

REQUEST FOR PROPOSAL

Sauk County Treasurer/Real Property Lister

Digitization of Sauk County Tax Rolls

November 1, 2019

REFERENCE NUMBER: 112519

PROPOSAL DUE DATE: Proposals must be received and date stamped no later than 2:00 p.m., Central Standard Time, November 25, 2019. Fax submissions are not acceptable. Proposals or amendments received by Sauk County after that time will not be considered. A Public Opening of Proposals will be conducted on November 25th, 2019 at 2:15 p.m. in the Sauk County Treasurer's Office, Room 148, at 505 Broadway, Baraboo, Wisconsin 53913.

ALL PROPOSALS MUST BE ADDRESS OR ELECTRONICALLY SENT TO:

Sauk County Clerk
Sauk County West Square Building
505 Broadway
Baraboo, Wisconsin 53913
Electronic copies sent to: becky.evert@saukcountywi.gov

The words "Digitization of Sauk County Tax Rolls" must be clearly marked on the sealed envelope alongside the County's address information.

DELIVERY DATE: To be determined

POINT OF CONTACT: Sarah Brown
Sauk County Treasurer/Real Property Lister
505 Broadway
Baraboo, WI 53913
sarah.brown@saukcountywi.gov
608-355-3575

PART ONE
INTRODUCTION AND GENERAL INFORMATION

1.0 Introduction

1.1 This document constitutes a request for competitive proposals from qualified individuals to provide high quality scanned images for the Sauk County Treasurer/Real Property Lister.

2.0 Organization

2.1 This document, referred to as a Request for Proposal (RFP), has been divided into the following parts for the convenience of the contractor:

- Part One - Introduction and General Information
- Part Two - Specifications
- Part Three - General Requirements, Terms and Conditions
- Part Four - Proposal Submission Information
- Part Five - Scope of Work
- Part Six - Attachments/Addendums

3.0 DEFINITIONS

3.1 *For the purpose of this RFP the vendor will be referred to as Vendor and Sauk County will be referred to as County.*

4.0 Background Information

4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 849 square miles including 22 towns, 14 villages, and 3 cities. The County has an estimated population of 63,981. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a juvenile non-secure detention facility, a highway department, a tax administration and collection effort, and other government related functions.

4.2 The Sauk County Treasurer/Real Property Lister's office maintains and keeps safe approximately 240,000 pages of paper tax rolls. This project is intended to provide proper media to provide archival back up to paper records currently stored in books.

PART TWO
SPECIFICATIONS

Vendors shall prepare and submit a proposal for the scope of work including but not limited to:

2.1 **Transportation** – For the purposes of this RFP, vendor may provide proposals for off-site and/or on-site scanning. If off-site, the Vendor shall be responsible for the transportation of the

books to the Vendor's work site and the return transportation to the County. The Vendor shall also be responsible for the cost of the transportation and provide any necessary bonding. Vendor will transport tax rolls in 3 shipments or less, and shall contact Sauk County when each shipment has been received by the off-site facility.

- 2.2 **Staffing** – The Vendor shall provide all necessary staff to inspect, clean and scan books. If off-site, staff shall be available 8:00 – 4:30 M-F to scan and email any document requested by the Sauk County Treasurer/Real Property Lister.
- 2.3 **Tax Roll Inventory** – The Vendor shall verify and inspect all tax rolls and confirm that each book is accounted for prior to scanning.
- 2.4 **Scanning** - All images MUST be scanned at 300 dpi Black & White TIFF images. TIFF images MUST be non-annotated TIFF CCITT Group 4 files named by tax year and by municipality defined in the Import File Specifications as shown on Addendum A. A pdf file MUST be provided that is named by tax year and by municipality as defined in the Import File Specifications as shown on Addendum A.
- 2.5 **Image Cleanup** - Each image and PDF shall be automatically de-skewed and automatically cropped for optimum file compression. Please define if documents will be de-speckled and reasons if the document should or should not be de-speckled for image quality.
- 2.6 **Image Inspection** – Each image shall be visually for image quality. If any part of the image is considered illegible it shall be added to a Poor Quality Image Report for the Vendor to rescan. The problems to be identified are image too dark, image too light, blurred image, or poor original.
- 2.7 **Poor Quality Image Report** – The Vendor shall provide a report, in an agreed upon format, that identifies the page and brief description of why it was rescanned (light, dark, blurred, poor quality original, missing and replaced, unavailable, out of order, etc). The Vendor shall sort this list by problem type and audit the problems encountered during the inspection process.
- 2.8 **Rescanning** – During the quality control process, the Vendor shall manually adjust contrast and rescan any illegible images in order to capture the most legible black and white TIFF image possible. As part of this proposal, Vendor should estimate percentage of rescans and include subsequent cost, if any.
- 2.9 **Image Sync Confirmation** – The Vendor shall open one image from each file and compare the assigned name of the file to ensure the images match the File Specifications as shown on Addendum A.
- 2.10 **Electronic Stapling** – Images shall be grouped together by storing the images in perfect sequential order. All pages of a tax book should be grouped together into the same folder and each image should have a text file created by page number defined in the Import File Specifications as shown on Addendum A. Images shall also be converted to a pdf and defined in the Import File Specifications as shown on Addendum A.

- 2.11 **Media** – Completed images and pdfs shall be saved to an encrypted portable hard drive and shall be shipped to County for importing into the imaging system.
- 2.12 **Image Enhancement** – Completed images shall be stored in order that they may be touched up in the future if there are any areas of documents that need enhancement.
- 2.13 **Page Extraction** - Vendors shall describe their ability to provide Page Extraction which the County defines as the process of pulling out good data from an image and leaving unnecessary parts behind.
- 2.14 **Import** – Vendor shall provide index file in section along with images. The County will perform the image import or contract for this service.
- 2.15 **Invoicing** – Sauk County shall be invoiced for actual images delivered. The Vendor shall invoice Sauk County per document group completion basis in accordance with the Vendor Fee Schedule. Please note that Sauk County shall make the final payment after it has been determined that the Vendor has satisfied all outstanding issues.

PART THREE
GENERAL REQUIREMENTS
STANDARD TERMS AND CONDITIONS
(REQUESTS FOR PROPOSALS)

- 3.1 **Specifications** – The Vendor shall provide the preceding services for Sauk County as presented above. The specifications in this request are the minimum acceptable. When alternates are proposed, they must be identified to establish equivalency. Sauk County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal.
- 3.2 **Delivery** – Deliveries shall be F.O.B. destination unless otherwise specified.
- 3.3 **Method of Award** – Award shall be made to the lowest responsible, responsive vendor unless otherwise specified. Sauk County reserves the right to award based upon the evaluation of the proposals, which the County deems to be in its best interest.
- 3.4 **Payment terms and Invoicing** – Sauk County normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.
- 3.5 **Taxes** – Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below which is excepted by State Statutes.
 - 3.5(a) Sauk County, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel, and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Sauk County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors

performing construction activities are required to pay state use tax on the cost of materials.

- 3.6 Guaranteed Delivery** – Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.
- 3.7 Entire Agreement** – These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.
- 3.8 Applicable Law** – The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin.
- 3.8(a)** It is understood that requirements of s. 59.52 Wisconsin Statutes do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.
- 3.9 Arbitration/Appeals Process** – Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Treasurer's Department, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.
- 3.9(a)** Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.
- 3.9(b)** Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions stated in paragraph 9.1 above shall apply.
- 3.10 Safety Requirements** – All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.
- 3.11 Warranty** – Unless otherwise specifically stated by the Contractor, equipment purchased as a result of this request shall be warranted against defects by the Contractor for ninety (90) days from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.
- 3.12 Cancellation** – Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the vendor to comply with the terms, conditions, and specifications of this contract.

- 3.13 Public Records Access** – It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.
- 3.13(a)** Proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 3.14 Disclosure** – If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month period, this contract is voidable by the County unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.
- 3.15 Material Safety Data Sheet** – If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

PART FOUR
PROPOSAL SUBMISSION INFORMATION

4.1 Requirements of Contract

- 4.1(a)** Each vendor shall submit a pricing worksheet (Attachment 1).
- 4.1(b)** Vendor may provide bid(s) for both on-site and/or off-site conversion.
- 4.1(c)** Each vendor shall provide a brief company profile including: how long the firm has been in business, number of employees, number of technicians available to provide service, average response time for service, the location from which technicians will be dispatched and the name, address, telephone, fax and contact information for the firm.
- 4.1(d)** If service will be provided by a third party vendor, include a brief history of the third party company including: how long the firm has been in business, number of employees, number of technicians available to provide services, location from which service technicians will be dispatched, average response time for service calls and the name, address, telephone, fax and contact information for the firm.
- 4.1(e)** Each vendor shall provide a written implementation plan to include a time line from the date of acceptance to date of delivery. Each vendor shall supply a list of three references for which they have provided similar services (Attachment 2).
- 4.1(f)** Vendor shall supply samples of work done previously, if requested.
- 4.1(g)** All pricing shall be good for 120 days after the proposal date.

4.2 Evaluation Process

4.2(a) After determining that a proposal satisfies the mandatory requirements stated in this Request for Proposal, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made, by submitter, by using subjective judgment. The award of a contract resulting from this Request for Proposal shall be based on the proposal Sauk County deems to be the best proposal received in accordance with the evaluation criteria stated below:

0	Cost	15%
1	Vendor compliance with Specifications	20%
2	Vendor Reputation and Past Performance	50%
3	Approach and understanding to providing requested service	15%

4.2(b) Sauk County reserves the right to negotiate the terms and conditions, including the price of any proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the vendor in order to determine the reasonableness and acceptability of the proposal.

4.3(c) In the event that only one proposal is received in response to this Request for Proposal, Sauk County reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole vendor's proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the vendor in order to determine the reasonableness and acceptability of the proposal.

4.3 Award

4.3(a) Sauk County will award to the Contractor who submits a proposal that is determined to be most advantageous to the County. In determining the most advantageous proposal, Sauk County reserves the right to consider criteria such as, but not limited to, quality of workmanship, design features, compatibility, standardization, past experience, delivery, installation, vendors past performance with the County and/or service reputation and service capability. The County may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

PART FIVE SCOPE OF WORK

5.0 Tax Roll Books, Years 1965, 1970, 1975, 1980-2003

Dimension of pages: 11" x 14" to 11.5" x 17.5"

Approximately 272,000 pages

Contains handwritten notes (red, black & blue ink or pencil)

All books are bound

All pages are removable

Identified by tax year and by municipality

PART SIX
ADDENDUM A
FILE SPECIFICATIONS

Convert tax roll books to TIFF and PDF. Files named in a folder by the tax year, then by municipal code and name of municipality (example: Tax Year 1965 - 002 T Baraboo). Municipal coding and name should be as follows:

002	T BARABOO
004	T BEAR CREEK
006	T DELLONA
008	T DELTON
010	T EXCELSIOR
012	T FAIRFIELD
014	T FRANKLIN
016	T FREEDOM
018	T GREENFIELD
020	T HONEY CREEK
022	T IRONTON
024	T LA VALLE
026	T MERRIMAC
028	T PRAIRIE DU SAC
030	T REEDSBURG
032	T SPRING GREEN
034	T SUMPTER
036	T TROY
038	T WASHINGTON
040	T WESTFIELD
042	T WINFIELD
044	T WOODLAND
111	V CAZENOVIA
141	V IRONTON
146	V LAKE DELTON
147	V LA VALLE
148	V LIME RIDGE
149	V LOGANVILLE
151	V MERRIMAC
161	V NORTH FREEDOM
171	V PLAIN
172	V PRAIRIE DU SAC
176	V ROCK SPRINGS
181	V SAUK CITY
182	V SPRING GREEN
191	V WEST BARABOO
206	C BARABOO
276	C REEDSBURG
291	C WIS DELLS

PART SIX
ATTACHMENT 1
PRICING WORKSHEET

PROJECT: DIGITIZATION OF SAUK COUNTY TAX ROLLS

DATE: _____

ORGANIZATION: _____

CONTACT INFO: _____

	Estimated Images	Cost per Image	Extended Price
Tax Rolls (936 Books, 9 boxes 17 1/2x11 1/2)	272,000		
Hard drive for files			
Pick Up & Delivery Fee			
TOTAL			

PART SIX
ATTACHMENT 2
REFERENCES

1. AGENCY NAME: _____

CONTACT PERSON: _____

PHONE: _____

ADDRESS: _____

2. AGENCY NAME: _____

CONTACT PERSON: _____

PHONE: _____

ADDRESS: _____

3. AGENCY NAME: _____

CONTACT PERSON: _____

PHONE: _____

ADDRESS: _____
