Kentucky Department for Libraries and Archives
Local Records Program

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LOCAL RECORDS PROGRAM

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

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

Part A: Contact Information

Applicant Name: Johnny M Collier

Applicant Title: Jessamine County Clerk

Office Address: 101 N Main St.

Nicholasville, KY 40356

Phone Number: 859-885-4161

Email Address: johnny.collier@ky.gov

Federal ID Number: 3 7 1 5 5 2 1 4 3

Part B: Project Summary

Total Funds Requested: $ 24085.05

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The proposed projects will provide security microfilm and/or digitize valuable permanent records created and retained by this office.

Section 1: The Office of the Jessamine County Clerk seeks to security microfilm a variety of deed books, mortgage books, will books, etc described in attachment A of this application. The books range from 2011-2019 and are in good condition. These books represent land transactions in the county and are significant to the development of the county. The volumes are stored in the clerk's office and accessed daily by

Section 1-continued

researchers, property title searchers, attorneys, etc.

The project will result in the creation of sixty (60) rolls of security microfilm which will be stored in KDLA's security vault. This microfilm will provide an extra level of security for the records and be at an off-site backup storage location.

We have selected Software Management LLC as the vendor to conduct the microfilming of these records. They will be filming from digital images. Once the filming is complete, the vendor will send all quality control approved work products to KDLA and provide copies to our office.

Section 2:

The Office of the Jessamine County Clerk seeks to security microfilm and digitize all plats dating from 1932-2008. There are approximately 3400 plats. The plats are in average condition. These plats represent land subdivision and surveys and are significant to the development of the county. The volumes are stored in the clerk's office and accessed daily by researchers, genealogists, historians, property title searchers, attorneys, etc.

The project will result in the creation of four (4) rolls of security microfilm which will be stored in KDLA's security vault. This microfilm will provide an extra level of security for the records and be at an off-site backup storage location.

We have selected Software Management LLC as the vendor to conduct the microfilming and digitization of these records. They will be filming and scanning records in our office over a period of time. Our staff will work with them to ensure that the records are handled appropriately and conforming to archival standards such as original order. Once the filming and scanning is complete, the vendor will send all quality control approved work products to KDLA and provide copies to our office. We will ensure that the digital scans are uploaded to the system.

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Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: Software Management LLC

Vendor Address: 2011 Cobalt Dr
Louisville, KY 40299

Vendor Phone and Email: 502-266-9445 gzeigler@smllc.us

Purpose: Security Microfilming [x] Digitization [ ] Conservation [ ] Codification [ ] Salary [ ] Equipment/Supplies [ ]
(Select all that apply)

Records	Date	Series	Cost
Example: Deed Books A-Z	*1799-1858*	*L1317*	*$6,255*
70 Deed Books 726-795	2015-2019	L1317	
155 Mortgage Books 1211-1365	2015-2019	L1344	
4 Will Books 25-28	2011-2018	L1315	
see attachment A for remainder section 1			$ 9339.38
Diazo Cost for 34 Copies			$ 850.00
Quality Control (Add 12.5% of the microfilming cost)			$ 1167.42
Total Cost			$ 11356.80

Section 2

Vendor Name: Software Management LLC

Vendor Address: 2011 Cobalt Dr
Louisville, KY 40299

Vendor Phone and Email: 502-266-9445 gzeigler@smllc.us

Purpose: Security Microfilming [x] Digitization [x] Conservation [ ] Codification [ ] Salary [ ] Equipment/Supplies [ ]
(Select all that apply)

Records	Date	Series	Cost
Example: Shelving	*N/A*	*N/A*	*$9,040*
plat cabinet 1-7 & 8-10	1932-2008	L1329	$11218.00
see attachment A for section 2			
Diazo Cost for 4 Copies			$ 108.00
Quality Control (Add 12.5% of the microfilming cost)			$ 1402.25
Total Cost			$ 12728.25

Please Attach Additional Sections, if needed.

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Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

Jessamine County is dedicated to making sure that all of our permanent land records are preserved and retained the best way possible. We are always looking for ways to improve by updating our equipment and software regularly, applying for preservation grants,attending conferences and meetings in regards to records preservation and retention.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes [x] No [ ]

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes [x] No [ ]

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Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

Security will be provided for several types of permanent records recorded, filed and retained by this office. This will enhance the use of records involved and by reducing use to paper documents, preservation needs will be reduced.

2. Did you consult with your Regional Administrator while completing this application? Yes [x] No [ ]

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

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

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

   Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes [x] No [ ]
   (grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

Kentucky Department for Libraries and Archives
Local Records Program

Part D: 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 by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

David K West
Authorized Local Government Official

Johnny M Collier
Official Custodian of Records

David K West Jessamine Co Judge Executive
Typed or Printed Name and Title

Johnny M Collier, Jessamine County Clerk
Typed or Printed Name and Title

4/9/19
Date

4/9/19
Date

Johnny M. Collier

Jessamine County Clerk

Courthouse, 101 N. Main Street
Nicholasville, Kentucky 40356

Phone (859) 885-4161
Fax (859) 885-5837

INVITATION FOR BID PROPOSAL

The Office of the Jessamine 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, or from offerers who use certified laboratories to process their microfilm.
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 created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. 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.
7. 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.
8. Offerers for services must make an on-site 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 on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. 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.
11. **Offerers must provide services or materials within the term of the grant following the beginning of the FY 2020 and subsequent availability of state funds.**
12. **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.**
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than 03/15/2019 to be considered.

Signature/Title	Printed Name	Date
Johnny M Collier CJC	Johnny M. Collier, CJC	02/12/2019

Attachment A

Security Microfilming

Section 1:

Security microfilm in 16 mm using polyester-based film, in comic mode according to blipping memo dated October 8, 1990 following:

70 Deed Books – 726 – 795, dating from 2015-2019, L1317;

155 Mortgage Books – 1211 – 1365, dating from 2015-2019, L1344;

1 General Index to Recorded Instruments dating from 2015 – 2018, L1321;

4 Will Books – 25 – 28, dating from 2011 – 2018; L1315;

2 Commissioner's Deed Book 24 – 25, dating from 2014 – 2019, L1326;

6 Record of Encumbrance Books – 76 – 81, dating from 2015 – 2018, L1344;

1 County Order Book – 35, dating from 2013 – 2016, L2577

[includes orders, appointments, misc items & etc];

12 Fiscal Court Order Books – 70 – 81, dating from 2015 – 2018, L1218

[actually minute books];

4 Marriage Books – 89 – 92, dating from 2015 – 2019, L1234;

Note to all vendors:

Include cost of Diazo copies for KDLA excluding Mortgage Books

Section 2:

Security microfilm in 35 mm using polyester-based film, in comic mode the following:

Plats:

Plat Cabinet 1-7, (24x36) approximately - 1400

Plat Cabinet 8 – 10, (18x24) – 1600

All plats dating from 1932 – 2008, L1329;

Total Approximately 3000

Vendor is responsible for exact count

Attachment A – continued

Note: Plats may NOT be filmed from the system but must be filmed from the original paper plat.

Please submit a NO Bid for any portion of non-interest

Contact Monica Sallee-Deputy Clerk

for any questions:

859-887-4821

Johnny M. Collier

Jessamine County Clerk

Courthouse, 101 N. Main Street
Nicholasville, Kentucky 40356

Phone (859) 885-4161
Fax (859) 885-5837

03/26/2019

Bid proposal requests were mailed to the following vendors on February 12, 2019

BIS
333 Industrial Park Rd
Piney Flats, TN 37686
Attn: Allen Greer

COTT Systems Inc
2800 Corporate Exchange Dr Ste 300
Columbus, OH 43231
Attn: Sheila Shafer

DRMS
1400 Husband Rd
Paducah, KY 42003
Attn: Trace Kirkwood

KOFILE
1286 Tidewater Dr
Milford, OH 45150

RICOH USA Inc
601 Holiday Dr
Pittsburgh, PA 15220
Attn: John Delsignore

SMI
2011 Cobalt Dr
Louisville, KY 40299

As of now we have received a bid from SMI, a no bid from DRMS, a no bid from BIS and a returned mailing addressed to KOFILE.

Thank You,

Monica Carpenter Sallee
Deputy Clerk

SOFTWARE MANAGEMENT LLC

JESSAMINE COUNTY CLERK'S OFFICE PROPOSAL TO CREATE 16MM & 35 MM MICROFILM FOR VARIOUS LAND RECORDS

This proposal includes the work product and consulting services of Software Management LLC/US Imaging. It may not be used or disclosed outside the Jessamine County Clerk's Office, and may not be duplicated, in whole or in part, for any purpose other than evaluation of this proposal. Disclosure of this proposal to persons outside of the Jessamine County Clerk's Office may result in billing for these services. This restriction does not limit the Jessamine County Clerk's Office right to use information contained herein if it is obtained from another source without restriction.

Software Management/US Imaging, Inc. is pleased to present this proposal to create Microfilm from Digital Images for Jessamine County. Our team will provide Jessamine County with the highest possible quality and accuracy. We thoroughly understand the Counties media, system and requirements.

SECTION I: CREATING 16MM MICROFILM FROM DIGITAL IMAGES

	Images	Film	Rolls
70 Deed Bks 726-795	68,250	100'	22
155 Mtg Bks 1211-1365	151,125	215'	26
4 Will Bks 25-28	3,000	100'	1
2 Commissioners Deed Bks 24-25	1,500	100'	1
6 Enc Bks 76-81	4,950	100'	2
1 County Ct Order 35	750	100'	1
12 Fiscal Ct Order 70 – 81	9,600	100'	3
4 Marriage Bks 89-92	3,200	100'	1
General Index Party 1 & 2	7,500	100'	3

Total Images for Section I – 249,875

151,125 images @ .035 per image	= $5,289.38
98,750 images @ .040 per image	= $3,950.00
34 rolls @ $25.00 per 16mm diazo duplicates	= $ 850.00
2 Shipments @$50.00 per Microfilm Shipment	= $ 100.00

Total Cost for Section I = $10,189.38

SECTION II: SCAN PLATS & CREATE 35MM MICROFILM FOR THE FOLLOWING:

Plat Cabinet 1-7 -1550 Plats
Plat Cabinet 8-10- . 1850 plats

Total Plats = 3,400

Scan 3400 Plats	@ 2.85 per plat	= $9,690.00
Microfilm Creation 3400 Plats	@ 0.42 per plat for 35mm 100 (4 rolls)	= $1,428.00
Diazo Copy (4 rolls)	@ $27.00 per roll	= $ 108.00
2 Shipments	@ $50.00 per	= $ 100.00

Total Cost for Section II = $11,326.00

Use or disclosure of data contained herein is restricted in accordance with the provisions contained on the title page of this document. Pricing valid for acceptance through April 31, 2019 based upon component availability.

Business Information Systems

March 13th, 2019

Jessamine County Clerk's Office
101 N Main St.
Nicholasville, KY 40356

To Whom It May Concern:

Thank you so much for the opportunity to bid on the microfilm generation and plat scanning/microfilm generation for the Kentucky Local Records Program grant. We appreciate your business and are pleased that you considered us for this important project. Unfortunately we are unable to submit a bid at the current time.

We are very interested in future business opportunities with your organization. Please keep us informed of future projects for which our business solutions are suited. Feel free to contact us should you have any questions or comments.

Kind Regards,

Jeremy Dulgar
Solutions Consultant
Business Information Systems
P: (423) 534-6929
E-mail: jeremy.dulgar@bisonline.com

DRMS

DATA RECORDS MANAGEMENT SERVICES

March 26, 2019

Hon. Johnny Collier, County Clerk
Jessamine County Clerk's Office
101 North Main Street
Nicholasville, KY 40356

Dear Mr. Collier:

I appreciate your office including DRMS, Inc., in the bidding process. We are unable to do this project at this time; therefore, DRMS submits a NO BID for this proposal.

I hope to stop by and visit you and your staff at some point.

Sincerely,

Trace Kirkwood, Marketing Mgr.
DRMS, Inc.
270-519-9293
Trace.kirkwood@drmsusa.com

1400 Husbands Road
PO Box 7256 Paducah KY. 42002-7256
270-443-1610

JOHNNY M. COLLIER
Jessamine County Clerk
101 N. Main Street
Nicholasville, KY 40356

LEXINGTON KY 403
12 FEB 2019 PM 2 T

NEOPOST
FIRST-CLASS MAIL
02/12/2019
US POSTAGE $000.50⁰

ZIP 40356
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RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

KOFILE
1286 TIDEWATER DR
MILFORD, OH 45150

BC: 40356127099 *1970-12237-12-42

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