



Kentucky Department for Libraries and Archives  
Local Records Program

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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](mailto: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:

City of Hawesville

Applicant Name:

Jake Powers

(Records Custodian/Officer)

Applicant Title:

City Administrator

Primary Point of Contact:

Jake Powers

Office Address:

395 Main Street

Hawesville, KY 42348

Phone Number:

270-927-8707

(Including area code)

Email Address:

[jpowers@hawesville.us](mailto:jpowers@hawesville.us)

Federal ID Number:

61-0606417

**Project Summary**

Total Funds Requested: \$ 10,492.99

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.

The city of Hawesville is requesting \$10,492.99 to purchase two fireproof filing cabinets that will protect records that are required to be permanently retained by the City. Not only will this grant allow for documents to be protected from fire but the cabinets that were chosen will be protected from water damage and other possible disasters.

- The documents that will be stored are:
- L4936 - Executive Orders - Permanent Retention
  - L4944 - Publication of Legal Notices - Permanent Retention
  - L4951 - Annual Reports from Departments, Agencies - Permanent Retention
  - L4959 - Policies and Procedures - Permanent Retention - Permanent Retention
  - L4994 - Funds Ledger - Permanent Retention
  - L4996 - Annual Audit - Permanent Retention
  - L5007 - Annual Approved Budget - Permanent Retention
  - L5797 - Payroll - Year End - Retain 70 years from date first employed, then destroy

The project was advertised for bids, but no bids were submitted. In accordance with KRS 45A, and Model Procurement Code, 3 quotes were solicited from vendors.



**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: Fire Proof Cabinets for Permanent File Storage

Vendor: Global Industrial

Vendor Contact: Lushan James

Vendor Address: 2505 Mill Center Parkway, Suite 100  
Buford, GA 30518

Vendor Phone and Email: (678) 969-6762 x 122762, ljames@globalindustrial.com

Records	Date	Series	Cost
(2) Fireking Fireproof 4 Drawer Lateral File Cabinet	9/8/23		10,492.99
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section I Cost</b>			<b>10,492.99</b>

**Section II**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section II Cost</b>			



**Kentucky Department for Libraries and Archives  
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**Section III**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section III Cost</b>			

**Section IV**

Purpose: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone and Email: \_\_\_\_\_

Records	Date	Series	Cost
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
<b>Total Section IV Cost</b>			

**\*\* Please Attach Additional Sections, if needed\*\***



**Kentucky Department for Libraries and Archives  
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Can these records be removed from the office during the project? Yes  No  N/A

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

Paper  Electronic Files  Microfilm  Microfiche  Aperture Cards  Plats

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.

The current records are located in cardboard storage boxes in City Hall, they are stored in their own room with a steel door that is always locked. The addition of the fireproof storage will allow for the city to provide long-term survival and accessibility of permanent retention records.

**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?

This project will allow for the city to safely organize the permanent records. The long-term goal is for the city to even further preserve all documents by converting them to a microfilm archive. Until that is possible, it is important to maintain a safe space for the records. Current storage of the documents is unorganized, therefore, the filing system will also increase efficiency.



## 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.

The city recently was visited by KDLA staff to advise how to properly follow the records retention schedule. As of now, the city has documents that date back as late as the 1990s. The city does separate inactive files from active files.

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 city of Hawesville follows the Open Records Act that allows the public access to public records retained by the city.

### Additional information/comments:

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

Yes, the city spoke to David Atha about the project.



## 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:

Handwritten signature of Robbie McCormick in black ink.

Local Government Authorized Official Signature

**Robbie McCormick, Mayor**

Printed Name and Title

**September 8, 2023**

Date

Handwritten signature of Jake Powers in black ink.

Official Custodian of Records

**Jake Powers, City Manager**

Printed Name and Title

**September 8, 2023**

Date

## INVITATION FOR BID PROPOSAL

The Office of the City of Hawesville 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 24C2 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 September 6<sup>th</sup>, 2023 to be considered.

Jake Powers  
Signature/Title

Jake Powers  
Printed Name

8/28/2023  
Date





City of Hawesville

Hawesville City Hall's office is seeking sealed bids for a grant proposal to appropriately store and protect in a fire-resistant cabinet several series of permanent and long-term paper records required to be held by Hawesville City Hall building located at 395 Main Street, Hawesville, KY 42348. This effort will ensure preservation of vital records by storing them in fireproof filing cabinets.

This project has one section, for equipment only.

SECTION 1

Acquire two FireKing fireproof, 4-Drawer lateral filing cabinets to store the following files which are not currently stored in any fireproof cabinets:

- L4936 – Executive Orders – Permanent Retention
- L4944 – Publication of Legal Notices – Permanent Retention
- L4951 – Annual Reports from Departments, Agencies – Permanent Retention
- L4959 – Policies and Procedures – Permanent Retention – Permanent Retention
- L4994 – Funds Ledger – Permanent Retention
- L4998 – Annual Audit – Permanent Retention
- L5007 – Annual Approved Budget – Permanent Retention
- L5797 – Payroll – Year End – Retain 70 years from date first employed, then destroy

The cabinets should fit the following parameters:

- Lifetime Warranty
- Fit within a 45-inch wide by 24-inch deep by 54-inch height area
- 1 hour fire and impact rating
- Accommodates letter and legal size hanging files
- Environmentally friendly scratch resistant powder coating
- Drawers with high sides for hanging file folders
- UL listed high security Medeco lock
- Insulation between all drawers
- Free replacement guarantee

Sealed bids must include all costs, including shipping, handling and delivery charges. Bids must be returned to Hawesville City Hall by mail or in person by the time of bid opening 4PM on September 6<sup>th</sup>, 2023. Bids may be sent to the City of Hawesville Mayor, City Clerk, Deputy Clerk, or City Administrator. Bid opening will be open to the public and held in the Hawesville City Hall building.

For additional information, contact Jake Powers at 270-927-8707.

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Advanced Filing Concepts

3761 Dunlap Street North  
Arden Hills, MN 55112

# Quotation

Date
9/7/2023

<b>Name / Address</b>
City of Hawesville Jake Powers 395 Main Street Hawesville, KY 42348

<b>Ship To</b>
City of Hawesville Jake Powers 395 Main Street Hawesville, KY 42348

<b>Quote No.</b>	<b>Terms</b>	<b>FOB</b>
3681	Credit Card	Origin

Item	Description	Qty	Rate	Total
4-4422-C	FireKing Lateral File Cabinet, 1-Hour Fire-rated, 4-Drawer, 44" Wide, 1019lbs. (Black)	2	5,850.00	11,700.00
Freight	Full Service Delivery, No-Stairs, Lift-Gate Required*	1	990.00	990.00
	*Photos/Doorway Dimensions Required Prior To Delivery			

<b>Subtotal</b>	\$12,690.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$12,690.00

<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>	<b>Web Site</b>
651-481-8827	651-481-8525	sales@fillng.com	www.fillng.com

  
**GovernmentFurniture2go.com**  
 An Everything2Go.com Company

QUOTE # QW250A02

250 E. Wisconsin Ave, # 1525 Milwaukee, WI 53202

Phone: 1.800.531.1354 Fax: 1.866.869.6338

[www.GovernmentFurniture2go.com](http://www.GovernmentFurniture2go.com)

GSA#: GS-28F-0004W

DUNS#: 61-848-8725



CAGE#: 4VSQ9

**Bill to Address:**

Jake Powers  
 City Of Hawesville  
 395 Main St  
 Hawesville, Kentucky, 42348  
 270 927 8707

**Ship to Address:**

Jake Powers  
 City Of Hawesville  
 395 Main St  
 Hawesville, Kentucky, 42348  
 270 927 8707

Image	Item #	QTY	Description	Note	Option	Lead Time	Sell Price	Extended Sell
	FEC69	2	4 Drawer Fireproof Lateral File		Black	1-2 Weeks	\$6,768.00	\$13,536.00
	NHA006	2	Delivery File & Safe (900-1050 lbs) White Glove		White Glove Delivery	1-2 Weeks	\$445.00	\$890.00

**Quoted By: Tina Willis, p: 1.800.531.1354 (215)**

**Date: 9/7/2023**

<b>Subtotal</b>	<b>\$14,426.00</b>
<b>Shipping</b>	<b>\$0.00</b>
<b>Tax</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$14,426.00</b>



2505 MILL CENTER PARKWAY  
 SUITE 100  
 BUFORD, GA 30518

## Sales Quote

Account #:7501035	Quote #:7125114	Quote Issued:09/08/2023
CITY OF HAWESVILLE	<a href="mailto:jpowers@hawesville.us">jpowers@hawesville.us</a>	*Pricing valid for 30 days from quote issue date. subject to change based on product availability and/or extraordinary market conditions
JAKE POWERS	Phone: (270) 927-8707	
395 MAIN ST	Fax:	
HAWESVILLE, Kentucky 42348		
<a href="#">CLICK HERE TO LOGIN AND PLACE THIS ORDER ONLINE.</a>		

Part#	Description	Shipping	Quantity	Price	Extended
240130PY	Fireking Fireproof 4 Drawer Lateral File Cabinet - Letter-Legal Size 37-1/2"W x 22"D x 53"H - Putty Country Of Origin:	TRUCK	2	\$5,049.00	\$10,098.00
<b>Item Total:</b>					<b>\$10,098.00</b>
<b>Shipping and Handling:</b>					<b>\$394.99</b>
<b>PLEASE BE SURE TO REVIEW OUR TERMS AND CONDITIONS</b>					<b>*Total: \$10,492.99</b>

<b>Notes</b>	Thank you for the opportunity to help with your needs. To place your order or for further assistance please contact me. <b>Name:</b> LUSHAN JAMES <b>Email:</b> <a href="mailto:ljames@globalindustrial.com">ljames@globalindustrial.com</a> <b>Phone:</b> (678) 969-6762 x122762 <b>Fax:</b>
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\*Applicable taxes and shipping charges will be added to invoice.

