



INVITATION FOR BID PROPOSAL

The Office of the **McCracken County Sheriff** is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2024 (2) and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than 2:00 PM CDT August 30, 2023 to be considered.

 / SHERIFF
Signature/Title

Ryan Norman
Printed Name

8/15/23
Date

Attachment A

August 7, 2021

Project (Bid) Specifications: McCracken County Sheriff's Office (MCSO)

Section I - Scanning/Digitizing Paper Records

1. Scan/digitize approximately 143,000 pages (Approximately 61 cubic feet of paper records or 16 boxes) – Child Abuse, Adult Abuse and Domestic Abuse Case File, L4686 – Felony Investigation case File (Homicide), L5846.
 - o Electronic Arrangement (Mirror Boxes) - Electronic files must be foldered and subfoldered just as they currently are arranged as paper files, i.e., foldered by box number, thereby subfoldered chronological by case folders. Each image must be searchable (.jpg or .png & PDF). Documents are to be repacked in boxes maintaining original numeric and chronological order.
 - o Digital evidence (photos or video) – must be copied to external portable media.
 - o Documents (boxes) must be picked up from, and returned to, facility storage shelving at MCSO.
 - o Vender must provide both physical and electronic document access to MCSO for the entirety of project (while paper documents are off-site being converted).
2. Provide scanned images on an external portable media in a format preferred by MCSO. E.g., Vender provides PDF images on an external hard-drive.
3. Provide copies of scanned images to Kentucky Department of Library & Archives on an external portable media.

Section II - Miscellaneous Equipment (boxes)

1. Repack each set of records as originally marked/identified (per box or filing cabinet drawer label) into new one (1) cubic foot archival boxes. Some records will need to go from a single box to multiple boxes, in these cases boxes must be identified as box 1 of 2, 2 of 2, etc. Grantee must approve storage boxes. (Preferred box size is 1 cubic foot and of archival quality. New labels will be created by vendor and placed on repacked boxes.)
2. Vendor will provide label information
3. Vendor will transport documents to and from the MCSO.

NOTE: It is the sole responsibility of the prospective bidder to evaluate box conditions, sheet sizes, sheet/page counts, location pickup and delivery, record arrangement, and any other aspect of this bid not explicitly expressed in these specifications.

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A **NO BID**.

Bids must be returned no later than 2:00 PM CDT, August 30, 2023 to:

**Ryan Norman
McCracken County Sheriff
300 Clarence Gaines**

Paducah, KY 42003

****MARK ENVELOPE WITH "BID: MCSO RECORDS"*****

To arrange an onsite review and/or for questions, please contact:

Jana King, Records Clerk

Phone: 270-444-4719

Email: jking@mccrackencountyky.gov

Section III – Bid Opening

The bids will be opened on August 30, 2023 at 2:00 PM CDT. The bids will be opened at the McCracken County Sheriff's Office. Bidders are invited to join the bid opening.