

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Award and enter into contract for RFP 025-0-2012/AT Sumter County Scanning and Attribution/Indexing of Paper Files for the Public Works Division with Scanning America, Inc. and if they are unable to meet contract obligations to award and enter into contract with The DRS Group of Florida and to authorize the County Administrator to execute the Notice to Proceed at a later date (Staff recommends approval).

REQUESTED ACTION: Award and enter into contract and authorize the County Administrator to execute the Notice to Proceed at a later date.

Work Session (Report Only) **DATE OF MEETING:** 12/11/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: Scanning America, Inc.
Effective Date: 12/11/2012 Termination Date: _____
Managing Division / Dept: Financial Services / Public Works

BUDGET IMPACT: \$17,400
 Annual **FUNDING SOURCE:** Various
 Capital **EXPENDITURE ACCOUNT:** R&B 103-340-541-3400, Parks 001-481-572-3400, Solid Waste 104-170-534-3400, and Mosquito Control 195-195-562-3400

N/A

HISTORY/FACTS/ISSUES:

RFP 025-0-2012/AT Sumter County Scanning and Attribution/Indexing of Paper Files for the Public Works Division was broadcast on 11/02/2012. A mandatory pre-proposal meeting was held on 11/09/2012. Proposals were due at 10:00 a.m. and opened at 10:05 a.m. on 12/03/2012 in Room 110 of The Villages Sumter County Service Center, Wildwood, FL.

Two proposals were received on time as follows:

1. Scanning America, Inc. - bid amount \$17,400
2. The DRS Group of Florida - bid amount \$51,500

The Selection Committee met on 12/05/2012 at 10:00 a.m. in Room 110 of The Villages Sumter County Service Center to discuss the submitted proposals. Scoring is as follows:

Scanning America, Inc. - 11.9
The DRS Group of Florida - 9.0

The Selection Committee agreed to recommend Scanning America, Inc. to the Sumter County Board of County Commissioners to award and enter into contract. If they are unable to meet contract obligations to award and enter into contract with The DRS Group of Florida. The Selection Committee is also recommending to authorize the County Administrator to execute the Notice to Proceed at a later date.

The proposal requires that scanning will be substantially completed within four months from the Notice to Proceed with an additional one month for final completion of the entire project.

Attached are the following items: legal ad, minutes from 11/09/2012 mandatory pre-proposal meeting, minutes from the 12/03/2012 opening, minutes and score sheets from the 12/05/2012 Selection

Committee meeting, Scanning America, Inc. and The DRS Group of Florida proposals, the contract and RFP 025-0-2012/AT proposal document.

The Villages[®]
DAILY SUN

Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

Before the undersigned authority personally appeared
CAROL STORMS

who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal Ad 410985 in the matter of **NOTICE OF REQUEST FOR PROPOSALS**

was published in said newspaper in the issue(s) of
NOVEMBER 6 , 2012

Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or Corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.


(Signature Of Affiant)

Sworn to and subscribed before me this 7
day November 2012.


Robin Louise Baldeschwieler

Personally Known X or
Production Identification _____
Type of Identification Produced _____

REQUEST FOR PROPOSALS
Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving qualification packages for the following: "Request for Proposals for Sumter County On-Call Generator Contractor"

Information is available upon request by calling (352) 689-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this project must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Ms. Chris Morrison, Financial Services Specialist
Mailing Address: 7375 Powell Road, Suite 206
Wildwood, FL 34785
E-mail: Chris.Morrison@sumter-countyfl.gov
Fax: (352) 689-4436

The deadline for submission of questions relating to the RFP shall be, November 20, 2012 by 5:00pm. A copy of the RFP packet must be obtained in order to view the items being requested by Sumter County.

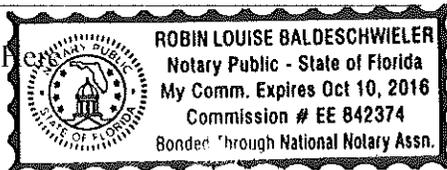
All packets are due by 10:00 a.m. on December 6, 2012 to 7375 Powell Road, suite 200, Wildwood, FL 34785. Late submittals will be rejected and re-

turned unopened to the Proposer. Packages must be firmly sealed in packaging that is clearly marked on the outside: "RFP 026-0-2012/AT for Sumter County On-Call General Contractor". Sealed RFP's must be mailed or delivered to Ms. Chris Morrison, at the above address.

Upon submission, all RFP's will become the property of the County, who has the right to use any or all ideas presented in any package submitted in response to this RFP, whether or not the RFP is accepted. Packages will be opened at 10:05 a.m. on December 6, 2012 in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785. The Selection Committee will meet on December 11, 2012 at 11:00 a.m. in Room 110 of The Villages Sumter County Service Center. If necessary, vendor presentations will be held on December 18, 2012 starting at 9:00 a.m. in Room 102 of The Villages Sumter County Service Center. The Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners for a final decision on January 8, 2013.

BOARD OF SUMTER COUNTY COMMISSIONERS, SUMTER COUNTY, FLORIDA
#410985 November 6, 2012

Attach Notice



RFP 025-0-2012/AT Sumter County Scanning and Attribution/Indexing Of Paper Files For The Public Works Division Mandatory Pre-Bid Meeting minutes

The meeting was held on 11-9-2012 at 9:00 a.m. at Sumter County Public Works Facility, 319 E. Anderson Avenue, Bushnell, FL 33513.

Denise Warnock and Stefanie Edwards were present to represent the Selection Committee. Karen Parker was present to represent the Financial Services Department.

Karen reviewed the dates as stated within the RFP document on page 2. Karen stated everyone must sign in and list their representing firm. Karen stated if anyone had questions, they must be written down on the Bid Question and Answer Form and answers would be published on Demand Star. Karen introduced the Selection Committee members and turned the meeting over to the Selection Committee.

Everyone walked over to the room where there files are being stored, and Denise Warnock gave an overview of the files to be scanned.

Below is a list of Questions that were provided to the Selection Committee and once answers are received, they will be published on Demand Star:

1. Why are some of the files containing binding (bound books) not unbound?
Answer:
2. Will scanning company be required to return documents in bound form, including staples, paper clips, etc. when scanning is completed?
Answer:
3. Will the green sheets be scanned as well or just pre-scanning information?
Answer:
4. How will the flat files be prepped? Will they be rolled and boxed?
Answer:
5. What determines if a document is scanned in color (example highlight or red lined)?
Answer:
6. Confirm the file separator sheet does not get indexed?
Answer:
7. Will the notes be captured from the Document Index Sheet?
Answer:
8. Can all of the boxes that are prepared be taken at one time?
Answer:
9. What kind of Document Management System are you putting this in?
Answer:
10. The permit files, are they a part of the system?
Answer:
11. Can we take these off site to our facility to do?
Answer:
12. How long do we have to complete the project?

Answer:

13. On indexing, what format do you want this returned (cd, thumb drive, external drive)?

Answer:

14. What naming structure do you want to use for Indexing?

Answer:

15. Will you provide an outline?

Answer:

16. Are these alphabetical?

Answer:

17. Has this project been awarded before, and if so to whom?

Answer:

18. Is this project funded, if so how much?

Answer:

19. Define the number of characters per field?

Answer:

20. Will PWD consider a price per page vs. price per box (as it is very difficult to determine the percentage of small to large and color)?

Answer:

21. What percentage is color?

Answer:

The meeting adjourned at 10:00 a.m.

Bid Question and Answer Form

Bid Name & Number: RFP 025-0-2012 IAT Scanning

Name: Melanie Wheeler

Company: Melken Solutions

Phone #: 401-977-5673 Email: mhwheeler@melken-solutions.com

Date: 11-9-12

- Question(s):
1. Why are some of the files containing binding (bound books) not unbound?
 2. Will scanning company be required to return documents in bound form, including staples, paper clips, etc
 3. When scanning is completed?
 4. Will the green sheets be scanned as well or just pre-scanning information
 5. How will the flat files be prepped? Will they be rolled and boxed?

- Answer(s):
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Answered by: _____
(Name, Title & Date)

FSD Staff Verified by: _____
(Name, Title & Date)

Bid Question and Answer Form

Bid Name & Number: RFP 025-0-2012 / AT Scanning

Name: Terry Borovitsky

Company: Scanning America

Phone #: 404-824-6633 Email: terry@scanningamerica.com

Date: 11/9/12

- Question(s):
1. HOW SHALL THE VENDOR HANDLE BOUND BOOKS (HARD BOUNDS) *— already asiced.*
 2. WHAT DETERMINES IF A DOCUMENT IS SCANNED IN COLOR? *(ex highlight or red line)*
 3. CONFIRM THE FILE SEPARATOR SHEET DOES NOT GET INDEXED. *No, not indexed*
 4. WILL THE NOTES BE CAPTURED FROM THE DOCUMENT INDEX SHEET. *Yes*
 5. CAN ALL THE BOXES THAT ARE PRE/POD BE TAKEN AT ONE TIME. *Yes*

- Answer(s):
1. Yes
 2. _____
 3. _____
 4. _____
 5. _____

#4 clarification + also add to q & A

The note section is an overflow from the subject line.

Answered by: _____
(Name, Title & Date)

FSD Staff Verified by: _____
(Name, Title & Date)

Bid Question and Answer Form

Bid Name & Number: RFP 025-0-2012 IAT Scanning

Name: Danielle Carr

Company: ARC

Phone #: 813-267-7291 Email: danielle.carr@arc.com

Date: _____ or what is the Doc
what kind of Doc Mgmt System you are putting this in in bid pks pg 30-31

Question(s): 1. ~~May I take pictures of Boxes & Samples?~~

2. ~~The permit Files are they a part of system~~

3. _____
4. ~~Will we be expected to put bound files ^{back} as they are found? (staples, clips) etc.~~

5. ~~Do we put staples & clips back on~~
Can we take these offsite to our facility to do? How long do we

Answer(s): 1. _____ have

2. _____ to

3. _____ complete

4. _____ project?

5. _____

in bid pks

Answered by: _____
(Name, Title & Date)

FSD Staff Verified by: _____
(Name, Title & Date)

already
as listed
already
asked

Bid Question and Answer Form

Bid Name & Number: RFP 025-0-2012 / AT Scanning

Name: Danielle Carr

Company: ARC

Phone #: 813-826-267-729 Email: danielle.carr@e-arc.com

Date: 7/19/12

Question(s): 1. ON indexing what format how do you want this returned
2. CD or thumb drive or drive? bid pkg
3. what kind of Doc Mgmt are you using. what are you
4. what naming structure do you want to use for indexing
5. will you provide an outline? A.
Are these Alphabetical? all by indexing code

Answer(s): 1. _____
2. _____
3. _____
4. _____
5. _____

Answered by: _____
(Name, Title & Date)

FSD Staff Verified by: _____
(Name, Title & Date)

Will submit
also via
email

Bid Question and Answer Form

Bid Name & Number: RFP 025-0-2012 IAT Scanning

Name: John Cimple

Company: The DRS Group of Florida

Phone #: 954-553-4009 Email: jcimple@drsmaging.com

Date: 11/9/12

- Question(s): 1. ① Has this project been awarded before + if so to whom
2. _____
3. ② is this project funded if so, how much?
4. _____
5. ③ define the # of characters per field (pg 31)

- Answer(s): 1. NO
2. not a line item budget for the item; however in the CTT ~~also~~ fund
3. _____
4. _____
5. _____

Answered by: _____
(Name, Title & Date)

FSD Staff Verified by: _____
(Name, Title & Date)

Bid Question and Answer Form

Bid Name & Number: RFP 025-0-2012 / AT Scanning

Name: John Cincse Cibale

Company: The DES Group

Phone #: 904-553-4009 Email: JCincse@DES Group

Date: 11/9/12

- Question(s): 1. ① Will DWD Consider a Price Per Page VS Price Per Box
2. As it is very difficult to determine the percentage of
3. small to large + color
4. _____
5. ② What Percentage is Color?

- Answer(s): 1. _____
2. _____
3. _____
4. _____
5. _____

Answered by: _____
(Name, Title & Date)

FSD Staff Verified by: _____
(Name, Title & Date)

Morrison, Chris

From: John Civale <jcivale@drsimaging.com>
Sent: Tuesday, November 13, 2012 10:43 AM
To: Morrison, Chris
Subject: Questions: RFP # 025-0-2012/AT

Questions: RFP # 025-0-2012/AT

- 1) RFP states a mandatory pre bid starts @ 9am. Is it the normal business practice of the PWD to allow a grace period for late vendors?
- 2) Will the PWD be performing site inspection to assure that the vendor meets the PWD criteria set forth in this RFP?
- 3) Will the PDW consider a price per page vs. a price per box? *Asked during Pre-Bidmtg*
- 4) What percentages of pages need to be scanned in color and what parameters define a color document?
- 5) Does the Vendor have to put the plans (large drawing) back in the original order of the file or can they be place at the end of the file folder?
- 6) How does the PWD what the vendor to handle bound books that cannot be taken apart? le record books.
- 7) How many boxes are prepared and ready to go to the vendor and what is the PWD's estimated time frame in preparing the balance.
- 8) Is it safe to assume that the vendor maybe making several smaller pickups and deliveries?
- 9) Page 32/38 Quality Assurance: Not Legible Documents. Will the PWD consider stamping the documents as they prepare them? It is my assumption that the PWD wants the vendor to set aside these Pages (records) from the files for permanent storage.
- 10) Will the PWD allow for these documents to be shipped commercially and or leave the State of Florida or Country for that matter?

Sincerely,

John Civale, FCRM
SVP Business Development

11281 Interchange Circle South
Miramar, FL 33025
☎ (954) 553-4009
☎ (954) 538-0717
✉ jcivale@drsimaging.com
🌐 www.drsimaging.com

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Parker, Karen

From: Parker, Karen
Sent: Tuesday, November 13, 2012 9:02 AM
To: Warnock, Denise
Cc: Taylor, Amanda
Subject: RE: Questions during the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT
Attachments: 025-0-2012 RFP Typed up listed of written questions received during the Mandatory Pre-Bid Meeting on 11-9-12.docx

Denise;

Attached, please find the list of questions typed in Word format. Please provide the answers in **red bold** so that when they are posted on Demand Star, the audience can see the question vs. the answer. You will note that if a question was duplicated, I didn't ask the question twice.

I am copying Amanda on this email because the last day for questions is Friday, November 16, 2012 at 5:00 p.m. and I will be out of the office from November 19 – 26th returning on November 27th.

From: Parker, Karen
Sent: Tuesday, November 13, 2012 8:20 AM
To: Warnock, Denise
Subject: RE: Questions during the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT

Will do.

From: Warnock, Denise
Sent: Tuesday, November 13, 2012 8:20 AM
To: Parker, Karen
Subject: RE: Questions during the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT

Since you are going to type them I would prefer to wait ensuring I do not misread or misinterpret the hand written sheets.

Denise

From: Parker, Karen
Sent: Tuesday, November 13, 2012 8:09 AM
To: Warnock, Denise
Subject: RE: Questions during the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT

I can retype them if you would like. I was trying to get them to you as quick as I can. Please let me know your preference.

From: Warnock, Denise
Sent: Friday, November 09, 2012 4:45 PM

To: Parker, Karen

Subject: RE: Questions during the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT

OK, your instruction will be followed.

In the pre-bid meeting you mentioned you would be typing their questions (and answers) for uploading to Demand Star. Will I receive the typed questions to answer from? There were changes, additions and deletions noted on their sheet and I want to make sure I do not misread or misinterpret any questions.

We will follow-up on this Tuesday. Have a great weekend.

Denise Warnock

From: Parker, Karen

Sent: Friday, November 09, 2012 4:21 PM

To: Warnock, Denise

Subject: Questions during the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT

Denise;

Attached, please find the Questions from the Mandatory Pre-Bid Meeting for RFP 025-0-2012/AT. After speaking with Amanda, she instructed me that you are the lead person on this project and you are the person that I am to email the questions to. Please review the questions and provide me with the answer to each question. If you can't answer the question, please note the person that I should contact to answer that specific question. I will then email the question to that person. You are not to discuss any questions/answers with anyone on the Selection Committee. You can speak with me and I can speak with other Selection Committee Members, but you are to not have any contact with them.

If you have any questions/concerns about this, please contact Amanda at X 4440.

Have a wonderful day,

Karen Parker

Financial Services Support Specialist

Office: 352-689-4439

Sumter County Scanning and Attribution/Indexing Of Paper Files For The Public Works Division

Questions submitted during the Mandatory Pre-Bid Meeting on November 9, 2012

1. Why are some of the files containing binding (bound books) not unbound?
Answer:
2. Will scanning company be required to return documents in bound form, including staples, paper clips, etc. when scanning is completed?
Answer:
3. Will the green sheets be scanned as well or just pre-scanning information?
Answer:
4. How will the flat files be prepped? Will they be rolled and boxed?
Answer:
5. What determines if a document is scanned in color (example highlight or red lined)?
Answer:
6. Confirm the file separator sheet does not get indexed?
Answer:
7. Will the notes be captured from the Document Index Sheet?
Answer:
8. Can all of the boxes that are prepared be taken at one time?
Answer:
9. What kind of Document Management System are you putting this in?
Answer:
10. The permit files, are they a part of the system?
Answer:
11. Can we take these off site to our facility to do?
Answer:
12. How long do we have to complete the project?
Answer:
13. On indexing, what format do you want this returned (cd, thumb drive, external drive)?
Answer:
14. What naming structure do you want to use for Indexing?
Answer:
15. Will you provide an outline?
Answer:
16. Are these alphabetical?
Answer:

17. Has this project been awarded before, and if so to whom?

Answer:

18. Is this project funded, if so how much?

Answer:

19. Define the number of characters per field?

Answer:

20. Will PWD consider a price per page vs. price per box (as it is very difficult to determine the percentage of small to large and color)?

Answer:

21. What percentage is color?

Answer:

Sumter County Scanning and Attribution/Indexing Of Paper Files For The Public Works Division

Questions submitted during the Mandatory Pre-Bid Meeting on November 9, 2012

1. Why are some of the files containing binding (bound books) not unbound?
Answer: Volume of documents and time requirements to meet pre-bid scheduled meeting.
2. Will scanning company be required to return documents in bound form, including staples, paper clips, etc. when scanning is completed?
Answer: No
3. Will the green sheets be scanned as well or just pre-scanning information?
Answer: Green sheets (Document Index/Separator Sheet) contain index information and are not to be scanned.
4. How will the flat files be prepped? Will they be rolled and boxed?
Answer: Flat files will remain as currently housed with majority flat and a few rolled.
5. What determines if a document is scanned in color (example highlight or red lined)?
Answer: Documents with any type color are to be scanned in color
6. Confirm the file separator sheet does not get indexed?
Answer: File separator sheet are not indexed.
7. Will the notes be captured from the Document Index Sheet?
Answer: The notes section is an extension of the subject field and will be indexed in the subject field.
8. Can all of the boxes that are prepared be taken at one time?
Answer: Yes
9. What kind of Document Management System are you putting this in?
Answer: EMC AppXtender/WebXtender platform Refer to page 30 of RFP.
10. The permit files, are they a part of the system?
Answer: Yes
11. Can we take these off site to our facility to do?
Answer: Yes Refer to page 30 of RFP
12. How long do we have to complete the project?
Answer: Four months from Notice to Proceed with an additional one month for final completion of entire project. Refer to page 30 of RFP
13. On indexing, what format do you want this returned (cd, thumb drive, external drive)?
Answer: Copy of scanned images and Master Date File(s) delivered on portable hard drive. Refer to page 32 of RFP
14. What naming structure do you want to use for Indexing?
Answer: Attribute fields on Document Index / Separator Sheet. Refer page 31 of RFP.

15. Will you provide an outline?

Answer: Refer to page 32 of RFP which references project status reports.

16. Are these alphabetical?

Answer: No

17. Has this project been awarded before and if so to whom?

Answer: No

18. Is this project funded, if so how much?

Answer: Yes Within the fund there is not a specific object code line but this project is funded from the CTT (County Transportation Trust) Fund

19. Define the number of characters per field?

Answer:

1	DEPT	4
2	TO	125
3	SUBJECT	254
4	DATE	11 (MM/DD/YYYY)
5	FROM(NAME)	125
6	FROM(CO/AGENCY)	125
7	ROAD	50
8	PROJECT NAME	200
9	DATE REC	11 (MM/DD/YYYY)
10	RETENTION	11 (MM/DD/YYYY)
11	SCANON	11 (MM/DD/YYYY)

20. Will PWD consider a price per page vs. price per box (as it is very difficult to determine the percentage of small to large and color)?

Answer: Pricing proposal is to be based on Proposal Pricing Form, page 33 of RFP.

21. What percentage is color?

Answer: That percent can not be determined.

Questions received via email outside of the Pre-Bid Meeting. Questions are in black and answers are in red.

1) RFP states a mandatory pre bid starts @ 9am. Is it the normal business practice of the PWD to allow a grace period for late vendors?

Answer: Any vendor registering on pre-bid sign in sheet and attending pre-bid is allowed to submit proposal.

2) Will the PWD be performing site inspection to assure that the vendor meets the PWD criteria set forth in this RFP?

Answer: Refer to page 30 of RFP which states PWD reserves the right to tour facility.

3) Will the PDW consider a price per page vs. a price per box?

Answer: same question as # 20 above.

4) What percentages of pages need to be scanned in color and what parameters define a color document?

Answer: Refer to questions #5 and #21 above.

5) Does the Vendor have to put the plans (large drawing) back in the original order of the file or can they be placed at the end of the file folder?

Answer: Plans (large drawings) are to be returned to the same box location. Refer to page 29 of RFP.

6) How does the PWD want the vendor to handle bound books that cannot be taken apart? I.e. record books.

Answer: Hard bound books that were in the example boxes and others will be unbound by PWD staff.

7) How many boxes are prepared and ready to go to the vendor and what is the PWD's estimated time frame in preparing the balance.

Answer: As of November 16, 2012, 35 boxes are ready for scanning. Preparation of remaining document is ongoing and will be completed in sufficient time allowing vendor to meet deadline as described on page 30 of RFP.

8) Is it safe to assume that the vendor maybe making several smaller pickups and deliveries?

Answer: Yes

9) Page 32/38 Quality Assurance: Not Legible Documents. Will the PWD consider stamping the documents as they prepare them? It is my assumption that the PWD wants the vendor to set aside these Pages (records) from the files for permanent storage.

Answer: Refer to page 32 Quality Assurance section.

10) Will the PWD allow for these documents to be shipped commercially and or leave the State of Florida or Country for that matter?

Answer: Refer to page 30 Requirements section.

RFP 025-0-2012/AT Sumter County Scanning and Attribution/Indexing of Paper Files for the Public Works Division – Proposal opening meeting minutes.

The meeting was held on 12-3-2012 at 10:05 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Stephanie Edwards was present to represent the Selection Committee. Karen Parker was present to represent the Financial Services Department.

Karen reviewed the dates associated with the RFP.

Two proposals were received on time.

The proposals received were opened in no particular order as follows:

1. Scanning America, Incorporated – Bid amount \$17,400.00, and all copies were received.
2. The DRS Group of Florida – Bid amount \$51,500.00, and all copies were received.

The meeting adjourned at 10:11 a.m.

RFP 025-0-2012/AT Sumter County Scanning and Attribution/Indexing of Paper Files for the Public Works Division Selection Committee meeting minutes.

The meeting was held on 12/05/2012 at 10:00 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Denise Warnock, Becky Segrest and Stefanie Edwards were present to represent the Selection Committee. Amanda Taylor was present to represent the Financial Services Department.

Amanda opened the floor to discussion between the Committee members.

The Committee pointed out concerns regarding the price difference between the two vendors. Scanning America, Inc. within their proposal stated "all scanned imaged would be on client provided external hard drives". However, the scope of work specifically said the vendor would provide the hard drives. With this, the Committee was concerned that the submitted pricing was missing items. The Committee scored the proposals as follows:

Scanning America, Inc. – 11.9

The DRS Group of Florida – 9.0

(Score sheets are attached)

The Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Scanning America, Inc. and if they were unable to meet contract obligations according to the RFP to award and enter into contract with The DRS Group of Florida and to authorize the County Administrator to execute the Notice to Proceed at a later date.

The meeting adjourned at 10:32 a.m.

Scanning America

**PART 2
EVALUATION AND AWARD**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

Scoring Criteria for RFP

	Score	X	Weight	=	Rating
1. Understanding the Project and Project Approach, including Detailed Work Plan	<u>4</u>		<u>0.15</u>		<u>0.6</u>
2. Completeness of Proposal, including Experience and Similar Projects	<u>4</u>		<u>0.10</u>		<u>0.4</u>
3. Price	<u>5</u>		<u>0.75</u>		<u>3.75</u>
SCORE:					4.75
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

*S. Edwards
12/5/12*

Once the Selection Committee has independently scored all RFP submissions using the scoring criteria listed above scores will be tallied and the highest ranked firm will be recommended for award to the Sumter County Board of Sumter County Commissioners.

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The Selection Committee will meet to evaluate Proposals on December 5, 2012 @ 10:00 a.m. in Room 110 located in The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

**PART 2
EVALUATION AND AWARD**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

Scoring Criteria for RFP

	Score	X	Weight	=	Rating
1. Understanding the Project and Project Approach, including Detailed Work Plan	<u>2</u>		<u>0.15</u>		<u>.30</u>
2. Completeness of Proposal, including Experience and Similar Projects	<u>1</u>		<u>0.10</u>		<u>.10</u>
3. Price	<u>4</u>		<u>0.75</u>		<u>3.0</u>
					<u>3.40</u>

*B. Segrest
12/5/12*

SCORE:
 0 = Non-Responsive
 1 = Poor
 2 = Fair
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*Denise Warnock
12/5/12*

**PART 2
EVALUATION AND AWARD**

Scanning America

PROPOSALS EVALUATION

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Scoring Criteria for RFP

	Score	X	Weight	=	Rating
1. Understanding the Project and Project Approach, including Detailed Work Plan	<u>3</u>		<u>0.15</u>		<u>.45</u>
2. Completeness of Proposal, including Experience and Similar Projects	<u>3</u>		<u>0.10</u>		<u>.30</u>
3. Price	<u>4</u>		<u>0.75</u>		<u>3.00</u>
SCORE:					<u>3.75</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
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PART 2 EVALUATION AND AWARD

PROPOSALS EVALUATION

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Scoring Criteria for RFP

	Score	X	Weight	=	Rating
1. Understanding the Project and Project Approach, including Detailed Work Plan	<u>4</u>		<u>0.15</u>		<u>0.60</u>
2. Completeness of Proposal, including Experience and Similar Projects	<u>4</u>		<u>0.10</u>		<u>0.4</u>
3. Price	<u>2</u>		<u>0.75</u>		<u>1.5</u>
SCORE:					<u>2.5</u>
0 = Non-Responsive					
1 = Poor					
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*S. Edwards
12/5/12*

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**PART 2
EVALUATION AND AWARD**

PROPOSALS EVALUATION

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Scoring Criteria for RFP

	Score	X	Weight	=	Rating
1. Understanding the Project and Project Approach, including Detailed Work Plan	<u>4</u>		<u>0.15</u>		<u>.60</u>
2. Completeness of Proposal, including Experience and Similar Projects	<u>4</u>		<u>0.10</u>		<u>.40</u>
3. Price	<u>3</u>		<u>0.75</u>		<u>2.25</u>
SCORE:					<u>3.25</u>
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B. Segrest
12/5/12

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*Denise Warnock
12/5/12*

**PART 2
EVALUATION AND AWARD**

The ARS Group

PROPOSALS EVALUATION

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Scoring Criteria for RFP

	Score	X	Weight	=	Rating
1. Understanding the Project and Project Approach, including Detailed Work Plan	<u>4</u>		<u>0.15</u>		<u>.60</u>
2. Completeness of Proposal, including Experience and Similar Projects	<u>4</u>		<u>0.10</u>		<u>.40</u>
3. Price	<u>3</u>		<u>0.75</u>		<u>2.25</u>

SCORE:

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3.25

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