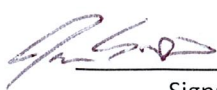


INVITATION FOR BID PROPOSAL

The Office of the Washington County Board of Education 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 24 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 September 6, 2023 at 2:00 PM to be considered.

 Assistant Superintendent Jason Simpson 8-28-23
Signature/Title Printed Name Date

SPECS FOR DIGITIZING DOCUMENTS

120 Mackville Hill

Springfield, KY 40069

Bid Opening: September 6th, 2:00 PM @ Washington County BOE

Documents to be scanned:

- Section 1-Scanning
 - Series#: L5320
 - Series Name: Plans, Drawings, Blueprints and building specifications
 - QTY: 30 rolls # of pages: 472 Page size: 24X36 Date: 1959-2018
 - QTY: 19 rolls # of pages: 530 Page size: 30X 42 Date: 1959-2018
 - QTY: 1 roll # of pages: 54 Page size: 15 X 22 Date: 2002
 - Series#: L2363
 - Series Name: Student Cumulative Records File (Transcripts Only)
 - QTY: # of pages: 1500 Page size: 8 ½ X 11 Date: 2015-2023
- Section 2-Indexing
 - Series#: L5320
 - Series Name: Plans, Drawings, Blueprints and building specifications
 - QTY: 30 rolls # of pages: 472 Page size: 24X36 Date: 1959-2018
 - QTY: 19 rolls # of pages: 530 Page size: 30X 42 Date: 1959-2018
 - QTY: 1 roll # of pages: 54 Page size: 15 X 22 Date: 2002
 - Indexing shall include at a minimum: Name, location, and date.
 - Series Name: Student Cumulative Records File (Transcripts Only)
 - QTY: # of pages: 1500 Page size: 8 ½ X 11 Date: 2015-2023
 - Indexing shall include at a minimum: Name (last name first) and date.
- Section 3-Storage
 - Storage for a minimum of 60 blueprint rolls sizes include 24 X 36 and 30 X 42
 - Heavy Duty mobile blueprint storage hanging poster display rack
 - Bid to include any accessories necessary to hang blueprints on the rack.
 - Bid can include multiple racks to meet the minimum storage requirements.
- Quote shall include the cost of picking up and returning documents.
- Quote includes the cost of scanning all documents.
- Proposal must include information regarding the searchability of the scanned documents.
- Documents should be scanned into PDF format. Vendor may propose an alternate format if they believe it would benefit the district.

- Quote shall include cost of an electric index that includes, at minimum, Name and Year.
- Vendor who bids must send a representative to confirm design details prior to submitting a bid and include the date of that visit on their bid form.
- Vendors are required to follow Kentucky Department for Libraries and Archives policies and procedures as outlined in Microfilming and Digital imaging of Public Records: A Procedural Guide, which is available at KDLA website:
<https://kdla.ky.gov/records/Documents/Microfilming%20and%20Digital%20Imaging%20of%20Public%20Records%20-%20November%202021.pdf>
- Note:
 - District is applying for a grant with KDLA. Project will begin when grant awards have been awarded. The anticipated date for this would be February 2024. If the grant is not awarded, the project may not be completed.
 - Vendors can contact Jason.Simpson@washington.kyschools.us or 859-481-2491 for questions
 - Vendor must provide proof of 1 million dollar liability insurance to be submitted with bid.
 - Electronic submission of bids will not be accepted
 - Bids can be mailed to:
 - Washington County Board of Education
 - Attn: Judy Spalding
 - 120 Mackville Hill
 - Springfield, KY 40069