



Kentucky Department for Libraries and Archives
Local Records Program **RECEIVED**

OCT 31 2023

Grant Application

LOCAL RECORDS PROGRAM

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

Crittenden County Clerk's Office

Applicant Name:
(Records Custodian/Officer)

Daryl K. Tabor

Applicant Title:

Crittenden County Clerk

Primary Point of Contact:

Daryl K. Tabor

Office Address:

200 Industrial Dr., Ste. B

Marion, KY 42064

Phone Number:
(Including area code)

270-965-3403

Email Address:

daryl.tabor@ky.gov

Federal ID Number:

61-0189020

Project Summary

Total Funds Requested: \$ 32,058.34

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

This application covers preservation of and public access to records stretching from 1898 to present. The addition of fire-resistant storage offers protection not presently available to estate and loose election records. Adding a second document scanner allows staff to more efficiently back-scan various permanent records to help meet new legislative requirements for digital access. Security microfilming of plats, POAs and mortgages up to 2012 brings the agency closer to preserving critical records not yet transmitted to KDLA. Lastly, digitizing and indexing the agency's most recent plats and lone POA book not yet digitized would go beyond minimum requirements for digital access to these series. Holding records as high-resolution digital images also allows the agency to easily undertake security microfilming as funds allow. For plats, digitization is key, as the agency currently can print no larger than legal size. With digitization, the agency may simply email or transfer the file to a flash drive for researchers. Producing digital election records from 1898 forward preserves and allows better access to important local history by collecting voting results and board of elections minutes currently scattered across multiple deteriorating books.



**Kentucky Department for Libraries and Archives
Local Records Program**

Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: Desktop scanner to in-house, back-scan various records

Vendor: Data Records Management Services (DRMS)
 Vendor Contact: Trystan Gurrola
 Vendor Address: P.O Box 4097
Paducah, KY 42002-4097
 Vendor Phone and Email: 270-443-1610 / trystan.gurrola@drmsusa.com

Records	Date	Series	Cost
Certificate of Business Operating under Assumed Name	1999-2005	L1369	\$6,981.00
Miscellaneous Books	1983-2006	L1753	
Oil and Gas Leases Books	2005-06	L1340	
Articles of Incorporation Books	1974-2006	L1368	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			\$6,981.00

Section II

Purpose: Security microfilm 195 plats, 23 permanent record books

Vendor: Data Records Management Services (DRMS)
 Vendor Contact: Trystan Gurrola
 Vendor Address: P.O Box 4097
Paducah, KY 42002-4097
 Vendor Phone and Email: 270-443-1610 / trystan.gurrola@drmsusa.com

Records	Date	Series	Cost
Plats	1998-2012	L1329	\$1,684.00
Mortgage Books	2007-12	L1344	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			\$210.50
Total Section II Cost			\$1,894.50



**Kentucky Department for Libraries and Archives
Local Records Program**

Section III

Purpose: Digitize 28 plats; 1 POA, 5 election results/board minutes books
 Vendor: Data Records Management Services (DRMS)
 Vendor Contact: Trystan Gurrola
 Vendor Address: P.O Box 4097
Paducah, KY 42002-4097
 Vendor Phone and Email: 270-443-1610 / trystan.gurrola@drmsusa.com

Records	Date	Series	Cost
Plats	2021-22	L1329	\$7,864.00
Power of Attorney Book	1948-73	L1338	
Record of Board of Election Commissioners Books	1898-2020	L1384	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			\$7,864.00

Section IV

Purpose: Index 28 plats; 1 POA, 5 election results/board minutes books
 Vendor: Data Records Management Services (DRMS)
 Vendor Contact: Trystan Gurrola
 Vendor Address: P.O Box 4097
Paducah, KY 42002-4097
 Vendor Phone and Email: 270-443-1610 / trystan.gurrola@drmsusa.com

Records	Date	Series	Cost
Plats	2021-22	L1329	\$3,300.00
Power of Attorney Books	1948-73	L1338	
Record of Board of Election Commissioners Books	1898-2020	L1384	
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section IV Cost			\$3,300.00

** Please Attach Additional Sections, if needed**



**Kentucky Department for Libraries and Archives
Local Records Program**

Section V

Purpose: Acquire 2 fire-resistant vertical filing cabinets to protect estate, election records

Vendor: Saftyfile LLC
Vendor Contact: Rick Sorley
Vendor Address: 12575 Uline Dr.
Pleasant Prairie, WI 53158

Vendor Phone and Email: 1-800-700-8025/ ricks@safetyfile.com

Records	Date	Series	Cost
2 lateral fire-resistant, 4-drawer file cabinets			\$12,018.84
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section IV Cost			\$12,018.84



Kentucky Department for Libraries and Archives
Local Records Program

Can these records be removed from the office during the project? Yes [] No [x] N/A []

In what format do these records exist? Select all that apply.

Paper [x] Electronic Files [x] Microfilm [x] Microfiche [] Aperture Cards [] Plats [x]

Other: _____

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

All records referenced are held in the agency's new county office complex, with instruments bound in books with protective covers, archival boxes and cases and banker boxes stored in a climate-controlled environment and elevated to reduce potential damage from flooding or pests. All records are readily accessible to the public, either retrieved at request or through personal exploration while under constant camera surveillance and within sight and supervision of staff as necessary. Records are not vaulted, with a limited number held in two fire-resistant upright filing cabinets.

Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

Completion of these grant projects coincide with the agency's move to a new building offering a more modern, but smaller area for records storage. The agency in 2022 invested \$65,000 from its fee account to install adequate high-density shelving in the facility, which offers a more open floor plan for access to active records in both paper and digital forms. Acquisition of equipment for back-scanning undertaken by staff provides the agency its own means to complete digitization of all records placed in legal-size books starting in 1974. Fire-resistant cabinets offer a layer of protection for permanent election and estate records currently held in standard filing cabinets. With transmittal to KDLA, security microfilming will provide the necessary preservation of associated records beyond the agency's own storage. Digitization of identified records allows the agency to better satisfy new legislative requirements for online access while also offering modern access for public inspection of instruments in-house. It also offers images that can later be used for additional security microfilming as the agency's document storage fee fund reaches adequate levels.



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

Agency staff back-scan as time and workspace allow. Periodic training and education as to the care for and purpose of various records is offered. Non-current materials are held separately from active files as feasible. The County Clerk undertakes regular disposition of records in accordance with retention schedules and consultation with the agency's KDLA Regional Administrator. More than 1.6 tons of records beyond the retention schedule have been shredded since Oct. 1, 2020. The agency spent \$65,000 on new shelving in 2022.

How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

The agency's county office complex office is open weekdays for a total of 42.5 hours each week, allowing the public access to inspect records in original paper medium, all of which are held in-house, and through the agency's digital records management system accessible on public workstations in the office during business hours and 24/7 online by subscription.

Additional information/comments:

Our records management system provider, DRMS, was not low bidder for Section III (digitizing) but was for Section IV (indexing). Their combined bid for both sections is \$11,164.00 as compared to Courthouse Computer Systems' combined \$9,040.00. However, DRMS charges 99 cents per image to incorporate files from another vendor into our system, requiring about \$4,800.00 additional from our office to make the images tied to this grant available to the public. Therefore, the OVERALL cost to make the images available to the public would be \$11,164.00 with DRMS and more than \$13,840.00 with Courthouse Computer Systems. We respectfully request DRMS be awarded the bid for the sake of efficiency. ADDITIONALLY, we request SafetyFile be awarded the bid for the fire-resistant storage that includes delivery and setup, rather than their lowest for drop-shipping the extremely heavy cabinets.

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Yes. Rebecca Halbmaier reviewed both the Invitation to Bid Proposal Attachment and grant application in the spring, as this is essentially the same grant request as that for Cycle 1, with shortcomings from the spring application corrected, where possible.



Kentucky Department for Libraries and Archives Local Records Program

Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.

Yes No



**Kentucky Department for Libraries and Archives
Local Records Program**

Attest:

A handwritten signature in blue ink, appearing to read 'DKT', written over a horizontal line.

Local Government Authorized Official Signature

Daryl K. Tabor, Crittenden County Clerk

Printed Name and Title

September 8, 2023

Date

A handwritten signature in blue ink, appearing to read 'DKT', written over a horizontal line.

Official Custodian of Records

Daryl K. Tabor, Crittenden County Clerk

Printed Name and Title

September 8, 2023

Date



CRITTENDEN COUNTY CLERK

DARYL K. TABOR

Crittenden County Office Complex
200 Industrial Dr., Ste. B, Marion, KY 42064

270-965-3403 | Fax 270-965-3447 | daryl.tabor@ky.gov

INVITATION FOR BID PROPOSAL

The office of Crittenden County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than 9 a.m., Sept. 7, 2023, to be considered.


Signature/Title

Daryl K. Tabor, county clerk
Printed Name

Aug. 22, 2023
Date



CRITTENDEN COUNTY CLERK

DARYL K. TABOR

Crittenden County Office Complex
200 Industrial Dr., Ste. B, Marion, KY 42064

270-965-3403 | Fax 270-965-3447 | daryl.tabor@ky.gov

Aug. 22, 2023

Crittenden County Clerk's Office is inviting you to submit a sealed bid on a Kentucky Department for Libraries and Archives (KDLA) grant proposal to digitize more than two dozen Plats and six ledger-size record books; microfilm 195 Plats and 23 legal-size Mortgage books; acquire a desktop scanner to back-scan records into digital format; and obtain fire-resistant vertical filing cabinets for permanent records located in the county clerk's office in Marion, Ky. The effort will ensure preservation of vital records, as well as make them more accessible to the public.

If you are interested, below you will find the details of our proposed project. Please, carefully review the information prior to submitting your bid proposal.

Crittenden County Clerk RFP Attachment

This project has five sections, each of which could/may be awarded to a different vendor. Therefore, bid on each section of interest, and if not interested, please submit a **No Bid** for that section(s).

Section I

Acquire desktop scanner to allow staff to back-scan in-house and digitize various legal-size record books (1974 to present) for permanent storage and public access. The count of each book series is listed as follows: (3) Will (Series L1315); (3) Miscellaneous (Series L1753); (1) Certificate of Business Operating Under Assumed Name (Series L1369); (3) Articles of Incorporation (Series L1368); and (2) Oil and Gas Leases (Series L1340). Additional volumes would be digitized as time allows.

The specifications for the scanner are as follows:

- Resolution capability of 300 dpi or larger;
- Ability to save files as PDF, TIF and JPG at minimum;
- Capable of batch-scanning up to 8 ½ by 15 recording paper;
- Compatible with Windows environment;
- Automatic image correction;
- Automatic feed of up to 42 lb. paper stock;
- Feed tray capacity of up to 200 sheets;
- USB interface; and
- Capable of duplex scanning face.

Section II

Security Microfilm records into 35 mm, where applicable, following KDLA imaging guidelines, and deliver to KDLA as well as Crittenden County Clerk's Office.

- 195 Plats (1998-2012). Series L1329.
- 23 Mortgage Books (2007-12). Vital. Series L1344.

Section III

Create digital images, following KDLA imaging guidelines, for permanent storage and public access. Deliver images to KDLA and Crittenden County Clerk's Office on hard drive with USB interface.

- 28 Plats up to 24-inches by 36-inches (2021-2022). Series L1329.
- 1 Power of Attorney Book (1948-73). Vital. Series L1338.
- 5 Record of Board of Election Commissioners Books (1898-2020). Series L1384.

Section IV

Index digital images for permanent storage and public access.

- 28 Plats (2021-2022) with indexing for document type, book type, description, grantor, grantee, date, book number and page number. Series L1329.
- 1 Power of Attorney Book (1948-73) with indexing for document type, book type, description, grantor, grantee, date, book number and page number. Vital. Series L1338.
- 5 Record of Board of Election Commissioners Books (1898-2020) with indexing for date, document type, description, book number and page number. Series L1384.

Section V

Acquire two FireKing fireproof, four-drawer lateral filing cabinets to store permanent records not currently retained in fireproof storage. The cabinets should fit the following parameters:

- Fit within a 45-inch wide by 24-inch depth by 54-inch height area.
- Have a lifetime warranty;
- Have 1-hour fire and impact rating;
- Accommodate legal-size hanging files;
- Have environmentally friendly scratch resistant powder coating;
- Be parchment in color;
- Offer UL listed high security lock;
- Be insulated between all drawers; and
- Have free replacement guarantee.

The following record series will be secured in the cabinet:

- Wills, original/unbound (1978-2022). Series L1314.
- Estate Settlements File, unbound/post-1869 (1962-1977). Series L5049.
- Official County and Record of Election Totals (1972-present). Vital. Series L1405.
- Certificates of Election (2020-present). Series L1406.
- Certificate of Nomination (2020-present). Series L1423.
- Election Petitions (1998-present). Series L1424.

Sealed bids must be returned by mail or in person by the time of bid opening at 9 a.m. on Sept. 7, 2023. Bids must include all costs, including shipping, handling and delivery charges, if applicable. Bids may be sent to:

Daryl K. Tabor
Crittenden County Clerk
200 Industrial Dr., Ste. B
Marion, KY 42064





KENTUCKY DEPARTMENT OF AGRICULTURE
 Kentucky farmers donated \$735,815.88 to the Ag Tag Program for 2023. The voluntary donations are divided equally among Kentucky 4-H, Kentucky FFA, and the Kentucky Department of Agriculture (KDA). This year each group received \$245,271.96. Pictured second from left is Crittenden County High School senior Kallyn Stokes, state 4-H reporter. Also pictured is Commissioner of Agriculture Dr. Ryan Quarles (right) making one of the Ag Tag donation last week at the Kentucky State Fair.

Library lending fishing poles in addition to books

Crittenden County Public Library soon will be lending more than books.

Beginning in September, the library will loan out fishing poles compliments of a program hosted by Kentucky Department of Fish and Wildlife Resources.

As a Loaner Pole location, Marion's library will have 10 fishing poles available for checkout by library cardholders.

The program will kick off Friday, Sept. 8. Crittenden County programming librarians have been educated about fishing practices as well as various resources available for Kentucky fishermen.

A recent class offered in Paducah addressed the topics of fishing pole and equipment selection, artificial and live bait selection, knot tying and pole assembly, casting techniques and more. Participants, including a Crittenden County Public

Library employee, also learned about the Loaner Pole program, which gives regional agencies such as public libraries and Extension offices the opportunity to house and loan out gear.

The program is part of the Kentucky's Fishing in Neighborhoods (FIN) Lakes project. There are 45 FIN locations statewide, including Lake George in Marion, which currently is closed to recreational activities.

"It is the library's hope that providing free access to fishing poles will remove a cost barrier from this natural resource and allow more Crittenden County residents access to quality fishing opportunities close to home," said Leah Chumler, Crittenden County Public Library director.

Youth ages 15 and younger are not required to possess a fishing license. Everyone age 16 and older must possess a statewide fishing license.

Livingston sets tax rate, announces grants

Livingston County Board of Education on Monday, Aug. 14 received updates on a number of school initiatives including the summer feeding program which successfully served over 52,000 meals from the end of May through July.

Director of Pupil Personnel Amy Ramage reported that Cardinal Kickoff had more than 750 participants who received school supplies thanks to the generosity of community businesses.

Each Livingston County school had successful Back-to-School nights, and South Livingston held a successful Boo-Hoo Yahoo Breakfast for parents of kindergarten students. North Livingston Elementary, under the leadership of Principal Kenley Ringstaff, reported the addition of teachers Katelyn Wright and Tabby Padon. LCMS had a great turnout with its Back-to-School Shin Dig. Its summer engagement program was a hit and included 12 outings with more than 150 students participating. LCHS welcomes new English teachers Michael Godbey and Tori Benard, and administrators are excited about renovations over the summer, especially in the gym.

Superintendent Dr. David Meinschein provided a summary of his testimony before the Kentucky State Senate to advocate for higher starting salaries for teachers.

Meinschein announced receipt of a USDA Rural School Grant in the amount of \$97,000. The majority of this grant will be used to replace serving lines at both elementary schools. A \$25,000 portion of the grant is earmarked for a Garden to School program that will

work with the agriculture department at Livingston Central to provide fresh vegetables for food service.

PPGW representative and architect Paul King provided an update on the Career and Technical Education wing renovation at Livingston Central, which will include interior and exterior work. The board subsequently approved a BG-3 for the project. Meinschein reported receipt of a rural healthcare grant that will allow the district to share the services of a physician with other school districts. The board voted to

set its tax rate at 45.4 cents per \$100 assessed value on real estate. The 2022 rate was 44.4 cents. The board left its personal property tax unchanged at 45.2 cents per \$100 assessed value for motor vehicles and watercraft.

The board meeting ended with the approval of Dr. Meinschein's evaluation disclosed in July. The board gave Dr. Meinschein "exemplary" ratings in all seven leadership standards.

The next board meeting will be at 6 p.m., Monday, Sept. 11, in the Livingston Central High School library.



Health and Wellness Fair

At the Crittenden County Public Library

Visit the library for a morning of talks and demonstrations from local agencies and health and wellness professionals. Sign in at the door to win exciting door prizes!

Saturday, August 26th
 from 9 a.m. to 1 p.m.
 At the Library



Crittenden County Clerk RFP

Crittenden County Clerk's Office is attaching you to a sealed bid on a Kentucky Department for Libraries and Archives (KDLA) grant proposal to digitize more than two dozen flat and six ledger-size record books; retrofit 155 Pats and 23 legal-size Mortgage books; acquire a desktop scanner to back-scan records to digital format; and obtain fire-resistant vertical filing cabinets for permanent records located in the county clerk's office in Marion, Ky. The effort will cost preservation of vital records, as well as make them more accessible to the public.

If you are interested, below you will find the details of our proposed project. Please carefully review the information prior to submitting your bid proposal.

This project has five sections, each of which could/may be awarded to a different vendor. Therefore, bid on each section of interest, and if not interested, please submit a No Bid for that section(s).

- Section I**
 Acquire desktop scanner to allow staff to back scan in-house and digitize various legal-size record books (1974 to present) for permanent storage and public access.
 The specifications for the scanner are as follows:
 • Resolution capability of 300 dpi or larger;
 • Ability to save files as PDF, TIF and PNG in minimum;
 • Capable of batch-scanning up to 8 1/2 by 15 paper;
 • Compatible with Windows environment;
 • Automatic image correction;
 • Automatic feed of up to 47 lb. paper stock;
 • Feed tray capacity of up to 200 sheets;
 • USB interface; and
 • Capable of duplex scanning face.
- Section II**
 Acquire Microfilm records into 35 mm, where applicable, following KDLA imaging guidelines, and deliver to KDLA as well as Crittenden County Clerk's Office.
 • 199 Pats (1998-2017), Series 11329
 • 73 Mortgage Books (2007-12) Vital Series 11344
- Section III**
 Create digital images, following KDLA imaging guidelines, for permanent storage and public access. Deliver images to KDLA and Crittenden County Clerk's Office on a hard drive with the following:
 • 28 Pats up to 24-by-36 inches (2021-22), Series 11329
 • 1 Power of Attorney Book (1948-73) Series 11338
 • 5 Record of Board of Election Commissioners Books (1958-2020) with indexing for date, document type, description, book number and page number. Series 11384
- Section IV**
 Index digital images for permanent storage and public access:
 • 28 Pats (2021-22) with indexing for document type, book type, description, grantor, grantee, date, book number and page number. Series 11329
 • 1 Power of Attorney Book (1948-73) with indexing for document type, book type, description, grantor, grantee, date, book number and page number. Vital Series 11338
 • 5 Record of Board of Election Commissioners Books (1958-2020) with indexing for date, document type, description, book number and page number. Series 11384
- Section V**
 Acquire two fire-rated fireproof, four-drawer lateral filing cabinets to store permanent records not currently retained in fireproof storage. The cabinets should fit the following parameters:
 • Fit within a 45-inch wide by 24-inch depth by 54-inch height area.
 • Have a lifetime warranty;
 • Have 3-hour fire and insect rating;
 • Accommodate legal-size hanging files;
 • Have scratch-resistant, powder coating;
 • Be permanent in color;
 • Offer UL listed high security lock;
 • Be installed between all drawers; and
 • Have free replacement guarantee.
 The following record series will be stored in the cabinets:
 • Wills, original/unbound (1978-2022), Series 11314
 • Estate Settlements Fire, unbound/post-1869 (1962-77) Series 15049.
 • Official County and Record of Election Totals (1972-present), Vital Series 11405.
 • Certificates of Election (2020-present), Series 11406
 • Certificate of Nomination (2010-present), Series 11423
 • Election Petitions (1998-present), Series 11424

Sealed bids must be returned by mail or in person by the time of bid opening at 9 a.m. on Sept. 7, 2023. Bids must include all costs, including shipping, handling and delivery charges, if applicable. Bids may be sent to:

Daryl E. Tabor
 Crittenden County Clerk
 200 Industrial Dr., Ste. B
 Marion, KY 42064

Horsin' Around for Wishes

Fun Mule & Horse Show
 Benefiting Make-A-Wish Western Kentucky Region

Saturday, September 23, 2023
 Hancock County Fairgrounds
 Fun Begins at 10 a.m. Show Starts at 1 p.m.

Food, Vendors, Prizes, Fun Show and More!

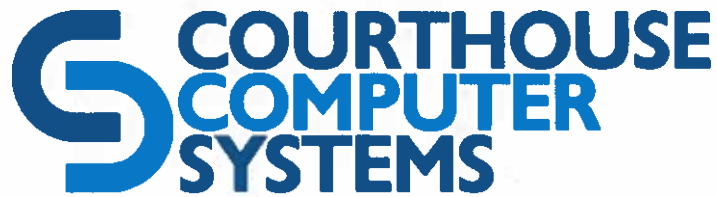
Class entry fees will be \$2. Partner Classes \$3 or \$25 to be entered to run the entire event.
 Negative Coggins and Health Papers required.

CLASSES:	
1. Lead Line	9. 16 and Under Poles
2. Cahn Walk	10. Adult Poles
3. Pinto Race	11. Chug A Lug Race
4. Panty Hove Race	12. Dolly Parton Race
5. 16 & Under Dizzy Bat	13. 16 & Under Barrel
6. Adult Dizzy Bat	14. Adult Barrel
7. Monkey on a Barrel	15. Arena Race
8. Kick Boot Scramble	

Camping Options Available!

For sponsorship, vendor, camping and volunteer information or to register for the event, contact
Jessica Wright at 270-363-4888

Not responsible for accidents, lost, stolen or damaged property.



1-855-COURT-IT • 1557 Winchester Avenue, Suite 203, Ashland, KY 41101
www.CourthouseComputerSystems.com

September 6, 2023

Daryl K. Tabor
County Clerk of Crittenden County
107 South Main Street Ste. 203
Marion, KY 42064

Dear Hon. Daryl Tabor,

Courthouse Computer Systems is pleased to have the opportunity to respond to your Invitation for Bid Proposal. We are excited about the possibility to provide your office with the highest quality digital images and most accurate index data. Our intention is to complete all scanning and indexing work in the 2023 RFP Attachment dated 8/22/2023.

Courthouse Computer Systems is dedicated to ensuring that our services are affordable to the counties that we serve. Please review the enclosed document that communicates our understanding of the project and commitment to providing the highest quality results.

If you have any questions about the proposal or would like to make any changes, please do not hesitate to contact me. I am excited about the opportunity to help Crittenden County both preserve its history and make its history more accessible to its citizenry.

Sincerely,

A handwritten signature in black ink that reads 'Charles A. Roederer, III'. The signature is written in a cursive style with a stylized 'R' at the end.

Charles A Roederer, III
President

UNDERSTANDING OF PROJECT OBJECTIVES

Courthouse Computer Systems is to scan and index the following plats and books: 28 Plats (2021-2022)

1 Power of Attorney Book (1948-1973) Vital

5 Record of Board of Election Commissioners Books (1898-2020)

Company Representative Joe Powers conducted an onsite assessment on 2/27/2023 of the source pages to be scanned, so we are acutely aware of the different sizes and condition of the source records.

PROJECT DETAILS

All pages will be scanned, individually quality assured, digitally enhanced, and rescanned where necessary. Courthouse Computer Systems utilizes custom developed tools that in many cases output a more readable image than the source document.

Images are digitally enhanced by lightening, darkening, adjusting contrast, reducing noise, and cropping to deliver the highest quality image possible. These techniques are particularly beneficial with older records. The final version of images is guaranteed to be of high quality.

Courthouse Computer Systems will perform all document scanning onsite. The original materials will always remain in the Crittenden County Clerk's office. Courthouse Computer Systems will setup its scanning equipment in the Customer's workplace. Quality assurance and image enhancement may occur onsite or offsite using the digital representation of the original materials.

All work will be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives stated in KAR 1:050.

PROJECT PRICING

Section 1: (Equipment) – No Bid

Section 2: (Microfilm) – No Bid

Section 3: (Images) Scan Listed Plats and Books **\$ 5,000.00**

28 Plats (2021-2022)

1 Power of Attorney Book (1948-1973) Vital

5 Record of Board of Election Commissioners Books (1898-2020)

Section 4: (Indexing) Index Listed Books **\$ 4,040.00**

28 Plats (2021-2022)

1 Power of Attorney Book (1948-1973) Vital

5 Record of Board of Election Commissioners Books (1898-2020)

Section 5: (Cabinets) – No Bid

Total: \$9,040.00



Honorable Daryl Tabor
Crittendon County Clerk
107 S Main St
Marion, KY 42064

September 5th, 2023

Dear Daryl,

Thank you for continuing to entrust Data Records Management Services with serving your office. Below is the requested proposal in response to your invitation for KDLA grant. Below are the Section 1 for a new desktop scanner, Section 2 Microfilming of mortgage books & plats, Section 3 scanning and indexing of plats, POA, as well as board of elections books. If you have any questions feel free to contact me in any way. Thank you again and God bless!

Trystan Gurrola
VP of Operations



Onsite Examination: 8/25/2023

Section 1: Desktop Scanner to allow staff to back scan various legal records such as L1315, L1753, L1369, L1340, 5138, and more volumes as time allows

- Resolution 300 DPI or larger
- Ability to save files as PDF, TIF, and JPG
- Capable of batch scanning up to 8.5 x 15 paper
- Compatible with Windows environment
- Automatic Image Correction
- Automatic feed of up to 42LB stock paper
- Feed tray capacity of up to 200 sheets
- USB interface
- Capable of duplex scanning face

Section 1 Total: \$6,981.00

Section 2: Microfilming 195 plats (1988-2012) (L1329), 23 Mortgage books (2007-2012) (L1344)

- DRMS will microfilm 195 plats (1988-2012) (L1329) on 1 roll of 35mm, 23 Mortgage books (2007-2012) (L1344) on 3 rolls of 215 per KDLA standards, QA, and Certify.

Section 2 Total: \$1,684.00

Section 3: Digitize 28 Plats (2021-2022) (L1329), 1 Power of Attorney (1948-1973 (L1338), and 5 Record of Board of Election Commissioner books (1898-2020) (L1384)

- Digitize 28 plats that will require special scanner and professional services. One power of attorney book oversized and approximately 400 images of a bound book. Five Election Record books with approximately 2500 images and majority of books bound.

Section 3 Total: \$7,864.00



Section 4: Index 28 Plats (2021-2022) (L1329), 1 Power of Attorney (1948-1973) (L1338), and 5 Record of Board of Election Commissioner books (1898-2020) (L1384)

- 28 Plats (2021-2022) with indexing for document type, book type, description, grantor, grantee, date, book number and page number. Series L1329.
- 1 Power of Attorney Book (1948-73) with indexing for document type, book type, description, grantor, grantee, date, book number and page number. Vital. Series L1338.
- 5 Record of Board of Election Commissioners Books (1898-2020) with indexing for date, document type, description, book number and page number. Series L1384 indexing will be created utilizing NONE FOREIGN services and using in state personal. Indexing will be created per required specifications QA & Certified.

Section 4 Total: \$3,300.00

Section 5: NO BID

Total for all Sections: \$19,829.00



General Conditions:

Data Records Management Services will take all necessary actions to ensure that all images are captured in a quality that closely resembles the original. This office will have 90 days after receipt of the archived documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, Data Records Management Services will re-scan the affected documents at no charge to the customer. If no inadequacies are discovered during that 90-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Quality of any scanning services will include the following unless specified otherwise:

- Advanced Image Enhancement
- Blank page drop out
- De-skewing
- 300 X 300 DPI Bi tonal
- De-speckling
- Tiff Images

Acceptance:

Your signature of acceptance constitutes our entire agreement.

Crittendon County Clerk
Daryl Tabor

Date

Bryan, Nicole V (ELC)

From: Halbmaier, Rebecca L (ELC)
Sent: Tuesday, October 31, 2023 11:05 AM
To: KDLA LRB Application; Tabor, Daryl (Crittenden County Clerk)
Cc: Bryan, Nicole V (ELC)
Subject: FW: Fixed bid (Crittenden Co Clerk)
Attachments: Crittendon County KDLA 9-5-23 - Copy.pdf

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Thank you for the information – it will be incorporated into the resubmission materials.

Rebecca Halbmaier
West KY Regional Administrator
KDLA Local Records Branch
Cell: 270.991.5195

From: Tabor, Daryl (Crittenden County Clerk) <daryl.tabor@ky.gov>
Sent: Tuesday, October 31, 2023 8:39 AM
To: Halbmaier, Rebecca L (ELC) <rebecca.halbmaier@ky.gov>
Subject: FW: Fixed bid

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Attached is a forward of the bid from DRMS.

Daryl K. Tabor
Crittenden County Clerk
200 Industrial Dr., Ste. B
Marion, KY 42064
Phone 270.965.3403
Fax 270.965.3447

From: Gurrola, Trystan <Trystan.Gurrola@drmsusa.com>
Sent: Tuesday, October 24, 2023 11:08 AM
To: Tabor, Daryl (Crittenden County Clerk) <daryl.tabor@ky.gov>
Subject: Fixed bid

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

This Message Originated from Outside the Organization

This Message Is From an External Sender.

Report Suspicious

Sorry for the delay, attached is the fixed bud you requested per Becca's notes. Also do we need to change the inspection dates and submission dates?

Trystan Gurrola

VP of Operations

Data Records Management Services, LLC

Phone (270)443-1610

Cell (812)557-2760



The information contained herein, including any attachments, is proprietary and confidential and is intended for the exclusive use of the addressee. It also may contain privileged information and/or personal information subject to privacy legislation. The authorized addressee of this information, by its retention and use, agrees to protect the information contained herein from loss, theft, or compromise with at least the same care it employs to protect its own confidential information. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and destroy all copies.



Office Technology Specialist

Proposal for Equipment and Services

800-858-0492 www.hdhappy.com 270-247-5912
 1393 State Route 45 North Mayfield, KY 42066

For Crittenden Co Clerk
 Attn: Daryl K Tabor
 Address: 107 Main Street
 Marion, KY 42064

Date: 8/28/2023
 Prices quoted hereon are firm
 for 30 days from above date.
 Phone:

Quantity	Description	Unit Price	Total
2 ea	Fire King 4-4422CPA 4 Drawer Lateral File	\$7045.00	\$14,090.00
	Purchases paid for with a charge card will incur a 3% processing fee.		

Upon delivery, all Toshiba MFP Equipment installations will include time necessary to work with the customer's IT Representative attaching the equipment to a maximum of two workstations on their network in accordance with the information provided on the Network Site Survey. Up to one hour of instruction on the equipment will be allowed if needed.
 Additional time required at the customer location will be invoiced at the standard service rate

Sales Tax
 Total

Anticipated Delivery After Receipt of Order _____
 ___ Quote includes transportation
 ___ Plus transportation
 By _____

For your convenience this quotation becomes an order when authorized within the firm quotation period.
 Quotation Accepted by _____
Authorized Agent
 Title _____
 Purchase Order Number _____ Date: _____



Safetyfile LLC
 480 W 78TH Street Suite 114
 Chanhasen, MN 55317

800-700-8025 | sales@safetyfile.com

Sales Quote

Date	Quote#
9/6/2023	0906232

Customer

Crittenden County Clerk
 Daryl K. Tabor
 200 Industrial Dr.. Ste. B.
 Marion, KY 42

Lead time to Ship	Terms	Quote Expires ...	Ref.	Rep
1-7 working days	Net 30	12/31/2023	Section V	Rick

Qty	Item	Discription	Color	Cost	Total
2	4-4422-C	FireKing UL Class 350 4 Drawer Lateral 44" file	Parchment {PA}	5,614.42	11,228.84
1	Dock to Dock	Dock USA Freight {Included in unit cost}		0.00	0.00
2	IDI	IDI - inside delivery and installation service Delivery price includes un-carton, set in place, removal of debris. 1st floor and/or elevator, no more than 3 stairs and delivered during normal business hours of 8 am -5 pm local time.		395.00	790.00

Terms: Visa, MC, Disc., Amex, or net 30 FOB ORIGIN {credit approval required}. Customer is responsible for any Re-consignment or delivery changes. Any changes to the delivery once the product has shipped will be subject to re-consignment charges calculated by the individual carrier(s)
PLEASE DOUBLE CHECK YOUR DELIVERY TYPE, ADDRESS AND READINESS TO ACCEPT.

Returns are subject to return freight charges and a 20% restocking fee. Built to order and custom units are not returnable

I accept the terms and conditions of this quotation.

Signed: _____

Name: _____ Title: _____

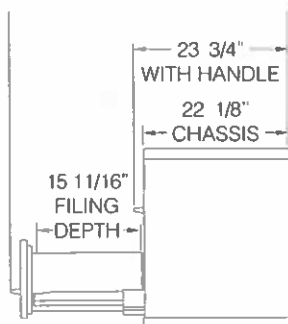
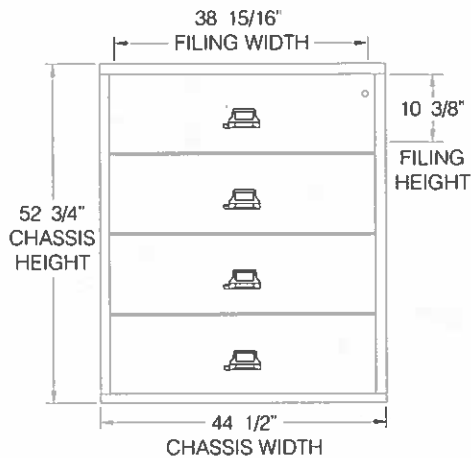
Subtotal	\$12,018.84
Sales Tax (0....)	\$0.00
Total	\$12,018.84

FireKing 4-4422-C

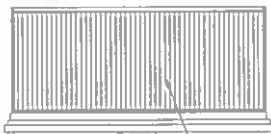
4 drawer 44 Inch Width Lateral File

SPECIFICATIONS

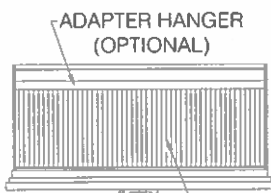
MODEL 4-4422-C:
1019 lbs (avg. ship wt.)



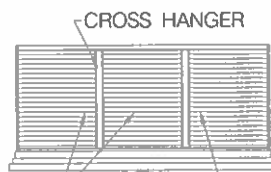
Filing Arrangements:



LEGAL FILING
SIDE TO SIDE



LETTER FILING
SIDE TO SIDE



LETTER FILING
FRONT TO BACK IN 3 ROWS

FIRE RESISTANT INSULATION is 100% gypsum, reinforced by a 1" by 2" lattice made of 14-gauge galvanized welded steel wire, providing complete peace of mind from fire, impact, or explosion.

FIELD REPLACEABLE STEEL PANELS can easily be replaced in the event that any panel is damaged. **FINISH** is an environmentally-friendly electrostatic powder coating applied to all sides, including bottom. The finish is scratch-resistant, providing a lifetime quality appearance. Standard colors available include: arctic white, ivory white, parchment, tan, taupe, brown, black, sand, champagne, platinum, and pewter.

DRAWER BODIES are built with high sides for use with hanging folders – no additional frames are needed. Each file includes 2 cross hangers per drawer.

DRAWER SUSPENSIONS are maintenance free.

DRAWER LOCKS are UL-listed Medeco high-security key locks.

DRAWER PULLS are surface mounted to allow for extra insulation inside the drawer heads.

INSULATION BETWEEN ALL DRAWERS makes each drawer a separate insulated container.

WATER RESISTANCE means files are designed to prevent water damage resulting from sprinklers and fire hoses.

INTERLOCKS prevent more than one drawer from opening at the same time to protect users from accidental tipping.

DRAWER HEADS are formed of welded steel and filled with fire resistant insulation, and are field replaceable.

UNDERWRITERS LABORATORIES' (UL) FIRE & IMPACT RATING. These models carry the 1-Hour Class 350 Fire with Impact UL label. Tests include 1 hour exterior fire exposure at 1700°F, a 2000°F explosion test, and a 30 foot drop to test integrity.

ETL 30 MINUTE FIRE Verified to protect hard drives, CD's, DVD's and thumbdrives.

OPTIONAL UPGRADES are available to enhance your file's appearance or functionality. Upgrades available include custom color finishes, standard lock options, casters, and interior options such as adapter hangers, document inserts, trays, cross hangers, and inner drawers.

FIREKING'S LIMITED LIFETIME WARRANTY on all mechanical or operable parts. Associated labor costs will be paid by FireKing for two years from the date of purchase (with authorization in advance).

If your FireKing file sustains any damage while protecting documents from a fire, FireKing will replace the file free of charge and ship it freight collect to original owner. For more details visit www.fireking.com.

FireKing®



SafetyFile
800.700.8025 / 952.908.3160
www.safetyfile.com
sales@safetyfile.com



Safetyfile LLC
 480 W 78TH Street Suite 114
 Chanhassen, MN 55317

800-700-8025 | sales@safetyfile.com

Sales Quote

Date	Quote#
9/6/2023	0906231

Customer

Crittenden County Clerk
 Daryl K. Tabor
 200 Industrial Dr., Ste. B.
 Marion, KY 42

Lead time to Ship	Terms	Quote Expires ...	Ref.	Rep	
1-7 working days	Net 30	12/31/2023	Section V	Rick	
Qty	Item	Discription	Color	Cost	Total
2	4-4422-C	FireKing UL Class 350 4 Drawer Lateral 44" file	Parchment (PA)	5,614.42	11,228.84
1	Dock to Dock	Dock USA Freight (Included in unit cost)		0.00	0.00

Terms: Visa, MC, Disc., Amex, or net 30 FOB ORIGIN (credit approval required). Customer is responsible for any Re-consignment or delivery changes. Any changes to the delivery once the product has shipped will be subject to re-consignment charges calculated by the individual carrier(s)

PLEASE DOUBLE CHECK YOUR DELIVERY TYPE, ADDRESS AND READINESS TO ACCEPT.

Returns are subject to return freight charges and a 20% restocking fee. Built to order and custom units are not returnable

I accept the terms and conditions of this quotation.

Signed: _____

Name: _____ Title: _____

Subtotal	\$11,228.84
Sales Tax (0....)	\$0.00
Total	\$11,228.84



1-800-295-5510
 uline.com
 customer.service@uline.com

**PRICING
 REQUEST**

REQUEST # 5381360

Thank you for your interest in Uline!

PROVIDED TO: CRITTENDEN COUNTY CLERK
 200 INDUSTRIAL DR STE B
 MARION KY 42064-1917

SHIP TO: CRITTENDEN COUNTY CLERK
 200 INDUSTRIAL DR STE B
 MARION KY 42064-1917

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
19930801			XPO LOGISTICS	08/28/23	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
2	EA	H-8190BL	LATERAL FIRE-RESISTANT FILE CABINET - 4 DRAWER, 44 X 22 X 53", BLACK	5,310.00	10,620.00

SUB-TOTAL 10,620.00	SALES TAX 666.69	SHIPPING/HANDLING 491.57	TOTAL 11,778.26
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NOTE:

DELIVERY TIME 2 BUSINESS DAYS VIA XPO LOGISTICS.
 ATTENTION: DARYL K TABOR
 CHECK SIZE ON THE WEBSITE, THIS WOULD BE CLOSEST SIZE FIREKING FILE CABINET, IF YOU NEED A DIFFERENT SIZE FEEL FREE TO PUT YOUR REQUEST THROUGH THE NON STOCK QUOTE TAB ON THE WEBSITE.

Tabor, Daryl (Crittenden County Clerk)

From: Mike Redman <mredman@cottsystems.com>
Sent: Wednesday, September 6, 2023 10:05 AM
To: Tabor, Daryl (Crittenden County Clerk)
Subject: RE: REQUEST FOR BID PROPOSAL

This Message Originated from Outside the Organization

This Message Is From an External Sender.

Report Suspicious

Hello Daryl,

Cott Systems is a "No Bid" on this RFP. Thank you for the opportunity and we'd like to be included the next time you have a project you'd like to received bids on. Please use my email going forward for Cott Systems mredman@cottsystems.com

Mike Redman | Account Executive

Cott Systems, Inc. | 2800 Corporate Exchange Dr., Ste.300 | Columbus, OH 43231

Phone: 317-600-1382

mredman@cottsystems.com | www.cottsystems.com

From: Eric Foreman <eforeman@cottsystems.com>
Sent: Wednesday, September 6, 2023 11:00 AM
To: Mike Redman <mredman@cottsystems.com>
Subject: Fwd: REQUEST FOR BID PROPOSAL

Fyi

From: Tabor, Daryl (Crittenden County Clerk) <daryl.tabor@ky.gov>
Sent: Wednesday, September 6, 2023 8:27:54 AM
To: ricks@safetyfile.com <ricks@safetyfile.com>; joe@courthousecomputersystems.com <joe@courthousecomputersystems.com>; mike.howser@avenuinsights.com <mike.howser@avenuinsights.com>; Aaron.greer@bisonline.com <Aaron.greer@bisonline.com>; DSloan@myios.com <DSloan@myios.com>; sshafer@cottsystems.com <sshafer@cottsystems.com>; Endicott@choice.net <Endicott@choice.net>; John.designore@ricoh-usa.com <John.designore@ricoh-usa.com>; afloyd@us-imaging.com <afloyd@us-imaging.com>; sbaird@smlc.us <sbaird@smlc.us>
Subject: REQUEST FOR BID PROPOSAL

Security alert: This message originated from outside Cott Systems. Use extreme caution in opening files or clicking links.

If you are receiving this for the third time, it is only because I have not heard back from you. If you are not interested in bidding, I would greatly appreciate a "No bid" response so that I may use that toward my grant request. The deadline is 9 a.m. CDT tomorrow.

Attached, please find an invitation for bid proposal and attachment with descriptions of the projects for which Crittenden County Clerk's Office is seeking a grant through Kentucky Department for Libraries and Archives. If you have questions, please contact me at this email

address or the phone number below. This is essentially the same grant request we made in the spring, which was rejected on multiple technicalities.

Thank you for your consideration.

Daryl K. Tabor

Crittenden County Clerk
200 Industrial Dr., Ste. B
Marion, KY 42064

Phone 270.965.3403
Fax 270.965.3447

This e-mail and any files transmitted with it may contain information that is confidential, proprietary, privileged, and/or otherwise legally exempt from disclosure. This e-mail is intended solely for the use of the individual to whom or entity to which it is addressed. If you are not the intended recipient of this e-mail, you are notified that disclosing, copying, distributing, or taking any action in reliance on information contained in this e-mail is strictly prohibited. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of Cott Systems, Inc. Cott Systems, Inc. is not liable for the content of this e-mail or for the consequences of any actions taken or inaction based on the content of this e-mail. Cott Systems, Inc. is not liable for any loss or damage arising from the use of this e-mail or its attachments or the transmission of this e-mail. If you have received this e-mail in error, please notify the sender immediately by reply e-mail, delete all copies of this e-mail and its attachments entirely from your system, and destroy all copies in your possession, custody, or control.

Tabor, Daryl (Crittenden County Clerk)

From: Endicott Microfilm <endicott@choice.net>
Sent: Wednesday, September 6, 2023 10:12 AM
To: Tabor, Daryl (Crittenden County Clerk)
Subject: FW: REQUEST FOR BID PROPOSAL

This Message Originated from Outside the Organization

You have not previously corresponded with this sender.

Report Suspicious

From: Endicott Microfilm [mailto:endicott@choice.net]
Sent: Tuesday, August 22, 2023 10:57 AM
To: 'Tabor, Daryl (Crittenden County Clerk)' <daryl.tabor@ky.gov>
Subject: RE: REQUEST FOR BID PROPOSAL

Hello Mr. Tabor

Endicott Microfilm offers film sales, processing and duplication. However we do not digitize or write images to film. As such, we are unable to offer a bid. We wish you success with your project!

Len Weber

From: Tabor, Daryl (Crittenden County Clerk) [mailto:daryl.tabor@ky.gov]
Sent: Monday, August 21, 2023 8:42 PM
Subject: REQUEST FOR BID PROPOSAL
Importance: High

Attached, please find an invitation for bid proposal and attachment with descriptions of the projects for which Crittenden County Clerk's Office is seeking a grant through Kentucky Department for Libraries and Archives. If you have questions, please contact me at this email address or the phone number below. Thank you for your consideration.

Daryl K. Tabor

Crittenden County Clerk
200 Industrial Dr., Ste. B
Marion, KY 42064

Phone 270.965.3403
Fax 270.965.3447

Tabor, Daryl (Crittenden County Clerk)

From: Guy Zeigler <gzeigler@smllc.us>
Sent: Wednesday, September 6, 2023 2:49 PM
To: Tabor, Daryl (Crittenden County Clerk)
Subject: Invitation to Bid

This Message Originated from Outside the Organization

This Message Is From an External Sender.

Report Suspicious

Dear Mr. Tabor,

Thank you for your recent Invitation to Bid for a KDLA Grant. At this time, Software Management LLC submits a "No Bid". I hope you have a successful project.

Sincerely,

Guy Zeigler
Software Management LLC

Bryan, Nicole V (ELC)

From: Halbmaier, Rebecca L (ELC)
Sent: Tuesday, October 31, 2023 1:06 PM
To: KDLA LRB Application
Subject: FW: CORRECTED CRITTENDEN GRANT APP
Attachments: 2023 KDLA Cycle 2 grant application CORREX.pdf

Importance: High

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

Rebecca Halbmaier
West KY Regional Administrator
KDLA Local Records Branch
Cell: 270.991.5195

From: Tabor, Daryl (Crittenden County Clerk) <daryl.tabor@ky.gov>
Sent: Sunday, October 29, 2023 12:42 PM
To: Halbmaier, Rebecca L (ELC) <rebecca.halbmaier@ky.gov>
Subject: CORRECTED CRITTENDEN GRANT APP
Importance: High

****CAUTION** PDF attachments may contain links to malicious sites. Please contact the COT Service Desk ServiceCorrespondence@ky.gov for any assistance.**

I have replaced page 3 and 28-31 to account for DRMS's corrected bid.

Daryl K. Tabor
Crittenden County Clerk
200 Industrial Dr., Ste. B
Marion, KY 42064
Phone 270.965.3403
Fax 270.965.3447



Crittenden County Clerk 2023 KDLA grant application



For Section I of this grant project, we plan to utilize the equipment to back-scan all undigitized legal-size books (red) dating back to 1974, when they were first utilized in Crittenden County Clerk's Office.



Crittenden County Clerk 2023 KDLA grant application



For Section II of this grant project, the first 195 entries in our plat cabinet would be security microfilmed along with 23 Mortgage books starting at No. 176 and Power of Attorney Book 6, bringing all three series up to the most recent date possible through KDLA grant funds for security microfilming.



Crittenden County Clerk 2023 KDLA grant application



For Sections III and IV of this grant project, Election Commissioners Records from 1898 to 2020 would be digitized and indexed for preservation and public access, whether in-house or through subscriptions to our online database of digital images. The oldest of these books has fragile, fold-out inserts of election results pasted and created accordion-style through decades of neglect. These sections also digitize our most recent 28 Plats and our lone Power of Attorney book not yet available in digital format.



Crittenden County Clerk 2023 KDLA grant application



For Section V of this grant project, we would use the two fire-resistant vertical filing cabinets to store 10 standard filing cabinet drawers of estate filings currently kept in unprotected cabinets. Also part of the plan is to store two drawers of loose, permanent election records, and if room is still available, more than 60 years of loose Sheriff's Settlement and Encumbrance records.

CRITTENDEN COUNTY CLERK
2023 KDLA GRANT APPLICATION
VENDOR RESPONSES

Avenu Insights & Analytics	<input type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
Business Information Systems	<input type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
COTT Systems Inc.	<input checked="" type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
Courthouse Computer Systems	<input type="checkbox"/> NO BID / <input checked="" type="checkbox"/> BID 9/6/2023	<input checked="" type="checkbox"/> VISIT 8/22/2023	<input type="checkbox"/> NO RESPONSE
Data Records Management Services	<input type="checkbox"/> NO BID / <input checked="" type="checkbox"/> BID 9/5/2023	<input checked="" type="checkbox"/> VISIT 9/5/2023	<input type="checkbox"/> NO RESPONSE
Endicott Microfilming	<input checked="" type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
Howard D. Happy Co. Inc.	<input type="checkbox"/> NO BID / <input checked="" type="checkbox"/> BID 8/28/2023	<input type="checkbox"/> VISIT N/A	<input type="checkbox"/> NO RESPONSE
Imaging Office Systems Inc.	<input type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
KoFile Technologies	<input type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
RICOH USA Inc.	<input type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE
SafetyFile LLC	<input type="checkbox"/> NO BID / <input checked="" type="checkbox"/> BID 9/6/2023	<input type="checkbox"/> VISIT N/A	<input type="checkbox"/> NO RESPONSE
Software Management Inc.	<input checked="" type="checkbox"/> NO BID / <input type="checkbox"/> BID	<input type="checkbox"/> VISIT	<input type="checkbox"/> NO RESPONSE
ULINE	<input type="checkbox"/> NO BID / <input checked="" type="checkbox"/> BID 8/28/2023	<input type="checkbox"/> VISIT N/A	<input type="checkbox"/> NO RESPONSE
U.S. Imaging	<input type="checkbox"/> NO BID / <input type="checkbox"/> BID 3/7/2023	<input type="checkbox"/> VISIT	<input checked="" type="checkbox"/> NO RESPONSE

CRITTENDEN COUNTY CLERK
2023 KDLA GRANT APPLICATION
VENDOR BIDS

SECTION I: DESKTOP SCANNER (1 UNIT)

COTT	BID AMOUNT	No Bid	NOTES
Courthouse Computer Systems	BID AMOUNT	No Bid	NOTES
DRMS	BID AMOUNT	\$6,981.00	NOTES:
SafetyFile	BID AMOUNT	No Bid	NOTES:
Software Management	BID AMOUNT	No Bid	NOTES

SECTION II: SECURITY MICROFILMING

COTT	BID AMOUNT	No Bid	NOTES
DRMS	BID AMOUNT	\$1,684.00	NOTES
Endicott Microfilming	BID AMOUNT	No Bid	NOTES
Software Management	BID AMOUNT	No Bid	NOTES

SECTION III: DIGITIZING

COTT	BID AMOUNT	No Bid	NOTES
Courthouse Computer Systems	BID AMOUNT	\$5,000.00	NOTES
DRMS	BID AMOUNT	\$7,864.00	NOTES
Software Management	BID AMOUNT	No Bid	NOTES

SECTION IV: INDEXING

COTT	BID AMOUNT	No Bid	NOTES
Courthouse Computer Systems	BID AMOUNT	\$4,040.00	NOTES
DRMS	BID AMOUNT	\$3,300.00	NOTES
Software Management	BID AMOUNT	No Bid	NOTES

SECTION V: FIRE-RESISTANT VERTICAL FILING CABINETS (2 UNITS)

Howard D. Happy Co.	BID AMOUNT	\$14,090.00	NOTES: Bid includes delivery and installation
SafetyFile	BID AMOUNT	\$12,018.84	NOTES: Bid \$11,778.26 to drop ship sans installation
ULINE	BID AMOUNT	\$11,778.26	NOTES: Bid includes \$666.69 in taxes