

BID FORM

**Carbon County Imaging, Digitizing, Indexing of Commissioner Minutes
and County Clerk Historical Records From 1873-1974**

Submit To: Carbon County Clerk
"Clerk Digitization Bid"
415 W. Pine St, Room 101 or
PO Box 6, Rawlins, WY 82301

The undersigned, doing business under the name of _____ having examined the advertisement for bid and specifications as prepared by Carbon County hereby agrees to execute a contract to furnish all labor, materials, equipment, miscellaneous items, and supervision necessary to provide the proposed work scope of the bid package as follows: (Provide your proposed price for each):

A. Commissioner Records – all volumes as listed in the specifications:

_____ \$ _____
Written amount Amount

B. Plat Maps – all volumes as listed in the specifications:

_____ \$ _____
Written amount Amount

C-G. All other records NOT commissioner records & plat maps – all volumes as listed in the specifications:

_____ \$ _____
Written amount Amount

A-G. All records as listed in the specifications:

_____ \$ _____
Written amount Amount

Do you charge reoccurring fees for any part of your proposed project above and beyond the amounts listed above?

_____ Yes _____ No

If yes, what are the fees for and how much are the fees? \$ _____ per _____ (i.e month, year) for the purpose of (i.e. annual hosting) _____

Total price to redact social security numbers (if more explanation is required enter that below)

_____ \$ _____
Written amount Amount

1. **Estimated completion date (assume entire project):** Onsite Imaging: _____ Entire Project: _____

Please explain your proposed schedule to meet these completion dates: _____

3. **Will you use a third party to provide any part of the work? If so disclose who you propose to use and their involvement in the project in detail:** _____

4. **Do you OCR text documents to allow for text searching?** _____ Yes _____ No

5. **Does your proposal include hosting and search capabilities or digitization only?** Please explain: _____

6. **Explain your process for imaging the records and note what DPI you plan to image at:** _____

7. **If you plan to remove any records from the Courthouse as part of your proposal please explain where they will go, why and for what period of time.** _____

8. **Please list three references of county governments where similar work in size and scope were provided.**

Name _____

County Name _____

E-mail _____

Phone _____

Name _____

County Name _____

E-mail _____

Phone _____

Name _____

County Name _____

E-mail _____

Phone _____

9. Please list any criteria from the bid specifications that you are unable to meet and explain how you recommend the county proceed based on this. _____

The undersigned understands that Carbon County reserves the right to reject any or all bids and has no obligation to enter into a contract for the work. Carbon County further reserves the right to award contracts in the best interest of the county for any reason whatsoever. A contract may not necessarily be awarded to the lowest bidder. A contract may not necessarily be awarded to the lowest bidder

Signed this _____ day of _____, 2020.

Signature: _____

(if a joint venture, each party must sign)

Printed Name _____ Title _____

Bidder's Legal Address _____

Telephone () _____

E-mail _____

If corporation – corporation is organized under the laws of the State of _____