



**CITY OF NORTH OLMSTED
Mayor Kevin M. Kennedy**

**Request for Proposals
DOCUMENT SCANNING SPECIALISTS**

1. PROJECT DESCRIPTION

This City of North Olmsted is seeking proposals from qualified contractors to scan all paperwork in the Building Department's residential street files prior to 2010 to DVD. Project goals are to:

- A. Significantly reduce the volume of paperwork stored in the Building Department;
- B. Provide both staff and the public with an efficient way to locate historical property information; and
- C. Comply with all state and local records retention laws.

Document disposal will be performed by the City. Companies with demonstrated experience in document scanning and with an interest in making their services available to the City are invited to respond to this RFP.

2. PROJECT COORDINATION

All inquiries relating to this request shall be addressed to:

Nicole Rambo, Planning & Development Administrative Assistant
City of North Olmsted
5200 Dover Center Road
North Olmsted, OH 44070
(440) 716-4134
rambon@north-olmsted.com

3. SCOPE OF SERVICES

The City seeks proposals from qualified respondents to provide document scanning services. The City has four (4) 26" x 18" x 52" four-drawer cabinets, eleven (11) 25" x 15" x 52" four-drawer cabinets and twenty-six (26) 28.5" x 18" x 52" four-drawer cabinets containing building-related

paperwork dating back to the 1940s. The City will be responsible for selecting those documents prior to 2010 that will need to be scanned and boxing them for transport. It is estimated there are approximately 450,000 pages which will be scanned. Page sizes vary from half sheets to ledger size, in color and black and white.

Documents will be separated by address into separate files by City staff as time permits. Staff will alert the contractor when a batch of files is ready for scanning. The contractor will be responsible for transportation of files to and from City Hall. Most preparation of documents, such as removing staples and paperclips and unfolding sheets, will need to be done by the contractor prior to scanning. The digital files should be in PDF format. One PDF file should be created per street address which should be saved to and indexed on DVDs.

If interested, contractors may schedule a site visit to review documents prior to submitting a proposal.

4. CONSIDERATION OF PROPOSALS

In evaluating responses to this Request for Proposal, the City will take into consideration the experience, capacity, and costs that are being proposed by the respondent. The following evaluation criteria will be considered in reviewing submittals:

- A. Experience in providing document scanning services.
- B. Capacity to complete the scanning within one month after picking up files between the dates of January 1, 2017 and December 31, 2020, dependent on availability made by the Building Department.
- C. Estimated time to complete scanning of files once received and return to Building Department.
- D. Pricing.

Nothing in this RFP shall be construed to create any legal obligation on the part of the City or any respondents. The City reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the City be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on the RFP. No respondent shall be entitled to payment from the City for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the City. Respondents may withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. The contractor chosen to provide services will be required to execute the City's fixed price standard contract for services.

5. PROPOSAL FORMAT

Three (3) copies of all proposals must be received by the City of North Olmsted at 5200 Dover Center Road by 4:00 p.m., on November 14, 2016. Late proposals will not be accepted, and any proposal so received shall be returned to the proposing firm unopened. Proposals must be

submitted in a sealed envelope plainly marked “PROPOSAL – BUILDING DEPARTMENT SCANNING.” Each response must include the following:

Cover Letter

Please submit a cover letter signed by a duly authorized officer or representative of the respondent, not to exceed two pages in length. The letter must also include the following information:

- A. The principal place of business and the contact person, title, telephone/fax numbers and email address.
- B. A brief summary of the qualifications.
- C. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
 - The names and business addresses of all Principals of the respondent. For purposes of this RFP, “Principals” shall mean persons possessing an ownership interest in the respondent.
 - If the respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the respondent.
 - If the respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the respondent.

Experience & Capacity Proposal

Please provide the following information:

- A. Experience and detailed qualifications in performing the range of services required. Provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP.
- B. Capacity to complete the scanning of all files by December 31, 2020, according to the availability of files made by the Building Department.
- C. Pricing proposal. The contractor will sign a fixed price contract to include all work and services.
- D. Specific recommendations or approach to this project that will result in successful outcomes meeting the City’s goals.

Other Requirements

These documents shall also be submitted with the contractor’s proposal:

- A. Certificate of Good Standing (Corporation) or Certificate of Existence issued by the Ohio Secretary of State.
- B. Evidence of Insurance: Commercial General Liability; Workers Compensation.
- C. References: Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
- D. Conflict of Interest Statement and Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in providing services to the City.