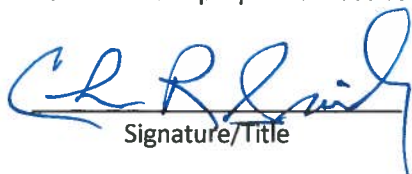


INVITATION FOR BID PROPOSAL

The Office of the City of Dawson Springs is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2022-23 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than August 26, 2022 to be considered.


Signature/Title

Chris Smiley, Mayor

Printed Name

08/11/2022

Date

Bid Proposal Attachment

Kentucky Department for Libraries and Archives (KDLA) Local Records Program

City of Dawson Springs Records Preservation Project

Section 1: Create digital images. Images must adhere to *Microfilming and Digital Imaging of Public Records: A Procedural Guide*. Images should be electronically foldered by Record type, book, and page. One (1) copy of all digital images must be submitted to KDLA for preservation and one (1) copy will be submitted to the City.

<u>Record</u>	<u>Series Number</u>	<u>Dates</u>
Official Minutes	L4938	1926-2021
Ordinances	L4941	1926-2021
Resolutions & Municipal Orders	L4945	1926-2021

Section 2: Create electronic index. Index fields should include, at minimum, Record, Book, Page, and File Identifier (ordinance number, resolution number, etc., as applicable).

<u>Record</u>	<u>Series Number</u>	<u>Dates</u>
Official Minutes	L4938	1926-2021
Ordinances	L4941	1926-2021
Resolutions & Municipal Orders	L4945	1926-2021

Section 3: Create microfilm. Microfilming must adhere to *Microfilming and Digital Imaging of Public Records: A Procedural Guide*.

<u>Record</u>	<u>Series Number</u>	<u>Dates</u>
Official Minutes	L4938	1926-2011
Ordinances	L4941	1926-2011
Resolutions & Municipal Orders	L4945	1926-2011

Vendors bidding on security microfilming and scanning/digitizing projects must conduct an onsite visit and provide a project cost based on the estimated number of pages and/or images and condition of the records. These vendors are required to follow Kentucky Department for Libraries and Archives policies and procedures as outlined in *Microfilming and Digital Imaging of Public Records: A Procedural Guide*, which is available on the KDLA website:

<https://kdla.ky.gov/records/recmgmtguidance/Documents/MicrofilmingandDigitalImagingofPublicRecords-012616.pdf>.

Sealed written proposals must be submitted to the City of Dawson Springs, PO Box 345, 200 W. Arcadia Ave., 42408, no later than 4 p.m. Friday, Aug. 26, 2022. Qualified vendors who choose not to bid on the

project are requested to submit an official "No Bid" notification to the city no later than 4 p.m. Friday, Aug. 26, 2022.