



**CITY OF CUYAHOGA FALLS, MAYOR DON WALTERS
REQUEST FOR PROPOSALS
BUILDING RECORDS IMAGING/SCANNING PROJECT**

**REQUEST FOR PROPOSALS
FOR
BUILDING RECORDS IMAGING/SCANNING PROJECT
AS DESCRIBED HEREIN**

**RESPONSES FOR THE REQUEST OF PROPOSALS ACCEPTED
UNTIL 5:00 P.M. ON FRIDAY, FEBRUARY 3, 2023**

**DEPARTMENTS OF COMMUNITY DEVELOPMENT AND
ENGINEERING
2310 SECOND STREET
CUYAHOGA FALLS, OHIO 44221**



CITY OF CUYAHOGA FALLS, MAYOR DON WALTERS

REQUEST FOR PROPOSALS

BUILDING RECORDS IMAGING/SCANNING PROJECT

I. Introduction & Overview

The City of Cuyahoga Falls, Ohio (“City”) is seeking qualifications and cost estimates for the building records imaging/scanning project. This project consists of converting oversized building records and engineering plans, along with regular sized documents, to digital images to be placed on the City’s hard drive system. The project consists of approximately 275 boxes of building records. An appointment can be made to view the premises prior to submitting a proposal by sending an email request to jonesl@cityofcf.com.

II. Basic Scope of Services

The basic scope of services shall include the following:

A. On-site scanning

1. All scanning shall be performed at City Hall and no documents shall be taken offsite.
2. The vendor chosen to perform this work shall provide all equipment, hardware, software, and staff to perform the necessary scanning onsite.

B. All scanning shall be conducted between the hours of 8:00 am to 4:30 pm on Monday-Friday, excluding any Federal holidays.

C. Onsite Content Inspection

1. The vendor shall provide the necessary services to ensure that all scanned pages are accounted for on the hard drive provided to the City for import onto their network.

D. Document Scanning

1. The vendor shall scan all documents at 300 dpi in color. The images shall be saved in the industry standard JPEG format with 85% quality compression. All JPEG images shall be converted into 300 dpi single page black and white TIFF images with Group IV compression.
2. The vendor shall scan all photographs in color into the standard JPEG image at 400-600 dpi/ppi quality.

E. Automatic Image Enhancement

1. The vendor shall automatically deskew and remove solid black borders on each TIFF image for optimum file compression.
2. In cases where there may be black images with white text (if applicable), the vendor shall automatically reverse any TIFF image so that white text becomes black text with a white background image.
3. In cases where pages have marginal notations and dual polarity, additional processing may be required during image enhancement.



CITY OF CUYAHOGA FALLS, MAYOR DON WALTERS REQUEST FOR PROPOSALS BUILDING RECORDS IMAGING/SCANNING PROJECT

- F. Image Inspection and Poor-Quality Reporting
 - 1. The vendor shall visually inspect 100% of the TIFF images for poor quality by comparing the black and white TIFF images to the color JPEG images.
 - 2. The vendor shall flag any TIFF images that are of poor quality that transfer over the JPEG images. These images shall be reported to the City in a CSV file.
- G. Excess Border Removal
 - 1. The vendor shall provide manual cropping to provide an image that is similar to the image's original page size, fewer bites per image, and better performance of the system and overall appearance of each collected image.
 - 2. Under no circumstances shall any data or marginal notations be removed during the removal of excess border surrounding an image.
- H. Image Enhancement
 - 1. The vendor shall have the ability to adjust the poor contrast of an entire page or any specific area of a page to provide the most legible images possible with conversion. This shall be done without degrading the quality of the rest of the page.
 - 2. If the City is unsatisfied with the legibility of an image at any time, the vendor shall enhance the TIFF image from the JPEG backup image without having to physically rescan the original document.
- I. Masking
 - 1. 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 pages must not be changed from the original document.
- J. Inventory Report
 - 1. The vendor shall inventory the records and create an inventory report. The report shall be provided in an electronic and a hard copy format. The electronic version should be in a searchable format, such as PDF/A, and shall be sorted via the perimeters outlined in Section J, Part 2 of this RFP.
 - 2. All documents shall be listed by address, year, department, and document type, i.e. 2310 Second Street, Year 2000, Engineering, Plan. City personnel will assist vendor with organizing documents properly.
- K. USB Hard Drives
 - 1. The vendor shall provide all single page, raw, JPEG and TIFF images, as well as all formatted images, on 2 external hard drives.
 - 2. All documents shall be saved in a format that is searchable, such as PDF/A, and shall include the address, year, department, and document type, i.e. 2310 Second Street, Year 2000, Engineering, Plan. City personnel will assist vendors with organizing documents properly.



CITY OF CUYAHOGA FALLS, MAYOR DON WALTERS

REQUEST FOR PROPOSALS

BUILDING RECORDS IMAGING/SCANNING PROJECT

3. One (1) hard drive shall be provided to the City for import onto their network and safe keeping and one (1) hard drive shall be stored at the vendor's facility for offsite backup.

L. Shredding/Records Retention

1. The vendor shall label all scanned boxes of documents with the contents of each box and add the information to the City's RC2 and RC3 records retention schedules.
2. The vendor shall mark each box as "ready for destruction" and notify the City of the same so that they may relocate the items to another onsite location until the time of destruction.

III. Pricing/Fee Schedule

A. Each proposal shall state the following:

1. Cost of scanning
 - a. The vendor shall submit a cost of scanning as either a per page fee (for all size documents which consist of sizes varying in size by 8 ½ x 11 to plot-sized engineering plans) or at a per box fee with a cap on the entire cost for the project.
 - b. The vendor shall submit the hourly rate and approximate amount of hours anticipated to complete the project.

IV. References

- #### A. The vendor shall submit 3 references that include the name, telephone number, address, and email address of said contact. The references should reflect similar projects, and preferably with government organizations.

V. Proprietary Information

As a public entity, the City is subject to public records requests. Therefore, any restrictions on the use of data contained within a proposal and/or any confidential information must be clearly stated at the top and bottom of each page of the proposal subject to confidentiality. Proprietary information submitted in a proposal, or in response to the Request for Proposals, will be available for review in accordance with the Freedom of Information Act.

VI. Evaluation and Selection Criteria

Evaluation and Selection of a qualified vendor is subjective and the City shall select a vendor that best meets the needs of this project. In order to be considered for this project, the vendor must submit all requested and required documentation as presented in this Request for Proposals. A proposal missing any of the requested material will be considered incomplete and will not be considered for the project. The City also



CITY OF CUYAHOGA FALLS, MAYOR DON WALTERS REQUEST FOR PROPOSALS BUILDING RECORDS IMAGING/SCANNING PROJECT

reserves the right to amend, modify, or cancel this Request for Proposals at any time, for any reason. If a revision or additional information is needed, the City will issue an addendum to the Request for Proposals.

VII. Acceptance/Rejection of Proposals

The City reserves the right to accept or reject any or all proposals as deemed in the best interest of the City and to waive all minor irregularities in the Request for Proposals process. The City also reserves the right to enter into discussion and/or negotiations with one or more qualified vendors at the same time. Vendors whose proposals are not accepted will be notified as soon as the awarded contract has been approved according to the City's procurement procedures.

VIII. Incurring Costs

The City is not liable for any costs incurred in replying to this Request for Proposals.

IX. Taxes

The City is exempt from all federal, state, and local taxes.

X. Responses to the Request for Proposals

The City will accept responses to the Request for Proposals until **5:00 pm on Friday, February 3, 2023**. The proposals shall be delivered as follows:

- A. All responses shall be delivered to the Department of Community Development located at 2310 Second Street, Cuyahoga Falls, Ohio 44221.
- B. All responses shall be in a sealed envelope and shall clearly be marked as "Proposal for the Building Records Imaging/Scanning Project" in the lower left-hand corner of the envelope.

The City will not accept any responses to the Request for Proposal after this date/time.

All questions can be forwarded to the City contact listed below.

Contact:

City of Cuyahoga Falls, Mayor Don Walters
Department of Community Development
Attn: Diana Colavecchio, Director
Phone: (330) 971-8138
Email: colavecchio@cityofcf.com