

# Request for Proposals

Document Scanning, Indexing, Conversion  
and Destruction



## CITY OF WEST LAFAYETTE

Release Date: November 18, 2020

Deadline for Questions: December 2, 2020 – 4:30 PM

***Questions must be emailed to***

***eeaster@westlafayette.in.gov and***

***Subject Line: "RFQ: Document Scanning, Indexing,  
Conversion and Destruction"***

Deadline for Proposals: December 8, 2020 8:30 AM (EDT)

Decision Notification: December 16, 2020

### Contact:

**Erin R. Easter**

Department of Development

City of West Lafayette

765-775-5160

eeaster@westlafayette.in.gov

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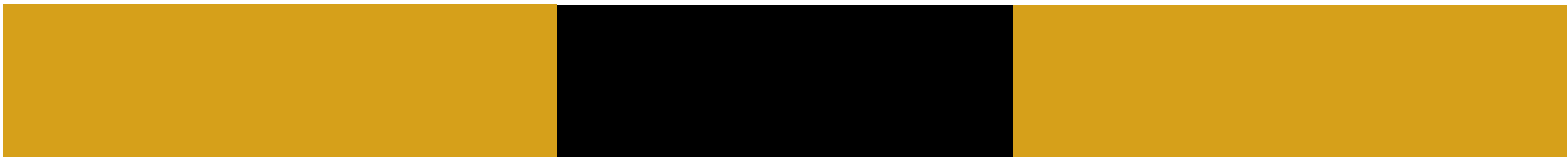
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## Invitation

The City of West Lafayette, Indiana is requesting proposals from qualified vendors for document scanning, indexing, conversion, and destruction services for a **not-to-exceed \$250,000.00**. Sealed proposals will be accepted by the Office of the Clerk's by December 8, 2020 at 8:30 am. Any proposals received after the listed deadline will not be considered.

## Submission Requirements

Submittals shall include the following information, which is the criteria that will be used to select the successful proposal:

- Name, address and brief description of the firm
- Description of the work elements to be provided
- Experience of the firm with similar projects with contacts for references
- Knowledge of the Indiana State Code for proper procedures for public document destruction
- Hold a certificate of destruction
- Include pricing on the first page of the proposal
- Detailed proposed work plan incorporating the necessary scope of work for scanning, indexing, conversion, and destruction services, including detailed cost breakdown of the following tasks:
  - A per item/per page cost with the estimated 3,000,000 documents
    - Documents will range from standard format, large format, and microfilm
  - Document prep and scan as a full, searchable PDF, either in-house or on-site
  - Cost for content management software with a focus on workflow efficiency, retention, and security controls
  - Development of an end-user portal that is cloud-based for storage and retrieval
- Commitment to relocate documents for scanning, indexing, conversion and destruction by December 31, 2020.

## Format

Two hard-copy responses and must be submitted by 8:30 a.m. (EDT), December 8, 2020. ***Documents received following this date and time will not be considered.***

**Please seal all submittal documents in an envelope or box** labeled "Request for Proposals: Document Scanning, Indexing, Conversion and Destruction"

## Submissions are to be sent to:

West Lafayette City Clerk's Office  
Attn: Request for Proposals: Document Scanning, Indexing, Conversion and Destruction  
1200 N. Salisbury St.  
West Lafayette, IN 47906

## Questions and Clarifications

Questions shall be submitted to:

Erin Easter  
Director of Development  
City of West Lafayette  
1200 N Salisbury St  
West Lafayette, IN 47906

[eeaster@westlafayette.in.gov](mailto:eeaster@westlafayette.in.gov)

Questions must be emailed by December 2, 2020 at 4:30pm (EDT). If clarifications or corrections need to be issued to this RFP, an addendum with all questions and responses will be posted to the City website by December 4, 2020 at 4:30pm (EDT) on the West Lafayette Development Department page ([https://www.westlafayette.in.gov/egov/apps/document/center.egov?eGov\\_searchDepartment=10&egov\\_searchType=100](https://www.westlafayette.in.gov/egov/apps/document/center.egov?eGov_searchDepartment=10&egov_searchType=100)).

### Right to Reject

The West Lafayette Redevelopment Commission retains the right to reject any and all proposals.

### City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

#### Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

#### E-Verify

**[Selected Respondent]** shall comply with E-Verify Program as follows:

a. Pursuant to IC 22-5-1.7, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program (“Program”). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), The City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after The City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, The City of West Lafayette shall terminate the contract for breach of contract. If The City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to The City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.

c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but The City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, The City of West Lafayette may allow the contract to remain in effect until The City of West Lafayette procures a new contractor.

d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.

e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to The City of West Lafayette that

it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

### Non-Discrimination

**[Selected Respondent]** agrees:

(a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;

(b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;

(c) That The City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;

(d) If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by The City of West Lafayette and all money due or to become due hereunder will be forfeited.

### Compliance with Accessibility

It is the intent and goal of the city to ensure that all new construction within the City of West Lafayette shall comply with all ADA and PROWAG guidelines.

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA SAD standards for new construction and alterations for facilities, and also adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011.

Facilities located within the City of West Lafayette, the 2010 ADA SAD standards shall be met for new construction and alterations for projects within the City.

Facilities located within the right of way, PROWAG standards shall be met for new construction and alterations for project elements.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and The Architectural Barriers Act (ABA) standards and guidelines shall be followed.

Accessibility guidelines shall be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to not be in compliance with these standards and guidelines will be assessed fines, as follows:

- Non-compliant fee (\$250 per day), and a “Stop Work” order will be issued.
- If after (3) violations and (10) business days to correct non-compliance issues, your contract will be revoked.

### Compliance with Title VI

It is the intent and goal of the City to ensure that all new construction within the City of West Lafayette shall comply with all Title VI guidelines.

**[Selected respondent]** in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will **affirmatively ensure** that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.”