



Town of Oyster Bay
Department of Planning and Development
Nassau County, New York

REQUEST FOR PROPOSALS
FOR
DOCUMENT SCANNING FOR
THE TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT

SOLICITATION NUMBER P&D 1-2019

ISSUANCE DATE:	FEBRUARY 15, 2019
THIS RESPONSE IS DUE BY:	MARCH 8, 2019 BY 3:00 P.M.
COPIES TO SUBMIT:	Four (4) Hardcopies

TECHNICAL ASSISTANCE
WITH SCANNING VARIOUS SIZED DOCUMENTS FOR
THE TOWN OF OYSTER BAY
DEPARTMENT OF PLANNING AND DEVELOPMENT

REQUEST FOR PROPOSALS

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AUTHORIZED CONTACT PERSON: Prospective firms are advised that the authorized Town of Oyster Bay (hereinafter referred to as the "Town") contact person for all matters concerning this Request For Proposal (hereinafter referred to as the "RFP") is:

Elizabeth L. Maccarone, Commissioner
Town of Oyster Bay Department of Planning and Development
74 Audrey Avenue
Oyster Bay, New York 11771
Telephone: (516) 624-6294
Fax: (516) 624-6240
e-mail: lmaccarone@oysterbay-ny.gov

INTRODUCTION: In accordance with the Town of Oyster Bay's procurement policy, the Town of Oyster Bay Department of Planning and Development (hereinafter referred to as the "Department") is seeking proposals from qualified document management and document scanning firms to scan various sized documents for the Department of Planning and Development for records management and records retention purposes.

FORM OF PROPOSAL: Firms must submit four (4) hardcopies of each technical proposal with additional relevant information. Proposals should be organized as described in Attachment Number 1 herein.

QUALIFICATION BASED SELECTION PROCESS: The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firm in their proposals and based upon subsequent negotiations between the Town and the firm. The review process of the RFPs submitted is based on the qualifications of the firm for the nature of that project. The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.

CRITERIA FOR EVALUATION: The criteria to be used by the Town in evaluating these proposals are as follows:

- The experience of the firm in assignments of similar size, scope and complexity.
- Special knowledge relevant to the project.
- The size, staffing, resources and financial capability of the firm.
- The firm's knowledge and experience with Town procedures and programs involved in the assignment.
- The firm's past performance with the Town.
- Time constraints and deliverability service.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town.

USE OF SUBCONSULTANTS AND OTHER SUBORDINATE ENTITIES: Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the sub-consultant or other entity.

FAMILIARIZATION WITH CURRENT PROCEDURES, PROGRAMS, AND DOCUMENTS: It is the sole responsibility of the prospective firms to familiarize themselves with the current operations of the Town and Department and any other information which is necessary and relevant to the scope of this RFP. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, employee training/certification, etc., regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

PAYMENTS AND CLAIMS: The Consultant shall submit a wage/rate schedule for all staff and/or services as part of this Contract, as detailed in Attachment 1. The awarding resolution for this project to the consultant(s) shall serve as the Agreement for which services will be provided. Payments to the successful proposer will be made in accordance with the terms of this RFP, whose specific details are included as part of Attachment 2.

INSURANCE REQUIREMENTS: The Consultant shall secure and maintain such insurance as will protect itself and the Town from claims under the Workmen's Compensation Acts, also secure and maintain bodily injury and property damage liability insurance coverage as will protect the firm and the Town from claims which may arise from the performance of all services under this Contract, in minimum limits of \$1,000,000.00, bodily injury and \$500,000.00 property damage, a Professional Liability Policy in an amount not less than \$1,000,000.00 insuring the firm against errors and omissions. The said insurance policies, endorsements and/or certificates will be submitted for approval as to form to the Town Attorney's Office prior to the approval of this Contract, and copies then filed with the Town.

SCOPE OF SERVICES

The Department, through this RFP, seeks the services of qualified document management and document scanning firms to provide the Department with technical assistance to scan various sized documents for the Department for records management and records retention purposes.

This RFP will be for the period of the time of Contract acceptance through the completion of the project.

The prospective firm must attend an informational meeting pertaining to the Scope of Services on February 25, 2019, at 11:00 A.M., at the Department of Planning and Development, located at 74 Audrey Avenue (2nd Floor), Oyster Bay, New York 11771.

Documents will be packed and inventoried by the Town. The pickup of all files and delivery back to the Town will be performed by the vendor. All files are to be placed back in the original labeled box/container in which they were originally picked up by the vendor. Every effort is to be made to place them back in the order in the boxes in which they were delivered.

Documents will be prepared for scanning by the vendor. This includes unfolding/unrolling all documents for scanning, the removal of staples, paperclip and/or other fasteners and the taping of any document tears and rips.

Specific tasks for this assignment are expected to include, but may not necessarily be limited to:

1. Scanning, Indexing and Formatting
 - A. Letter/Legal size documents will be scanned at 300 dpi Black and White, double sided with the deletion of blank backsides.
 - B. Large Format document will be scanned on a large format scanner at 200 dpi Black and White, single sided.
 - C. Indexing – all documents will be indexed by Section / Block / Lot using Town guidelines.
 - D. Images of the documents will be delivered as text searchable TIFF's.
 - E. Each document will be delivered as an indexed Single Page or Multi-page image.
 - F. All images will be reviewed for quality matching the original document. Defects in image quality will be corrected prior to delivery at no additional cost.
 - G. Deliveries of images and indexes will be made via hard drive to the Town.
 - H. All Town data will be protected and securely deleted upon written approval from the Town.

ATTACHMENT NUMBER 1

FORMAT OF PROPOSAL

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Four (4) hardcopies shall be submitted.

SECTION A. INTRODUCTORY STATEMENT

SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF

1. Project team.
2. Provide names and resumes of key personnel proposed for this project.

SECTION C. APPROPRIATENESS AND QUALITY OF PROPOSER'S EXPERIENCE

1. Include experience with municipalities with a similar scope of work.
2. Minimum of two (2) references with contract information (recent, similar projects preferred).

SECTION D. PROPOSED METHODOLOGY

Based on the project description and scope of services, the firm should discuss how it would approach the project. This will include familiarization with Town codes and procedures, training and certification of staff, plan for interaction with Town personnel and residents, and management structure.

SECTION E. MANPOWER COSTS/ UNIT PRICES

Provide a schedule with employee wage rates and scanning unit prices for the contract period.

SECTION F. SUPPLEMENTAL INFORMATION

Any additional information relevant to the firm's qualifications for this project may be included at the firm's option.

ATTACHMENT NUMBER 2

SPECIAL REQUIREMENTS AND MODIFICATIONS

Provisions stated under Special Requirements and Modifications shall supersede and take precedence over information provided in the preceding documents and attachments.

1. Firms must provide a Maximum Hourly Wage Rate Schedule listing job classifications. The salary of all employees proposed in the response to this RFP must be within the limits of the schedule and will be subject to the approval of the Department of Planning and Development.
2. All payments will be made by check from the Town's Comptroller's Office after review and approval by the Department of Planning and Development and an audit by the Comptroller's Office of the Claim Form submitted by the firm.
3. All services shall be performed at the offices of the Town of Oyster Bay Department of Planning and Development, or other office as designated by the Town. The firm is not permitted to remove any files, plans, or paperwork from the designated office, unless authorization is given by the Commissioner of the Department of Planning and Development or his/her designee.
4. Under no circumstances shall the firm or any of its personnel, providing services as part of this Contract, also provide services of any nature relative to the subject application pursuant to the Town of Oyster Bay Code of Ethics. Further, the firm shall not provide services to the Town relative to the subject application if a personal or business interest exists between the applicant in said application and the firm or one of its personnel.
5. The firm will not discriminate against employees or applicants for employment because of race, creed, color national origin, sex, age, disability or marital status and will undertake or continue existing programs of affirmative action to ensure that group members and women are afforded equal employment opportunities without discrimination. When sub-consultants or other outside entities are to be utilized, the consultant shall also make reasonable efforts to encourage the participation of Certified Minority and Women Owned Business Enterprises as sub-consultants, and retain the documentation of these efforts to be provided upon request of the Town. A listing can be found at www.nylovesmwbe.ny.gov.
6. Additionally, in accordance with the Town of Oyster Bay Ethics Code, the attached Disclosure Affidavit form needs to be submitted along with your response to demonstrate that there is no conflict of interest between your firm and any employees or other relationships/arrangements/agreements with the Town of Oyster Bay. A full disclosure of the company/firm's ownership must be included in the RFP response.

CONTRACT# _____ TITLE _____

**TOWN OF OYSTER BAY
DISCLOSURE QUESTIONNAIRE**

All questions on this questionnaire must be answered by an officer and any stakeholders who hold a majority or greater ownership interest in the proposer. Answers must be typewritten or printed in ink. If you need more space to answer any question, make as many photocopies of the appropriate page(s) as necessary and attach them to the questionnaire.

COMPLETE THIS QUESTIONNAIRE CAREFULLY AND COMPLETELY. FAILURE TO SUBMIT A COMPLETE QUESTIONNAIRE MAY MEAN THAT YOUR BID OR PROPOSAL MAY BE REJECTED AS NON-RESPONSIVE AND IT MAY NOT BE CONSIDERED FOR AWARD

NOTE: All questions require a response, even if response is "none" or "not-applicable." No blanks.

SECTION I: GENERAL INFORMATION

1. Business name (legal name): _____
2. Federal Employer ID No. (FEIN): _____
3. d/b/a – doing business as (if applicable): _____
County filed: _____
4. Website address (if applicable): _____
5. Business e-mail address: _____
6. Principal place of business address: _____
7. Telephone number: _____ 7. Fax number: _____
8. Does the business use, or has it used in the past five (5) years, any other business name, FEIN, or d/b/a other than what is listed in questions 1-3 above? Yes No
If yes, please provide details. _____

9. Authorized contact:
Name: _____
Title: _____
Telephone number: _____ Fax number: _____
E-mail: _____

10. How many years has this entity been in business? _____
11. The proposer is a (check one): Sole Proprietorship Partnership Corporation
 Other (Describe) _____

SECTION II: PRINCIPAL INFORMATION

1. Principal Name _____
 Date of birth ____/____/____ % Equity Interest in Company _____
 Home address _____
 City/state/zip _____
 Telephone _____

2. Positions held in submitting business

3. Within the past five years, have you been a principal owner or officer of any business or not-for-profit organization other than the one submitting the questionnaire?
 YES ___ NO ; If Yes, provide details. _____

4. Has any governmental entity awarded any contracts to a business or organization listed in question 3 above in the past five (5) years while you were a principal owner or officer?
 YES ___ NO ; If Yes, provide details. _____

SECTION III: DUE DILIGENCE QUESTIONS - TO BE COMPLETED IF CONTRACT VALUE IS \$25,000.00 OR OVER IN A 12 MONTH PERIOD.

1. Does the business possess all certifications, licenses, permits, approvals, insurance, bonds or other authorizations issued by any local, state, or federal governmental entity in connection with the proposal/project, business services, operations, business, or ability to conduct its activities? Please note this does not include construction related activities such as building permits and certificates of occupancy.
 YES NO If no, please provide details _____

2. Does this business have one or more affiliates, and/or is it a subsidiary of, or controlled by, any other business?
 YES NO If Yes, provide details. _____

3. Has the proposer ever had a bond or surety cancelled or forfeited, or a contract with any entity terminated? YES NO If Yes, state the name of bonding agency, (if a bond), date, amount of bond and reason for such cancellation or forfeiture; or details regarding the termination.
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4. On a separate document attached hereto, list all contracts that business has entered into with any municipality in the past three (3) years. Please list the names, address and contact person for the contracting entities.
5. Has the proposer, during the past five (5) years, been declared bankrupt? YES NO If Yes, state date, court jurisdiction, amount of liabilities and amount of assets _____
-
6. In the past five years, has this business and/or any of its owners and/or officers and/or any affiliated business, been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency?
 YES NO If Yes, provide details for each such investigation. _____
-
7. In the past 5 years, have any owner and/or officer of any affiliated business been the subject of a criminal investigation and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency, where such investigation was related to activities performed at, for, or on behalf of an affiliated business.
 YES NO If Yes, provide details for each such investigation. _____
-
8. In the past 5 years, has this business and/or any of its owners and/or officers and/or any affiliated business been the subject of an investigation by any government agency, including but not limited to federal, state and local regulatory agencies?
 YES NO If Yes, provide details for each such investigation. _____
-
9. In the past 5 years, has any owner and/or officer of an affiliated business been the subject of an investigation by any government agency, including but not limited to federal, state and local regulatory agencies, for matters pertaining to that individual's position at or relationship to an affiliated business.
 YES NO If Yes, provide details for each such investigation. _____
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10. Has any current or former director, owner or officer or managerial employee of this business had, either before or during such person's employment, or since such employment (if the conduct pertained to events that allegedly occurred during the time of employment):

a) Any felony charge pending? YES NO If Yes, provide details for each such charge.

b) Any misdemeanor charge pending? YES NO If Yes, provide details for each such charge.

c) Any violations of administrative, statutory or regulatory provisions pending?
YES NO If Yes, provide details for each such charge.

d) In the past ten (10) years, you been convicted, after trial or by plea, of any felony and/or any other crime, an element of which relates to truthfulness? YES NO If Yes, provide details for each such conviction.

e) In the past ten (10) years, been convicted, after trial or by plea, of a misdemeanor?
YES NO If Yes, provide details for each such conviction.

f) In the past ten (10) years, been found in violation of any administrative, statutory, or regulatory provisions? YES NO If Yes, provide details for each such occurrence.

11. In the past five (5) years, has this business or any of its owners or officers, or any other affiliated business had any sanction imposed as a result of judicial or administrative proceedings with respect to any professional license held? YES NO If Yes, provide details for each such instance.

12. For the past five (5) tax years, has this business failed to file any required tax returns or failed to pay any applicable federal, state or local taxes or other assessed charges? YES NO If Yes, provide details for each such year.

SECTION IV: CONFLICT OF INTEREST

Please disclose any conflicts of interest as outlined below. NOTE: If no conflicts exist, please expressly state "No conflict exists."

1. Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the Town of Oyster Bay.

2. Any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the Town of Oyster Bay.

3. Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in being awarded this contract with the Town of Oyster Bay.
