



**Cover Sheet for Request for Proposal
RFP #030118
Microfilm to Digital Image Conversion &
Indexing Project**

If you are submitting a Bid or a Response to a
Request for Proposal, Please

1. Appropriately Label your documents in a sealed envelope or box;

and
2. Deliver the sealed documents to the Office of the City Clerk;

and
3. Be certain that your submittal is date and time stamped by the office of the City Clerk.

Courier Delivery Address
1 East First Street, 2nd Floor Reno, NV 89505

CITY OF RENO
Purchasing Division
P.O. Box 1900
Reno, NV 89505
(775) 326-6658
(775) 334-2409 fax
woodm@reno.gov



Date: 2/29/2016
Request for Proposal No.
030118
THIS IS NOT AN ORDER

INVITATION AND ADVERTISED REQUEST FOR PROPOSAL

Sealed RFPs will be received until 3:00 pm at the Office of the City Clerk, City Hall, 1 East First St., Reno, NV 89501 on 3/31/2016. Said RFPs shall be publicly opened and names read aloud at 3:05 pm 3/31/2016.



Marcie Wood, Purchasing Technician

The City of Reno is currently accepting sealed RFPs for Microfilm to Digital Image Conversion & Indexing Project. It is the express intent of this RFP solicitation to award to the lowest responsive, responsible Proposer(s) to provide services/ equipment to the City of Reno. If the Proposer proposes to provide services/equipment other than specified so as to make it conform to performance standards, a complete and detailed manufacturer's specifications must be included as part of the RFP showing each proposed modification. All deviations from the specified product must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any substitutions submitted shall be deemed equivalent to the equipment specified within "NO SUBSTITUTIONS" category.

This solicitation is made in compliance with Nevada Revised Statute 332. Any appeal and or Protest shall be in conformance with 332.068 and the protest requirements stated in this RFP.

Technical questions and other assistance regarding this solicitation may be directed to Marcie Wood at woodm@reno.gov.

Per the attached Terms, Conditions, and Requirements

Firm Name _____	In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 23 pages of this Request for Proposal.
Address _____	
City _____	
State _____ Zip _____	
Telephone _____	Signature _____
Fax _____	Print Name _____
E-Mail _____	Print Title _____

SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF SUBMISSION

Table of Contents

	Page
Request for Proposal Process and Rules	4
1. Request for Proposal Schedule	4
2. Questions/ Clarifications.....	5
3. Addendums	5
4. Exceptions.....	5
5. Request for Proposal Receipt and Opening Time.....	5
6. Preparation of RFP.....	5
7. Submission of Request for Proposal	6
8. Late RFP	7
9. Withdrawal of RFP	7
10. Joinder Provision	7
11. Quantities	7
12. Specifications	7
13. Specification Restrictions	8
14. Exceptions to Specifications.....	8
15. References.....	8
16. Guarantee/Warranty	8
17. Tax Exemption.....	9
18. Pricing	9
19. Discount and Payment Terms	9
20. Billing	9
21. RFP Evaluation	10
22. Cancellation	10
23. Termination.....	10
24. Assignment	10
References	11
General Terms and Conditions	12
1. Notice of Rights	12
2. Preparation of RFPs	12
3. Award of Contract.....	13
4. Funding Out Clause	14
5. Default of Contract	14
6. Appeal by Unsuccessful Proposer	14
7. Bonds Required.....	16
8. Insurance Requirements.....	16
Exceptions.....	17
Disclosure of Principals	18
Microfilm Conversion Scope and Requirements.....	20

REQUEST FOR PROPOSAL PROCESS AND RULES

1. Request for Proposal Schedule

Schedule of Events	Date
RFP Released	February 29, 2016
Last Day to submit Questions	March 11, 2016 3:00 p.m.
All Addendums to be posted to reno.gov by	March 16, 2016 5:00 p.m.
Sealed Proposals Due to City of Reno	March 31, 2016 3:00 p.m.
Proposed Award Date by City Council	April 27, 2016
Implementation	TBD

The City of Reno reserves the right to modify this schedule at The City's discretion. Notification of changes in the Request for Proposal, due date, and deadline for questions will be posted on the City website at reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

Deadline For Questions – The deadline for any questions concerning the Request for Proposal is March 11, 2016 at 3:00 pm local time (Reno). Any questions submitted after the deadline will not be responded to.

All Addendums to be posted by – All addendums to the Request for Proposal shall be posted to the City's website at reno.gov no later than 5:00 pm local time (Reno) on March 16, 2016. All proposals submitted for this Request for Proposal **must** have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.

Sealed proposal due to City – The due date for the sealed Request for Proposal response is March 31, 2016 at 3:00 pm local time (Reno). All proposals received after the date and time set for receipt shall be disqualified from consideration and thus deemed rejected. The City will not consider or be responsible for errant delivery or late performance by courier service.

2. Questions/ Clarifications

Questions regarding the Request for Proposal shall be directed to the Finance Department via e-mail at woodm@reno.gov in writing. Questions should be submitted in accordance with the Request for Proposal Schedule. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written addendum to this solicitation issued by the City. To determine whether any representations made require an amendment be issued, please contact Marcie Wood, Purchasing Technician, at (775) 326-6658.

3. Addendums

All addendums to this Request for Proposal shall be issued by the City of Reno in writing. Material changes affecting the material or the Proposer's cost estimate shall have no standing with the City of Reno if not sanctioned by written addendum.

4. Exceptions

A Proposer who believes RFP specifications are unnecessarily restrictive or limit competition may submit such, on the Exceptions page of this RFP documents. All Exceptions will be considered in the RFP evaluation.

The City of Reno will promptly respond in writing to each written objection and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections of technical or contractual requirements shall include the reason for the objections, supported by documented factual information, and any proposed changes to the requirements.

5. Request for Proposal Receipt and Opening Time

It is mandatory the RFPs are **signed by a duly authorized representative of the firm**, time stamped and received at City of Reno City Clerk's Office no later than 3:00 pm, March 31, 2016.

Late RFPs shall be disqualified from consideration.

Sealed RFPs shall be opened at City of Reno Purchasing Division Offices at 3:05 pm, March 31, 2016.

6. Preparation of RFP

Proposer shall examine all specifications, specific instructions, and terms and conditions of the Request for Proposal. Failure to do so will be at Proposer's risk.

Any addenda issued shall forthwith become an integral part of the RFP. Proposer shall be required to acknowledge receipt of the same by signing and returning the addenda with the original RFP document.

Proposer shall furnish the required information typed or written in ink.

The person signing the RFP must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the RFP firm shall sign the RFP document.

Proposer shall proofread his RFP carefully for errors.

Prices quoted shall be F.O.B. destination, within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered "optimum". However, a Proposer deviating from the specifications must specify in the exception section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the Proposer shall propose to perform in the manner described and/or specified in this RFP solicitation. Alternate RFP proposals shall be considered provided said alternate (s) are fully described and accompanied by brochures literature specifications or a combination thereof. The City's decision with respect to equivalents shall be final.

7. Submission of Request for Proposal

Proposer shall sign and return the ENTIRE RFP DOCUMENT.

RFPs and addenda thereto shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerks Office, P.O. Box 1900, Reno, NV 89505. RFPs must be identified as **Microfilm to Digital Image Conversion & Indexing Project, RFP #030118. Proposers are cautioned that the City postal pickup is one time per day at approximately 7:15 am. RFPs that are not in the Postal Box for pickup on the due date shall be considered late. You may also drop your RFP off in person to our City Clerks Office.**

In order for a RFP to be considered, it shall be mandatory that the RFP document be received and time-stamped at City of Reno, City Clerks Office no later than the receiving time specified in the RFP document.

The City of Reno shall not be responsible for the premature opening of a RFP, which is not properly addressed or identified.

A RFP submitted by electronic telephone, telegraphic notice, or facsimile will not be accepted.

For consideration, any additions or deductions to the RFP prices offered must be shown under the exception section of the RFP. Extraneous numbers, prices, comments etc. appearing elsewhere on their RFP shall be deemed to have no effect on the prices offered in the designated locations.

The City of Reno shall provide a copy of the RFP results to those Proposers requesting such, provided that a stamped, self-addressed envelope is included with the Proposer's response.

8. Late RFP

A RFP received after the receiving time specified shall be rejected and marked "LATE RFP – DO NOT OPEN."

PROPOSERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

9. Withdrawal of RFP

A RFP may be withdrawn by written or telegraphic notice, provided such a notice is received prior to the date and time set for the RFP opening.

A request for withdrawal of RFP received after the scheduled RFP opening will not be considered.

10. Joinder Provision

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for agreements unless otherwise stipulated under the exceptions section of this RFP, other local governmental agencies may join in a resultant award from this Request for Proposal with the permission of the successful Proposer and the City of Reno.

Any joinder entity shall have all the rights as stipulated for the required services in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

Within the scope of this Request for Proposal, The City of Reno shall be held harmless in any and all transactions between the Proposer and the other participating governmental entities.

The Proposer shall acknowledge the joinder process and shall acknowledge The City of Reno as the situs of the RFP procedure.

11. Quantities

All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity. The City does not guarantee any specific quantities.

12. Specifications

Please see the Microfilm Conversion Scope and Requirements – Attachment A.

13. Specification Restrictions

The herein contained scope and requirements shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the RFP evaluation process PROVIDED said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the Proposer's response.

The City of Reno shall solely determine the acceptability of all offerings.

14. Exceptions to Specifications

Utilizing space provided on the RFP Schedule. Proposers shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the RFP Schedule shall be interpreted that the Proposer will perform in the manner described and /or specified in this Request for Proposal.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to the City of Reno

15. References

In the space provided in this RFP, Proposers shall provide verifiable references for **Microfilm to Digital Image Conversion & Indexing Project, RFP #030118** as specified in this Request for Proposal.

On the references listed please give the following information:

Name of entity

Name, phone number and contact person within the above listed organization

Type of product/service provided

Failure to provide references may result in rejection of the Proposer's response

16. Guarantee/Warranty

The successful Proposer shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this Request for Proposal, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful Proposer.

In the space provided on the RFP Schedule, Proposer shall provide the nature and limitations of the guarantee/warranty that shall apply to **Microfilm to Digital Image**

Conversion & Indexing Project, RFP #030118.

17. Tax Exemption

The City of Reno is a tax exempt public entity and is not generally subject to federal excise, state, or local taxes. The City is specifically limited in its payment of sales tax per NRS 372.325. No additional taxes may be added or “passed through” as a result of any agreement.

18. Pricing

In the space provided on the RFP Schedule, Proposers shall provide prices for **Microfilm to Digital Image Conversion & Indexing Project, RFP #030118**. Attach additional pages if needed.

Pricing shall be inclusive of ALL COSTS such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased

Prices shall be exclusive of all Federal and State of Nevada sales, use and/or excise taxes.

19. Discount and Payment Terms

Prompt payment discounts and payments and payment terms shall not be considered in recommending the RFP award if less than twenty (20) days.

The City of Reno normal payment terms are “Net 30 days”. If the Proposer wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Request for Proposal.

The beginning of the discount and / or payable period will be computed from the date of satisfactory completion of services, and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

20. Billing

The successful Proposer shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno
P.O. Box 1900
Reno, NV 89505
Attention: Accounts Payable

A copy of the billing should also be sent to the ordering department.

21. RFP Evaluation

RFPs shall be evaluated with considerations being price, responses to questions posed within the RFP document related to process, references and on the basis of conformance to specifications, terms and conditions of the Request for Proposal as stated herein.

22. Cancellation

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to The City of Reno.

In the event successful Proposer does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original RFP price and the cost to procure said product/service from an alternate source.

In the event that successful Proposer shall default or is terminated for default, they shall not be considered a responsible Proposer for **Microfilm to Digital Image Conversion & Indexing Project, RFP #030118** and shall be recommended to the Reno City Council, for debarment from doing business with the City of Reno for at least one (1) year after the termination of the term of the defaulted agreement.

23. Termination

The resultant contract may also be terminated upon thirty (30) days written notice by the City of Reno without cause.

24. Assignment

No Assignment of any agreement resulting from this award of this RFP shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

This Section Left Intentionally Blank

REFERENCES

In the space provided below, Proposers shall provide the name, address, telephone number and contact person of the customers for whom they have performed for as described in this Request for Proposal.

Name, Address, Phone #, Contact Person

1.

2.

Business License Number, Effective dates and Jurisdiction _____

Minority Status: Has this firm been certified as a minority, women-owned or disadvantaged business enterprise by any governmental agency? ____Yes ____No if yes, please specify government agency: _____

Date of certification: _____

The above is for information only. The City of Reno encourages minority business participation; however, no preference shall be given.

Notice to disabled persons: The City of Reno will make reasonable accommodations for disabled persons who wish to submit RFPs or attend a RFP opening by contacting Marcie Wood prior to the RFP opening date.

Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the Proposer certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

Printed Name & Position

Signature

GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- The City of Reno reserves the right to reject any or all RFPs or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and RFP documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of RFP opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. RFPs identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".
- The City of Reno may require a full demonstration of any item RFP at vendor's expense.

2. Preparation of RFPs

- RFPs must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Proposers are expected to examine these documents carefully. Failure to do so will be at the Proposer's risk.
- RFPs should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the RFP documents attached hereto should be brought to the attention of the Purchasing Technician as soon as possible so that corrective addenda may be furnished to all Proposers.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the RFP.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted RFP. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. **Any pricing information being offered MUST either be submitted on the RFP document cost sheet or specifically detailed on the "Exception Page". Pricing information offered in attachments are accepted but must be clearly identified as such.**

Proposers shall note that alterations in the RFP language shall be cause for RFP rejection. If exceptions are taken or alternatives offered, complete descriptions must be shown separately.

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging, handling, etc., shall be allowed.

Proposers are instructed to use City RFP forms and complete the requested information fully, i.e., pricing, RFP schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for RFP rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Award of Contract

- A. The City of Reno will award the contract on the basis of the RFP or RFPs most advantageous, in addition to price, the City may consider the following;
 - a. The ability, capacity and skill of the Proposer to perform the contract or provide the service required;
 - b. Whether the Proposer can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - c. The character, integrity, reputation judgment, experience and efficiency of the Proposer;
 - d. The quality of performance on previous contract;
 - e. The previous compliance of laws by the Proposer;
 - f. The financial responsibility of the Proposer to perform the contract or provide the service;
 - g. The limitations of any license the Proposer may be required to possess;
 - h. The quality, availability, and adaptability of the product or service;
 - i. The ability of the Proposer to provide future maintenance and service;
 - j. The number and scope conditions attached to the RFP;
 - k. The life-cycle, maintenance and performance of the equipment or product being offered; and
 - l. Or any other basis as allowed by law.
- B. A purchase order, mailed or otherwise furnished by the Purchasing Division to the successful Proposer, is a binding contract without further action by either party.
- C. The Purchasing Division will notify all unsuccessful Proposers of the RFP results, and will return with such notice any surety held for bonding.
- D. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.
- E. The technical specifications contained herein shall be considered "optimum" to the standard material, and is not intended to restrict RFPs, evaluation of RFPs, and recommendation for award of the material to specific manufacturer or from a specific point of origin. Alternatives and/or exceptions to the specifications shall be given consideration in the resultant RFP evaluation

PROVIDED:

1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions. However,
 2. The City of Reno shall reserve the right and privilege to accept or reject any or all RFPs offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- F. The resultant agreement may be extended at the discretion of the City if determined to be in the best interest of the using agency.
- G. Performance standards shall be construed that Proposer shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

4. Funding Out Clause

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the City of Reno free from any charge or penalty.

5. Default of Contract

- A. In case of default by the contractor (successful Proposer), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- B. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.
- C. Default by the Proposer in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the RFP may be considered cause to commence with proceedings against any surety held with the RFP, or assess a penalty equal to five (5) percent of the total RFP price.

6. Appeal by Unsuccessful Proposer

- A. Proposer may appeal a pending RFP award prior to award by the Reno City Council as established in NRS 332.068.
- B. Proposer must submit a written appeal in accordance with the requirements set forth herein to the Purchasing Technician within five business days from the date of the letter notifying of intent to award the RFP.
- C. The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the

value of the contract with the Purchasing Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.

- D. The route of appeal is the Assistant Finance Director, Finance Director and City Manager, or designee, and must be followed sequentially.
- E. No RFP protests will be heard by the Reno City Council unless the Proposer has followed the appeal process route.
- F. Claims Against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

G. Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any RFP information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

1. If relevant, the date the current contract expires.
2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.

3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.
4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
12. Disclosure of any other anticipated consequential financial damages

7. Bonds Required

Each RFP shall be accompanied by a certified or cashier's check, or **RFP bond**, in the amount of five percent (5%) of the total amount RFP, payable to the City of Reno, Nevada, as a penalty in the event the Proposer does not, within ten (10) working days after receipt of written notice that the contract has been awarded, enter into a contract with the City of Reno in accordance with this RFP. The successful Proposer may be required to furnish a **performance bond** in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this RFP. All bonds shall be subject to the approval of the Reno City Attorney. Bonding figure shall be construed as the total possible net cost to the City.

8. Insurance Requirements

Successful Proposer(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than two million dollars (\$2,000,000), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Proposer upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until at least thirty (30) days prior written notice of cancellation has been received by the City for any reason other than non-payment of premium and for non-payment of premium at least ten (10) days prior written notice of cancellation.

Successful Proposer(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

EXCEPTIONS

Does the Proposer take exception to any of the terms or conditions of this Request for Proposal and attachment thereto, or specifications? ____ Yes ____ No If yes, please indicate the specific nature of the exception or clarification, in the space provided below. Attach additional sheet(s) if necessary.

[illegible]

Firm Name

Address

City _____

State _____ Zip _____

Telephone _____

Fax _____

E-Mail _____

Proposers Federal Tax ID #

(May be requested at a later date)

In compliance with this "Request for Proposal" and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all goods and services described herein at the prices, terms and delivery stated

Signature _____

Print Name _____

Print Title _____

If further space is required, please attach additional sheets

DISCLOSURE OF PRINCIPALS

Please print or type

_____ Company Name	_____ Telephone Number with area code
_____ Street Address	_____ Fax Number with area code
_____ City, State and Zip Code	_____ Federal Tax Identification Number

Names of Officers or Owners of Concern, Partnership, Etc

_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code

I/ we hereby certify the Instructions and Terms and Conditions have been read and agree to:
(Print)

Address

Phone

Fax

Representative _____
Print Name

Signature

Vendor acknowledges _____ pages of this RFP. Date _____

This Section Left Intentionally Blank

ATTACHMENT A

MICROFILM CONVERSION SCOPE AND REQUIREMENTS

MICROFILM TO DIGITAL IMAGE CONVERSION & INDEXING PROJECT, RFP #030118

Description of Project

Microfilm for conversion is located at 1 East 1st Street (City Hall) & 455 E 2nd Street (Police HQ) in Reno, NV. Contractor must pick up and deliver film to this location.

All microfilm/microfiche will be stored in a secured environment, with reasonable protection from damage due to the elements, human error, and the other unforeseen threats. All film/fiche will be secured in a manner to protect the residents and occupants of the City's homes and facilities from potential acts of theft (including identity theft), burglary, terrorism and other criminal acts. This covers the period of time when the images leave the place of origin until such time as the finished product is returned back to the designated department of location.

Awarded vendor shall notify the City immediately if there has been a security breach associated with this contract. If damage occurs it shall be the responsibility of the Contractor for the cost and process of repair. The City shall be immediately notified of any damage caused to film.

Film/fiche will be maintained in such a manner as the Proposer deems fit so that requests for film from the City during the project can be satisfied within two (2) business days. All scanning must be performed at onshore facilities and film must stay in the continental U.S. consistent with the 2-day retrieval requirement.

The City of Reno currently uses Documentum ApplicationXtender for viewing scanned documents and plans. The successful Proposer will produce images and index them using this product for viewing throughout the City. The index fields will be pulled from our current permitting software, Accela Automation.

There are approximately 183,293 images of 16mm film and approximately 197,711 images of 35mm film for the Community Development department. The City Clerk department has approximately 500 rolls of 16 & 35mm film. The City of Reno Police department has approximately 500 boxes filled with microfilm/microfiche. The amount of rolls and images is approximate and the City will not be able to provide exact numbers.

Proposer shall attach proposed timeline for project development and implementation.

Instructions for Completion

Please check “Yes” or “No” for each of the following requirements in the sections Project Management Requirements, Conversion Requirements, Indexing Technical Requirements and Output Image.

Following that, please include a worksheet that closely follows this workflow and provides detailed pricing.

Project Management Requirements (Minimum)

Contractor shall have the following capabilities:

Description of Requirement Check “Yes” if you are able to meet these requirements and “No” if you are not.	Yes	No
Be regularly employed in the business of converting microfilm/microfiche to digital images for the last five (5) years.		
Have successfully completed at least two other projects of this size that will be confirmed by contacting the references provided.		
Pick up and deliver present original microfilm/microfiche to be converted.		
Provide a timeline describing your recommendations for the number of rolls to be picked up and amount of time that the rolls will be in your possession. This should include the description of your proven log and receipt system, storage plan, and description of Coverage for loss while film is in your possession.		
Review all film and report any brittleness, uneven density, splices, illegible or lost images or any other concerns regarding the condition of the film and it’s fitness for conversion.		
Provide a simple project plan describing the process you use for conversion. Include your QC methodology.		
Provide a list of all industry standards and best practices applicable to digital conversion and your compliance with them.		
Are there any other contractual, on-going, tax or labor costs not included in this list?		

Conversion Requirements (Minimum)

Description of Requirement Provide a cost estimate for the following. You may submit the pricing in a bundle and/or by line item, however, the City reserves the option to ask for line item details should you choose not to submit them initially.		
Pick-up and delivery of film. If a third party is used for transportation, City of Reno must approve carrier prior to releasing of film.		
Film preparation.		
QC images.		
Clean-up images.		
Rescan poor quality images.		
Repair digital images that may be illegible due to the poor quality of the original microfilm.		
QC repaired images.		
Save files using Documentum ApplicationXtender naming convention.		
Total Cost:		

Indexing Technical Requirements (Minimum)

Description of Requirement Check “Yes” if you are able to meet these requirements and “No” if you are not.	Yes	No
Index fields will be pulled from the City’s current permitting software, Accela Automation with at least the following fields as appropriate: <ul style="list-style-type: none">• Case Number• Doc Type• Parcel Number• Case Name• Address• Date• Batch Number		
Provide a cost estimate in a per image format that includes cost per image to index by document number.		
Are there any other contractual, on-going, tax or labor costs not included in this list?		

Output Image - Technical Requirements

Description of Requirement Check “Yes” if you are able to meet these requirements and “No” if you are not.	Yes	No
Ability to output images on CD and will provide support to the City records technician to upload images to Documentum ApplicationXtender.		
Images shall be scanned “right side up” position.		
Auto cropping shall remove any solid back borders that surround images, if applicable.		
Scan color should be black text on white background.		