

# REQUEST FOR PROPOSALS

## Fremont County Document Digitization

615 Macon Ave, Cañon City, CO 81212



Issued By:

Fremont County Board of County Commissioners  
615 Macon Ave Room 105, Cañon City, CO 81212

## SOLICITATION FOR DOCUMENT SCANNING SERVICES

Date: December 15, 2022  
Project: Fremont County Document Digitization  
Fremont County, Colorado

The Fremont County (Colorado) Board of County Commissioners is seeking a qualified professional to provide services to digitize documents for multiple Fremont County Departments. The documents are in various sizes and some are bound historical books. The successful Contractor will meet all requirements of the Request for Proposal.

Copies of the Request for Proposals and related documents for the services solicited are available through the **Fremont County Bid Request Portal** in the “**Other Resources**” tab of the Fremont County, Colorado home page at [www.fremontco.com](http://www.fremontco.com).

All questions regarding this request for proposal should be directed to Rachel Miller, Fremont County Grants Manager, email: [rachel.miller@fremontco.com](mailto:rachel.miller@fremontco.com). All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

Proposals must be received no later than **2:00 PM local time on Monday January 16, 2023**.

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### A. INTRODUCTION

The Fremont County Board of County Commissioners (FCBOCC) will be accepting proposals for a qualified Contractor to digitize County documents and import them into the County network. The selected Contractor will digitize documents for the Fremont County Treasurer's Office, the Coroner's Office, the Building Department, and Planning and Zoning. All documents will be scanned in an industry standard digital format. Fremont County Departments have a wide variety of paper documents that will need to be digitized ranging from 8.5x11 inches, 11x17 inches, 36x24 inches and larger. The County has bound historical books that will need to be digitized as well. Ideally these books will be scanned intact. If it is determined that they cannot be scanned intact the

Contractor will be responsible for communicating this with the appropriate County department before the documents are scanned.

**B. INQUIRIES AND CORRECTIONS**

If your firm intends to bid on this project, please send an email to the Fremont County Grant Administrator at [rachel.miller@fremontco.com](mailto:rachel.miller@fremontco.com) with the following information:

- Firm Name
- Project Name
- Firm's Contact
- Person Telephone
- Number
- E-Mail Address
- Postal Address

The County will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information as requested, you will not receive any follow-up notification of any changes to the project.

If the Contractor submitting a proposal finds discrepancies in, or omissions from the Request for Proposals, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change to the Request for Proposals will be made by written addendum to each Contractor, and shall become part of the request for any proposal awarded. Fremont County will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all Contractors. To be given consideration, inquiries must be received at least seven (7) calendar days prior to the date established for the opening of the proposals. It shall be the responsibility of each Contractor to verify that all addenda have been received prior to submitting a proposal.

**C. SUBMITTAL DATE, LOCATION, AND OPENING**

Proposals must be received no later than **2:00 PM** local time on Monday January 16, 2023. Please submit electronically in pdf format through the **Fremont County Bid Request Portal** in the "**Other Resources**" tab of the Fremont County, Colorado home page at [www.fremontco.com](http://www.fremontco.com). As an alternative to electronic submittal, an electronic pdf file of the proposal may be mailed or delivered in a sealed envelope. To facilitate review, limit file to pertinent information only.

Proposers are required to meet the date set for the submission. Failure to meet the submittal date will result in the Proposal being considered non-responsive.

D. SPECIAL REQUIREMENTS

All respondents accept the conditions of this RFP, including, but not limited to, the following:

A. Late Proposals: No late proposals will be accepted for this project.

B. Non-Responsive Proposals: **The Fremont County Board of County Commissioners** reserves the right to waive any informalities or minor defects or to reject any or all proposals. Any Proposal may be withdrawn prior to the above scheduled time for receipt of Proposals, or authorized postponement thereof. No firm may withdraw a proposal within sixty (60) days after the actual date of the opening thereof and all terms quoted must be firm for such period. Should there be reasons why the contract cannot be awarded within the specified timeframe, an extension may be granted by mutual agreement between the Fremont County Board of County Commissioners and the Proposing firm.

E. CONDITIONS OF PROPOSAL SUBMITTAL

All Contractors shall comply with all conditions, requirements, and specifications contained herein. Any departure will constitute sufficient cause for the rejection of the proposal.

The proposal must be signed by a duly authorized official of the Contractor submitting the proposal or, if an individual, by the Contractor.

No proposal will be accepted from any Contractor that is in arrears for any obligation to Fremont County, or that is otherwise deemed irresponsible or unresponsive by the County.

Only one (1) proposal will be accepted from any Contractor.

The Fremont County Board of County Commissioners reserves the right to reject any and all proposals or any parts thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the project to the most responsive and responsible Contractor as deemed in the best interest of the County.

The Fremont County Board of County Commissioners reserves the right to reduce the scope of the project based on available budget.

There is no expressed or implied obligation on behalf of the County to reimburse any Contractor or sub-Contractor for any costs related to the preparation of the Proposal, required documentation, interviews, presentations, discussions, and/or any related activities. These costs are the sole responsibility of the Contractor. The Fremont County

Board of County Commissioners shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals, nor in costs related to any element of the selection and contract negotiation process.

The County will not return proposals, or other information supplied to the County, to the Contractor.

#### F. SCOPE OF SERVICES

- Must work with various Fremont County Departments to determine what documents are in need of digitization.
- Must work with various Fremont County Departments to determine where documents should be stored once scanned.
- Must provide a report of poor-quality images including the reason they are determined to be poor quality.
- Must have the ability to enhance the light and dark contrast of a poor-quality image without affecting the legible portions of the image.
- All files must be clearly titled and include page numbers.
- Determine what portion of the images can be scanned on site. If documents will need to be scanned off site provide a reason and an estimation of how long the documents will need to be offsite.

#### G. EVALUATION OF PROPOSALS

All proposals will be evaluated by the Fremont County Board of County Commissioners, County Manager, and Project Manager / County Engineer. Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. During the evaluation process, the County reserves the right to request additional information or clarifications from any Contractor or to allow corrections of errors or omissions.

#### H. EVALUATION CRITERIA

Proposals shall be reviewed in general for the following:

- Responsiveness to the needs of the County, both in service cost and in the scope of services offered.
- Experience in dealing with local governments and on projects of similar nature.
- The degree to which the proposal meets or exceeds the terms of this RFP.
- Willingness to hire/solicit work not being self-performed to local subcontractors.

Successful Contractor will be chosen on the basis of greatest and most appropriate qualifications.

## I. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the Fremont County Board of County Commissioners.

Proposals shall include the following:

1. A cover letter shall be provided stating the name, address, and telephone number of the Contractor and must bear the signature of the Contractor or a duly authorized official.
2. A response that defines the methods and means by which the Contractor will perform the services outlined in the Request for Proposal. Provide a scope of work for the proposed design and management of the project. Upon award of selection, the scope of work will be revised with County staff to formulate the final scope of work for the project. The proposed approach description should also include:
  - Identify how you will meet all aspects of the scope of work and related requirements
  - List any items or services associated with this project that you cannot provide.
  - Provide information on other pertinent services, if any, you can offer that will reduce costs or enhance your service.
3. A project timeline outlining the dates and specific tasks to be accomplished during the course of the project.
4. A detailed project budget stating the cost of the project.
5. A list of similar (scope and budget) projects completed in the last five years.
6. A list of critical issues that the Contractor considers to be of importance for the project.
7. A list of what portion of the work, if any, will be subcontracted and the name of the firm(s) that will be used or if you will be bidding these out post-award. Please indicate your willingness to hire local Fremont County subcontractors, or any that you have already selected.
8. A list of at least three (3) references for which services of similar scope and nature have been provided including contact names, addresses and telephone numbers.
9. A staffing plan for the proposed project.
10. Any other information deemed necessary by the Contractor.

11. Please provide four (4) copies of the proposal, if submitting by paper.

Submittal of a proposal shall be taken as evidence that the Proposer has full knowledge of the scope, nature, quality and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

Submittal shall include Contractor's willingness to enter into the Professional Services Contract Agreement with the Fremont County Board of County Commissioners included as part of the RFP.

The total cost of preparation and submission shall be borne by the Contractor. All information submitted in response to this request for proposal is public after the Notice of Award has been issued. The Contractor should not include as part of the proposal any information which they believe to be a trade secret or other privileged or confidential data. If the Contractor wishes to include such material, then the material should be supplied under separate cover and identified as confidential. Entire proposals marked confidential will not be honored. The County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or court order.

J. GENERAL REQUIREMENTS OF SUCCESSFUL PROPOSING CONTRACTOR

The successful Contractor shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the Fremont County Board of County Commissioners.

The successful Contractor and its employees will operate as an independent contractor and will not be considered employees of the County.

K. PROJECT REQUIREMENTS

The final scope of work will be determined by the Fremont County Board of County Commissioners.

L. INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless Fremont County and its officers and its employees from and against all liability, claims, demands and expenses, including court and attorney's fees, on account of any injury, loss or damage which may arise out of or are in any manner connected with the work to be performed, if such injury, loss or damage is caused, in whole or in part, by, or is claimed to be caused in whole or in part by, the negligent act or omission, error or professional error, mistake, accident or other fault of the Contractor, subcontractor of the Contractor, or any office, employee or agent of the Contractor.



M. NON-DISCRIMINATION & ILLEGAL ALIEN CLAUSE

By submitting a proposal, the Contractor agrees to comply with all applicable State and Federal Laws, rules, regulations and Executive Orders of the Governor of Colorado involving non-discrimination on the basis of race, color, religion, national origin, age, handicap or sex and the employment of illegal aliens.

The Contractor, with regard to the work performed by it during the contract term, will not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The Contractor will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21, or Part 26.

N. RIGHT TO REFUSE PROPOSALS

The Fremont County Board of County Commissioners reserves the right, without prejudice, to reject any and all proposals or any parts of any proposal.

O. CONFLICT DISCLOSURES

The Contractor will include a full disclosure of all potential organizational conflicts of interest in the Proposal. By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer will make an immediate and full written disclosure to the Fremont County Board of County Commissioners that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts.