



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Document Storage and Scanning Services

Date: January 30, 2018
Site Walk-thru: By Appointment
Proposal Due On: February 28, 2018
Return Proposal To: Kevin Casey, Dean of Technology / Chief Security Officer
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937

Phone: 207-453-5141

Competitive Bid Request for Proposal

Document Storage and Scanning Services

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Competitive Bid Request for Proposal Document Storage and Scanning Services

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals for Document Storage and Scanning Services.

Duration of the contract will be for one year, renewable twice, with reasonable inflationary increases, and by mutual agreement.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to **Enclosure 1: Standard Terms and Conditions Applicable to All MCCS Contracts**.

2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

3.0 Schedule

Description	Day/Date	Time
RFP Issued	01/30/2018	
Pre-bid Meeting and Building Walkthrough	By Appointment	By Appointment
Proposals Due On	02/28/2018	3:00 P.M. EST
Award Decision & Notification	03/07/2018	

4.0 Examination of Specifications and Schedule

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Each bidder or his or her authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than: February 28, 2018 by 3:00 P.M. (EST)** .

All proposals are to be marked "Document Storage and Scanning Services" and submitted by mail, email, or delivered to:

Mail proposals to:

Kevin Casey, Dean of Technology and Chief Security Officer
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937
Email: kcasey@kvcc.me.edu

6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

Scope:

A. Record Storage

1. **Analysis of Requirements**

Provide a written analysis of the College's storage requirements per applicable document archival/storage standards and Proposer policies.

2. **Provision of Adequate Storage Facilities**

Make available records management facilities to provide physical storage capacity for all required documents

1. **Distance.** Maintain storage facilities located within 50 miles of the College.
2. **Protection of Facilities.** Provide a secure storage facility equipped with counter-intrusion systems, fire suppression and backup generators.
3. **Pest Control.** Proposer must provide proof of semi-annual treatment and/or inspection for rodents and insects.
4. **Climate Control.** Provide storage facilities that are climate controlled.

3. Changes in Needs

Accommodate additional and/or reduced storage space needs as these arise over the life of the contract

4. Initial Transportation of Records.

Proposer must provide transportation of storage records to and from the College and the storage facility. All vehicles used must have the appropriate security features (anti-theft device) and be secured while at the delivery / pickup site. All vehicles must be equipped with a fire extinguisher.

5. Transmission of Records

a. Physical Transmission of Records

Proposer would be required to deliver, on an "as requested" basis, stored records to the College's representatives. Generally, deliveries will fall into one of the categories below:

i . Routine: Delivery between 8 am to 5 pm Monday through Friday. Requests made before 11 am are to be delivered the same business day. Requests made after 11 am may be delivered the next business day but no later than 24 hours from the request.

ii. Rush/Emergency Before 3 pm: Delivery between 8 am to 5 pm Monday through Friday. Requests made by 3 pm are to be delivered within two hours of the time of the request.

iii. Rush/Emergency After 3pm: Requests made after 3 pm are either to be delivered same day delivery within 2 hours, or by 9 am the next business day, as determined by requestor.

b. Digital Transmission of Records

Provide for the digital transmission of requested documents via email or analogous technology. Proposal must include per-transmission or per-document cost, as well as turn-around time.

6. Storage Containers

Offer storage boxes and specialty containers built for long-term storage. Any additional costs for these containers must be reflected in proposal.

7. Chain of Custody

Provide a written or digital, secure chain of custody of records from pick-up to storage to retrieval to destruction.

8. Controlled Access

Provide controlled physical access to stored records by users representing the College.

9. Customized Reports

Create document inventory reports for the College on an as needed basis.

10. Digital Record Inventory and Indexing

Provide a digital listing of stored records available for access and retrieval, as well as an index of records that permits the locating and retrieval of individual records.

11. Privacy Policies and Procedures

Ensure compliance with College's and industry privacy policies and best practices for protecting access to

sensitive and confidential data.

12. Initial Record Transfer

At the commencement of the Agreement, Proposer would be required to submit a Transfer Plan to the College, detailing the transfer process from the College to Proposer's location. Proposer must assume full responsibility for coordinating the transfer under the Transfer Plan of all existing records stored at the College. All costs related to this requirement must be clearly identified in Proposer's response.

13. Destruction of Specified Records. Proposer shall remove and destroy specified records/ documents, in accordance with the institution's procedures. Boxes permanently removed from storage and destroyed must not appear on subsequent monthly invoices for storage.

Record Destruction Requirements to be met:

- a. Certified destruction must be performed by either shredding or incineration.
- b. Proposer must ensure that confidentiality of all destroyed records is maintained throughout the destruction process.
- c. Proposer must provide a certificate of destruction to the College for all records destroyed.
- d. No records may be destroyed without prior written approval from the administrator or authorized user(s) of the College's account with Proposer.

14. Inventory Tracking. Proposer will be required to maintain an accurate, bar-coded, reliable computer-based inventory and tracking system capable of documenting pickup, delivery, and storage location of the College's documents and records.

At a minimum, the system must identify the contents, the location, record type/description, and status (e.g. if marked for scanning, deletion, etc.) for each storage container. The inventory tracking process must include appropriate logs and receipts for pickup and delivery of individual boxes / containers for verification and audit purposes. Logs and receipts must be made available upon request by the College.

15. Staffing. Proposer would be required to perform background checks on each individual acting on Proposer's behalf in performing services on the College's premises. Proposer must not assign any individual to provide services on such premises if the individual has a history of criminal conduct unacceptable for a college, including violent or sexual offenses.

16. Accounts and Invoicing. The College will be invoiced monthly for all storage and scanning services, and a copy of each invoice shall be made available digitally, e.g. via email.

B. Record Scanning

1. Cost. Proposer will provide a cost breakdown for scanning services, including:

- a. Costs per record/document or per digital file increment size (e.g. megabyte, kilobyte, etc.).
- b. Scanning process turn-around time, i.e. records per day, week, or other time period
- c. Digitized record transmission plan, e.g. hard drive transfer, Web archive, etc.

2. Scan Quality. Documents will be scanned at the proper orientation in PDF format at a minimum of 300 dpi. Services shall be in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM).

- a. All data must be preserved in a form identical to, or functionally equal to, the original record.
- b. Scanned images shall be placed on a DVD, external hard drive, or other appropriate approved media for delivery to the College.
- c. Each scanned image shall have a unique file name agreed upon by the College
- d. The Proposer shall not scan blank documents.
- e. The Proposer shall report and discuss any problem images that cannot be captured to meet benchmark specifications.

7.0 Contractor’s Insurance

The Contractor will be required to carry worker’s compensation insurance and liability insurance Protecting KVCC and the Contractor from all claims of bodily injury or death, and property damage, arising out of work performed under this agreement . The Contractor agrees to carry all insurance required throughout the contract agreement and shall notify KVCC of any cancellations. If cancellation arise the contractor must seek and secure another insurer for coverage of equal value. The contractor agrees to carry at a minimum not less than \$300,000.00 in liability for any individual claim or all claims arising out of a single occurrence.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Kevin Casey, Dean of Technology and Chief Security Officer
 Kennebec Valley Community College
 92 Western Avenue, Fairfield, Maine 04937
or via email at kcasey@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Criteria

- A. Total Price
- B. Specifications Match
- C. Completeness/Thoroughness and Clarity of Proposals

10.0 Preparation of Bids

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The
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bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing.
- Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

12.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated:

January 30, 2018

By:

Kennebec Valley Community College

Kevin Casey, Dean of Technology and Chief Security Officer

92 Western Avenue

Fairfield, Maine 04937

Enclosure: 1. Standard Terms and Conditions applicable to All MCCS Contract

January 30, 2018

Kennebec Valley Community College
Competitive Bid Request for Proposal
Document Storage and Scanning Services

Enclosure 1

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.