

TOWN OF OCEAN CITY, MARYLAND



PROCUREMENT DEPARTMENT

PROPOSAL DOCUMENT FOR ONSITE DOCUMENT SCANNING SERVICES

BID TIMELINE OF EVENTS
Pre-Bid Meeting: Wednesday, March 16, 2016 at 1:30 pm in the Community Room of City Hall located at 301 N. Baltimore Avenue, Ocean City, MD 21842
Last Day for Questions: Noon on Thursday, March 17, 2016
Addendum: Close of Business on Friday, March 18, 2016
Bid Due Date, Time, & Location: 4:30 pm on Monday, March 28, 2016 sent to 301 N. Baltimore Avenue, City Manager's Office, Room 230, Ocean City, MD 21842
Bid Opening Date, Time, & Location: 1:00 pm on Tuesday, March 29, 2016 in Council Chamber at City Hall located at 301 N. Baltimore Avenue, Ocean City, MD 21842
Ad Run: Thursday, March 03, 2016

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SECTION I: INTRODUCTION

1. PURPOSE
 - 1.1. The purpose of this Request for Proposal is for the Town of Ocean City ("Town") to contract for onsite document scanning services ("Services") and for said Services to be in conformity with the requirements contained herein ("Proposal Document(s)").
2. CLARIFICATION OF TERMS
 - 2.1. Professional firms, organizations, or individuals that submit a bid for award of a contract ("Contract") are referred to as vendors ("Vendors") in this Proposal Document. The Vendor that is awarded the Contract is herein referred to as the ("Successful Vendor").
3. QUESTIONS AND INQUIRIES
 - 3.1. For information regarding Proposal Documents and bidding requirements, please contact Catrice Parsons at cparsons@oceancitymd.gov or call 410-723-6647.
 - 3.2. Copies of the Proposal Documents are available on the Town's [website](#) or by calling (410) 723-6643 during normal business hours.
4. FILLING OUT PROPOSAL DOCUMENTS
 - 4.1. Use only forms supplied by the Town.
 - 4.2. Submit one (1) bound original and (7) unbound originals.
 - 4.3. Bids Documents should be complied as follows: (1) Cover letter, (2) Form of Bid, (3) References, (4) Exceptions Document, (5) Individual Principal Document, (6) Vendor's Affidavit of Qualification to Bid (7) Non-Collusive Affidavit, (8) Signed addenda, if necessary, and (9) Vendor's Completed Proposal Document.
 - 4.4. All blanks on the Proposal Documents will need to be filled in electronically or manually in ink.
 - 4.5. Where so indicated by the make-up of the Proposal Documents, sums will be expressed in both words and figures, and in the case of a discrepancy between the two, the amount written in words will govern.
 - 4.6. Any interlineation, alteration, or erasure will be initialed by the signer of the Proposal Documents.
 - 4.7. Each copy of the Proposal Documents will be signed by the person(s) legally authorized to bind the Vendor to a contract, using the legal name of the signer. Proposal Documents submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the Vendor.
 - 4.8. Vendor will supply all information and submittals required by the Proposal Documents to constitute a proper and responsible "Completed Proposal Document" package.
 - 4.9. Any ambiguity in the Proposal Documents as a result of omission, error, lack of clarity or non-compliance by the Vendor with specifications, instructions, and/or all conditions of bidding will be construed in the light most favorable to the Town.
5. SUBMISSION OF PROPOSAL DOCUMENTS
 - 5.1. All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a **sealed envelope**. The envelope will be addressed to the Town of Ocean City, Attn: City Manager's Office, Room 230,301 N. Baltimore Avenue, Ocean City, MD 21842 and will be identified with the Solicitation name: **ONSITE DOCUMENT SCANNING SERVICES** and the Vendor's name, address, and license number. If the Proposal Documents are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation **"SEALED PROPOSAL DOCUMENTS ENCLOSED FOR ONSITE DOCUMENT SCANNING SERVICES"** on the face thereof.
 - 5.1.1. **Sealed Proposal Documents are due no later than Monday, March 28, 2016 at 4:30 pm and will be sent to 301 N. Baltimore Avenue, Attn: City Manager's Office, Room 230, Ocean City, MD 21842.**
 - 5.1.2. **Sealed Proposal Documents will be opened at the Mayor & City Council Session on Tuesday, March 29, 2016 at 1:00 pm located in the Council Chambers at 301 N. Baltimore Avenue, Ocean City, MD 21842.**
 - 5.2. Proposal Documents will be deposited at the designated location prior to the time and date for receipt of Proposal Documents as indicated in the Advertisement or Request for Proposal, or any extension made

- by Addendum. Proposal Documents received after the time and date for receipt will be returned unopened.
- 5.3. Vendor will assume full responsibility for taking whatever measures necessary to ensure that the Proposal Documents reach the Town's office prior to the local time and date specified for receipt of Proposal Documents. The Town will NOT BE RESPONSIBLE for any Proposal Document delayed in the postal or other delivery service nor any late Proposal Document, amendment, or request for withdrawal of Proposal Document, received after the Proposal Document submission date.
 - 5.4. Vendors, or their authorized agents, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Proposal Documents; failure to do so will be at the Vendor's own risk.
 - 5.5. A fully executed Affidavit of Qualification to Bid will be attached to each Proposal Document.
 - 5.6. MINORITY VENDORS ARE ENCOURAGED TO PARTICIPATE.
 - 5.7. All Vendor submitted Proposal Documents will be valid for a minimum of one hundred and twenty (120) days from the date of Proposal Document opening. Vendors cannot withdraw their Proposal Documents within one hundred and twenty (120) days after the Bid Opening Date.
 - 5.8. Email or faxed Proposal Documents will not be accepted.
6. OPENING OF PROPOSAL DOCUMENTS
 - 6.1. Proposal Documents received on time will be opened publicly and vendors' names will be read aloud for the record.
 - 6.2. The Contract will be awarded or all Proposal Documents will be rejected within one hundred twenty (120) days from the date of the Proposal Document opening.
7. ACCEPTANCE OR REJECTION OF PROPOSAL DOCUMENTS
 - 7.1. Unless otherwise specified, the Contract will be awarded to the most RESPONSIBLE and RESPONSIVE Vendor complying with the provisions of the Proposal Documents, provided the Bid price is reasonable, does not exceed the funds available, and it is in the best interest of the Town to accept it. The Town reserves the right to reject the Proposal Documents of any Vendor who has previously failed to perform properly in any way or complete on time contracts of a similar nature; or a Proposal Document from a Vendor who, investigation shows, is not in a position to perform the Contract; or Proposal Documents from any person, firm, or corporation which is in arrears or in default to the Town for any debt or contract.
 - 7.2. Completed Proposal Documents from Vendors debarred from doing business with the State of Maryland or the Federal Government will not be accepted.
 - 7.3. Conditional or qualified bids will not be accepted.
 - 7.4. In determining a Vendor's RESPONSIBILITY, the Town may consider the following qualifications, in addition to price:
 - 7.4.1. Ability, capacity, and skill to provide the commodities or services required within the specified time, including future maintenance and service, and including current financial statement or other evidence of pecuniary resources and necessary facilities.
 - 7.4.2. Character, integrity, reputation, experience and efficiency.
 - 7.4.3. A minimum of Five (5) years providing the goods/services described in this Proposal Document under the Vendor name that is submitting a Completed Proposal Document, with references to validate this requirement.
 - 7.4.4. Quality of past performance on previous or existing contracts, including a list of current and past contracts and other evidence of performance ability.
 - 7.4.5. Previous and existing compliance with laws and ordinances relating to contracts with the Town and to the Vendor's employment practices.
 - 7.4.6. Evidence of adequate insurance to comply with Contract terms and conditions.
 - 7.4.7. Statement of current work load and capacity to perform/provide the Goods and/or Services.
 - 7.4.8. Explanation of methods to be used in fulfilling the Contract.

- 7.4.9. The Vendor, if requested, will be prepared to supply evidence of its qualifications, listed above, and its capacity to provide/perform the Goods and/or Services; such evidence to be supplied within a specified time and to the satisfaction of the Town.
- 7.5. In determining a Vendor's RESPONSIVENESS, the Town will consider whether the Proposal Document conforms in all material respects to the Proposal Documents. The Town reserves the right to waive any irregularities that may be in its best interest to do so.
- 7.6. The Town will have the right to reject any and all Proposal Documents, where applicable to accept in whole or in part, to add or delete quantities, to waive any informalities or irregularities in the Proposal Document received, to reject a Proposal Document not accompanied by required Bid security or other data required by the Proposal Documents, and to accept or reject any Proposal Document which deviates from specifications when in the best interest of the Town. Irrespective of any of the foregoing, the Town will have the right to award the Contract in its own best interests.
8. NOTICE TO VENDORS
- 8.1. Before a Vendor submits the Proposal Documents it will need to become fully informed as to the extent and character of the Work required and are expected to completely familiarize themselves with the requirements of this Proposal Document's specifications including examination of site, review of drawings, and any Addenda. Failure to do so will not relieve the Vendor of the responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or the Work to be performed, it being understood that the submission of a Proposal Document is an agreement with all of the items and conditions referred to herein.
- 8.2. The Successful Vendor will supply the names and addresses of major material suppliers and subcontractors when requested to do so by the Town.
9. PRE-BID MEETING
- 9.1. A pre-bid meeting will be held in the Community Room of the City Hall building located at 301 N. Baltimore Avenue, Ocean City, MD 21842 at 1:30 pm on Tuesday, March 16, 2016 for any questions concerning the Proposal Documents.

END OF SECTION

SECTION II: GENERAL INFORMATION

1. ECONOMY OF PROPOSAL DOCUMENTS

- 1.1. Proposal Documents will be prepared simply and economically, providing straightforward and concise description of the Vendor's capabilities to satisfy the requirements of the Proposal Documents. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective Proposal Document are neither required nor desired.

2. RESPONSIBILITIES OF THE VENDOR

- 2.1. The Vendor will be responsible for the professional quality and technical accuracy of their advice and other Work furnished in the Proposal Documents. The Vendor will perform the Work with the degree of skill that is normally exercised by recognized professionals as the Standard of Care with respect to Work of a similar nature.
- 2.2. Neither the Town's review, approval or acceptance of, nor payment for, any of the Work required under the awarded Contract will be construed to operate as a waiver of any rights under the Contract or any cause of action arising out of the performance of the Contract, and the Vendor will be liable to the Town in accordance with applicable law for all damages to the Town caused by the Vendor's negligent performance of any of the Work furnished under the Contract.
- 2.3. The rights of the Town provided for under the awarded Contract are in addition to any rights and remedies provided by law.

3. PROPRIETARY INFORMATION OR TRADE SECRETS

- 3.1. The Vendor may invoke proprietary information or trade secret protection for submission of any data/material by (1) identifying the data/material in a written description, (2) clearly marking the data/material as proprietary, and (3) provide a written statement detailing the reasons why protection is necessary. The Town reserves the right to ask for additional clarification prior to establishing protection.

4. OWNERSHIP OF MATERIALS

- 4.1. Ownership of all material and documentation originated and prepared pursuant to the Proposal Documents will belong exclusively to the Town and is subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted by a Vendor in connection with a procurement transaction will not be subject to disclosure under the Freedom of Information Act. However, the Vendor must invoke the protections of this section and be in accordance with Section 3.1.

5. CONTRACT AWARD

- 5.1. A written award by the Town to the Successful Vendor in the form of a Purchase Order or other contract document will result in a binding Contract. If the Successful Vendor fails or refuses to sign and deliver the Contract and the required insurance documentation, the Town will have the right to award to the next responsible and responsive Vendor. The Successful Vendor will be required to execute the Contract within fourteen (14) calendar days from the date on the Notice of Award letter. The Town will send the Contract with the Notice of Award letter.
- 5.2. Proposal Documents and Contracts issued by the Town will bind the Vendor to applicable conditions and requirements herein set forth, unless otherwise specified in the Proposal Documents, and are subject to all federal, state, and municipal laws, rules, regulations, and limitations.
- 5.3. Town personal property taxes ("Taxes") must be on a current basis; if any such Taxes are delinquent, they must be paid before award of Contract. Failure to pay will result in the award of Contract to another Vendor.
- 5.4. The Town reserves the right to engage in individual discussions and interviews with those Vendors deemed fully qualified, responsible, suitable and professionally competent to provide the required Work should the Work size warrant it. Vendors will be encouraged to elaborate on their qualifications,

performance data, and staff expertise. Proprietary information from competing Vendors will not be disclosed to the public or to competitors.

6. NOTICE TO PROCEED

- 6.1. The Town will issue a Notice to Proceed within ten (10) calendar days from the execution of the Contract. If for any reason the Notice to Proceed cannot be issued within ten (10) days, from the execution of the Contract, the Town and the Vendor, upon mutual agreement, will extend the Contract Time.
- 6.2. If the Town does not issue the Notice to Proceed within the ten (10) day period or within the period mutually agreed upon, the Vendor may terminate the Contract without further liability on the part of either party.

7. AUDIT

- 7.1. The Successful Vendor agrees to retain all books, records, and other documents relative to the awarded Contract for five (5) years after final payment, or until audited. The Town, its authorized agents, and/or State auditors will have full access to and the right to examine any of said materials during said period.

8. NONPERFORMANCE

- 8.1. The Town reserves the right to inspect all operations and to withhold payment for any goods not performed or not performed in accordance with the specifications in this Proposal Document. Errors, omissions or mistakes in performance will be corrected at no cost to the Town. Failure to do so will be cause for withholding of payment for the Work. In addition, if deficiencies are not corrected in a timely manner, the Town may characterize the Successful Vendor as uncooperative, which may jeopardize future solicitations.

9. MODIFICATION OR WITHDRAWAL OF PROPOSAL DOCUMENTS

- 9.1. A Proposal Document may not be modified, withdrawn, or cancelled by the Vendor during the stipulated time period following the time and date designated for the receipt of Proposal Documents, and each Vendor so agrees in submitting Proposal Documents.

10. DEFAULT

- 10.1. The Contract may be cancelled or annulled by the Town in whole or in part by written notice of default to the Successful Vendor upon non-performance, violation of Contract terms, delivery failure, bankruptcy or insolvency, any violation of state or local laws, or the making of an assignment for the benefit of creditors. An award may then be made to the next most highly rated Vendor, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Vendor (or its surety) will be liable to the Town for cost to the Town in excess of the defaulted Contract price.

11. COLLUSION/FINANCIAL BENEFIT

- 11.1. The Vendor certifies that its Completed Proposal Document is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a Proposal Document for the same Work; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.
- 11.2. Upon signing the Proposal Document, Vendor certifies that no member of the governing body of the Town, or members of his/her immediate family, including spouse, parents or children, or any other officer or employee of the Town, or any member or employee of a Commission, Board, or Corporation controlled or appointed by the Mayor or Council has received or has been promised, directly or indirectly, any financial benefit, related to this Proposal Document and subsequent Contract.

12. TAX EXEMPTION

- 12.1. The Town is exempt from Federal Excise Taxes, Maryland Sales and Use Taxes, and Transportation Taxes. This exemption cannot be used by Vendors doing business with the Town. Vendors are responsible for State Sales Tax of real property furnished and installed or constructed for the Town.

13. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

- 13.1. All Vendors are subject to, and must comply with, the provisions of all applicable state and federal anti-discrimination laws. The Town encourages equal employment opportunity to businesses owned and controlled by minorities and women.
- 13.2. The Successful Vendor will not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual preference, disability, marital status, age; or otherwise commit an unfair employment practice. Vendor further agrees that this nondiscriminatory agreement will be incorporated by the Vendor in all contracts entered into with suppliers of commodities and services, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with the Contract.
14. STATUS OF VENDOR
 - 14.1. The Vendor will be responsible to the Town for acts and omissions of their employees, subcontractors, and their agents and employees, and other persons performing portions of the Work under the Contract or other arrangement with the Vendor.
 - 14.2. It is understood that the relationship of Vendor to the Town will be that of an "Independent Contractor." Nothing contained herein will be deemed or construed to (1) make the Vendor the agent, servant, or employee of the Town, or (2) create any partnership, joint venture, or other association between the Town and the Vendor.
15. APPLICABLE LAWS
 - 15.1. Vendor will observe and comply with all applicable federal, state, and local laws and regulations in the performance of the Contract. The Contract will be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder will be determined in accordance with such laws.
16. SUSPENSION OR TERMINATION FOR CONVENIENCE
 - 16.1. The Town will have the right, at any time by written notice, for its convenience, to suspend the Work under the Contract for such time as may be determined by the Town to be necessary or desirable up to ninety (90) days, unless a longer time is agreed upon in writing by both parties; and thereafter, to require resumption of the whole or any part of the Work without invalidating the provisions of the Contract.
 - 16.2. The Town will have the right, at any time by written notice, for its convenience, to terminate the Work in whole or in part.
 - 16.3. Any notice issued pursuant to Sections 16.1 and/or 16.2 will state the extent and effective date of such notice, except as otherwise directed, the Vendor will stop Work on the date of receipt of the Notice of Termination or other date specified in the notice; place no further orders or subcontractors for materials, services, or facilities, except as necessary for the completion of such portion of the Work not terminated.
 - 16.4. The Vendor, within thirty (30) days of the Notice of Termination, will submit a final invoice reflecting Work actually furnished pursuant to the Contract to the satisfaction of the Town and for which no previous invoice was submitted to the Town.
 - 16.5. In the event of a termination, pursuant to Section 16.2, the Town will pay the Vendor's expenses verified by final invoice as set forth in Section 16.4 for the following:
 - 16.5.1. Completed and acceptable Work executed in accordance with the Contract prior to the effective date of termination, including fair and reasonable sums for overhead and profit for such Work;
 - 16.5.2. Expenses sustained prior to the effective date of termination in performing Work and furnishing labor, materials, or equipment as required by the Contract in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit.
 - 16.6. The Vendor will not be paid on account of loss of anticipated profits or revenues or for Work not completed prior to the date of termination of the Contract.
17. ADDENDUM
 - 17.1. No oral statements of any person will modify or otherwise affect or interpret the meaning of the Contract specifications, or the terms, conditions, or other portions of the Contract. All modifications and

every request for any interpretation must be addressed to the Town of Ocean City's Procurement Manager and to be given consideration, must be received at the above address at least seven (7) days prior to the date fixed for the opening of Proposal Documents.

- 17.2. Any and all interpretations, corrections, revisions, and amendments will be issued by the Procurement Manager to all holders of Proposal Documents in the form of written addenda. Vendors are cautioned that any oral statements made by any Town employee that materially change any portion of the Proposal Documents will not be relied upon unless subsequently ratified by a formal written amendment to the Proposal Document.
- 17.3. All addenda will be issued so as to be received at least five (5) days prior to the time set for receipt of Proposal Documents, and will become part of the Contract and will be acknowledged in the Proposal Document form. Failure of any Vendor to receive any such addenda will not relieve said Vendor from any obligation under the Proposal Document as submitted.
- 17.4. Vendors are cautioned to refrain from including in their Proposal Document any substitutions which are not confirmed by written addenda. To find out whether the Town intends to issue an amendment reflecting an oral statement made by any employee, contact the Town of Ocean City's Procurement Manager during normal business hours.
- 17.5. The Town of Ocean City's Procurement Manager reserves the right to postpone the Proposal Document opening for any major changes occurring in the 5-day interim which would otherwise necessitate an Addendum.

18. INSURANCE REQUIREMENTS

- 18.1. Unless otherwise required by Special Conditions for this Bid Document the Successful Vendor will be required to purchase and maintain during the life of the Contract the following types and amounts of insurance (minimum).
 - 18.1.1. Commercial General Liability: \$1,000,000 (One million dollars) per occurrence \$2,000,000 (Two million dollars) aggregate for bodily injury and property damage. The Town must be named as an additional insured and the Insurance Certificate furnished to the Town will indicate such coverage.
 - 18.1.2. Commercial Automobile: \$1,000,000 (One million dollars) combined single limit per accident for bodily injury and property damage. Including hired, non-ownership coverage and owned vehicle coverage if company owns a vehicle.
- 18.2. The Successful Vendor will provide the Town with certificates of insurance evidencing the coverage required above. Such certificates will provide that the Town be given at least thirty (30) days prior written notice of cancellation of, intention to not renew, or material change in such coverage. Vendor will provide certificates of insurance before commencing Work in conjunction with these Bid Documents.
- 18.3. Failure to provide and continue in force such insurance as required above, will be deemed a material breach of the Contract, will cause the Successful Vendor to be in Default, and will operate as an immediate termination thereof. The Town reserves the right to require higher limits on any Contract. A thirty (30) day notice in writing of cancellation or non-renewal will be furnished by certified mail to the Procurement Manager at the address listed in this Bid Document. The Successful Vendor agrees to be responsible for, indemnify, defend and hold harmless the Town, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen in connection with the Work performed under these Bid Documents including, but not limited to, claims under the Worker's Compensation Act.
- 18.4. THE PROVIDING OF ANY INSURANCE REQUIRED HEREIN DOES NOT RELIEVE THE SUCCESSFUL VENDOR OF ANY OF THE RESPONSIBILITIES OR OBLIGATIONS ASSUMED BY THE SUCCESSFUL VENDOR IN THESE BID DOCUMENTS, OR FOR WHICH THE SUCCESSFUL VENDOR MAY BE LIABLE BY LAW OR OTHERWISE.

19. ASSIGNMENTS

19.1. Neither the Successful Vendor nor the Town will sell, transfer, assign, or otherwise dispose of the Contract or any portion thereof, or of its right, title, or interest therein, or its obligations thereunder, without the written consent of the other party.

20. INDEMNIFICATION

20.1. The Successful Vendor will indemnify and hold harmless the Town and the Town's Engineer and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom; and caused in whole or in part by any negligent or willful act or omission of the Successful Vendor, and subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Successful Vendor or any subcontractor under workmen's compensation acts, disability benefit acts or other employee benefits acts.

21. SAFETY

21.1. The Successful Vendor will observe and abide by all safety and fire regulations of the Town. It will be the full responsibility of the Successful Vendor to maintain a safe work environment as well as ensure the safety of the public as pertaining to this Work. No part of a structure will be loaded in excess of design load.

22. TEMPORARY SERVICES

22.1. The Vendor will pay for all fuel, electric current and water required for construction purposes unless otherwise stated in this Bid Document. Successful Vendor will provide a temporary toilet in a location directed by the Town's employee, for use by Successful Vendor's personnel.

23. COMMUNICATION

23.1. If Vendor or Vendor's subcontractors employ, on the job site, employees who are unable to communicate by English language, Vendor will have on the job site, available during all working hours, a supervisor or foreman who can translate for purposes of communication with Town's representatives.

24. UNDOCUMENTED WORKERS

24.1. Vendor hereby certifies that its hiring practices, at all times, comply with Federal statutes, rules and regulations relative to hiring of undocumented workers and illegal aliens.

25. PROTECTION OF WORK, PROPERTY AND PERSONS

25.1. Successful Vendor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions and programs in connection with the Work. Successful Vendor will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to all employees on the Work and other persons who may be affected thereby, all the Work and all materials or equipment to be incorporated therein.

25.2. Successful Vendor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction. The Successful Vendor will remedy all damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Successful Vendor, any subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them be liable.

25.3. In emergencies affecting the safety of persons or the Work or property at the site, the Successful Vendor, without special instruction or authorization from the Town, will act to prevent threatened damage, injury or loss. Successful Vendor will give the Town prompt Written Notice of any significant changes in the Work or deviations from the Bid Documents caused thereby, and a Change Order will thereupon be issued covering the changes and deviations involved.

26. SUPERVISION BY SUCCESSFUL VENDOR

26.1. The Successful Vendor will supervise and direct the Work. Successful Vendor will be solely responsible for the means, methods, techniques, sequences and procedures of construction. Successful Vendor will

employ and maintain on the Work site a qualified supervisor or superintendent who will have been designated in writing by the Successful Vendor as the Successful Vendor's representative at the site. The supervisor will have full authority to act on behalf of the Successful Vendor and all communications given to the supervisor will be as binding as if to the Successful Vendor. The Supervisor will be present on the site at all times as required to perform adequate supervision and coordination of the Work.

27. CHANGES IN THE WORK

27.1. The Town may at any time, as the need arises, order changes within the scope of the Work without invalidating the Contract. If such changes increase or decrease the amount due under the Bid Document, or in the Contract Time required for performance of the Work, an equitable adjustment will be authorized by Change Order.

27.2. The Town, also, may at any time, by issuing a Field Order, make changes in the details of the Work. The Successful Vendor will proceed with the performance of any changes in the Work so ordered by the Town unless the Successful Vendor believes that such Field Order entitles it to a change in Contract Price and/or Time in which event it will give the Town's Engineer Written Notice thereof within seven (7) days after the receipt of the ordered change. Thereafter the Successful Vendor will not execute such changes pending the receipt of an executed Change order or further instruction from the Town's Engineer.

28. CHANGES IN CONTRACT PRICE

28.1. The Contract Price may be changed only by a Change Order. The value of any Work covered by a Change Order or of any claim for increase or decrease in the Contract Price will be determined by one or more of the following methods in the order of precedence listed below:

28.1.1. Unit prices previously approved.

28.1.2. An agreed lump sum.

28.1.3. The actual cost for labor, direct overhead, materials, supplies equipment, and other services necessary to complete the Work. In addition there will be added an amount to be agreed upon but not to exceed fifteen (15%) percent of the actual cost of the Work to cover the cost of general overhead and profit.

29. SUBCONTRACTING

29.1. The Successful Vendor may utilize the services of specialty subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty subcontractors.

29.2. The Successful Vendor will not award Work to subcontractors, in excess of fifty (50%) percent of the Contract Price, without prior written approval of the Town.

29.3. The Successful Vendor will be fully responsible to the Town for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

29.4. The Successful Vendor will cause appropriate provisions to be inserted in all subcontracts relative to the Work to bind subcontractors to the Successful Vendor by the terms of the Bid Documents insofar as applicable to the Work of subcontractors and to give the Successful Vendor the same power as regards terminating any subcontract that the Town may exercise over the Successful Vendor under any provision of the Bid Documents.

29.5. Nothing contained in the Contract will create any contractual relation between any subcontractor and the Town.

30. AVAILABILITY OF FUNDS

30.1. The Contractual obligation of the Town under the Contract is contingent upon the availability of appropriated funds.

31. BILLING AND PAYMENT

31.1. The Vendor will be paid following receipt of proper invoice with a deposit of 50% and a final payment of the remaining 50% upon satisfactory completion of each Event. The Vendor will submit an invoice for all items provided during the preceding month to: apfinance@oceancitymd.gov

31.2. Each invoice will include the following information:

- 31.2.1. Date of each show;
- 31.2.2. Itemized list of locations, equipment and services provided;
- 31.2.3. Purchase Order Number
- 31.3. Remaining 50% Payment will be made only after performance of Work and upon receipt of proper invoice from the Successful Vendor and acceptance by the Town.
- 31.4. Payments will be made no later than thirty (30) days from the date on the invoice, unless there is an invoice discrepancy, in which, the payment will be after said invoice is no longer in disagreement by both Parties.
- 32. CANCELLATION FOR UNAPPROPRIATED FUNDS
 - 32.1. The obligation of the Town for payment to Vendor is limited to the availability of funds appropriated in the current fiscal period, and continuation of the Contract into a subsequent fiscal period is subject to appropriation of funds.
- 33. TOWN/STATE LICENSE REQUIREMENTS
 - 33.1. Vendors will be licensed and qualified to do business in the area of expertise and will submit copied of all applicable licenses/certifications with the Completed Proposal Document.
 - 33.2. The Successful Vendor will be required to maintain the appropriate license and certificates throughout the term of the Contract.
 - 33.2.1. Town of Ocean City Business License
 - 33.3. Any Vendor that submits a Completed Proposal Document who is not properly licensed/certified at the time of the proposal is submitted may be rejected.

END OF SECTION

SECTION IV: SCOPE OF WORK

1. SCOPE
 - 1.1. The Town is requesting proposals from qualified Vendors to provide Onsite Document Scanning Services (“Services”) to include staffing and equipment to perform scanning of both working (documents in use) and historical documents (document not in use).
2. TIME PERIOD FOR COMPLETION
 - 2.1. The Successful Vendor will complete all scanning and make final delivery of scanned images and metadata in a manner consistent with Town requirements.
3. ONSITE DOCUMENT SCANNING
 - 3.1. The Vendor will provide an estimated cost for performing the scanning onsite at a Town facility. The Vendor will provide the staffing and equipment to perform the scanning onsite. The Town will provide a space for the scanning to take place. The Vendor will provide an estimate for the amount of space needed and other requirements, either facility related or technical, needed to perform scanning.
4. QUALITY, PRODUCTION, AND PRICING REQUIREMENTS
 - 4.1. The following requirements will be taken into consideration to perform the Services:
 - 4.1.1. Vendor will perform “Document Preparation” as necessary to scan all files, which includes removing all staples and paperclips, straighten all folded paper and otherwise make the documents ready for processing.
 - 4.1.2. The records will need to provide optical character recognition (OCR) services. This process will provide an accurate conversion of image data into a searchable PDF format.
 - 4.1.3. Scanned images will be 300 dpi or higher, black and white or grayscale, single page, and .TIF format and placed on a DVD, external hard drive, or other appropriate approved media for delivery to the Town. Less than 1 % of the overall doc’s are in color (for example; submittals for color selections on a project would be color coded sheets).
 - 4.1.4. Each scanned image will have a unique file name.
 - 4.1.4.1. For example:
 - Plumbing records will have the following hierarchy:
 - Inspection number;
 - Site address; and
 - Project Name (where applicable) as index fields.
 - Construction records will have the following hierarchy:
 - Facility
 - Project Name
 - Wastewater records will have the following hierarchy:
 - Building
 - OEM Manuals
 - Blueprints
 - 4.1.5. Documents will be rotated to provide maximum readability (e.g. letters will be in proper orientation when document is displayed without rotation.)
 - 4.1.6. The Vendor will not scan blank documents.
 - 4.1.7. Vendor will perform a consistency check on 20% of the images. This includes image clarity, orientation, and accuracy.
 - 4.1.8. Vendor will calibrate and maintain systems (maintain consistency of output as described in ANSI/AIIM MS44-1988 (R1993) Recommended Practice for Quality Control Image Scanners; ensure that scanning system is free from dust and other particles; maintain calibration through each shift; use appropriate technical targets and procedures as defined by manufacturer).
 - 4.1.9. Report and discuss any problem images that cannot be captured to meet benchmark

- 4.1.10. Post process digital images (cropping, deskewing, despeckling, image rotation)
- 4.1.11. Vendor invoices will denote the number of scanned pages being billed for the current invoice as well as the total number of pages billed to date.
- 4.1.12. Service will be in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM).

5. SPECIFICATIONS

5.1. Types of Records:

- 5.1.1. 100,000 – 8.5 x 11 sheets (includes 31 cloth bound books 1000 ea.= 31,000 8.5 x 11 sheets)
- 5.1.2. 15,000 – plans 36" x 24" and under (includes old misc. maps, & 260 page map book)
- 5.1.3. 2500 (8.5 x 11 sheets or smaller) with 450 (36" x 24" and under folded plans) 80% being 36" x 24
- 5.1.4. 50,000 – 8.5 x 11 sheets Construction Files
- 5.1.5. 25,000 – 8.5 x 11 sheets Original Equipment Manufacturer Manuals
- 5.1.6. Blueprints
- 5.1.7. Building plans to include:
 - 5.1.7.1. 8.5" x 11" pages; and
 - 5.1.7.2. 11" x 17" pages.

- 5.2. Primarily, the documents being scanned will be letter and legal size pages. Each file is clearly labeled. There is a likelihood that there will be irregular sized documents such as envelopes, sticky notes, etc. found within the files. Those are expected to be scanned as well.

- 5.3. Estimated Quantity of Records. There will be approximately 200,000 pages of records that need to be scanned at this time.

- 5.4. Historical documents will be put into banker's boxes and then moved to storage, whereas working documents will be stored in their current location.

- 5.5. The Town will ensure all records that are stored outside of City Hall are moved to City Hall for the Successful Vendor to perform the Services.

- 5.6. Text will be on black and white background. All handwriting from the original document must be fully visible on the new scanned image. The image needs to be the best quality obtainable.

6. PROPOSAL REQUIREMENTS

- 6.1. Letter of Interest. The letter should include general information about the Vendor, such as: description of all services offered, the total years in business, number of employees, office location(s) etc. Include name, phone and email for authorized contact concerning proposal.

- 6.2. Proposed Project Work Plan. Provide an outline detailing your approach and concept of the project.

- 6.3. Key Personnel. List those persons who will have a management position working with the Town, if you are awarded the contract.

6.4. Sample Work

- 6.4.1. The Town will require a CD sample to be submitted with the Vendor's Completed Proposal Documents that is similar to what is being request in this Proposal Document by the Town.

- 6.5. List of Similar Projects and References. Provide a list of a minimum of three (3) similar relevant projects, together with information on the project scope, client, location, budget, common issues, services provided. Provide client references, including names, titles, addresses, telephone numbers and email addresses for these projects in the Reference section.

- 6.6. Proposed Fees. Pricing for scanning/imaging services: Provide a total price per image and an estimated total price for onsite scanning based upon the approximate quantity of records stated in Section IV.5.2.

- 6.7. Technical Questions. The following issues should be fully responded to in the proposal in concise narrative form. Each issue shall be referenced and presented in the following order:

- 6.7.1. Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents; i.e., how often are your servers backed up, are background checks performed on your employees. Please elaborate.

- 6.7.2. Please provide a list of equipment your company uses for scanning. Include the make and model number of the equipment, how many of each and also the current version of scanning software being utilized. Also, explain your process of creating .TIF images and indexing. Please elaborate.
- 6.7.3. Please include in this description the proposed hardware platform, supporting peripheral equipment, software tools and backup and recovery system used by your company.
- 6.7.4. After records are scanned, how will the images be inspected for clarity and indexing accuracy?
- 6.7.5. If corrects are needed, how are they handled after the Town received the images and is there a timeframe that is allowed for the Town to request corrections?
- 6.7.6. What is the timeline for project completion?
- 6.7.7. What preparation of the records would your company require the Town to complete prior to the commencement of the Services?
- 6.7.8. What experience do you have on providing onsite scanning services?
- 6.7.9. Please provide an example of your company's invoices.
- 6.7.10. How is customer support handled within your organization?
- 6.7.11. What is the name of your imaging/scanning product?
- 6.7.12. How many years has it been available and what is the software version?
- 6.7.13. Has your company ever worked with the Laserfiche Avante product? If so, give details on the project and include your company's interaction with the product.
- 6.7.14. The potential exists that additional scanning needs could arise beyond the approximate 200,000 pages quoted above. Please included fixed pricing for future scanning needs.
- 6.7.15. How is confidentiality of scanned records and documents guaranteed to your clients? Provide a copy of your standard confidentiality agreement that would executed between your company and the Town and describe any and all internal controls in place between your company and employees/ independent contractors that ensures confidentiality will be maintained by any person that will come into contact with records and documents. Please provide a statement of your willingness to enter into such agreements, as approved by the Town, to ensure confidentiality of records is maintained and the Town is indemnified for any breach of confidentiality by your company and/or its employees.
- 6.7.16. Tracking and Inventory of Town Documents: The Successful Vendor will inventory and acknowledge the receipt of all items received. It is intended that the Successful Vendor will maintain an automated tracking system to allow for the retrieval of any document that is in process. Any discrepancies between the Town's inventory transmittal and the items received by the Vendor are to be resolved with ten (10) calendar days.

END OF SECTION

SECTION V: EVALUATION AND SELECTION PROCESS

1. EVALUATION

- 1.1. All Vendors are advised that in the event of a receipt of adequate number of Proposal Documents which, in the opinion of the Town, require no clarification and/or supplementary information, such Proposal Documents may be evaluated without discussion. Hence, Proposal Documents should be initially submitted on the most complete and favorable terms which Vendors are capable of offering the Town. Proposal Documents will be evaluated using the following criteria:

<u>Weighting Factor</u>	<u>Criterion</u>
20%	Vendor's experience and capability to perform Services
25%	Evaluation of Vendor's qualifications, personal background, and resumes of individuals involved in performing the Services (ensure this information is included in your Completed Proposal Document)
15%	Timeframe for completion of Services
25%	Vendor's projected approach and plans to meet the requirements of this Proposal Document
15%	Price

- 1.2. Each Vendor will be rated for each criterion on a scale of zero to four as described below.

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

- 1.2.1. A Vendor's final grade will be the sum of each criterion's rating multiplied by the weighting factor listed above.

2. EVALUATION PROCESS

- 2.1. Evaluation Committee. Proposals submitted will be evaluated by a scoring committee composed of subject matter experts.
- 2.2. Review of Proposals. The Evaluation Committee will review all proposals. Each member will first assess each proposal by each of the criteria described in Section V.1.1

THIS AND PREVIOUS SECTIONS DO NOT NEED TO BE RETURNED WITH SUBMITTAL.

FORM OF BID

To whom it may concern:

We, _____, organized and existing under the laws of the State of _____ doing business as a/an **sole proprietorship/partnership/corporation**, hereby submit our Completed Proposal Documents for the Onsite Scanning Services as indicated in the Proposal Documents.

Having carefully examined and being in compliance with the Town's Proposal Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Completed Proposal Documents and propose to perform all work for the Onsite Scanning Services in strict accordance with the Proposal Documents, within the time set forth therein, and at the prices stated below.

Item Description	Quantity	Unit Price	Total Price
Base Bid			
8.5" x 11" sheets	180,000		
Plans 36" x 24" and under (includes old misc. maps, & 260 page map book)	15,500		
Total Cost			
Additional Services (outside of the scope of the Base Bid)			
Item Description	Approx. Qty.	Unit Price	
8.5" x 11" Sheets	100,000 pages		
36" x 24" Blue Prints	14,000 pages		
30" x 40" Blue Prints	Unknown		
11" x 17" Sheets	Unknown		

- Is your company currently involved in any active litigation? (Yes)____ (No) _____ CHECK One.
- Is your company currently involved in any mergers or acquisitions? (Yes)____ (No) _____ CHECK One.

***If you answered Yes to either of the above questions please attach documentation to your Proposal describing further.**

- Is a copy of your organizations contract included with your Completed Proposal Document?
(Yes)____ (No) _____ CHECK One.
- Has your organization compiled your Completed Proposal Document as per Section I, subsection 4.3?
(Yes)____ (No) _____ CHECK One
- Prior to starting work your organization agrees to get a Town of Ocean City Business license?
(Yes)____ (No) _____ CHECK One

NOTE: THIS BID FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY OR AN AUTHORIZED AGENT FOR THIS BID TO BE CONSIDERED VALID.

NOTE: Completed Proposal Documents will include all applicable fees.

Respectfully submitted,

Signature

Title

Date

Maryland Business License Number

Address

(Affix Corporate Seal)

REFERENCES

List three (3) references for similar Services successfully completed within the last three years. Include contact name, address, telephone number and Services consumed.

Company Name:		Company Name:	
Type of Work:		Type of Work:	
Address:		Address:	
Town, State, Zip Code:		Town, State, Zip Code:	
Contact Person:		Contact Person:	
Telephone Number:		Telephone Number:	
Date of Service:		Date of Service:	
Company Name:			
Type of Work:			
Address:			
Town, State, Zip Code:			
Contact Person:			
Telephone Number:			
Date of Service:			

Sign for Identification

Printed Name

EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Proposal Document covers all items as specified.

EXCEPTIONS:

(If none, write NONE) _____

THE VENDOR HEREBY ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA.

<u>Number</u>	<u>Date</u>	<u>Initials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sign for Identification

Printed Name

INDIVIDUAL PRINCIPAL

Vendor Name: _____

Signed By: _____ In the presence of: _____

Address of Vendor: _____ Town, State, Zip

Telephone No.: _____ Fax: _____

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: _____

Address: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

Signed By: _____ In the presence of: _____

Partner

Witness

CORPORATE PRINCIPAL

Name of Corporation: _____

Address: _____ Town, State, Zip

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____

President

Witness

Attest: _____

Corporate Secretary

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

I, _____ am the _____
(Printed Name) (title)
and the duly authorized representative of the Vendor of
_____ whose address is
(name of corporation)

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

Except as described in paragraph 3 below, neither I nor the above Vendor, nor to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the Vendor, and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the Town, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Sign for Identification

Printed Name

NON-COLLUSIVE AFFIDAVIT

_____ being first duly sworn,
deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____, the Vendor that has submitted the attached Proposal Documents;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal Document and of all pertinent circumstances respecting such Proposal Documents;
3. Such Proposal Document is genuine and is not a collusive or sham Proposal Document;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Proposal Document in connection with the Work for which the attached Proposal Document has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Proposal Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Proposal Document price or the Proposal Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Work;
5. The price or prices quoted in the attached Proposal Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____
Signature

Printed Name

Title

NOTICE TO PROCEED

To:

Date:

Work: ONSITE DOCUMENT SCANNING SERVICES

You are hereby notified to commence WORK in accordance with the Contract dated _____ on or before _____ you are to complete the WORK by May 15, 2015.

TOWN OF OCEAN CITY

BY _____

Catrice Parsons, CPSM, CPPB

Procurement Manager

NOTICE TO PROCEED

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by

this _____ day of _____, 20__.

By _____

Title _____