

NOTICE TO BIDDERS

Faulkner County will be accepting sealed bids on Archival Image Capture Services.

Bid specifications and Submittal forms may be obtained from the Faulkner County Judge's Office. Bids will be accepted until 9:00 am on Wednesday, September 21, 2022, at which time they will be opened at the Faulkner County Judge's Office, located at 801 Locust Street Conway AR, 72034. Faulkner County reserves the right to accept or reject any or all bids placed and waive formalities.

Bids should be submitted in total including taxes, for the price to be paid by Faulkner County.

Direct questions and requests for clarifications related to this RFP to Margaret Darter at 501-450-4909.

This information is also available on our website at www.faulknercounty.org/business/rfp.

Bids may be mailed to:

Faulkner County Judge's Office
Attn: Archival Image Capture Services Bid
801 Locust Street
Conway AR, 72034

The Faulkner County Clerk paid \$_____ for this publication.

BID INFORMATION AND BID SPECIFICATIONS

FOR

CONTRACTOR BIDDING PROJECT

THIS BID PACKET CONTAINS INFORMATION
CONCERNING PROJECT FOR
FAULKNER COUNTY, ARKANSAS
COUNTY JUDGE JIM BAKER

Archival Image Capture Services Bid

September 6, 2022

Faulkner County, Arkansas

Archival Image Capture Services

Date: September 6, 2022

Reference: Archival Image Capture Services Bid

Bid is to be addressed to:

Faulkner County Judge's Office
Attn: Archival Image Capture Services Bid
801 Locust Street
Conway, Arkansas 72034

BIDS ARE DUE ON Wednesday, September 21, 2022 by 9:00 A.M.

Bids may be mailed or hand delivered to the office of Judge Jim Baker, County Judge, Faulkner County, Arkansas. All bids must be turned in prior to the 9:00 AM deadline.

*****Faxed, Phone, or e-mail bids will not be accepted.

*****All bids must be in a sealed envelope and marked Attn: Archival Image Capture Services

Scope of Work:

- Capture Images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility.
 - Capture maps at a minimum of 600 dpi.
 - Accumulate images as Group IV bi-tonal images in a standard PDF or TIFF format.
 - Ensure optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
 - Crop excess blank space around image, including manual crop when necessary.
 - Name images at case level by book, volume and page (or other requested fields).
 - Group images together to form documents. Group and index cases to form documents by case number.
 - Page validation
 - Optimize and scale images for system output.
 - Addition of electronic annotations.
 - Split images when multiple documents exist on a single page.
 - Stitching
 - Providing a Master copy to Faulkner County in a medium suitable for the project size.
 - Security Copy held by vendor for safekeeping
-
- **Bidders shall submit their bids on the form supplied by the Judge's Office.**

Bid

Name of Vendor _____

Name of Individual Representing Vendor _____

The above named vendor offers to sell one Archival Image Capture Services with the following specifications

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to Faulkner County, at the price of _____.

This price includes taxes to be paid by Faulkner County.

Signature: _____ Date: _____

Name: _____