

TOWN OF GLOCESTER
Invitation for Bid
#2021-05
Land Evidence/ Records Management System

Sealed bids, in quadruplicate, plainly marked "Sealed Bid - IFB # 2021-05 **Land Evidence Management System**" will be received until 10:00 a.m. prevailing time, **October 14th, 2021**, at the Town of Glocester, Office of the Finance Director, PO Drawer B, 1145 Putnam Pike, Chepachet, RI 02814-0702. Bids will be opened publicly at 12:00 p.m. prevailing time, same date, in the Glocester Town Hall Council Chambers, 1145 Putnam Pike.

Bid documents can be obtained at the above office on or after September 13th, 2021 between the hours of 8:00 a.m. to 4:30 p.m. or on line at www.glocesterri.org.

TOWN OF GLOCESTER
Notice to Bidders

1. Receipt and Opening of Bids:

Sealed bids will be accepted in person or by mail at the Office of the Finance Director, Town of Glocester, PO Drawer B, 1145 Putnam Pike, Chepachet, RI, until the date and time specified in the Invitation for Bid, and will be opened publicly at the date and time specified in the Invitation for Bid in the Glocester Town Hall Council Chambers.

2. Form of Bid:

- a. Bids shall be submitted in quadruplicate, on the Town's bid form, with supplemental information, drawings, warranties and other required documentation, literature and material provided with the bid.
- b. All original documents and drawings shall become the property of the Town of Glocester.

3. Submission of Bids:

- a. Envelopes containing bids must be sealed and addressed as noted in the Invitation for Bids, and must be marked with the name and address of the bidder.
- b. Bids received after the closing date and time, but before the specified time for opening, will be accepted as valid if bearing a legible postmark of at least three days before the closing date.
- c. Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone, text, or "fax" bids, amendments, or withdrawals will not be accepted.
- d. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- e. Bids received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid which is not properly addressed and identified.
- f. Any deviation from specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.
- g. There is no expressed or implied obligation for the Town to reimburse responding bidders for or any expenses incurred in preparing their proposals in response to this request.

4. Permits and Fees:

If applicable, all local and state permit(s) shall be obtained by the bidder/contractor prior to installation/delivery. All permit fees and inspection fees must be included in bid price.

5. Rhode Island Sales Tax:

The Town is exempt from the payment of the Rhode Island Sale Tax under the 1956

General Laws of the State of Rhode, 44-18-30 as amended.

6. Federal Excise Taxes:

The Town is exempt from the payment of any excise tax or federal transportation taxes. The bid price must be exclusive of taxes, except where specified by law, and will be so construed.

7. Qualification of Bidders:

- a. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and supply the materials.
- b. Each bidder shall present evidence that he/she is normally engaged in the purveying of the type of goods/services on which he/she is bidding.
- c. Certified copy(s) of federal or state licenses must be submitted (if required in the bid) with the bid.
- d. The bidder shall become thoroughly familiar with the contents of the notice before submitting his/her proposal.
- e. The bidder automatically acknowledges and accepts all the provisions, conditions, and specifications of this notice.
- f. No bid shall be considered from bidders who are unable to show that they are normally engaged in the purveying of the type of goods/services on which they are bidding.
- g. No bid will be considered from bidders who owe any taxes, real estate, property, tangible or otherwise, to the Town of Glocester.
- h. any agreement/contract necessary shall be governed by the laws of the State of Rhode Island.

8. Addenda and Interpretations:

No interpretation on the meanings of specifications or other language in Notice to Bidders or attachments will be made to any bidder orally. Every request for such interpretations must be in writing, addressed to the Finance Director, Town of Glocester, PO Drawer B, 1145 Putnam Pike, Chepachet, RI 02814-0702, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of bids.

9. Delivery:

- a. All bid items and/or services are to be FOB to various locations within the Town of Glocester within the time frame if specified in the bid, location to be supplied with Purchase Order.
- b. No extra charge for delivery, handling or other services will be honored.
- c. Only inside delivery and set-up, when required, will be accepted.
- d. Tailgate deliveries will be refused.
- e. Vendor must notify the Town 24 hours prior to delivery.
- f. All claims for damage in transit shall be the responsibility of the successful bidder.
- g. The Town will not make payment on damaged goods; they must be replaced or adjustments made at the option of the Town.

- h. The Town of Gloucester is represented only by the Finance Director in these matters, and he/she alone is authorized to negotiate any settlements.
- i. Deliveries must be made during normal working hours.
- j. Bid price, when applicable, is to include the cost of operating and setting in place.
- k. Bid price, when applicable, is to include installations.

10. Bid Security:

If requested in the Invitation to Bid, each bid must be accompanied by bid security in the form of certified check, cashier's check, treasurer's check or bid bond on the amount of ten percent (10%) of the total bid.

- 11.** The Town of Gloucester does not discriminate on the basis of race color, creed, national origin, age, marital status, sex, sexual orientation, physical or mental disability. By submission of your bid, you, the contractor, agree not to discriminate in named areas and in the event of non-compliance the Town may declare the contractor in breach and take any necessary legal recourse including termination and/or cancellation of the contract.

12. The "Town"

- a. The Town of Gloucester reserves the right to reject any and all bids, to waive any technical defect or informality in the bids received, and to accept any of the bids deemed most favorable to the interest of the Town.
- b. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from bidders, or to allow corrections of minor errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
- c. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the bidder of the conditions contained in this invitation for bid, unless clearly and specifically noted in the bid submitted.

13. Bidders will state in their proposal:

- a. the approximate delivery date or
- b. the time required to make delivery after notification of award

- 14.** All bidders are responsible for insuring that no addenda have been made to the original proposal package. All proposal packages and addenda are available by contacting Diane Brennan, Finance Director, Town of Gloucester at (401) 568-6206 extension 5.

- 15.** The bidder shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposal.

16. Award will not be made to any person, firm or company in default of a contract with the Town, the State of Rhode Island or the Federal Government.
17. None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without prior written permission from the Town.
18. Unless otherwise specified, all costs listed are firm for the term of the contract.
19. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.
20. If any of the BID REQUIREMENTS are held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other BID REQUIREMENTS.
21. The proposal shall be prepared in accordance with applicable Federal and State law and regulations. Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.
22. All contracts entered into by the Town shall be governed by the Laws of the State of Rhode Island. Any disputes shall be resolved within the venue of the State of Rhode Island and Providence County.
23. The Contractor shall:
 - a. The Contractor agrees to defend, indemnify, protect, save and keep harmless the Town of Gloucester for any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project.
 - b. The Contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligation of the State and supply evidence of the same to the Town of Gloucester.
 - c. The Contractor will maintain in full force at all times during this engagement general liability insurance in the minimum amount of \$2,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. The Contractor will provide evidence of its general liability policy to the Town of Gloucester naming the Town of Gloucester as an additional insured to the policy.
 - d. The Contractor will maintain in full force at all times during this engagement auto liability insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the minimum amount of \$2,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence.

- The Contractor will provide evidence of its auto liability policy to the Town of Glocester naming the Town of Glocester as an additional insured to the policy.
- e. The Contractor will maintain in full force at all times during this engagement professional liability insurance coverage of at least \$2,000,000 per occurrence, and will provide evidence of the same to the Town of Glocester

24. Bidders are advised that should any or all provisions of:

- the Davis-Bacon Act, and/or
- the Department of Labor Regulations, and/or
- Title 37 Chapter 13 of the General Laws of Rhode Island

apply to the work covered by this request, then the payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime, and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman needed to execute this work would be a requirement for both contractors and subcontractors, and certified payroll records would have to be submitted to the Town prior to payment to the contractor for work done.

Prevailing Wage information may be obtained by calling the Prevailing Wage Division at 401-462-8580 or on the RI Department of Labor and Training website at www.dlt.ri.gov. Click on Prevailing Wage for details.

**TOWN OF GLOCESTER, RHODE ISLAND
LAND EVIDENCE/RECORDS MANAGEMENT SYSTEM
IFB #2021-05**

OVERVIEW:

The Town of Gloucester ("Town") is a municipality conducting an Invitation for Bid ("IFB") from qualified firms to provide a comprehensive Land Evidence/Records Management System for the Town Clerk's Office.

Respondents are requested to include all associated one-time fees; per document fees (if applicable); monthly and/or annual fees when submitting bids. Conversion of the data in the current land evidence management system must be included in the proposal. All costs must be identified, such as, but not limited to, implementation, training, maintenance, supplies, subscriptions, support and upgrades. Additional services offered by vendor, but not required in these bid specs, may be included but will not affect the award to any one vendor.

All proposals must comply with any applicable Rhode Island General Laws related to land evidence records: recording, indexing, maintenance, and archiving of records.

A. Expectations of Vendor:

The proposal should include information about, but not limited to, the hardware, software, training, support needs, and costs to support the following uses:

All elements of the Land Evidence recording process, to include:

- **Recording & Cashiering** (to include document numbering and recordation stamping, receipt printing and processing payment)
 - Equipment to be included for all processes above
- **Land Evidence indexing and in-house scanning, to include:**
 - The ability to improve a scanned document image (including removing unsightly or dark marks)
 - Verification and correction of land evidence indexes
 - Report print outs in hard copy and PDF
 - Equipment to be included
- Minimum of three (3) public stations in addition to work stations (multiple work stations for recording/cashiering and indexing required) All stations to allow for comprehensive search system including wildcard search with limited information
- Concurrent licenses for five to six (5-6) simultaneous users
- Document printers with duplex, letter and legal size printing capabilities
- Ability to produce in house reports in hard copy and/or PDF format
- Ability to access document indexes and images via multiple web browsers
- Subscription based online land evidence records "look-up" available to public

- (subscription and copy fees equally shared with municipality)
- Year to date and consolidated index prints and binders
- Land Evidence Binders w/fly sheets (if necessary for binder identification)
- Conversion of records to Film and storage costs per roll

Vendor may also include information regarding additional services provided by vendor if these services pertain to cashiering and/or management of the following records:

- Vital Records indexing and in-house scanning-marriage and death records only
- Copies (regular and certified) cashiering
- Trade name indexing, in-house scanning, and/or cashiering
- Dog licensing and/or cashiering
- Liquor, victualing and business license cashiering
- Yard Sale licensing and/or cashiering
- Probate cashiering
- Public Hearing expenses cashiering: to include advertising and postage
- Town Council petitions cashiering
- Hunting & Fishing license cashiering

INFRASTRUCTURE REQUIREMENTS

- Include a list of all hardware and specifications for the hardware vendor proposes providing to run vendors solution
- Indicate whether proposal is cloud-based or an on-premise solution.
- Include Vendors Backup/continuity plan
- Include Vendors (SLA) Service Level Agreement
- Include a list of any customer requirements for connection to vendor solution. Ex. VPN, firewall, network connections

MAINTENANCE & SUPPORT

The contractor shall be responsible for the following:

- All hardware maintenance
- Continual administration, updates, cleansing and rebuild responsibility of anti-virus solution
- DBMS administration
- Security administration
- Software loading and support of the initial installation throughout the project
- Continued software and hardware maintenance and support
- Toll free telephone and email or online portal support
- Unlimited training of Town's staff
- Online and up to date user manuals and knowledge base
- Contextual help within the software
- Off-site data storage
- Periodic user group meetings

The contractor will provide database management, technical support, data archiving, disaster preparedness services, shipping and transmittal services, importing of existing data and images, supplies and contact services and support.

SELECTION CRITERIA

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of contractor to provide services requested
2. Demonstrated ability to provide services as defined in the IFB document.
3. Time line for set up and final implementation