Bid Form: Johnson County Recorder – Digital Image Project

Bid Opening: Tuesday, January 9, 2018 at 1:30 p.m.

Bidder Information

Bidder: _____.

Bidder's Address: _____.

Prime Contact: _____.

Street Address: _____.

City, State, Zip: _____.

Phone / Fax / Email: _____.

Conditions

Have you read the Bid Specifications and Scope of Work: Johnson County Recorder Digital Image Project?
☐ YES   ☐ NO

Do you agree to meet the specifications, scope of work, bid requirements and additional requirements as

presented in the Bid Specifications and Scope of Work: Johnson County Recorder Digital Image Project?

☐ YES   ☐ NO

If no, please explain:

Do you agree the pricing submitted is guaranteed for two (2) years (expiring January 9, 2020)?   ☐ YES
☐ NO

Do you acknowledge the quantities listed in this Bid Form are estimated?   ☐ YES   ☐ NO

Do you acknowledge the invoiced quantities shall be actual quantities?   ☐ YES   ☐ NO

Do you agree to provide an invoice at the completion of each of the following stages:
Stage 1, Stage 2, and Stage 3?   ☐ YES   ☐ NO

Do you acknowledge all hard drives, images and indexes will be / are the exclusive property of the County?
☐ YES   ☐ NO

Do you agree not to reproduce or distribute Johnson County images and /or index to any other entity except
Johnson County?   ☐ YES   ☐ NO

Please list your three (3) professional references (Recorders in Missouri) and their contact information:

Bid Pricing

Phase 1: Estimated Investment to Scan 1800s-1938 Official Record Books On-Site

Bound Books

230 Books	@	640 Pages per DEED Book (Vols. A-Z, 1-229)	=	147,200 Images

Re-Bound Books

25 Books	@	640 Pages per Book	=	16,000 Images

		On-Site Scan with 24 Hour Access	= _____
147,200 Images	@ _____	Per Bound Image to Scan 300dpi JPEG & Inspect Content	= _____
16,000 Images	@ _____	Per Re-Bound Image to Scan 300dpi JPEG & Inspect Content	= _____
163,200 Images	@ _____	Per JPEG to Convert to TIFF	= _____
163,200 Images	@ _____	Per TIFF to Remove Excess Borders	= _____
163,200 Images	@ _____	Per TIFF to Inspect & Report Quality	= _____
81,600 Images	@ _____	Per TIFF to Duplicate Multi-Doc Pages	= _____
244,800 Images	@ _____	Per TIFF to Group & Index Pages as Docs	= _____
244,800 Images	@ _____	Per TIFF to Double Group, Index & Verify	= _____
_____ Poor Images	@ _____	Per TIFF to Enhance & Replace Poor Quality	= _____
		- Specific Area Enhancement	
163,200 Images	@ _____	Per TIFF to Mask Unwanted Documents	= _____
0 Images	@ _____	Per TIFF to Reverse Dual Polarity	= _____
0 Images	@ _____	Per TIFF to Reverse Marginal Notations	= _____
_____ Drive(s)	@ _____	Per USB Drive, Copying	= _____
_____ Shipments	@ _____	Per USB Hard Drive Shipment, UPS Ground	= _____
		Total Investment	**= _____**

Phase 2: Estimated Investment to Scan 1938-1963 Official Record Books On-Site

Mechanical Books

142 Books	@	640 Pages per DEED Book (Vols. 230-371)	=	90,880 Images

		On-Site Scan with 24 Hour Access	= _____
90,880 Images	@ _____	Per Image to Scan 300dpi JPEG & Inspect Content	= _____
90,880 Images	@ _____	Per JPEG to Convert to TIFF	= _____
90,880 Images	@ _____	Per TIFF to Remove Excess Borders	= _____
90,880 Images	@ _____	Per TIFF to Inspect & Report Quality	= _____
36,352 Images	@ _____	Per TIFF to Duplicate Multi-Doc Pages	= _____
127,232 Images	@ _____	Per TIFF to Group & Index Pages as Docs	= _____
127,232 Images	@ _____	Per TIFF to Double Group, Index & Verify	= _____
_____ Poor Images	@ _____	Per TIFF to Enhance & Replace Poor Quality	= _____
		- Specific Area Enhancement	
72,704 Images	@ _____	Per TIFF to Mask Unwanted Documents	= _____
_____ Images	@ _____	Per TIFF to Reverse Dual Polarity	= _____
_____ Images	@ _____	Per TIFF to Reverse Marginal Notations	= _____
_____ Drive	@ _____	Per USB Drive	= _____
_____ Shipping	@ _____	Per USB Hard Drive Shipment	= _____
		Total Investment	**= _____**

Phase 3: Estimated Investment to Scan 1963-1974 Official Record Books On-Site

Mechanical Books

170 Books	@	300 Pages per DEED Book (Vols. 372-541)	=	51,000 Images

		On-Site Scan with 24 Hour Access	=	_____
51,000 Images	@ _____	Per Image to Scan 300dpi JPEG & Inspect Content	=	_____
51,000 Images	@ _____	Per JPEG to Convert to TIFF	=	_____
51,000 Images	@ _____	Per TIFF to Remove Excess Borders	=	_____
51,000 Images	@ _____	Per TIFF to Inspect & Report Quality	=	_____
0 Images	@ _____	Per TIFF to Duplicate Multi-Doc Pages	=	_____
51,000 Images	@ _____	Per TIFF to Group & Index Pages as Docs	=	_____
51,000 Images	@ _____	Per TIFF to Double Group, Index & Verify	=	_____
_____ Poor Images	@ _____	Per TIFF to Enhance & Replace Poor Quality	=	_____
		- Specific Area Enhancement		
_____ Images	@ _____	Per TIFF to Mask Unwanted Documents	=	_____
_____ Images	@ _____	Per TIFF to Reverse Dual Polarity	=	_____
_____ Images	@ _____	Per TIFF to Reverse Marginal Notations	=	_____
_____ Drive(s)	@ _____	Per USB Drive (Incl. in Phase 1)	=	_____
_____ Shipping	@ _____	Per USB Hard Drive Shipment (Incl. in Phase 1)	=	_____
		Total Investment	**=**	_____

Phase 4: Estimated Investment to Scan Field Books On-Site

Bound Books

21 Books	@	80 Pages per Book	=	1,680 Images

		On-Site Scan with 24 Hour Access	=	_____
1,680 Images	@ _____	Per Image to Scan 300dpi JPEG & Inspect Content	=	_____
1,680 Images	@ _____	Per JPEG to Convert to TIFF	=	_____
1,680 Images	@ _____	Per TIFF to Remove Excess Borders	=	_____
1,680 Images	@ _____	Per TIFF to Inspect & Report Quality	=	_____
_____ Images	@ _____	Per TIFF to Duplicate Multi-Doc Pages	=	_____
1,680 Images	@ _____	Per TIFF to Group & Index Pages as Docs	=	_____
1,680 Images	@ _____	Per TIFF to Double Group, Index & Verify	=	_____
_____ Poor Images	@ _____	Per TIFF to Enhance & Replace Poor Quality	=	_____
_____ Images	@ _____	Per TIFF to Mask Unwanted Documents	=	_____
_____ Images	@ _____	Per TIFF to Reverse Dual Polarity	=	_____
_____ Images	@ _____	Per TIFF to Reverse Marginal Notations	=	_____
_____ Drive(s)	@ _____	Per USB Drive	=	_____
_____ Shipments	@ _____	Per USB Hard Drive Shipment	=	_____
		Total Investment	**=**	_____

Phase 5: Estimated Investment to Scan Military Discharge Books On-Site

Bound Books

8 Book	@	640	Pages per DISCHARGE Book (Vols. A-F, 1-2)		=	5,120 Images

			On-Site Travel & Setup with 24 Hour Access	=	_____
5,120 Images	@	_____	Per Image to Scan 300dpi JPEG & Inspect Content (Bound)	=	_____
5,120 Images	@	_____	Per JPEG Image to Convert to TIFF	=	_____
5,120 Images	@	_____	Per TIFF to Remove Excess Borders	=	_____
5,120 Images	@	_____	Per TIFF to Single Inspect & Report Quality	=	_____
_____ Images	@	_____	Per TIFF to Duplicate Multi-Doc Pages	=	_____
5,120 Images	@	_____	Per TIFF to Single Group & Index Pages as Docs	=	_____
5,120 Images	@	_____	Per TIFF to Double Group, Index & Verify	=	_____
768 Images	@	_____	Per TIFF to Enhance & Replace Poor Quality	=	_____
		_____	*- Specific Area Enhancemnt*		_____
_____ Images	@	_____	Per TIFF to Mask Unwanted Documents	=	_____
_____ Images	@	_____	Per TIFF to Reverse Dual Polarity	=	_____
_____ Images	@	_____	Per TIFF to Reverse Marginal Notations	=	_____
_____ Drive(s)	@	_____	Per USB Hard Drive	=	_____
_____ Shipments	@	_____	Per USB Hard Drive Shipment	=	_____

Total Investment   **= _____**

Each Phase (1 thru 5) will be broken down into three (3) Stages:		Total Investment Per Stage
Stage 1:	On-Site Scan with 24 Hour Access	
	Scan 300 dpi JPEG & Inspect Content	
	JPEG to Convert to TIFF	$

Stage 2:	TIFF to Remove Excess Borders	
	TIFF to Inspect & Report Quality	
	TIFF to Duplicate Multi-Doc Pages	
	TIFF to Group & Index Pages as Docs	
	TIFF to Double Group, Index & Verify	$

Stage 3:	Poor Images: TIFF to Enhance & Replace Poor Quality	
	TIFF to Mask Unwanted Documents	
	TIFF to Reverse Dual Polarity	
	TIFF to Reverse Marginal Notations	
	USB Drive	
	USB Hard Drive Shipment	$

Submission of Bid

Respectfully submitted this _____ day of _____, 20_____.

Submitted By: _____ (Insert name of bidding firm or corporation).

Authorized Signature: _____ (Handwritten signature).

Signed By: _____ Title: _____

END OF DOCUMENT: Bid Form