



**AUTAUGA COUNTY BOARD OF EDUCATION**  
LYMAN WOODFIN, SUPERINTENDENT

**CUMULATIVE FOLDER BID #2024-02**  
**BID INSTRUCTIONS AND SPECIFICATIONS**

The Autauga County Board of Education will accept sealed bids until **4:00 p.m.** on **March 21, 2024** for cumulative folder scanning/digitizing as specified herein. The bid sheet and other required documents may be mailed or delivered to the Autauga County Board of Education. The required **sealed** envelope should be addressed as follows:

Autauga County Board of Education  
Attn: Tony Camara, Coordinator of Operations  
153 West Fourth Street  
Prattville, Alabama 36067  
SEALED BID #2024-02: Cumulative Folder  
TO BE OPENED: March 22, 2024

The **bid opening** will be held at **10:00 a.m.** on March 22, 2024 at the Autauga County Board of Education.

The duration of this contract shall be **from May 1, 2024 through April 30, 2025.** The Board of Education reserves the right to extend this contract for two (2) additional twelve (12) month periods. Any contract extension is contingent upon written approval of both the contractor and the Autauga County Board of Education.

2024-2:

Public Reading Time/Date: 10:00AM CDT, March 22, 2024

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**2024 Autauga County Schools Digitalized Cumulative Record**

County of Autauga, Alabama

City of Prattville, Alabama

**March 4, 2024**

**Invitation to Bid No. 2024-2**

By way of this Invitation to Bid ("Invitation") and in accordance with *Alabama Code Section 16-13B-1 et. Seq.*, Autauga County Board of Education will receive sealed bid proposals for **2024 Autauga County Digitalized Cumulative Records at 12 locations** hereinafter described and specified between 9:00AM CDT on the effective date hereof until 4:00PM CDT, on March 21, 2024. Proposals must be submitted in sealed envelopes addressed as follows and mailed or hand-delivered to:

**Autauga County Board of Education**

**C/O Tony Camara**

**153 West 4<sup>th</sup> Street**

**Prattville, Alabama 36067**

All proposals submitted will be opened and read at 10:00AM CDT on March 22, 2024, at the Central Office.

**Autauga County Board of Education**

**153 W. 4<sup>th</sup> Street**

**Prattville, Alabama 36067**

**General Terms and Conditions**

1. All bids are to be sealed. Envelopes containing bids shall be marked on the outside **"BID 2024-2, to be opened at 10:00AM CDT, on March 22, 2024"**. All bids shall be mailed, or hand delivered in accordance with the foregoing instructions. The Autauga County Board of Education, at its sole discretion, reserves the right to consider any Bids which are improperly labeled in accordance with this provision deficient. Any such bid may be declared non-responsive and will not be considered.
2. Bids shall be opened in accordance with the foregoing instructions. Bids may be hand-delivered or mailed; however, it is the Bidder's responsibility to ensure bids are received no later than 4:00PM CDT on Thursday, March 21st, 2024. Bids received after this time shall be declared non-responsive.
3. Each bid shall be submitted on the Bid Proposal Form furnished by the Autauga County Board of Education. Bids submitted in any other format or on any other form or medium will not be considered.
4. The submission of the bid by the vendor and acceptance and award of the bid by the Board shall constitute a binding enforceable contract with the terms and conditions specified in the bid. No other contract documents shall be issued.
5. All bids shall be typewritten or prepared using a text editor or printed in black ink.
6. The omission of explicit reference or enumeration from this document to rights otherwise afforded to the Autauga County Board of Education in accordance with Federal Law, the Alabama Competitive Bid or other Laws, or Local laws/ordinances, is not intended to affect and shall not be construed to affect a waiver of said rights by the Board.

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7. All bids submitted must be valid for at least 90 days (about 3 months) after the bid opening date.
8. **Bid Evaluation.** The Autauga County Board of Education shall evaluate this bid based on services provided to the schools. The resultant contract will be awarded to the *Responsible Bidder* taking into consideration, amount other factors, historical performance commensurate with services requested herein, conformity with specifications set forth herein, and the terms and conditions of delivery of service(s). Bids shall be submitted on the premise the Autauga County Board of Education is to enter a contract with a single Bidder pursuant to an acceptable Bid proposal.
9. **Effective Date.** The Effective Date resulting from this Invitation shall be following the date the Autauga County Board of Education approves this bid's award.
10. **Initial Contract Term and Expiration.** The *Initial Contract Term* shall continue in effect from the Effective Date Board approved for a period of 12 months (about 1 year) with an option to extend the contract an additional (2) 12 months and shall expire on the last day of the Contract Term unless the board and the successful bidder mutually agree to exercise the Contract Extension Option(s) stipulated in Provision 11 below.
11. **Contract Extension Option.** Upon mutual agreement, the Parties may elect to extend the Initial Contract Term stipulated in Provision 10 for up to 3 years, in 12-month increments. Contract extension(s) shall be contingent on successful Bidder's consent to honor its original bid pursuant to all terms, conditions, and stipulations specified herein. Contract Extension(s) shall be subject to Autauga County Board of Education approval prior to the Contract Term's Expiration Date.
12. **Contract Termination.** Subject to the provisions below, the contract may be terminated by either party, upon 30 days (about 4 and a half weeks) advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the date of termination, then this contract may be extended upon written approval by the Autauga County Board of Education until said work or services are completed and accepted.

In the event of termination for cause by the Autauga County Board of Education, the 30 days (about 4 and a half weeks) advance notice requirements are waived.

13. **Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act No. 2011-535).** Alabama laws require that, as a condition for the award of a contract by a school/school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and verify every employee required to be verified according to the applicable federal rules and regulations. **The contractor's E-Verify Memorandum of Understanding MAY be included with the bid or at a time determined and requested by the Autauga County Board of Education to facilitate approval, if necessary.** Bidders who do not believe these requirements are applicable to their entity should include an explanation justifying such an exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify). The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

14. **Act No. 2012-491.** Act No. 2012-491 now requires schools/boards to include the following clause in all contracts or agreements: “By signing this contract, the contracting Parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting Party found to be in violation of this provision shall be deemed in breach of agreement and shall be responsible for all damages resulting therefrom.”
15. **Bid Amendment.** The Autauga County Board of Education reserves the right to revise any part of this Invitation, including scope of work specifications, prior to the public opening or reading date. Such revisions shall be made by issuance of an amendment to the Invitation, which shall be promptly communicated to Bidders. No other changes or revisions, regardless of source, shall be valid or binding.
16. **Indemnification and Hold Harmless.** Bidder shall indemnify, defend, and hold harmless the Autauga County Board of Education, its schools, as may be applicable, Board members, agents, officers and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever arising from or connected with Bidder’s operations, goods and/or commodities or services provided hereunder. This indemnity shall include, but not be limited to, claims for or by reason of any actual or alleged infringement of any United States patent or copyright or any actual or alleged trade secret disclosure.
17. **Governing Law and Venue.** This solicitation shall be governed by and construed in accordance with the laws of the State of Alabama. Bidder agrees and consents to the exclusive authority of the courts in the State of Alabama for all purposes regarding this solicitation, and further agrees and consents that venue of any action hereunder shall be exclusively in the County of Autauga, Alabama.
18. **Bid Publication.** In accordance with the Alabama Competitive Bid Law, this Invitation is posted on the bulletin board outside of the Central Office at 153 West 4th Street, Prattville, Alabama 36067. Additionally, this Invitation is posted on Autauga Public Schools’ [website: www.acboe.net](http://www.acboe.net).
19. **Non-responsive Bid.** The Bidder shall submit its bid proposal strictly in accordance with the requirements and specifications stipulated on the proposed Bid Form as provided herein. The Autauga County Board of Education reserves the right to declare any bid that fails to comply with this provision, a “Non-responsive Bid.”
20. **Non-responsible Bid.** The Autauga County Board of Education reserves the right to declare any bid a “Non-responsible Bid” if it determines, in its sole discretion, that the bid demonstrates the bidder is unable or does not have the capability or capacity to perform the services specified herein.
21. **Bid Cancellation.** The Autauga County Board of Education reserves the right not to award or to otherwise cancel this Invitation at any time prior to its stipulated “Public Reading Time/Date.”

**22. Bid Formalities.** As time is of the essence, the Autauga County Board of Education reserves the right to reject any or all proposals, bids, and offers, and to waive, at its discretion, any informalities or irregularities involving the bid process or evaluation to expedite administrative processes, accommodate minor errors, or respond to unforeseen circumstances. However, the following formalities listed below shall not be waived:

(1) Bids received after the specified bid opening date and time indicated on the bid document will be returned to the bidder unopened. Bids postmarked prior to opening time, but not received, shall not be considered.

(2) Bids received that have not been signed by an authorized signatory shall not be considered.

**23. Signature Authorization.** A duly authorized officer or designee shall sign with the firm's legal name on the bid form. Obligations assumed by said signature shall be fulfilled in accordance with the specifications, terms, and conditions as prescribed herein.

**24. Technical Inquiries Deadline.** All inquiries regarding the specifications outlined herein should be submitted via email to [tony.camara@acboe.net](mailto:tony.camara@acboe.net) not later than Monday, March 18, 2024, at 4:30PM CDT.

**25. Collusive agreements (AL Code § 16-13B-5)**

(1) Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement, to bid at a fixed price or to refrain from bidding or otherwise shall render the bids of such bidder's void and shall cause such bidders to be disqualified from submitting further bids to the awarding authority on future purchases.

(2) Whoever knowingly participates in a collusive agreement in violation of this section involving a bid or bids of fifteen thousand (\$15,000) and under shall be guilty of a Class A misdemeanor and, upon conviction, shall be punished as prescribed by law.

(3) Whoever knowingly and intentionally participates in a collusive agreement in violation of this section involving a bid or bids of over fifteen thousand dollars (\$15,000) shall be guilty of a Class C felony, and upon conviction shall be punished as prescribed by law.

**Scope of Work:** The intent of this bid is to have all district cumulative records copied and digitalized. There are approximately 9,000 active folders and an additional 152,000 inactive records with an estimated 30 pages in each file/folder. It requires the digital scanning of sensitive education documents, requiring such operations as document preparation/unitization, disassembly of documents, hand-feeding of original documents, converting all scanned images to collaborate with Autauga County's contract company's software. Vendors must have experience in the digital scanning of paper source documents, utilizing equipment and techniques consistent with all of the specifications named in this bid.

This project will consist of the conversion of drawings/documents into digital, making them available for easy retrieval, reproduction and includes possibly providing the documents in other media formats approved by the Autauga County Board of Education.

**Contract Term:** The term of this contract shall be 12 months upon award with the option to extend for two years upon mutual agreement.

**Bid Information:** Each bidder will have the opportunity to request the total number of documents applicable to this bid.

Scheduling will be a factor in the sequence of work to be completed. It will be conducted based on needs of the district.

#### **REQUIREMENTS FOR DIFFERENT FUNDING SOURCES-FEDERAL AND LOCAL FUNDS**

- A. Some services requested and provided under this contract will be paid for by the Owner using federal funds.
- B. For all labor paid with federal funds, the contractor will be required to comply with all requirements of the Davis-Bacon Act, including paying all laborers a wage in compliance with the Davis-Bacon Wage Determination for Autauga County, Alabama. The contractor will also be required to certify his weekly payroll to the laborers. The contractor shall submit all certified payroll records for this work with each application for payment.
- C. In the bidder's unit price proposal, the bidder shall include the cost paying laborers in accordance with the Davis-Bacon Act, and for certifying the payroll to laborers, and submitting those records.

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Bids should be mailed to:  
Autauga County Schools  
Attn: Tony Camara  
153 West 4<sup>th</sup> Street  
Prattville, Alabama 36067

Bids should clearly list on the outside of the envelope BID #2024-2.  
Any bid received after 4:00pm on March 21<sup>st</sup>, 2024 will be invalid.

**BID PROPOSAL:** Where indicated, all participating bidders shall mark conspicuously if services stated are Available or Not Available; Vendor Complies Yes or No. Pages containing this information are to be returned completed to the Autauga County Board of Education along with the required bid form.

**Definitions:** Listed below are the terms used in the bid document provided along with the definition of each term as it is used in the document.

1. Document—Defined as a double-sided page
2. Image—Defined as a single sided page.
3. Sort Pockets—Sort pockets are used to automatically remove header sheets (so they can be re-used), or sort different styles of media in stack, or distinguish between different batches.
4. Built-In Paper Jam Recovery Assistance—If there is a jam, the machine will stop immediately at the spot of the jam and all following documents will not be involved in the jam process thus preventing damage to the documents.
5. Major Percentage of the Business Operation—If a company provides different types of services, document scanning should be the largest percentage of the company's overall business. (Example: Document Storage 30%, Document Destruction 30%, and Document Scanning 40%) At 40% document scanning is the major share of the company's business.
6. Microfilm Jacket Scanning—Scanning the physical folder that the microfilm goes into.
7. Indexing Key Only and Indexing Double Entry—Key only gives you 98% accuracy and then a second person keys in the same information to bring the accuracy to 99.8%. Used for critical fields.

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8. ~~Scan-On Demand—If a document is needed, the vendor must be able to locate and scan the document in their possession and send to Autauga County on demand.~~
9. Document Repair—Repairing torn documents (taping, mending, and/or other commonly used methods).

**Scanning Facility:** To maintain Autauga County's standard of security for the prevention of possible loss or theft of private, confidential, and/or privileged information contained in documents which may be scanned; the vendor shall perform all scanning in a facility with the following specifications:

Services Rendered	Available	Not Available
All scanning work is performed in a secure facility with twenty-four (24) hour surveillance and access control including a security system that is monitored by a central station and employs cameras, motion detectors, smoke detectors, card access points, chemical alarms, water flow alarms, security check-in area, fire suppression system, and back-up power generator		
All scanning work shall be performed by in-house employees who are background checked and drug tested. This shall include preparation, capture, indexing, quality control and output		
HIPAA compliant		
Minimum Service Organization Controls (SOC) 2 Type 1 Certification with yearly audits. A copy of vendor's current certified audit report must be submitted with bid response		
Established document imaging facility in operation for at least three (3) years within a 3-hour drive of Autauga County Board of Education Central Office. Proof of three (3) year establishment must be submitted with response		
Senior management and operations personnel of established site must possess proof of Association of Intelligent Information Management (AAIM) for ECM and capture as of submission date		
Vendor must provide ongoing training and education in security for all employees. Curriculum and proof of completion must be available upon request		

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Vendor must have formal security policies and procedures in place and must have a full-time security officer and security incident response team with defined incident reporting protocol. Policies and procedures must be submitted with response		
Vendor must have a local project manager accessible to be on-site within 200 miles for impromptu miscellaneous issue resolution		

**Security Standards:** The Autauga County Board of Education expects the vendor to protect all documents within their possession with the utmost security. While the Autauga County Board of Education's documents are in the vendor's custody, such media shall not be assessable to the general public nor to anyone that is not directly associated with completing the scanning project.

Vendor Complies	Yes	No
Vendor shall not divulge any information present on Autauga County Board of Education documents		
Vendor shall hold all information in strict confidence		
Vendor shall not use the confidential information for their own benefit or the benefit of others		
Vendor shall not disclose, distribute, or disseminate the confidential information or documents in any way to a third party		
Vendor must receive written authorization from the Autauga County Board of Education to have the original document destroyed by an agreed upon shredding service/method		
Documents in the vendor's custody become the vendor's sole responsibility and shall be secured in a manner to protect them from potential natural disasters, acts of theft, acts of burglary, acts of terrorism, and any other criminal acts		

**Camera and Output Standards:** The vendor shall provide the most advanced capturing equipment to gain the highest quality image from the scanning of the documents.

Initial Capture Specifications	Available	Not Available
JPEG Color 24 bit		

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JPEG Grayscale 8 bit		
TIFF Black and White 1 bit		
Optical DPI 200/300/600		
Ability to Scale DPI from 100-600		

Image Output Specifications	Available	Not Available
Multi Page Tiff		
CCITT Group 4 TIFF Encoding		
JB1G2 Compression		
Multi-Page PDF		
Searchable PDF		
PDF Compression Tools for Web Ready Images		
PDF/A		
Interpolated DPI 100-600		
Ability to Configure /Produce Delimited and XML File Outputs without Custom Programming		

**Digital Scanning:** The vendor shall maintain optimum image quality with continual monitoring and adjustment of the image process by the scanning technician to accommodate the varying characteristics of different document populations. The Autauga County Board of Education requests the following operating specifications from the bidder:

Services Rendered	Available	Not Available
Documents shall scan in the same order as they are physically batched, regardless of size and weight		
The ability to automatically feed intermixed documents ranging from sizes as small as 2.5" x 3.25" to as large as 11" x 17" in the same batch		
Page size 8.5" x 11" feeding speeds in excess of 400 pages per minute full duplex at 200 DPI without scaling resolution		
Color and Black and White Scanning of wide format documents		
Software intelligence to automatically delete blank documents		
Scanning of books bound and unbound		

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In-Line inkjet numerical document identifier on each image enabling quick and easy retrieval of post scanned hardcopies. Must be able to include box numbers and process or scan dates		
Ability to auto transfer images and data via secure FTP with automated notification systems for successful and failed transmissions		
Ability to perform automated daily, weekly, and monthly document imaging reports		
Resolution of scanned images range up to 600 DPI		
Frame/Border control and auto cropping on all sizing perimeters		
Able to detect bends or “dog ears” on all four corners of a document at time of scan		
Automatic contrast control for scanned images		
Capability to provide output to client in any format required whether in a customized direct file transfer or encrypted transfer to off-site electronic repository or “cloud”		
On-Line image access for client through a secure encrypted portal		
Must have predefined on-demand scanning procedures		

Document Scanning Capabilities	Available	Not Available
Maximum Size: 11.7” (28cm) in width and 17” (43cm) in length		
Minimum Size: 3.25” (8cm) in width and 2.5” (6cm) in length		
Maximum Thickness: 30lbs or 0.10” (0.25cm)		
Minimum Thickness: 13lbs or 0.003” (0.075mm)		
Wide Format (various sizes)		

**Scanning Equipment:** The vendor shall provide a scanner with the following features to ensure highest quality image:

Services Rendered	Available	Not Available
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Feeder with automatic double sheets detection		
Automatic de-skew with skew detection		
Two (2) or more sort pockets for multiple styles of media		
Image barcode reader with the ability to capture one or more ID and 2D barcodes on the front and/or rear of document in a single scan in any orientation or at odd angles		
Computer automated with project preview option		
Built-in paper jam recovery assistance with average recovery time of less than 30 seconds		
Automatic Document feeder with ability to hold 2,000 or more documents		
The ability to be equipped with a non-contact Magnetic Ink Character Recognition (MICR) reader that can be configured to read magnetic ink running face-up or face-down if check recognition is needed		
Shall provide for programmable endorsement/printing before and/or after image capture while scanning		
Shall have a flat track scanning system to minimize the number of bends for purposes of preserving fragile and historic documents		
Minimum rated speed of 700 pages per minute at 200-300 DPI for paper sizes up to 17" without software scaling		
Dog ear removal on output image		
Hole-punch removal on output image		
Second pass blank page removal tool after image cleanup		
Character smoothing		
Auto rotation of machine printed documents to a human readable orientation		
Automatic border removal		
Ability to overlay text on output images in a given location and orientation		

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Ability to configure and automatically generate and send daily production reports		
Automated internal email alerts for productivity issues when the system or human resources is/are not meeting intended goals or productivity metrics and schedules		

Vendor Complies	Yes	No
Autauga County Board of Education utilizes JDOX for document images as well as other department specific products. The vendor who receives the bid must have a minimum two (2) years' experience converting all scanned images to be used with JDOX. Also, scans should be viewable by other non-proprietary products such as Microsoft Office Document Imaging and Adobe Acrobat		
The vendor must have a local operations presence for a minimum of the past three (3) years		
It is anticipated that a minimal amount of basic document indexing and/or coding may also be required, including, but not limited to, entry of the document number, document date, first author, first addressee, and perhaps a few other fields, such as verbatim file name or document title or document type		
The non-image area includes but is not limited to the edge of the paper, tears, holes, and cut-outs. Unless otherwise instructed, document boundaries shall be established using a single level of physical document boundary determination based upon the presence of binding elements such as staples, paper clips, rubber bands, etc.		
The contractor shall prepare the scanning project by removing staples, binders, and any other mechanical fasteners by marking the boundaries of documents with physical insertion of a header sheet		

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The vendor shall be responsible for document pick-up from an approved Autauga County Board of Education location. Upon scanning project completion, contractor will be responsible for returning all documents to the original location provided by district personnel		
Documents will be maintained in such a manner as the vendor deems fit so that requests for specific documents from Autauga County Board of Education during the scanning project can be satisfied with on-demand scanning or within one (1) business day		
All documents, while being transported, will be in a secured environment with reasonable protection from damage due to the elements, human error, and any other unforeseen threats		
The Autauga County Board of Education reserves the right to request at any time a document imaging report, Service Organization Control (SOC), audit reports and a representative sample of the vendors scan and digitization process using a sample provided by Autauga County. If requested, the sample must be received and approved before the bid is awarded		
The successful bidder must have a minimum of three (3) years' experience in the management and operation of a document scanning facility where document scanning is a major percentage of the business operation. Bidder is to supply at least three (3) references for document scanning services, consisting of company name, address, contact person, and telephone number		
Bidder's scanning facility must be located within 3.5 hours or 200 miles of Autauga County Board of Education Central Office as defined by Google Maps		

**TOTAL ANNUAL BID FOR ALL DOCUMENT SCANNING/COPYING**

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\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative Signature

The undersigned certifies signature authority is duly vested by business entity (Bidder) and the information provided herein is correct to the best of his/her knowledge.

Submitted by:

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly print full legal name (individual)

\_\_\_\_\_  
Business Entity's Legal Name

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\_\_\_\_\_  
Federal ID No. or Social Security No. (Sole Proprietor)

\_\_\_\_\_  
Business Entity's Trade Name (DBA)

Contact Information:

\_\_\_\_\_  
Street Address (Physical Address)

\_\_\_\_\_  
P.O. Box

\_\_\_\_\_  
State/Zip Code

\_\_\_\_\_  
City/State/Zip Code City/

(\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_  
Business Telephone

(\_\_\_\_) \_\_\_\_\_  
Alternate Telephone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Business Entity's Web Address