the outside firm that is monitoring your lab, and a copy of your current lab certification available.

After processing, film must be put onto a white square round ANSI approved white spool with a trailer lock. Film must be put into a black film box labeled with case type, and beginning and ending case number.

Film must be able to be clearly read on County's retrieval equipment. County will be the sole judge of acceptability.

Vendor must be able to return and/or fax documents if needed. Vendor must be able to fax requests within two to four hours of request, if request is made before 2:30 PM. If the request is made after 2:30 PM, the request will be faxed no later than 9:00 AM the next morning.

ADDITIONAL VENDOR REQUIREMENTS

Vendor Facility Requirement

The vendor's facility must have a building wide security intrusion system. Each entrance to the building must have a monitored camera to ensure complete security of these highly sensitive documents. Your facility must pass a site inspection by County Officials.

The vendor's facility must have a building wide sprinkler system in case of fire. This sprinkler system must pass a site inspection by County Officials.

Vendor facility must not be connected to another building or business due to fire or intrusion risks.

Vendor facility must not be close to any waterway that may have the possibility of flooding risks.

Information confidentiality is critical. Within your proposal please explain in detail your firm's safeguards addressing employees confidentiality requirements.

Pick-Up and Delivery Requirements

The vendor must provide a bonded courier for pick up and possible delivery back of documents. Due to accountability vendor must be employee and not subcontracted courier.

Since space is an issue, all books must be taken at one time.

Vendor must be able to return books/or have images available for download in the event the books are needed during the image conversion process. Please include the pricing for this service. In addition please provide the distance the books will be from office.

Vendor Reference Requirements

It is imperative that vendor have a working knowledge and experience in image and film production of Illinois circuit court large books. Vendor must have the experience to accurately identify information within books in order to properly scan and index books in addition to provide any retrievals during the scanning process. Enclosed is a reference sheet in order to provide County with the customers the vendor has provided this type of services for. Please list a minimum of three Circuit Clerk customers within Illinois that your firm has scanned and produced PDF book style images and archive microfilm for, with address and phone numbers.

Book Preparation Requirements

Books may need to be prepared before scanning. This includes taking books apart with a key or cutting pages from the books. All pages must be separated and flat for scanning and not scanned on a book style scanner in order to provide best possible images. This function also will likely include the following:

- Identifying and inserting preprinted bar code sheets between sections

- Used for the following purposes

- Separation of each book

- Automated indexing of section breaks or pages breaks

- Automated A-Z tab section breaks

- Bar code sheet to include printed section breaks:

- Bar code to be inserted as the first document of each section

- Bar code sheet to also contain the printed section or alpha section

Offsite Vendor Facility Requirements

The vendor's facility must have a building wide security intrusion system. Each entrance to the building must have a monitored camera to ensure complete security of these highly sensitive documents. This system must pass a site inspection by County Officials.

The vendor's facility must have a building wide sprinkler system. This sprinkler system must pass a site inspection by County Officials.

Due to security, fire and other risks vendor building must not be connected to any other company or business.

Vendor must have adequate space to hold books until adequate time for image/film conversion. Vendor facility must be able to hold books until Administrative Office of The Illinois Courts destruction authorization is in place which can take up to 120 days. If County decides to hold document longer than 120 days, vendor must be able to store them for an unspecified period of time upon a negotiated cost.

Contractor must have a second full service owned facility for backup in case of disaster. This second facility must be able to continue the work with the exact quality control measures and security. Attach address, phone number, and contact person of second facility location.

Offsite Vendor Employee Requirements

Information confidentiality is critical. Within your proposal please explain in detail your firm's safeguards addressing employees confidentiality requirements such as background checks and drug testing.

Once books arrive at vendor facility documents must not leave for any reason until the conversion process is complete and destruction authorization is received.

Employee experience is a must. Please provide a list of your management team and supervisors who will be involved in this project along with their roll and years of experience in this type of work.

Quote must include onsite document shredding costs after authorization. Proper shredding and witnessing certification documents must be given to County after this process has been complete. Completed onsite destruction must take place in your facility due to security and accountability of these sensitive records. Please include process of destruction notification and authorization forms.

Offsite Vendor Estimate Requirements

The amount and order of projects that are to be scanned and outputted to PDF's and archive microfilm may be limited to budgetary constraints.

Estimated quantities and book types needing converted

168 Estimated books contain approximately 303 two sided pages or 606 images per book

168 books @ 606 estimated images equal an estimated 101,808 images

Scanning and Archive Microfilm for 168 Books Listed Below:

Plaintiff and Defendant Books 20 Books (Need cut out of Book)

Criminal Record Books 28 Books

Juvenile Record Books 10 Books

Estate Ledger & Claim Books 42 Books

Estate Ledger and Claim Docket and Minor Incapacitated 9 Books

Feeble Minded and Mentally Ill and Insane 39 Books

Judgment Insane Docket 4 Books

Insane Index Book 1 (Need cut out of Book)

Book of Report Record 15 Books (Need cut out of Book)

Pricing:

Pricing must include:

* Price per digital image \$ _____ per image

*(price must complete per image and price meeting all specifications within this bid including removing pages from post bound books, scanning, indexing, bookmarking, master and duplicate DVD, book destruction, silver original archive roll of microfilm and 1 silver brown-toned microfilm duplicate, transportation document shredding and any related set up costs)

* List below any other costs and estimates associated with fulfilling this project not listed above

REFERENCES

Film/Imaging Services

for

VERMILION COUNTY CIRCUIT CLERKS OFFICE

List below a minimum of 3 County Circuit Clerk organizations in Illinois for whom you have provided similar services. (All references will be contacted)

1. Organization: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Contact Person: _____
Date and scope of Project: _____

2. Organization: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Contact Person: _____
Date and scope of Project: _____

3. Organization: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Date and scope of Project: _____

BACKUP FACILITY (S)

List below at least one backup conversion facility:

1. Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

AGREEMENT

THIS AGREEMENT is dated as of the _____ day of _____, 2015 by and between the Vermilion County, Illinois (hereinafter referred to as "Owner") and _____, hereinafter referred to as Contractor.

The Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Contractor shall complete all Work as specified or indicated in the Bid Specifications. The Work is generally described as follows: Large Circuit Court Book Scanning. The bid specifications are attached hereto and incorporated herein by reference and are part of this contract.

The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

VERMILION COUNTY CIRCUIT CLERK SCANNING PROJECT

The term "Work" means all SCANNING and services expressly required by, reasonably inferable from, or otherwise reasonably assumed to be required by the Contract Documents and Plans and includes all other labor, materials, equipment, and services required to provide the Owner with a fully functional project.

Payments shall be made in accordance with the bid specifications upon billing by the contractor. The Owner shall pay in accordance with the Illinois Prompt Payment Act, 50 ILCS 505/1 et. seq.

Contractor has familiarized itself with the nature and extent of the Contract documents, Work, all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

The Contractor agrees to follow the Plans and the direction of the Specifications and Circuit Clerk without variation. The bid specifications are incorporated herein as part of this contract.

Contractor has reviewed and checked all information and data shown or indicated on the bid specifications with respect to the project.

All Subcontractors shall be approved by the Owner and Engineer prior to any Subcontractor's performing any Work. Prior to final payment proof shall be supplied that any subcontractor claims or liens have been satisfied. **The completed work will be delivered free from all liens, claims or encumbrances, of any description whatsoever.**

This contract may not be assigned without the written consent of the Owner.

IN WITNESS WHEREOF, OWNER AND CONTRACTOR have signed this Agreement.

This Agreement will be effective on _____, 2015

OWNER:

Vermilion County

Contractor

By: _____

Michael Marron
Chairman

By: _____

Attest: _____

Attest: _____

Address for giving notices

Address for giving notices

Vermilion County Annex, 3rd Floor
Danville, IL 61832

BID FORM

TO: County Board Office
Attn: Vermilion County Circuit Clerk Scanning Project Bid
Courthouse Annex
6 N Vermilion
Danville, IL 61832

FOR: Vermilion County Circuit Clerk Scanning Project located at

Vermilion County Courthouse
7 N Vermilion
Danville, IL 61832

FROM: _____

The undersigned having familiarized himself with all requirements of the proposed Contract Documents as prepared by the Owner and duly issued Addenda to said Documents, as acknowledged herein, proposes to furnish all things as required by said Documents and Addenda thereto for Base Bid stated below.

The bid amount

is _____ Dollars (\$_____).

TIME OF COMPLETION

If awarded the contract, the undersigned agrees to commence work as bid herein on the date of the Notice To Proceed issued by the County.

ADDENDUM RECEIPT

Receipt of the following Addenda to the Proposal Requirements and Contract Documents are acknowledged:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

