



REQUEST FOR INVATION TO BID
CHARTER TOWNSHIP OF WEST BLOOMFIELD
DEVELOPMENT SERVICES DEPARTMENT

BID #: 09082020

DEADLINE: 09172020 @ 2:00 p.m.

The Charter Township of West Bloomfield Development Services Department is requesting invitation to bid from qualified vendors. The Charter Township of West Bloomfield Clerk's Department at 4550 Walnut Lake Road, West Bloomfield, Michigan 48323 until, at which time the name of submitting proposers will be read, will receive sealed bids. **One (1) original and two (2) copies of the bid must be submitted.**

Bid packages can be obtained at the Township Clerk's office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental Trade Network (MITN) www.bidnet.com.

WEST BLOOMFIELD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.

The Contract to be awarded for two (2) years, including digitizing black and white, color, large format and microfiche records in accordance with the Scope of Services portion of this Invitation. The Township may extend the Contract for up to three (3) additional one-year periods under the same terms and conditions, upon Township Board approval.

Preparation of Bids

1. Bidders are expected to examine the specifications (Scope of Work) and all instructions. Failure to do so will be at the bidder's risk.
2. Each Bidder shall furnish all the information required. Erasures or other changes must be initialed by the person signing the bid form. Partial bid packages may be rejected.
3. If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the specifications or conditions within the invitation, he or she is advised to call and have that portion clarified. For clarification on bidding instructions or submission, contact Catherine Ellerson, Purchasing Agent at (248) 451-4801.
4. Bids must disclose the name and form under which the bidder does business including the names and addresses.
5. The submission of multiple bids by any bidders, under the same or different names, and collusion among or between bidders, is prohibited, and if determined by the Township to exist, shall serve to disqualify any bidders involved from consideration as a contract recipient.

Submission of the Bid

1. All bids must be submitted in a sealed envelope, and must include the following information on the face of the envelope: bidder's name and address, bid number, and item description (Scanning Services.) Failure to do so may result in the premature opening of or failure to open such a bid. **Send bids to the attention of the Township Clerk, Debbie Binder, Charter Township of West Bloomfield Clerk's Department and address bids as directed below:**

For delivery directly to Town Hall: 4550 Walnut Lake Road, West Bloomfield, MI 48323.

After 7:30 a.m., the day of the bid opening **DO NOT PUT YOUR BIDS IN THE TOWN HALL DROP BOX.**

NO LATE BIDS WILL BE ACCEPTED.

2. Bidders are responsible for submitting bids before the stated closing time. Delays in the mail will not be considered. Any bid received after the stated deadline will be rejected. Fax or emailed bids will not be accepted.
3. Any bid may be withdrawn by giving written notice to the Township Clerk before the stated closing time. From that time, no bid may be withdrawn or canceled for a period of 60 days, except the successful bidder whose bid prices will remain for the entire contract period.
4. The bidder may change or modify his/her bid up to the established closing time. Any modification must be presented in writing, and submitted in accordance with the above format, and clearly marked "**Bid Modification.**"
5. Bids must be submitted on the forms supplied (Bidder Information Sheet and Collection Events Services Bid Sheets.) Additional information may be attached as an addendum. Submit one (1) original and four (4) copies of your bid.
6. Submit with your bid a list of similar scanning projects completed by your firm in the last year with contact persons and phone numbers for those collections.
7. Submit a list of subcontractors that will be used to perform the work, if any.
8. The submission of a bid shall constitute the bidder's representation to the Township, and agreement that the bidder has not, does not, and if awarded the contract, will not unlawfully discriminate or allow unlawful discrimination against any persons.
9. The submission of a bid constitutes agreement by the Contractor to the terms and conditions of the Contract that is attached to and part of this Invitation to Bid, and to sign

That Contract within ten (10) days of being notified of the Township's acceptance of the Contractor's bid, which shall be conditioned on such timely signing.

10. The submission of a bid constitutes Contractor's representation that it can, and agreement that it will, secure and maintain the insurance specified in the Attachment A Insurance Requirements as conditions and during the term of the Contract, which shall be documented by submission of Insurance Certificates with the bid.
11. All bids are tax exempt.

Bid Review and Evaluation and Contract Award Criteria, Reservations and Conditions

1. The Township reserves the right to request additional information from one or more bidders during the bid evaluation process. Any additional information must be supplied within five (5) days after receipt of written notice.
2. Any errors, omissions, or discrepancies in the specifications discovered by a prospective bidder must be brought to the attention of Catherine Ellerson, Purchasing Agent, as soon as possible after discovery. Further, the Contractor will not be allowed to take advantage of errors, omissions, or discrepancies in the specifications.
3. The Township reserves the right to reject any and all bids, waive informalities, allow correction of errors or omissions, negotiate individually with one or more Contractors, waive or modify one or more Bid, Scope of Work or Contract provisions, request supplemental bids and to accept a bid from and award a contract to a qualified Contractor based on what the Township Board determines to be in the best interest of the Township considering all factors.
4. Any acceptance of a bid shall not be binding on the Township and may be withdrawn for least ten (10) days after the date of the acceptance and until the Contractor has submitted the signed Contract, proof of insurance, and satisfied all other acceptance conditions. During the period of time that Township acceptance may be withdrawn, the Township reserves the right to continue to review, evaluate and investigate all bids and Contractors, and for any reason approved by the Township Board, may withdraw the acceptance of a bid.
5. The Township reserves the right to conditionally or subsequently accept a bid from and award a contract to the next most qualified Contractor if the successful Contractor does not execute the Contract, provide the insurance, and satisfy any other conditions of bid acceptance established by the Township Board within the time required.
6. The evaluation and award of this bid will be based on a combination of factors including, but not limited to the bid prices, past performance, ability to meet service requirements, manpower and equipment available to perform this service, compliance with specifications, and any other factors considered to be in the Township's best interest.

ATTACHMENTS TO THIS INVITATION TO BID INCLUDE:

1. SCOPE OF SERVICES document page 4-5
2. BIDDER INFORMATION SHEET page 6 -7
3. IRAN LINKED BUSINESS FORM page 9

A. INSURANCE REQUIREMENTS

SCOPE OF SERVICES

BACKGROUND

The Charter Township of West Bloomfield is in the process of converting project and permit files as well as microfilm into digital media in attempt to conserve space and create easy accessibility to historical records. The township is accepting proposals for a “Lead Contractor” to facilitate the pickup and delivery (delivery/return of Large Scale Plans Only), document preparation, indexing, scanning and secure destruction (destruction of all records with the exception of Large Scale Plans) of the above-mentioned items.

SCANNING OF DOCUMENTS

1. Documents
 - A. Standard Paper: documents of various weight consisting of letter, legal and leger size. The Contractor will scan by project or permit into a multi-page pdf file.
 - B. Large Scale (Blue Print, Site Plans etc.: The Contractor will scan by project or permit into a multi-page pdf.)
 - C. Microfilm/Microfiche: The Contractor will convert into digital media by project or permit.
2. Document Preparation:
 - a. The Contractor shall be responsible for removing all bindings from documents and files, such as paper clips, staples, binder clips, three ring binders, rubber bands and prongs. Separator sheets and barcodes shall be inserted in place of bindings in order to keep track of pages that go together in a document or file.
 - b. Indexing: The Contractor will index documents or files by either sidwell number or address in addition to permit number or project
 - c. Storage: The Contractor will securely store all documents to be scanned at their facility

- d. On-Demand Access: The Contractor shall make stored documents accessible upon request by an authorized Township employee to be scanned and forwarded via a web portal within 24 hours of said request.
- e. Secure Destruction: The Contractor will securely destroy all non-Large Scale documents after confirmation that the scan is complete and legible.

PICK-UP/DELIVERY

- a. Pick-Up: The contractor shall pick-up documents to be Scanned at Town hall
- b. Delivery: The Contractor shall deliver/return large Scale Plans back to the Township for historical filing.

RECORD KEEPING

1. The Contractor must complete record keeping forms tabulating the description and quantity of all data scanned.
2. The Contractor shall submit invoices to the township prior to delivery for the preparation of a Purchase Order.

BIDDER INFORMATION
Hard Copy Scanning

Firm Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____ **Email Address:** _____

Firm Established _____ **Years** **in** **Business:**

Type of Organization: _____ **State** **of** **Organization:**

Representative's Name: _____

Title: _____

Signature: _____

Date: _____

The above individual is authorized to sign on behalf of company submitting proposal.

The individual authorized to submit this proposal declares that he/she have informed themselves fully in regard to the conditions to be met in the performance of the work, and having read and examined all the specifications pertaining to the work, proposes to furnish all materials, tools, equipment, transportation, labor, supervision and all else necessary, for the satisfactory and complete performance of these services, to the Charter Township of West Bloomfield.

An official authorized to bind the provider to its provisions for at least a period of 60 days after the bid closing time must sign proposals.

The following are attached to this Bid:

- 1 List of subcontractors that will be used in performing services.
2. Certificate(s) of Insurance.

BID SHEET
Hard Copy Scanning

**Please indicate a price per quantity for each service indicated.
YOU MUST USE THIS SHEET AS WRITTEN TO SUBMIT A BID. BID SHEETS
THAT HAVE BEEN MODIFIED MAY BE DISQUALIFIED.**

<u>SECURE DOCUMENT SCANNING</u>	<u>COST</u>	<u>Per Page/Image</u>
Pick-Up and Delivery	\$ _____	_____
Hard Copy Scanning (B/W)		
- Letter	\$ _____	_____
- Legal	\$ _____	_____
- Ledger	\$ _____	_____
Hard Copy Scanning (Color)		
- Letter	\$ _____	_____
- Legal	\$ _____	_____
- Ledger	\$ _____	_____
Large Format Scanning (18" - 32")	\$ _____	_____
Document Preparation	\$ _____	Per Document
Indexing	\$ _____	Per Document
Media to be used		
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Microfiche Scanning	\$ _____	Per 4"x"6 film
Microfilm	\$ _____	Per Foot
Web Portal/Email On Demand Access	\$ _____	Per Request
Document Destruction/Shredding	\$ _____	_____

ATTACHMENT A

INSURANCE REQUIREMENTS

The Contractor shall not commence work under this Contract until they have obtained the insurance required under this section. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the Charter Township of West Bloomfield

- 1. Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- 2. Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and underground (XCU) Exclusions, if applicable.
- 3. Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 4. Excess Liability Insurance:** The contractor shall procure and maintain during the life of this contract, Excess Liability Insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate.
- 5. Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insureds***: The Charter Township of West Bloomfield, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.
- 6. Cancellation Notice:** All Coverages, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Cindy Victor, Purchasing Agent, Charter Township of West Bloomfield, P.O. Box 250130, West Bloomfield, MI, 48325).
- 7. Proof of Insurance Coverage:** Insurance certificates must be supplied within five (5) business days of contract award and sent to Catherine Ellerson, Purchasing Agent, Charter Township of West Bloomfield, MI 48323.
- 8.** If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Charter Township of West Bloomfield at least ten (10) days prior to the expiration date.

ATTACHMENT B

VENDOR CERTIFICATION
THAT IT IS NOT AN
“IRAN LINKED BUSINESS”

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

VENDOR	
Legal Name	
Street Address	
City	
State and Zip	
Corporate ID # / State	
Taxpayer ID #	

(please complete in its' entirety)

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to West Bloomfield Township.

Signature of Vendor's
Authorized Agent: _____

Printed Name of Vendor's
Authorized Agent: _____

Witness Signature: _____

Printed Name of Witness: _____