

Kristy A. Masching

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REQUEST FOR PROPOSALS

The Livingston County Clerk & Recorder's Office is accepting proposals for a Land Records Imaging Project. The proposals are due on or before 12:00 p.m. on September 20, 2021.

Special Instructions:

A copy of each proposal should be directed to the Livingston County Clerk and Recorder's Office. To return your proposal, please follow these instructions:

Clearly label your sealed envelope containing your proposal in the lower left-hand corner as follows:

Proposal for Land Records Imaging Project
12:00 p.m. on September 20th, 2021.

Mail to: Livingston County Clerk & Recorder's Office
PO Box 618
Pontiac, IL 61764

If you have questions regarding the above procedure or contents of proposal, please contact:

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REQUEST FOR PROPOSALS

LAND RECORDS IMAGING PROJECT

PURPOSE: The Livingston County, IL Clerk & Recorder's Office is seeking qualified vendors to convert oversized mechanical books (18x28) and aperture cards to digital images for import into Fidlar Technologies' Records Management Software.

PROPOSAL FORMAT: Each vendor shall be required to include the following items in their copies of the proposal. Exclusion of any of these items could be grounds for proposal rejection by Livingston County.

The project must start no later than November 1, 2021.

PROJECT SPECIFICATIONS:

- **On-Site Scanning** – The Vendor will provide all necessary hardware, software and staff to perform scanning onsite. Onsite Scanning is mandatory; 24-hour access will be permitted, and the media must be scanned by qualified staff who have passed County approved background checks.
- **On-Site Content Inspection** – The Vendor will provide necessary services to ensure that all pages scanned must be accounted for and any missed scans be captured prior to the onsite scan team leaving the County.
- **Inventory Report** – The Vendor will inventory the books and create an Inventory Report. Vendor staff will input their employee number and the quantity of images after completing each step: scanning, cropping, inspecting, indexing, enhancing, formatting, and shipping.
- **Book Tracking** – The Vendor will apply labels to the County's shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is completed.
- **Book Handling** – Books will be removed from shelves in sequential order. Pages **will not** be cut from binders (if applicable). Pages in removable binders may be removed for scanning

but must be returned in sequential page order. All books will be returned onto shelves in their original order.

- **Book Scanning** – The Vendor must scan all Books at 300dpi in color and save in industry standard JPEG format with 85% quality compression. All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression.
- **Automatic Image Enhancement** – The Vendor will automatically deskew and remove solid black borders on each TIFF image for optimum file compression. In cases where there may be black images with white text (if applicable) the Vendor will automatically reverse any TIFF image so that white text become white images with black text. There could also possibly be some pages which have marginal notations and dual polarity, where additional processing may be required during physical image enhancements.
- **County Review & Pilot Approval** – The Vendor must produce a pilot from each book type that will be cropped, enhanced, grouped as documents, indexed by Book-Page or Document number and saved as multi-page TIFFs that can be easily viewed by any imaging viewer.
- **Image Inspection & Poor Quality Reporting** – The Vendor will visually inspect 100% of the TIFF images for poor quality by comparing the black and white TIFF images to the color JPEG images. If illegible data is identified on the TIFF image that is present on the JPEG image, the TIFF will be “flagged” for poor quality and reported to the County in a CSV file. The Vendor must provide the County with a software utility to easily sort, inspect and approve poor quality images.
- **Double Image Inspection & Verification (Optional)** – The Vendor must provide the option to have a second inspection on images, whereby 100% of the images must be inspected by a second inspector and the images must be compared electronically and any mismatches be determined by a third inspector.
- **Excess Border Removal** – The Vendor will provide manual cropping to provide a more accurate original page size, fewer bytes per image and better performance of the system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Manually Group & Index** – The Vendor’s experienced staff, with thorough Land Records knowledge, must group individual pages together for each document and index each document by either the Book-Page or Document number of the first page of each new document.
- **Double Group, Index & Verify (Optional)** – The Vendor must provide the option to have a second grouping/indexing service, whereby the Vendor must group and index a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer must be compared electronically and any mismatches must be inspected, verified, and corrected by a third indexer.

- **Image Enhancement** – The Vendor must have the ability to adjust the poor contrast of an entire page or any specific area on a page (without degrading the quality of the rest of the page) to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, the Vendor will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Page Duplication** – Some Books may have pages that contain multiple documents on a single page. These pages must be electronically duplicated so that each grouped document has its own set of images.
- **Double Page Duplication (Optional)** – The Vendor must provide the option to have a second page duplication service, whereby the Vendor must create a second set of duplicated images and electronically compare them against the first set of duplicated images and any mismatches must be corrected by a third operator.
- **Masking (Optional)** – The Vendor must provide an option to mask multiple documents on a page, so that only one document is visible at a time. Page numbers, page margins and overall format of the page must not be changed.
- **Marginal Notations** – Some pages could possibly contain a white border around a black page. Book-Page number, Reference Book-Page number, and Release information is commonly located in this white border (typically known as Marginal Notations). The Vendor must have the ability to include these notations in the image and make all the background white and all the text and handwriting black.
- **Dual Polarity Correction** – Some pages could possibly contain a mix of black text on white background and white text on black background. Should these pages be encountered, the Vendor must have the ability to correct this issue, when applicable, and adjust the background polarity so the entire page contains white background with black writing.
- **Formatting** – The Vendor will format the images and indexes to the requirements provided by Fidar Technologies. This format includes providing images as Black & White TIFF, 300 DPI, and Group IV compression images with an accompanying index file that defines the Book-Page or Document Number name and file location of each image.
- **USB Hard Drives** – At the completion of the project, the Vendor will provide all single page, raw, JPEG and TIFF images as well as all formatted images on external USB Hard Drives. One set will be shipped to the County for import and onsite backup. One set will be stored at The Vendor's facility for offsite backup.

CHANGES IN REQUEST FOR PROPOSAL: Livingston County reserves the right to amend, modify or cancel this RFP at any time. If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, an addendum will be issued by the county and furnished to all firms that have received copies of the original RFP.

PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable Illinois statutes.

To the extent permitted by law, it is the intention of Livingston County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Livingston County. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.

ACCEPTANCE / REJECTION: Livingston County reserves the right to accept or reject any or all proposals as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Livingston County also reserves the right to enter into discussions and/or negotiations with one or more qualified bidders at the same time. Firms whose proposals are not accepted will be notified as soon as the awarded contract has been approved.

INCURRING COSTS: Livingston County is not liable for any costs incurred in replying to this RFP.

TAXES: Livingston County is exempt from all federal, state and local taxes.

BIDS DUE: Sealed proposals are due and must be received in the Livingston County Clerk & Recorder's Office, 112 W. Madison, PO Box 618, Pontiac, IL 61764, no later than 12:00 p.m. (central time) on or before September 20, 2021. Bids will be delivered in a sealed envelope and will be clearly marked on the lower left-hand corner of the outside of the envelope the following information: PROPOSAL FOR LAND RECORDS IMAGING PROJECT. No bids will be accepted after the time indicated.