

Kentucky Department for Libraries and Archives
Local Records Program

Logan County Grant Application

Logan County Fiscal Court
Logan County Clerk's Office and Archives

Stacy Watkins, Logan County Clerk
Denise Shoulders, President Genealogical Society
229 West Third Street & 278 West Fourth Street, Russellville, KY
270-726-6061 County Clerk's Office or 270-726-8179 Archives
stacy.watkins@ky.gov or logancokyarchives@gmail.com

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Logan County Clerk's Office & Archives Grant Application

Timeline:

7/11/23: Fiscal Court Meeting - Permission to post Invitation for Bid Proposals Packet

7/20/23: Published advertisement in local News-Democrat & Leader newspaper

Posted advertisement on Logan County Clerk's website

7/27/23: Sent 1st Bid Cover Letter and Invitation for Bid Proposal Packet to possible vendors

8/8/23: 1st Invitation for Bid Proposals end date

-Some sections did not receive 3 bids or bids received varied tremendously.

-Revised Section I - Bid Proposal 1 Storage - Filing Cabinets number from 60 to 30.

-Revised Section III - Bid Proposal 3 Equipment/Preservation - Digital Scanner to get bids on a similar product.

-Added Section V - Bid Proposal 5 Preservation Scan

-Added Section VI - Bid Proposal 6 Preservation Index

-Revised Bid Cover Letter and Invitation for Bid Proposal Packet.

-Sent 2nd Revised Bid Cover Letter and Invitation for Bid Proposal Packet to possible vendors

8/14/23: 2nd Invitation for Bid Proposals end date

-Some sections did not receive 3 bids or bids received varied tremendously.

-Revised Bid Cover Letter and Invitation for Bid Proposal Packet.

-Sent 3rd Revised Bid Cover Letter and Invitation for Bid Proposal Packet to possible vendors

9/6/23: 3rd Invitation for Bid Proposals end date

9/7/23: Submitted grant application



Kentucky Department for Libraries and Archives Local Records Program

Grant Application

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: Logan County Fiscal Court

Applicant Name: Stacy Watkins

Applicant Title: Logan County Clerk

Primary Point of Contact: Stacy Watkins or Denise Shoulders

Office Address: 229 West Third Street and 278 West Fourth Street, Russellville, KY 42276

Phone Number: 270-726-6061 County Clerk's Office or 270-726-8179 Archives

Email Address: stacy.watkins@ky.gov or logancokyarchives@gmail.com

Federal ID Number: 61-6000947

Project Summary

Total Funds Requested: \$138,352.73

Project Summary

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.

Project scope and expected results.

The Logan County Clerk's Office and Archives seek to strategically rearrange current records to maximize storage space, which will provide room for expansion, and ensure the preservation of records. Once completed, the Clerk's Office and Archives will have a more organized record management system which will provide faster retrieval of documents, space to store future records, and ensure the preservation of these historical documents through modernization.

Why the identified records are selected for preservation; and their historical significance and relevance to the community.

The Archives was created to house Logan County's historical documents to ensure easy, local access for residents and researchers. These documents provide historically significant information pertaining to the transition of the area from the Commonwealth of Virginia to the Commonwealth of Kentucky and the beginnings of Logan County. Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. Many records are unique, unpublished, original documents. The books and documents housed in the Clerk's Office and Archives tell the entire history of Logan County.

Identify key agency personnel and their role(s) in the project and the agency's contribution to the project.

The County Clerk's Office had the daunting task of keeping all Logan County records until the Archives' establishment in 1980. Now, the Clerk's Office and Archives work collaboratively to maintain past and current records. The Fiscal Court manages both buildings' maintenance, utilities, and taxes. The Clerk's Office has several full time clerk positions and within the last twenty years, a part time Archives clerk position has been added by the Court. The election of a new Judge Executive has revitalized the Court's involvement and commitment to the Archives and its future. Relying on membership dues, donations, and research billing, the Genealogical Society (501(c)(3) nonprofit) has historically purchased needed equipment and archival supplies for the Archives. Individual Society members have purchased computers and donated office furniture to show their support.

For the Archives storage project (Section 1 and Section II), numerous agencies will be involved. Denise Shoulders, Archives Clerk and Logan County Genealogical Society President, will lead the project, collaborating with Fiscal Court, the County Clerk's Office, Archive Clerks, Logan County Genealogical Society volunteers, and the Logan County Detention Center. The Logan County Fiscal Court has stated their project support and are willing to provide physical and monetary help. The County Clerk's Office has ensured the availability of a secure storage space for any records moved during the project. Archive Clerks and Genealogical Society volunteers are willing to give their time and energy for the reorganization of the Archives. The Logan County Genealogical Society has offered to purchase supplies needed for the installation of the roller shelf units. The Logan County Detention Center Inmate Work Program will provide assistance in moving the shelves and filing cabinets during the project. This combined group will essentially move every current shelf, roller unit, and filing cabinet (including the contents of each) to a more efficient location or to create space for the new equipment. A detailed plan of both floors (See 5 Supporting Documentation: Proposed Reorganized Physical Layout of Vault Area) has been created showing where each book, file, map, and box will be placed.

The more time consuming part of the Archives' project will then begin. Archive Clerks and the Logan

County Genealogical Society volunteers will further preserve records by moving documents that are currently bound, loose, folded, (unprocessed) and/or stored in Hollinger boxes to individual files and (Section IV) modernize the fragile documents. With the increase of space and organization, the Clerk's Office will be able to move resources to the Archives that fit into current groupings of records, historical records that there was previously no room for, and older modern records to make space for new and future documents at the Clerk's Office.

The Clerk's Office project will have an outside agency modernize more current records (Section V & Section VI). Scanning the requested books, then indexing them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

How the completion of this project will assist the agency's records management program.

Organization is key when using a records management system. When the Archives opened, an unforeseen difficulty arose when the massive volume of records arrived. No one imagined the number of books and documents that had been stored in the courthouse attic, the county road barn, closets of the Clerk's Office, citizen's homes, and other various locations. The original Genealogical Society group of thirteen attended specialized training at the Kentucky Library and Museum in Bowling Green, storage shelves and copy machines were donated, local individuals and industries donated funds, and this group became the champion for these records. For over 40 years, volunteers have worked thousands of hours to clean, press, file, index, box, and shelve Logan County's historic records - ensuring they were preserved, protected, and accessible. Work preserving the early records has continued, discovering additional lost or unknown historical records, as well as, adding newly acquired archived records from the Clerks' Office is still being carried out.

However, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. Titles of collected books and documents have been inventoried in notebooks, written on intake forms, or typed on computer hard drives but no overall Archives inventory exists. By having enough proper storage, all resources can be strategically reorganized and arranged thus a complete inventory can be taken. Since 2015, the Archive Indexing System (an indexing program written specifically for the Logan County Genealogical Society) has held the master name database of records indexed by volunteers. The process of creating the typed indexes is time consuming and volunteers are limited, so this database covers only a small part of the information located in the Archives. By modernizing records and applying OCR capabilities, records will be fully searchable. The completion of this project will transform the records management program: Archive and County Clerks will definitely know what books and records are available in each building; resources will be readily accessible by knowing their exact location; and a better use of Clerk's and visitor's time due to documents being modernized and searchable.

The Archives' modernization project allows 'catching up' to where the County Clerk's record management program begins. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk Offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. The Clerk's Office's project allows a continuation of incorporating new documents into the current record program.



Kentucky Department for Libraries and Archives
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Plan of Work

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

**Please note that there were originally four sections in the Invitation for Bid Proposal Packet: Bid, Summary, and Attachment. Section V and Section VI were added to the second and third Invitation for Bid Proposal Packets: Bid, Summary, and Attachment. (See 2 Invitation for Bid Proposal Packet: Cover Letter, Invitation for Bid Proposal, Bid Proposal Summary, & Bid Proposal Attachments.) The Bid Proposal Tabulation Sheets give an overview of businesses solicited and bids received. (See 4 Bids including Bid Proposal Tabulation Sheets.)

*Records listed on this grant application may be different from records listed on the Invitation for Bid Proposal Packet: Bid, Summary, and Attachment. In completing the grant process, Clerks searched shelves, cabinets, books, boxes, files, nooks, and crannies to find the needed information. (See 5 Supporting Documentation: Proposed Reorganized Physical Layout of Vault Area document which includes County Court cases transferred to care of Circuit Clerks in 1978.)

Section I

Bid Proposal 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents. The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting 30 filing cabinets.

Vendor: ULINE

Vendor Contact: Yuliya T.

Vendor Address: 12575 Uline Dr. Pleasant Prairie, WI 53158

Vendor Phone and Email: 1-800-295-5510 customer.service@uline.com

Records	Date	Series	Cost
10 boxes Loose Mortgages (unprocessed)	1879-1927	L1343	
Loose Deed Files (43 files [1 per book] plus 24 boxes unprocessed)	1792-1950	L1323	
6 boxes Loose Road Orders (unprocessed)	1906-1921	L1225	

40 boxes Loose Fiscal Court Records (unprocessed)	1914-1941	L1505	
1 box County Farm Records (unprocessed)	1900-1909	L1221	
16 boxes Loose County Treasurer Settlements (unprocessed)	1905-1940	L2628	
2 boxes Loose Lis Pendens (unprocessed)	1942-1949	L1350	
Unrecorded Records (396 files and counting)		L1314, L1323, L5046, L5047, L5048, L5049	
3 boxes Loose School Census (unprocessed)	1906-1923	L1526	
½ box Confederate Soldier Widow's Pension Applications (unprocessed)	1912-1938	L1510	
½ box Confederate Soldier Pension Applications (unprocessed)	1912-1933	L1510	
1 box Druggist Reports (unprocessed)	1924-1933	L1372	
2 boxes Coroner Inquest (unprocessed)	1900-1919, 1960-1979	L1513	\$480.00 unit price
104 boxes Guardian Settlements	1831-1903	L5048	Price for 30: \$14,400.00
Loose Wills (35 file cabinet drawers)	1792-1989	L1314	
Tax			\$914.31
Shipping/Handling/Freight/Delivery			\$838.53
Total Section I Cost			\$16,152.84

Section II

Bid Proposal 2

Purpose: Storage - Roller Shelf System

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. New roller shelves will not be full with the current Archives books, allowing for future additions. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs. The following record books are currently in a variety of locations within the Archives and the historic courthouse attic. To maximize the current space, provide room for expansion, and for safety, we are requesting a roller shelf system.

Vendor: Central Business Equipment - Patterson Pope

Vendor Contact: Glen Kalley

Vendor Address: 10200 Forest Green Blvd, Louisville, KY 40223

Vendor Phone and Email: (502) 338-6356 gkalley@pattersonpoppe.com

Records	Date	Series	Cost
58 Mortgage Books	1879-1939	L1344	
9 Land Entry Record Books	1792-1824	L1320	
1 Report of Commissioners' of Division of Land Book	1877-1930	L1328	
21 Surveyors & ProceSSIONERS Books	1796-1927	L1519	
1 District Court Deed Book	1799-1813	L1772	
2 Circuit Court Deed Books	1821-1840	L1772	
43 Deed Books A-42	1792-1868	L1317	
78 Tax Assessment Books	1985-2010	L1433	
2 Sheriff's Bond Books	1878-1977	L1371	
2 Constables Bond Books	1865-1918	L1371	
1 Tavern Keeper's Bond Book	1866-1886	L1372	
1 Coffee House Bond Book	1866-1886	L1372	
2 Public Official Bond Books	1865-1977	L1371	
93 County Court Order Books & Indexes	1792-1978	L1503	
2 Medical Register Books	1893-1985	L1507	
1 Militia Roll Book	1874-1876	L1438	
2 Registers of Candidates Books	1898-1968	L1421	
5 School Census Books	1894-1906	L1526	
1 Annual Settlement School Book	1884	L1527	
1 Superintendent of Common Schools Bond Book	1903-1906	L1371	
10 Fiscal Court Order Books	1792-1846	L1218	
8 Justice of the Peace and Notary Public Bond Books	1877-1973	L1371 & L1373	
5 Minister's Bond Books	1877-1996	L1372	
2 Ministers Return of Marriages Books	1818-1858	L1372	

1 Freedman's Declarations of Marriage Book	1866	L1247	\$39,913.00
15 Marriage Books (Black)	1866-1918	L1234	
151 Loose Marriage Records and Parental Consents (unprocessed)	1872-1891, 1906-1977	L1238 & L1239	
Installation/Installation Supplies			\$7,526.00
Shipping/Handling/Freight/Delivery			\$4,201.00
Total Section II Cost			\$51,640.00

****Section III**

Bid Proposal 3

Purpose: Equipment/Preservation - Humidity Control

Section III has been removed from this grant application. The Bid Proposal 3 - Section 3; Purpose: Equipment/Preservation - Humidity Control has been omitted from the grant application but will still be seen in the included bid responses. In reviewing the bids submitted and advice given during site visits, it was decided that the equipment requested would not be adequate. Further research is being completed for this area.

Section IV

Bid Proposal 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while the more modern documents are kept in the County Clerk's Office. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished original documents. These documents provide historically significant information pertaining to the transition of the area from Virginia to Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By modernizing, the Archives can preserve fragile documents, improve record management, and provide access to more information. The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting a digital scanner.

Vendor: Staples Contract & Commercial LLC

Vendor Contact: Heidi Jentz, Account Consultant

Vendor Address: 500 Staples Drive, Framingham, MA 01702

Vendor Phone and Email: (815) 980-8508 heidi.jentz@staples.com

Records	Date	Series	Cost
10 boxes Loose Mortgages (unprocessed)	1879-1927	L1343	
Loose Deed Files (43 files [1 per book] plus 24 boxes unprocessed)	1792-1950	L1323	
6 boxes Loose Road Orders (unprocessed)	1906-1921	L1225	

40 boxes Loose Fiscal Court Records (unprocessed)	1914-1941	L1505	
1 box County Farm Records (unprocessed)	1900-1909	L1221	
16 boxes Loose County Treasurer Settlements (unprocessed)	1905-1940	L2628	
2 boxes Loose Lis Pendens (unprocessed)	1942-1949	L1350	
Unrecorded Records (396 files and counting)		L1314, L1323, L5046, L5047, L5048, L5049	
3 boxes Loose School Census (unprocessed)	1906-1923	L1526	
½ box Confederate Soldier Widow's Pension Applications (unprocessed)	1912-1938	L1510	
½ box Confederate Soldier Pension Applications (unprocessed)	1912-1933	L1510	
1 box Druggist Reports (unprocessed)	1924-1933	L1372	
2 boxes Coroner Inquest (unprocessed)	1900-1919, 1960-1979	L1513	
104 boxes Guardian Settlements	1831-1903	L5048	
60+ boxes Final Settlements (unprocessed)	1792-1989	L5048 & L5049	
Inventory, Appraisalment & Sale Bill File (5 file cabinet drawers plus 2 boxes)	1835-1959	L5046 & L5047	
Loose Wills (35 file cabinet drawers)	1792-1989	L1314	
Loose Marriage Records and Parental Consents (151 files, unprocessed)	1872-1891, 1906-1977	L1238 & L1239	\$596.25 +\$37.64 pad
Maintenance/Service Agreement for 2 years			OPTIONAL \$62.79 3 year warranty
Shipping/Handling/Freight/Delivery			0
Total Section IV Cost			\$633.89

Section V

Bid Proposal 5

Purpose: Preservation - Scan

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management

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Revised 11/10/2021

between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents. The following original Deed Books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Vendor: Software Management, LLC

Vendor Contact: Jackie Arnold

Vendor Address: 2011 Cobalt Drive, Louisville, KY 40299

Vendor Phone and Email: (502) 708-7068 jarnold@smlc.us

Records	Date	Series	Cost
74 Deed Books #107-180	1922-1964	L1317	\$43,286.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			included
Total Section V Cost			\$43,286.00

Section VI

Bid Proposal 5

Purpose: Preservation - Index

To further assist with ongoing record management, after the same 74 Deed Books (Section IV) are scanned, the images must be indexed. The Clerk's Office uses CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk Offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information. The following original Deed Books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the scanned images from each.

Vendor: Software Management, LLC

Vendor Contact: Jackie Arnold

Vendor Address: 2011 Cobalt Drive, Louisville, KY 40299

Vendor Phone and Email: (502) 708-7068 jarnold@smlc.us

Records	Date	Series	Cost
74 Deed Books #107-180	1922-1964	L1317	\$26,640.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			included
Total Section VI Cost			\$26,640.00



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

The County Clerk's Office has ensured the availability of a secure storage space for any records moved at the Archives for Section I and Section II projects. However, it is the plan to move items as needed within the Archives as the project is being completed. No records will be removed from the Archives for Section IV project. The outside agency will complete Section V and Section VI projects at the Clerk's Office.

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

Paper Electronic **Files** Microfilm Microfiche Aperture Cards Plats Other: **Books**

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.

Where are project records located?

The project records are located at the Logan County Archives at 278 West 4th St., Russellville, Kentucky and the Logan County Clerk's Office at 229 W. 3rd St., Russellville, Kentucky.

How does your agency provide for the long-term survival and accessibility of agency records?

Currently, digital records and databases are backed up to multiple off-site servers as a proactive way to protect them permanently. The long-term survival of original records will be extended by maximizing storage space for preservation and to allow expansion, and modernizing to reduce the number of times the individual documents are handled and affected by contact.

Both buildings follow KDLA and KRS guidelines to ensure that permanent open records are accessible. The Archives is open Monday - Friday 9:00 to 4:30 and this year has added Saturday hours to better serve researchers from across the country. The Clerk's Office is open Monday - Friday 8:00 to 4:30. Patrons can visit, call, or email requests for information. Modernization will increase accessibility since records could be sent by electronic means. Inventories and indexes could also be added to websites.

Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision?

The Archives building is the historic 1874 Logan County Jail. The Fiscal Court renovated the building in 1980 when the Archives was created. The Genealogical Society has invested in the Archives building as well. Money was raised to restore the ten windows to keep the historical accuracy of the building by not purchasing modern replacement windows. There are two parts to the building: the house and the jail. All project records are kept in the two story jail (AKA vault). This section is constructed of stone and steel, making it a secure, fire resistant facility. The temperature is set at a constant 60° all year and dehumidifiers keep the relative humidity around 50%. The County Clerk's Office is a much more modern building. Project records are kept in secure, climate controlled rooms.

The potential for adequate storage space exists with the improved use of current space. Neither building can be added onto, so organization and improved storage options are a must for future document storage.

The properties have excellent 24-hour security due to being located by the Sheriff's Department and 911 Dispatch. Within each building, the record's supervision is the highest of priorities. Records can only be accessed one at a time to avoid mix-up. Delicate records are copied or placed in plastic covers before use. Copies are only made by Clerks and are never out of a Clerk's sight while used by the public.

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?

Project Outcomes

The Logan County Clerk's Office and Archives seek to strategically rearrange current records to maximize storage space, which will provide room for expansion, and ensure the preservation of records. Once completed, the Clerk's Office and Archives will have a more organized record management system which will provide faster retrieval of documents, space to store future records, and ensure the preservation of these historical documents through modernization.

Section I Storage - Filing Cabinets outcomes and significance

The Archives provides storage to over 80,000 books and files with an untold number of documents within them. While some of these records have already been meticulously preserved, labeled, and stored in archival files, others remain folded and bound from their original storage (unprocessed). Most loose documents are stored in Hollinger boxes whether in files or folded. Over the years, Clerks and Society volunteers have worked countless hours to organize and preserve these records. However, the use of Hollinger boxes has proven to not be space efficient. It is estimated that one filing cabinet drawer can hold the contents of seven Hollinger boxes. This project will allow these documents to be stored using half the floor space. Over time, documents will be removed from boxes, labeled, inventoried, and stored in archival files within the filing cabinets.

This project will advance record management with increased organization and access to records. Papers will be filed individually or by case within one file folder instead of several different papers within one box. Finding specific records will be easier and safer by selecting one file instead of rummaging through several documents within the box. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents. Using filing cabinets will increase the amount of floor space available.

Section II Storage - Roller Shelf System outcomes and significance

Currently, there is roller shelf storage for 408 books in the Archives. There are 444 additional books not ideally stored (ie. stacked on top of other books, on regular shelves, or inside/on top of filing cabinets). All existing, separate indexes for these books are stacked on a table. This project will allow for placing the record book with the corresponding index in the same space, putting both in better storage situations, and reducing the amount of handling that each experiences. The project will also substantially increase the total number of record books that can be stored in the area. When installed, the new roller shelves will not be full with the books currently in the Archives, allowing for future additions.

This project will advance record management by putting collections together, increasing the efficiency in retrieving information, and completing an accurate inventory. Placing the bound book and the book index together, rearranging the location of current books, and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. This new storage for the records and relocating existing storage will allow the Archives to accept more records as the County Clerk needs to archive newer records.

Section III Equipment/Preservation - Humidity Control outcomes and significance

Section III has been removed from this grant application. The Bid Proposal 3 - Section 3; Purpose: Equipment/Preservation - Humidity Control has been omitted from the grant application but will still be seen in the included bid responses. In reviewing the bids submitted and advice given during site visits, it was decided that the equipment requested would not be adequate. Further research is being completed for this area.

Section IV Equipment/Preservation - Digital Scanner outcomes and significance

While many of the court books have been microfilmed and then digitized in the past by KDLA, the corresponding packets have not. These packets contain numerous unique and unpublished original documents that hold invaluable information about Logan County and its citizens. It is crucial to modernize these records to preserve their fragile nature, especially considering that some date back to 1792. By digitizing these records, the Archives can create copies that can be referenced and searched, thus safeguarding the originals. Additionally, the application of OCR capabilities will enable comprehensive searches within the records. Moreover, modernizing the records will significantly enhance accessibility. Electronic means can be utilized to send these records, making them easily accessible to interested parties. Inventories and indexes can be added to websites, further facilitating efficient record management.

To ensure their permanent protection, the digitized records can be backed up on multiple off-site servers. It is worth noting that since its establishment in 1792, Logan County has been fortunate enough to avoid any disasters that could have jeopardized these records. This project will advance record management by ensuring permanent records remain permanent.

Section V & VI Preservation - Scan & Index outcomes and significance

Deed Books 107-180 are oversized, have sewn bindings, and are referenced frequently by visitors since they encompass part of the last 100 years in Logan County. To address these challenges and ensure the preservation of these invaluable documents, modernization needs to occur. By scanning and indexing these books into the current County Clerk record management system, these challenges will be mitigated. This approach will not only safeguard these records for future generations but also enhance the overall record management practices. Additionally, it will improve access to a wealth of information, benefiting researchers and professionals alike.



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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 Clerk's Office and Archives work collaboratively to maintain past and current Logan County records. However, the Clerk's Office takes the lead in deciding if records are kept or disposed of based on retention schedules. Weekly, the Clerk's Office spends several hours organizing, identifying, and separating records that are active or inactive, and labeling any for destruction. There is storage for active permanent records, separate storage for active records that are set to be destroyed, and lastly, separate bins for records that have already met their retention schedule and can be destroyed. As records are moved to bins to be destroyed, the certificate of destruction is completed and filed as a permanent record. Continual training for each staff member is offered for all areas of record management, including retention and destruction. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage.

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 Clerk's Office and Archives follow KDLA and KRS guidelines to ensure non-exempt permanent open records are accessible. Any person is allowed access to these records for noncommercial use. Stacy Watkins serves as the elected official custodian of all records stored in each building. Denise Shoulders serves as the Genealogical Society custodian of the Archives' records. Information can be found on the [Logan County Clerk](#) and [Logan County Archives & Genealogical Society](#) websites and is posted in each building. The Clerk's Office is open Monday - Friday 8:00 to 4:30. The Archives is open Monday - Friday 9:00 to 4:30 and this year has added Saturday hours to better serve researchers from across the country. Patrons can visit, call, or email requests for records. The eCCLIX program is available on the Clerk's webpage. To inspect records, the Clerk's Office has large areas on top of the record storage units while the Archives utilizes the [Judy Lyne Research Room](#). Copies of records can be made for a nominal fee whether in person or by mail.

Additional information/comments:

It is our hope that through this KDLA grant Logan County can continue to provide easy, local access to our citizens and visitors.

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

Rebecca Halbmaier, the West Kentucky Regional Administrator, made a site visit to the Clerk's Office and Archives on July 3, 2023. We have also communicated through phone calls and emails since.



**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.

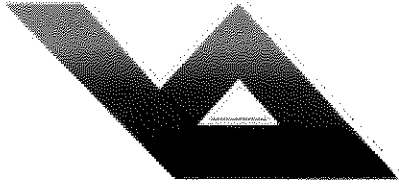
Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance 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:

 Local Government Authorized Official Signature	 Official Custodian of Records
Phillip E. BAKER Logan County Judge Executive Printed Name and Title	Stacy Watkins County Clerk Printed Name and Title
9-7-23 Date	9-7-23 Date

2

Invitation for Bid Proposal Packet: Cover Letter, Invitation for Bid Proposal, Bid Proposal Summary, & Bid Proposal Attachments

7/27/23: 1st Bid Cover Letter and Invitation for Bid Proposal Packet*

8/8/23: 2nd Revised Bid Cover Letter and Invitation for Bid Proposal Packet*

8/14/23: 3rd Revised Bid Cover Letter and Invitation for Bid Proposal Packet*

The Invitation for Bid Proposal Packet was revised three times to accommodate changes required due to received bids or bids requested. (See 1 Logan County Clerk's Office & Archives Grant Application.)

*In emails sent, the Bid Cover Letter (first page of each packet) was sent as the email text while the Invitation for Bid Proposal Packet (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) was sent as an attachment to vendors.

**Please note that there were originally four sections in the Invitation for Bid Proposal Packet: Bid, Summary, and Attachment. Section V and Section VI were added to the second and third Invitation for Bid Proposal Packets: Bid, Summary, and Attachment. The Bid Proposals Tabulation Sheet (4 Bids) gives an overview of businesses solicited and bids received.

July 27, 2023

The Logan County Clerk's Office and Archives is applying for a grant through the Kentucky Department for Libraries and Archives. Our grant project is to improve the storage and preservation of records held within the County Clerk's and Archives buildings. Project costs are necessary to complete the grant application and to provide a basis for the grant budget. As a result, formal bids are required.

We are requesting a bid from your business. According to the grant guidelines, the Invitation for Bid Proposal Packet (attached) must be sent to possible vendors in its entirety. There may be one or more sections that do not pertain to your business area. However, the Bid Proposal Summary (pg. 2) and Bid Proposal Attachments (pgs. 3-10) must be returned whether submitting a bid(s) or no bid(s).

The four bid proposal sections are:

Bid Proposal 1 Storage - Filing Cabinets (pgs. 3 & 4)

Bid Proposal 2 Storage - Mobile Roller Shelf System (pgs. 5 & 6)

Bid Proposal 3 Equipment/Preservation - Humidity Control (pgs. 7 & 8)

Bid Proposal 4 Equipment/Preservation - Digital Scanner (pgs. 9 & 10)

Sealed bids must be received by 9:00 a.m. on August 08, 2023, for consideration.

Don't hesitate to contact us with questions about the Kentucky Department for Libraries and Archives grant or the attached Invitation for Bid Proposal Packet.

Thank you,

Stacy Watkins & Denise Shoulders

Logan County Clerk's Office and Logan County Archives

270-726-8179

P.O. Box 853

278 West 4th Street, Russellville, KY 42276

logancokyarchives@gmail.com

www.logankyarchives.com

Facebook: Logan County, KY Genealogical Society

Monday - Friday: 9:00 to 4:30

April to October Saturdays: 8:00 to 12:00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.



Stacy Watkins / Clerk Stacy Watkins 7/21/23
Signature/Title Printed Name Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	
Contact Person	
Business Address	
Business Phone	
Business Email	

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets			N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System			
Bid Proposal 3 Equipment/Preservation - Humidity Control			
Bid Proposal 4 Equipment/Preservation - Digital Scanner			N/A

*Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 60
Fiscal Court Records (loose)	1914-1941	L	60	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued**Purpose: Storage - Roller Shelf System**

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment**Bid Proposal 4 - Section 4****Purpose: Equipment/Preservation - Digital Scanner**

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			

August 8, 2023

The Logan County Clerk's Office and Archives is applying for a grant through the Kentucky Department for Libraries and Archives. Our grant project is to improve the storage and preservation of records held within the County Clerk's and Archives buildings. Project costs are necessary to complete the grant application and to provide a basis for the grant budget. As a result, formal bids are required.

We are requesting a bid from your business. According to the grant guidelines, the Invitation for Bid Proposal Packet (attached) must be sent to possible vendors in its entirety. There may be one or more sections that do not pertain to your business area. However, the Bid Proposal Summary (pg. 2) and Bid Proposal Attachments (pgs. 3-15) must be returned whether submitting a bid(s) or no bid(s).

You may have already submitted a bid to us. If so, we are asking for a revised bid based on the information below.

The five bid proposal sections are:

Bid Proposal 1 Storage - Filing Cabinets (pgs. 3 & 4) *revised from 60 to 30

Bid Proposal 2 Storage - Mobile Roller Shelf System (pgs. 5 & 6)

Bid Proposal 3 Equipment/Preservation - Humidity Control (pgs. 7 & 8)

Bid Proposal 4 Equipment/Preservation - Digital Scanner (pgs. 9 & 10) *revised type of scanner

Bid Proposal 5 Preservation - Scan (pgs. 11, 12, & 13) *added

Bid Proposal 6 Preservation - Index (pgs. 14 & 15) *added

Sealed bids must be received by 10:00 a.m. on August 14, 2023 for consideration.

Don't hesitate to contact us with questions about the Kentucky Department for Libraries and Archives grant or the attached Invitation for Bid Proposal Packet.

Thank you,

Stacy Watkins & Denise Shoulders

Logan County Clerk's Office and Logan County Archives

270-726-8179

P.O. Box 853

278 West 4th Street, Russellville, KY 42276

logancokyarchives@gmail.com

www.logankyarchives.com

Facebook: Logan County, KY Genealogical Society

Monday - Friday: 9:00 to 4:30

April to October Saturdays: 8:00 to 12:00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.



Stacy Watkins / Clerk Stacy Watkins 7/21/23
Signature/Title Printed Name Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	
Contact Person	
Business Address	
Business Phone	
Business Email	

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets			N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System			
Bid Proposal 3 Equipment/Preservation - Humidity Control			
Bid Proposal 4 Equipment/Preservation - Digital Scanner			N/A
Bid Proposal 5 Preservation - Scan			
Bid Proposal 6 Preservation - Index			

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

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Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued**Purpose: Storage - Roller Shelf System**

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment**Bid Proposal 4 - Section 4****Purpose: Equipment/Preservation - Digital Scanner**

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			

August 14, 2023

The Logan County Clerk's Office and Archives is applying for a grant through the Kentucky Department for Libraries and Archives. Our grant project is to improve the storage and preservation of records held within the County Clerk's and Archives buildings. Project costs are necessary to complete the grant application and to provide a basis for the grant budget. As a result, formal bids are required.

We are requesting a bid from your business. According to the grant guidelines, the Invitation for Bid Proposal Packet (attached) must be sent to possible vendors in its entirety. There may be one or more sections that do not pertain to your business area. However, the Bid Proposal Summary (pg. 2) and Bid Proposal Attachments (pgs. 3-15) must be returned whether submitting a bid(s) or no bid(s).

You may have already submitted a bid to us. If so, we are asking for a revised bid based on the information below.

The six bid proposal sections are:

Bid Proposal 1 Storage - Filing Cabinets (pgs. 3 & 4) *revised from 60 to 30

Bid Proposal 2 Storage - Mobile Roller Shelf System (pgs. 5 & 6)

Bid Proposal 3 Equipment/Preservation - Humidity Control (pgs. 7 & 8)

Bid Proposal 4 Equipment/Preservation - Digital Scanner (pgs. 9 & 10) *revised type of scanner

Bid Proposal 5 Preservation - Scan (pgs. 11, 12, & 13) *added

Bid Proposal 6 Preservation - Index (pgs. 14 & 15) *added

Sealed bids must be received by 10:00 a.m. on September 6, 2023 for consideration.

Don't hesitate to contact us with questions about the Kentucky Department for Libraries and Archives grant or the attached Invitation for Bid Proposal Packet.

Thank you,

Stacy Watkins & Denise Shoulders

Logan County Clerk's Office and Logan County Archives

270-726-8179

P.O. Box 853

278 West 4th Street, Russellville, KY 42276

logancokyarchives@gmail.com

www.logankyarchives.com

Facebook: Logan County, KY Genealogical Society

Monday - Friday: 9:00 to 4:30

April to October Saturdays: 8:00 to 12:00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.



Stacy Watkins / Clerk Stacy Watkins 7/21/23
Signature/Title Printed Name Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	
Contact Person	
Business Address	
Business Phone	
Business Email	

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets			N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System			
Bid Proposal 3 Equipment/Preservation - Humidity Control			
Bid Proposal 4 Equipment/Preservation - Digital Scanner			N/A
Bid Proposal 5 Preservation - Scan			
Bid Proposal 6 Preservation - Index			

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

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Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued**Purpose: Storage - Roller Shelf System**

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment**Bid Proposal 4 - Section 4****Purpose: Equipment/Preservation - Digital Scanner**

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			

3

Advertisements

A6 NEWS-DEMOCRAT & LEADER Thursday, July 20, 2023

Harry Potter at the Bruce Convention Center July 31

BY JAZMINE TORIAN
NEWS-DEMOCRAT & LEADER

While many events have taken place round town, everyone can agree that The Bruce Convention Center in Hopkinsville is probably the most well known event space.

The Bruce has been known to hold a plethora of events such as prom, wedding ceremonies and receptions, bridal showers, company holiday parties, summits with panels and guest speakers, brunches, family events, organizational events and so many more gatherings.

The time has come for the highly anticipated first ever Harry Potter experience at The Bruce located at 303 Conference Center Drive on July 31, 2023.

From 5-7:30 pm, the community is welcomed to join in celebrating a "Happy Birthdae to Harry Potter" with a feast fit for the chosen one.

This first ever event will be in partnership and muggles from all around town are invited to embark on a magical journey.

J.K. Rowling is now known as the world's best-selling book series author of all time. In this present day, Rowling's classic Harry Potter collections has transformed into an entertainment franchise including her original series of books, which then spun gold of Harry Potter movies, a play, and theme parks. Rowlings series films are received as classics celebrated around the world.

As seen on Christian County Literacy Council, "Mark your calendars, tickets go on sale July 5th. We can't wait for this exciting event to take place right here in Hopkinsville."

As July 5, 2023 look out online for ticket information to go up for sale.

Those in attendance will also get a chance to take a stroll down Diagon Alley.

The Christian County Literacy Council promotes the love of reading and writing through engaging activities and programs for everyone in our community while valuing inclusiveness, collaboration, and education.

For future events and for continued support of the Literary Council movement and programs which strive to improve literacy in Christian County, donations are greatly appreciated and accepted via PayPal at: https://www.paypal.com/donate/?hosted_button_id=CGQPNA-CBYNRZA

For additional questions about the upcoming event or regarding Christian County Literacy Council call at 270-348-818. Check out their Facebook for more updates at <https://www.facebook.com/CCLC42240/>

Stay updated with the many events happening at The Bruce Convention Center via Facebook: <https://www.facebook.com/TheBruceCC/>



LEGAL NOTICE

New Circular Wireless PCS, LLC, a Delaware limited liability company, db/a AT&T Mobility and V8 500 II, LLC, a Delaware limited liability company, have filed an application with the Logan County Joint Cities/County Planning Commission to construct a new wireless communications facility on a site located at 168 Cablevision Road, Russellville, KY 42276 (36° 51' 55.71" North latitude, 86° 53' 57.05" West longitude). You have a right to participate in the Planning Commission's proceedings on the application. A public hearing is scheduled for August 3, 2023 at 6:00 p.m. at 116 South Main Street, Russellville, KY 42276. If you have questions concerning this proposal, you may contact the Logan County Joint Cities-County Planning Commission at 168 S. Main Street, Russellville, KY 42276 or by telephone at (270) 726-5022.

1st & 2nd Invitation for Bid Proposal Packet posting

Ky.gov An Official Website of the Commonwealth of Kentucky

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Logan County Clerk

Home About Us Motor Vehicles Recordings Elections Forms Links

Logan County Clerk

Welcome

Hello and welcome to the Logan County Clerk's website. I would like to thank all the citizens of Logan County for allowing me to serve as your County Clerk. This office is responsible for many task that are necessary and required by Kentucky Statutes, and it is my duty to provide the information and assistance to meet your requirements. My wonderful staff is always ready and willing to assist you. This website will assist you with proper forms and answers to complete many of the common transactions. If we can help you any further, please contact me anytime.



Contact Information

Logan County Clerk
P.O. Box 358
Russellville, KY 42276

(270) 726-6061 - Office
(270) 726-4355 - Fax

Stacy Watkins

Public Notice

[PN-Request-for-Bid-08042323.pdf](#)

3rd Invitation for Bid Proposal Packet posting

Ky.gov An Official Website of the Commonwealth of Kentucky

Search


Logan County Clerk

Home About Us Motor Vehicles Recordings Elections Forms Links

Logan County Clerk

Welcome

Hello and welcome to the Logan County Clerk's website. I would like to thank all the citizens of Logan County for allowing me to serve as your County Clerk. This office is responsible for many task that are necessary and required by Kentucky Statutes, and it is my duty to provide the information and assistance to meet your requirements. My wonderful staff is always ready and willing to assist you. This website will assist you with proper forms and answers to complete many of the common transactions. If we can help you any further, please contact me anytime.



Contact Information

Logan County Clerk
P.O. Box 358
Russellville, KY 42276

(270) 726-6061 - Office
(270) 726-4355 - Fax

Stacy Watkins

Public Notice

[Invitation for Bid](#)

Due By

06 Sep. 2023

4

Bids

including Bid Proposal Tabulation Sheets

The Bid Proposal Tabulation Sheets give an overview of businesses solicited and bids received. All businesses who were sent an Invitation for Bid Proposal Packet (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) are included whether there was no reply, no bid, or a bid submitted. However, Bid Proposal Packets are only included from vendors who submitted no bid or a bid.

Please note that there were originally four sections in the Invitation for Bid Proposal Packet. Section V and Section VI were added to the second and third Invitation for Bid Proposal Packets. Bid Proposal Packets within a section may look different depending on the version received. (See 2 Invitation for Bid Proposal Packet: Cover Letter, Invitation for Bid Proposal, Bid Proposal Summary, & Bid Proposal Attachments.) The Bid Cover Letter (first page of each packet) is not included since it was used as the email text.

**Section III has been removed from the grant application. The Bid Proposal 3 - Section 3; Purpose: Equipment/Preservation - Humidity Control has been omitted from this document but will still be seen in the included bid responses. In reviewing the bids submitted and advice given during site visits, it was decided that the equipment requested would not be adequate. Further research is being completed for this area.

Proposal 1 Storage - Filing Cabinets	Proposal 2 Storage - Mobile Roller Shelf System	**Proposal 3 Equipment/Pres ervation - Humidity Control	Proposal 4 Equipment/Pres ervation - Digital Scanner	Proposal 5 Preservation - Scan	Proposal 6 Preservation - Index
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Section I Tabulation Sheet

Bid Proposal 1 Storage - Filing Cabinets

Bid Proposal Packets (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) begin on the next page in alphabetical order for those returned “no bid” or “bid.”

*Business Name *Contact Name	*Business Phone/Email	*Date Contacted *Type of Contact	*Date Contacted *Type of Contact	*Bid Received *Response
Office Depot - Office Max Matthew	(270) 887-9946 ods06643@officedepot.com	*7/28/23 *Emailed cover letter & bid packet		*No reply
OfficeSupply.com	1-866- 302-5397 help@officesupply.com	*7/28/23 *Emailed cover letter & bid packet		*No reply
Quill Missy Gray	1-800-634-4809 bid@quill.com	*8/30/23 *Emailed cover letter & bid packet		8/30/23 “No bid”
School Outfitters	sales@schooloutfitters.com 1-800- 260-2776	*7/27/23 *Emailed cover letter & bid packet		*No reply
Staples Heidi Jentz	Heidi.Jentz@staples.com	*7/27/23 *Emailed cover letter & bid packet	*8/14/23 *Requested revised bid	8/3/23 60: \$47,678.00 8/17/23 Revised 30: \$23,839.20
Uline Yuliya T.	customer.service@uline.com 1-800-295-5510 www.uline.com	*9/1/23 *Emailed cover letter & bid packet		9/1/23 \$16,152.84

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.


Signature/Title

Stacy Whitkins
Printed Name

7/2/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Quill
Contact Person	Missy Gray Bid Coordinator
Business Address	300 Tri State International Drive; Suite 300; Lincolnshire, IL 60069
Business Phone	800-634-4809
Business Email	bid@quill.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

**2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.
Write a total bid amount OR write "NO BID" for each section.
If not submitting a bid, write a brief reason as to why.**

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	We cannot offer bid pricing or discounts at this time.	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	N/A	N/A
Bid Proposal 5 Preservation - Scan	No Bid	N/A	N/A
Bid Proposal 6 Preservation - Index	No Bid	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

**Send SEALED bids to: Logan County Archives, attn: Denise Shoulders
PO Box 853
Russellville, KY 42276**

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
			Tax	
			Shipping/Handling/Freight/Delivery	
			Total Bid Amount <u>OR</u> No Bid	No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued

Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
	District Court Deed Books	1799-1813	L1771	
Circuit Court Deed Book	1821-1840	L1772		
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

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Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

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Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

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Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Staples Contract & Commercial LLC
Contact Person	Heidi Jentz, Account Consultant
Business Address	500 Staples Drive, Framingham, MA 01702
Business Phone	815-980-8508
Business Email	heidi.jentz@staples.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	\$47,678.40	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	N/A	N/A

*Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 60
Fiscal Court Records (loose)	1914-1941	L	60	\$47,678.40
Road Records		L1225		\$794.64 each
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				N/A
Tax				included
Shipping/Handling/Freight/Delivery				included
Total Bid Amount <u>OR</u> No Bid				\$47,678.40

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued

Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
District Court Deed Books	1799-1813	L1771		
Circuit Court Deed Book	1821-1840	L1772		
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid



Furniture Solutions

Mikeal Blake
1901 Summit Tower Blvd.
Maitland
FL 32810
Phone: 407-475-4510
mikeal.blake@staples.com

QUOTATION

Quote #: 10278296

SOLD TO:

LOGAN CNTY GENELOGICAL SOCIETY

SHIP TO:

Denise Shoulders
Logan Cnty Geneological Society
278 W 4th St
ID: Logan Cty Gen
Russellville KY 42276
270-726-8179

Project:

Table with 5 columns: BI / QUOTE #, DATE, CUSTOMER PO NO, CUSTOMER NO, SALESPERSON. Values: 10278296, 8/3/2023, , Denise Shoulders, Mikeal Blake

Table with 6 columns: Line #, Qty, Part Number, Part Description, Sell \$, Ext Sell \$. Row 1: 1, 60, HON H315C, 310 Series Vertical File 5 Drawer Legal w/Lock, \$794.64, \$47,678.40



Tag For:

.P Standard Random Key Lock Lock Opts
\$(P1) P1 Paint Opts Select Paint Color
.L Putty Select Grade 1 Paint

Tag Subtotal : \$47,678.40

zNote

Table with 6 columns: Line #, Qty, Lead Time, Estimated Lead Time to Ship (4-5 weeks), \$0.00, \$0.00

Tag For: zNote

Table with 6 columns: Line #, Qty, Delivery, Direct Vendor Drop Ship Delivery, \$0.00, \$0.00

Tag For: zNote

Tag Subtotal : \$0.00

Grand Total Sell : \$47,678.40

Special Instructions

Return Policy: Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.

This quote is valid for 30 days unless otherwise noted. Applicable Sales Tax will be added at time of invoicing.

BI / QUOTE # 10278296	DATE 8/3/2023	CUSTOMER PO NO	CUSTOMER NO Denise Shoulders	SALESPERSON Mikeal Blake
---------------------------------	-------------------------	-----------------------	--	------------------------------------

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
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----- **Additional Instructions** -----

By signing this quote, the customer authorizes the procurement of the products and services contained herein.
This sale is subject to the Staples Furniture Solutions Terms and Conditions attached.

ACCEPTED BY	TITLE	DATE	PO NUMBER
--------------------	--------------	-------------	------------------

Grand Total Sell : \$47,678.40

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Staples Contract & Commercial LLC
Contact Person	Heidi Jentz, Account Consultant
Business Address	500 Staples Drive, Framingham, MA 01702
Business Phone	815-980-8508
Business Email	heidi.jentz@staples.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	\$23,839.20	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	N/A	N/A
Bid Proposal 5 Preservation - Scan	No Bid	N/A	N/A
Bid Proposal 6 Preservation - Index	No Bid	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	\$23,839.20
Road Records		L1225		\$794.64 each
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				N/A
Tax				included
Shipping/Handling/Freight/Delivery				included
Total Bid Amount <u>OR</u> No Bid				\$23,839.20

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued

Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 0009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid



Mikeal Blake
 1901 Summit Tower Blvd.
 Maitland
 FL 32810
 Phone: 407-475-4510
 mikeal.blake@staples.com

QUOTATION

Quote #: 10278296

SOLD TO:

LOGAN CNTY GENELOGICAL SOCIETY

SHIP TO:

Denise Shoulders
 Logan Cnty Geneological Society
 278 W 4th St
 ID: Logan Cty Gen
 Russellville KY 42276
 270-726-8179

Project:

BI / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
10278296	8/17/2023		Denise Shoulders	Mikeal Blake

Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$
1	30	HON H315C	310 Series Vertical File 5 Drawer Legal w/Lock	\$794.64	\$23,839.20



Tag For:

.P Standard Random Key Lock Lock Opts
 \$(P1) P1 Paint Opts Select Paint Color
 .L Putty Select Grade 1 Paint

Tag Subtotal : \$23,839.20

zNote

2	1	Lead Time	Estimated Lead Time to Ship (4-5 weeks)	\$0.00	\$0.00
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Tag For: zNote

3	1	Delivery	Direct Vendor Drop Ship Delivery	\$0.00	\$0.00
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Tag For: zNote

Tag Subtotal : \$0.00

Grand Total Sell : \$23,839.20

Special Instructions

Return Policy: Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.

This quote is valid for 30 days unless otherwise noted. Applicable Sales Tax will be added at time of invoicing.

BI / QUOTE # 10278296	DATE 8/17/2023	CUSTOMER PO NO	CUSTOMER NO Denise Shoulders	SALESPERSON Mikeal Blake
---------------------------------	--------------------------	-----------------------	--	------------------------------------

<u>Line #</u>	<u>Qty</u>	<u>Part Number</u>	<u>Part Description</u>	<u>Sell \$</u>	<u>Ext Sell \$</u>
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----- **Additional Instructions** -----

By signing this quote, the customer authorizes the procurement of the products and services contained herein.
This sale is subject to the Staples Furnitue Solutions Terms and Conditions attached.

<u>ACCEPTED BY</u>	<u>TITLE</u>	<u>DATE</u>	<u>PO NUMBER</u>
--------------------	--------------	-------------	------------------

Grand Total Sell : \$23,839.20

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.

Stacy Watkins / Clerk
Signature/Title

Stacy Watkins
Printed Name

7/20/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	ULINE
Contact Person	Yuliya T.
Business Address	12575 Uline Dr. Pleasant Prairie, WI 53158
Business Phone	1-800-295-5510
Business Email	customer.service@uline.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

**2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.
Write a total bid amount OR write "NO BID" for each section.
If not submitting a bid, write a brief reason as to why.**

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	\$16,152.84	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	N/A	N/A
Bid Proposal 5 Preservation - Scan	No Bid	N/A	N/A
Bid Proposal 6 Preservation - Index	No Bid	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

**Send SEALED bids to: Logan County Archives, attn: Denise Shoulders
PO Box 853
Russellville, KY 42276**

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued

Purpose: Storage - Filing Cabinets

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	\$14,400.00
Road Records		L1225		\$480.00 each
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				N/A
Tax				\$914.31
Shipping/Handling/Freight/Delivery				\$838.53
Total Bid Amount <u>OR</u> No Bid				\$16,152.84

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
	District Court Deed Books	1799-1813	L1771	
Circuit Court Deed Book	1821-1840	L1772		
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid



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

**PRICING
 REQUEST**

REQUEST # 5886149

Thank you for your interest in Uline!

PROVIDED TO: LOGAN COUNTY ARCHIVES BUILDING
 PO BOX 853
 RUSSELLVILLE KY 42276-0853

SHIP TO: LOGAN COUNTY ARCHIVES BUILDING
 278 W 4TH ST
 RUSSELLVILLE KY 42276-1321

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
24509228			AVERITT EXPRESS	09/01/23	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
30	EA	H-7803T	VERTICAL FILE CABINET - LEGAL, 5 DRAWER, TAN	480.00	14,400.00

SUB-TOTAL 14,400.00	SALES TAX 914.31	SHIPPING/HANDLING 838.53	TOTAL 16,152.84
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NOTE:

DELIVERY TIME 1 BUSINESS DAY VIA AVERITT EXPRESS.
 ATTENTION: STACY WATKINS

Section II Tabulation Sheet

Bid Proposal 2 Storage - Mobile Roller Shelf System

Bid Proposal Packets (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) begin on the next page in alphabetical order for those returned “no bid” or “bid.”

*Business Name *Contact Name	*Business Phone/Email	*Date Contacted *Type of Contact	*Date Contacted *Type of Contact	*Bid Received *Response
Dan Binford & Associates	dan@danbinford. com	*7/27/23 *Emailed cover letter & bid packet		*No reply
Donnegan Systems Inc.	(800) 222-6311	*7/27/23 *Phone call *Left message		*No reply
Montel Inc.	sales@montel.co m	*8/8/23 *Emailed cover letter & bid packet		*Automated email reply
Patterson Pope Glen Kalley	(502) 338-6356 gkalley@patterso npope.com	*7/27/23 *Emailed cover letter & bid packet	*8/2/23 *site visit	8/8/23 \$51,640.00
Ron Cooper Co. Stacy Dodgion	RonCooperCo@g mail.com	*8/8/23 *Emailed cover letter & bid packet		8/11/23 “No bid”
Southwest Solutions Group	(866) 235-1955 info@southwests olutions.com	*7/27/23 *Phone call *Left message		*No reply
SpaceSaver	(800) 255-8170 info@spacesaver. com	*7/27/23 *Phone call *Left message		*No reply
Store More Store	1-855-786-7667 sales@storemore store.com	*8/31/23 *Emailed cover letter & bid packet		9/6/23 “No bid”

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.


Signature, Title

Stacy Hopkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	CENTRAL BUSINESS EQPT dba PATTERSON POPE
Contact Person	GLEN KALLEY
Business Address	10200 FOREST GREEN BLVD LOUISVILLE KY 40223
Business Phone	502-338-6356
Business Email	GKALLEY@PATTERSONPOPE.COM

*This project of The Office of the Logan County Fiscal Court - Archives funded through the Kentucky Local Records Program grant has four different Bid Proposal Attachment sections.

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	NO BID	NOT APPLIC.	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	51,640.00		8/2/2023
Bid Proposal 3 Equipment/Preservation - Humidity Control	NO BID	NOT APPLIC	—
Bid Proposal 4 Equipment/Preservation - Digital Scanner	NO BID	NOT APPLIC	N/A

*Sealed bids must be received no later than 9:00 a.m. on August 8, 2023 to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send **SEALED** bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853
Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 60
Fiscal Court Records (loose)	1914-1941	L	60	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				NO BID

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	39,913.00
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	Inc
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	Inc
	Maintenance/Service Agreement for 2 years (if applicable)			N/A
	Installation/Installation Supplies			7,526.00
	Tax			TBD
	Shipping/Handling/Freight/Delivery			4,201.00
	Total Bid Amount OR No Bid			51,640.00

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			NO BID

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

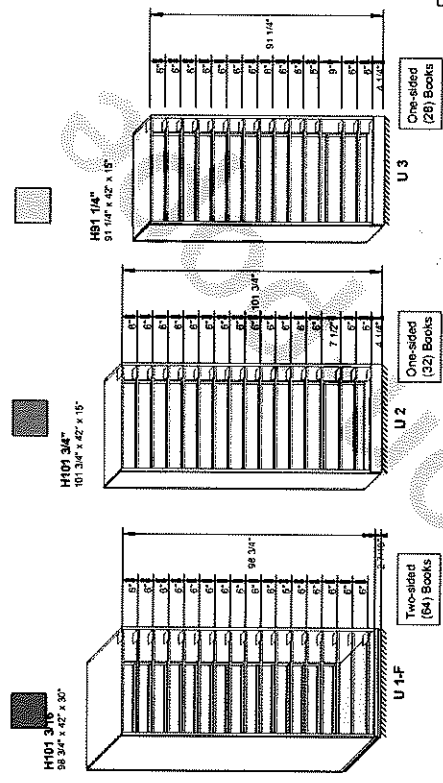
Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

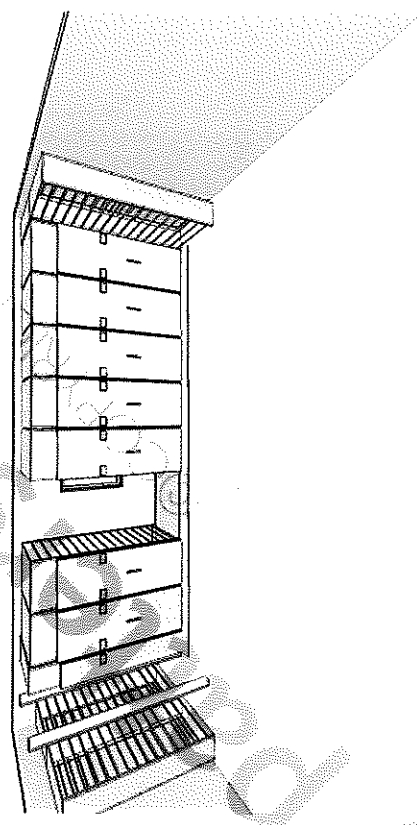
Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			<i>No Bid</i>



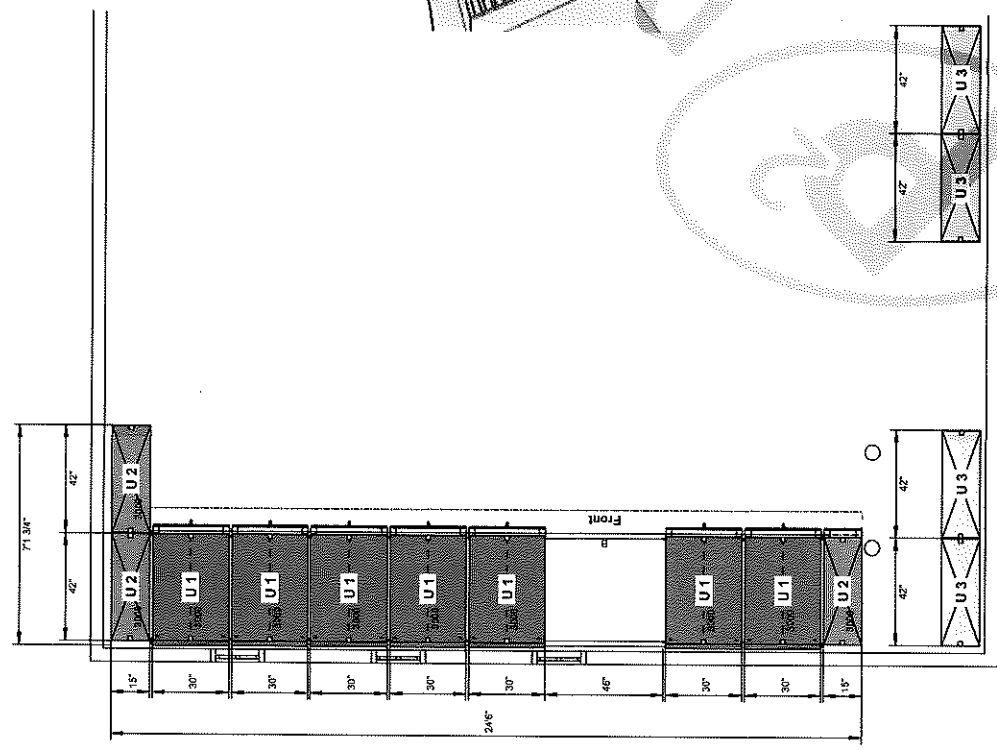
WHEELHOUSE SYSTEM CHARACTERISTICS	
GUIDANCE	DUAL FLANGE
RAIL TYPE	B ANTI-TIP
END PANELS	LOW PRESSURE LAMINATE TIER 1
DRIVE TYPE	MANUAL
SWEEP	NONE
SAFETY	NONE
FLOOR/RAMP	STANDARD
STATIONARY UNITS	SITTING ON FLOOR
FLOOR COVERING	BY OTHERS

DRAWING LEGEND	
	SHELVING ON MOBILE CARRIAGES
	STATIC SHELVING ON RAISED PLATFORM
	STATIC SHELVING ON FLOOR
	DOUBLE FACE SHELVING SECTION



CURRENT LEAD TIME FOR PRODUCT
CURRENT LEAD TIMES FROM ORDER DATE
LEAD TIMES SUBJECT TO CHANGE

ROOM DIMENSIONS NEED TO BE
VERIFIED BEFORE ORDER PLACEMENT



Rev level: 08/07/2023
 Date Printed: 08/07/2023
 Last Saved: 08/07/2023
 Drawn by: K. KELLY
 Salesperson: KALLEY, GLEN
 Project Name: LOGAN COUNTY GENEALOGICAL
 Project #: 332411 B



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SPACE MADE SIMPLE.

Proposal

Quote #: Q-332411
Drawing Ver:
Date: 8/8/2023
Expires On: 12/8/2023

10321 S. Medallion Dr.
Cincinnati, OH 45241
Phone: (704) 523-4400
Fax: (704) 523-4499

Install To
Logan Co. Archives and Genealogy
278 W. 4th St.
Russellville, KY 42276

Bill To
Logan Co.
PO Box 853
Russellville, KY 42276

SALESPERSON	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Glen Kalley	gkalley@pattersonpope.com		See Below

Group Name	Description	
Material	<p>Spacesaver Manual High-Density storage unit – complete per the attached drawing consisting of:</p> <ul style="list-style-type: none"> (7) movable 2-sided shelving ranges; overall dimensions 42"L x 30"W. Complete with laminate end panels, grout levelled guidance rail, raised floor deck and steel threshold ramp. (2) static 1-sided shelving ranges; overall dimensions 91"H x 7"W (1) static 1-sided shelving range; overall dimensions 101"H x 7"W (1) static 1-sided shelving range; overall dimensions 101"H x 3'6"W (17) shelving faces each with capacity for 32 full size books; overall dimensions 98"H x 42"W x 15"D (4) shelving faces each with capacity for 28 full size books; overall dimensions 91"H x 42"W x 15"D <p>Standard finish selections. Manufacturers standard lead times.</p>	
Freight	Freight, receiving, warehousing and inside delivery included.	
Installation	Installation included. All work to be completed during regular business hours. Reference the attached statement of work.	AK

\$51,640.00

Sub Total:	52,140.00
Estimated Total Tax:	
Grand Total:	52,000.00

AK **\$51,640.00**

Important Proposal Notes

INFO REGARDING STORAGE FEES: The customer acknowledges that they will be responsible for Storage Fees of \$50 per pallet, per month, incurred 30 days after the ship date that are related to a delay in an installation date due to a customer's request or a site related project delay



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SPACE MADE SIMPLE.

Proposal

Quote #: Q-332411
Drawing Ver:
Date: 8/8/2023
Expires On: 12/8/2023

10321 S. Medallion Dr.
Cincinnati, OH 45241
Phone: (704) 523-4400
Fax: (704) 523-4499

SALESPERSON	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Glen Kalley	gkalley@pattersonpope.com		See Below

Payment terms:
30% Deposit with purchase order
60% Due on shipment
10% On acceptance

Patterson Pope requires a purchase order (or signed quote) for each individual accepted quote.

Please provide sign off on final drawing(s). Indicate color choices on your PO.

Patterson Pope offers custom manufactured solutions to fit your unique space. For this reason no product can be ordered until a representative from Patterson Pope is able to field verify all dimensions.

Signature below indicates acceptance of this proposal and of the attached terms and conditions.

Signature: _____

Effective Date: ____/____/____

Name (Print): _____

Title: _____

Please sign and email to Glen Kalley at gkalley@pattersonpope.com.

THANK YOU FOR YOUR BUSINESS!

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.


Signature/Title

Stacy Whitkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Ron Cooper Company
Contact Person	Stacy Dodgion
Business Address	308 E Main ST, Grayson, KY 41143
Business Phone	606-474-8715
Business Email	roncooperco@gmail.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	Not able to provide	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	The size/scope of this project is beyond what we are able to provide and install for you.	
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	Not able to provide	
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	Not able to provide	N/A
Bid Proposal 5 Preservation - Scan	No Bid	Not able to provide	
Bid Proposal 6 Preservation - Index	No Bid	Not able to provide	

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

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Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

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Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	STOREMORESTORE
Contact Person	Michael
Business Address	9160 Hwy 64, Ste. 12-270, Lakeland TN 38002
Business Phone	1-855-786-7667
Business Email	sales@storemorestore.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	N/A	Do not sell.	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	Do not sell products with these specifications.	
Bid Proposal 3 Equipment/Preservation - Humidity Control	N/A	Do not sell.	
Bid Proposal 4 Equipment/Preservation - Digital Scanner	N/A	Do not sell.	N/A
Bid Proposal 5 Preservation - Scan	N/A	Do not sell.	
Bid Proposal 6 Preservation - Index	N/A	Do not sell.	

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

**PO Box 853
Russellville, KY 42276**

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued

Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

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Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 0009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount OR No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

****Section III**

Bid Proposal 3 Equipment/Preservation - Humidity Control

Section III has been removed from the grant application. The Bid Proposal 3 - Section 3;

Purpose: Equipment/Preservation - Humidity Control has been omitted from this document but will still be seen in the included bid responses. In reviewing the bids submitted and advice given during site visits, it was decided that the equipment requested would not be adequate. Further research is being completed for this area.

Section IV Tabulation Sheet

Bid Proposal 4 Equipment/Preservation - Digital Scanner

Bid Proposal Packets (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) begin on the next page in alphabetical order for those returned “no bid” or “bid.”

*Business Name *Contact Name	*Business Phone/Email	*Date Contacted *Type of Contact	*Date Contacted *Type of Contact	*Bid Received *Response
EVREX	(800) 228-6616 info@evrex.com	*7/27/23 *Emailed cover letter & bid packet		*No reply
Ricoh Jeff Brittenham	(800) 626-4686	*7/27/23 *Emailed cover letter & bid packet	*8/19/23 *Requested revised bid	8/2/23 \$7,223.00 OPTIONAL: 1 yr. On site service: 1,040.25 Installation: \$427.50 Training: \$427.50 8/21/23 Revised \$1,662.50 OPTIONAL: Installation: \$427.50 Training: \$427.50
ScannX	(510) 296-4664 edward.berkowitz@scannx.com	*7/27/23 *Emailed cover letter & bid packet	*8/9/23 *Requested revised bid	7/27/23 \$5,070.00 7/28/23 \$20,274.00 8/11/23 Revised \$3,655.00
Staples Heidi Jentz	Heidi.Jentz@staples.com	*7/27/23 *Emailed cover letter & bid packet	*8/9/23 *Requested revised bid	8/1/23 \$587.92 9/7/23 Revised \$663.89

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 8, 2023** to be considered.

Stacy Whitkins
Signature/Title

Stacy Whitkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Ricoh, USA
Contact Person	Jeff Brittenham
Business Address	300 Eagleview Blvd. Suite 200 Exton, PA 19341
Business Phone	270-883-2801
Business Email	jeff.brittenham@ricoh-usa.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	We do not offer these services.	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	We do not offer these services.	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	We do not offer these services.	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	Comprehensive Pricing included in Section 4 Additional warranty, Installation & training are optional ** FI-7700: \$7,223.00 (3 month warranty included) **1 Year Basic Onsite Service: \$1,040.25 ** Installation: \$427.50 **Training: \$427.50	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on August 8, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 8, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 8, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	FI-7700: \$7,223.00 (3 month warranty included)
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			1 Year Basic Onsite Service: \$1,040.25
Installation			\$427.50 optional \$427.50 optional training
Tax			N/A
Shipping/Handling/Freight/Delivery			No additional charge
Total Bid Amount <u>OR</u> No Bid			\$7,223.00 + additional warranty, installation, & training if requested

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Ricoh, USA
Contact Person	Jeff Brittenham
Business Address	300 Eagleview Blvd. Suite 200 Exton, PA 19341
Business Phone	270-883-2801
Business Email	jeff.brittenham@ricoh-usa.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	We do not offer these services.	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	We do not offer these services.	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	We do not offer these services.	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	Comprehensive Pricing included in Section 4 Installation & training are optional ** SV600: \$1,662.50 (1 yr depot srvc included) ** Installation: \$427.50 **Training: \$427.50	N/A	N/A
Bid Proposal 5 Preservation - Scan	No Bid	We do not offer these services.	N/A
Bid Proposal 6 Preservation - Index	No Bid	We do not offer these services.	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

**PO Box 853
Russellville, KY 42276**

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

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Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	SV600: \$1,662.50 (1 year depot service)
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			\$427.50 optional \$427.50 optional training
Tax			N/A
Shipping/Handling/Freight/Delivery			No additional charge
Total Bid Amount <u>OR</u> No Bid			\$1,662.50 + installation & training if requested

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

INVITATION FOR BID PROPOSAL

The Office of the Logan County Fiscal Court 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **9:00 a.m. on August 08, 2023** to be considered.

Stacy Whittins / Clerk
Signature/Title

Stacy Whittins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	ScannX, Inc.
Contact Person	Edward Berkowitz
Business Address	1061 Serpentine Ln, Suite G Pleasanton, CA 94566
Business Phone	(510) 296-4664 x 102
Business Email	Ed@ ScannX.com

*This project of The Office of the Logan County Fiscal Court - Archives funded through the Kentucky Local Records Program grant has four different Bid Proposal Attachment sections.

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	ScannX does not sell Filing Cabinets	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	ScannX does not sell Mobile Roller Shelf Systems	
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	ScannX does not sell Preservation-Humidity Control Systems	
Bid Proposal 4 Equipment/Preservation - Digital Scanner	\$ 5,070.00		N/A

*Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *Color - Tan or Putty

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Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 60
Fiscal Court Records (loose)	1914-1941	L	60	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No BID

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 08, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued**Purpose: Storage - Roller Shelf System**

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
District Court Deed Books	1799-1813	L1771		
Circuit Court Deed Book	1821-1840	L1772		
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment**Bid Proposal 3 - Section 3****Purpose: Equipment/Preservation - Humidity Control******An onsite visit must be conducted before a bid proposal can be submitted for this section.****Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 08, 2023.**

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment**Bid Proposal 4 - Section 4****Purpose: Equipment/Preservation - Digital Scanner**

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while the more modern documents are kept in the County Clerk's Office. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	\$ 3,995.00
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			\$ 990.00
Installation			Self Install
Tax			0
Shipping/Handling/Freight/Delivery			\$ 85.00
Total Bid Amount <u>OR</u> No Bid			\$ 5,070.00



838 Gray Fox Circle
 Pleasanton, CA 94566
 510-296-4664 x1
 www.scannx.com

ScannX Quote

Date	Quote No.
7/27/2023	7688

Bill To

Logan County Archives
 Denise Shoulders
 278 West 4th Street
 Russellville, KY, 42276

Ship To

Logan County Archives
 Denise Shoulders
 278 West 4th Street
 Russellville, KY 42276

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total	Terms	Cust Account #
						Rep	
OS2800VFPE	Logan County Archives BID ScannX Overhead Scanner 2800 Model integrated with the award-winning Book ScanCenter Professional Edition software™ to deliver a powerful, yet affordable, overhead scanning solution. Customer provides Windows 10 Pro or 11Pro PC CZUR M3000 Pro Overhead Scanner with v-shaped book cradle, 28 MP overhead book scanner powered by ScannX Professional Edition software. Includes support for PDF, sPDF, Word, MP3. Flattens book pages, removes digital images of thumbs, provides large live viewing area on screen. Customer to supply Windows 10/11 pro PC.	1	ea	3,995.00	3,995.00T		
SWTrans+Hand	Price per year for unlimited use. Requires ScannXtra care software assurance or software/hardware warranty coverage. - Translate Scanned pages into text editable (Word) and audio (MP3) file formats. - Converts handwritten notes and documents into searchable, editable digital files. Accuracy is dependent on quality of handwriting. FREE TRAIL FOR 6 MONTHS (\$299.00 per year)	1		0.00	0.00T		

For any questions regarding this quote, please contact Edward.Berkowitz@scannx.com
 Thank you for the opportunity to quote. Prices are valid for 30 days. Please note that customer is responsible for all applicable taxes.

Sales Tax (0.0%)
Total



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 510-296-4664 x1
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	Terms	Cust Account #
Rep		

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total
SCPBSCF1D2	ScannXtra Care Premium, 2 years, Flexi/Flexi lite systems, next day advance exchange on scanner; includes software updates and upgrades.	1		990.00	990.00
Freight Out	Shipping, handling, FOB ScannX BID Quote valid for 6 months Bid quote prepared for: Denise Shoulders 270-726-8179 logancokyarchives@gmail.com	1		85.00	85.00

For any questions regarding this quote, please contact Edward.Berkowitz@scannx.com
 Thank you for the opportunity to quote. Prices are valid for 30 days. Please note that customer is responsible for all applicable taxes.

Sales Tax (0.0%)	USD 0.00
Total	USD 5,070.00

INVITATION FOR BID PROPOSAL

The Office of the Logan County Fiscal Court 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **9:00 a.m. on August 08, 2023** to be considered.

Stacy Watkins
Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	ScannX, Inc.
Contact Person	Edward Berkowitz
Business Address	1061 Serpentine Ln, Suite G Pleasanton, CA 94566
Business Phone	(510) 296-4664 x 102
Business Email	Ed@ScannX.com

*This project of The Office of the Logan County Fiscal Court - Archives funded through the Kentucky Local Records Program grant has four different Bid Proposal Attachment sections.

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	ScannX does not sell Filing Cabinets	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	ScannX does not sell Mobile Roller Shelf Systems	
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	ScannX does not sell Preservation-Humidity Control Systems	
Bid Proposal 4 Equipment/Preservation - Digital Scanner	\$ 20,274.60		N/A

*Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment**Bid Proposal 1 - Section 1****Purpose: Storage - Filing Cabinets**

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 60
Fiscal Court Records (loose)	1914-1941	L	60	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
			Tax	
			Shipping/Handling/Freight/Delivery	
			Total Bid Amount <u>OR</u> No Bid	No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 08, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued**Purpose: Storage - Roller Shelf System**

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
District Court Deed Books	1799-1813	L1771		
Circuit Court Deed Book	1821-1840	L1772		
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 08, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment**Bid Proposal 4 - Section 4****Purpose: Equipment/Preservation - Digital Scanner**

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while the more modern documents are kept in the County Clerk's Office. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	\$ 13,674.60
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			\$ 4,000.00
Installation			\$ 1,500.00
Tax			0
Shipping/Handling/Freight/Delivery			\$1,100.00
Total Bid Amount <u>OR</u> No Bid			\$ 20,274.60



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 Pleasanton, CA 94566
 510-296-4664 x1
 www.scannx.com

ScannX Quote

Date	Quote No.
7/28/2023	7690

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 Russellville, KY, 42276

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 Russellville, KY 42276

	Terms	Cust Account #
Rep		

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total
ZOS15C-PE	Logan County Archives BID Zeuschel OS15000 Comfort A3 high performance overhead scanner, scan area up to 460 x 360 mm, moveable book cradle to handle fragile materials. 1 year warranty included with onsite repair and once a year preventative maintenance to ensure high quality and long lasting performance. Scanner powered by ScannX Professional Edition software - easy to use yet powerful software for phenomenally fast use. System comes with web statistics. Customer provides Windows 10 Pro or Windows 11 Pro PC.	1		14,995.00	14,995.00
FootSwitch703600	Zeuschel OS15000 Comfort, A3+ scanner, powered by ScannX Professional Edition software without PC. Includes OS15000 Comfort scanner, 600 ppi, book cradle w/o glass, Perfect Book 3.0, driver dongle. Secure metal footpedal with 2m (6ft) USB cord'	1		199.00	199.00

For any questions regarding this quote, please contact Edward.Berkowitz@scannx.com
 Thank you for the opportunity to quote. Prices are valid for 30 days. Please note that customer is responsible for all applicable taxes.

Sales Tax (0.0%)
Total



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 Russellville, KY 42276

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total	Rep	Terms	Cust Account #
SWTrans+Hand	Price per year for unlimited use. Requires ScannXtra care software assurance or software/hardware warranty coverage. - Translate Scanned pages into text editable (Word) and audio (MP3) file formats. - Converts handwritten notes and documents into searchable, editable digital files. Accuracy is dependent on quality of handwriting. FREE TRAIL FOR 6 MONTHS (\$299.00 per year) Subtotal of above items:	1		0.00	0.00T			
Sales Discount, Zeu... ZOS15CIT1	Government Discount: Installation and Training on-site services, one day, Zeutschel OS15000 Comfort Scanner.	1		-1,519.40 1,500.00	-1,519.40 1,500.00			
SCPZOS15C2	Subject to federal, state and local travel restrictions. ScannXtra Care Premium, Zeutschel OS 15000 Comfort scanner, 2 years fee includes On-Site hardware warranty and software assurance, one preventative maintenance onsite per year to calibrate system and clean lens and internal components for Zeutschel OS 15000 Comfort scanner powered by ScannX Professional Edition software. Software assurance includes updates and upgrades. Subject to federal, state and local travel restrictions.	1		4,000.00	4,000.00			

For any questions regarding this quote, please contact Edward.Berkowitz@scannx.com
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 Denise Shoulders
 278 West 4th Street
 Russellville, KY 42276

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total	Terms		Cust Account #	
						Rep			
ZOS15Pack	Wooden crate and packing fee for OS 15000 Comfort Scanner.	1		350.00	350.00T				
ZOS15Frt	Shipping charges for OS 15000 Comfort Scanner, FOB ScannX	1		750.00	750.00				
BID Quote valid for 6 months Bid quote prepared for: Denise Shoulders 270-726-8179 logancokyarchives@gmail.com									

For any questions regarding this quote, please contact Edward.Berkowitz@scannx.com
 Thank you for the opportunity to quote. Prices are valid for 30 days. Please note that customer is responsible for all applicable taxes.

Sales Tax (0.0%)	USD 0.00
Total	USD 20,274.60

INVITATION FOR BID PROPOSAL

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Special Conditions

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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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	ScannX, Inc.
Contact Person	Edward Berkowitz
Business Address	1601 Serpentine Ln, Suite G Pleasanton, CA 94566
Business Phone	(510)296-4664 x 102
Business Email	ed@scannx.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	ScannX does not sell	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	ScannX does not sell	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	ScannX does not sell	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	\$3,655.00	N/A	N/A
Bid Proposal 5 Preservation - Scan	No Bid	ScannX does not sell	N/A
Bid Proposal 6 Preservation - Index	No Bid	ScannX does not sell	N/A

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
	District Court Deed Books	1799-1813	L1771	
Circuit Court Deed Book	1821-1840	L1772		
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount OR No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	CZUR ET25 \$2,495.00
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			Free trial for 1 year \$990.00 2 yr
Installation			0
Tax			0
Shipping/Handling/Freight/Delivery			\$170.00
Total Bid Amount <u>OR</u> No Bid			\$3,655.00

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid



838 Gray Fox Circle
 Pleasanton, CA 94566
 510-296-4664 x1
 www.scannx.com

ScannX Quote

Date	Quote No.
8/11/2023	7772

Bill To

Logan County Archives
 Denise Shoulders
 278 West 4th Street
 Russellville, KY, 42276

Ship To

Logan County Archives
 Denise Shoulders
 278 West 4th Street
 Russellville, KY 42276

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total	Terms		Cust Account #
						Rep		
OS2500FSE	Logan County Archives BID ScannX Overhead Scanner 2500 Model integrated with the award-winning Book ScanCenter Standard Edition software™ to deliver a powerful, yet affordable, overhead scanning solution. Customer provides Windows 10 Pro or 11Pro PC CZUR ET25 Overhead Book Scanner, ScannX Standard Edition software, includes support for PDF, sPDF, Word, MP3. Flattens book pages, removes digital images of thumbs, provides large live viewing area on screen. Customer to supply Win 10/11 pro PC.	1	ea	2,495.00	2,495.00			
ScannXSecurityStand	Metal security stand for overhead scanner.	1		0.00	0.00T			
SWTrans+Hand	Price per year for unlimited use. Requires ScannXtra care software assurance or software/hardware warranty coverage. - Translate Scanned pages into text editable (Word) and audio (MP3) file formats. - Converts handwritten notes and documents into searchable, editable digital files. Accuracy is dependent on quality of handwriting.	1		0.00	0.00T			
SCPBSCF1D2	FREE TRAIL FOR 1 Year (\$299.00 per year) ScannXtra Care Premium, 2 years, Flexi/Flexi lite systems, next day advance exchange on scanner; includes software updates and upgrades.	1		990.00	990.00			
Freight Out	Shipping, handling, FOB ScannX BID Quote valid for 6 months	2		85.00	170.00			

For any questions regarding this quote, please contact Edward.Berkowitz@scannx.com
 Thank you for the opportunity to quote. Prices are valid for 30 days. Please note that customer is responsible for all applicable taxes.

Sales Tax (0.0%)
Total



838 Gray Fox Circle
 Pleasanton, CA 94566
 510-296-4664 x1
 www.scannx.com

ScannX Quote

Date	Quote No.
8/11/2023	7772

Bill To

Logan County Archives
 Denise Shoulders
 278 West 4th Street
 Russellville, KY, 42276

Ship To

Logan County Archives
 Denise Shoulders
 278 West 4th Street
 Russellville, KY 42276

Scannx Part Num...	Description	Qty	U/M	Unit Price	Total	Terms	Cust Account #
						Rep	
	Bid quote prepared for: Denise Shoulders 270-726-8179 logancokyarchives@gmail.com						

For any questions regarding this quote, please contact
 Edward.Berkowitz@scannx.com
 Thank you for the opportunity to quote. Prices are valid for 30 days. Please note
 that customer is responsible for all applicable taxes.

Sales Tax (0.0%)	USD 0.00
Total	USD 3,655.00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.

Stacy Watkins / Clerk
Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Staples Contract & Commercial LLC
Contact Person	Heidi Jentz, Account Consultant
Business Address	500 Staples Drive, Framingham, MA 01702
Business Phone	815-980-8508
Business Email	heidi.jentz@staples.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	\$587.92	N/A	N/A

*Sealed bids must be received no later than **9:00 a.m. on August 8, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 60
Fiscal Court Records (loose)	1914-1941	L	60	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books	1792-1846	L1218	
	Deed Books A-42	1792-1868	L1317	
	Land Entry Record		L1320	
	Comm. Division of Lands	1877-1930	L1328	
	Mortgage Books 1-58	1879-1939	L1344	
	Public Official Bond Books	1865-1977	L1371	
	Occupational Bond Books	1866-1886	L1372	
	Notary Public Bond Books	1894-1973	L1373	
	Miscellaneous Bond Books	1911-1996	L1374	
	Register of Candidates		L1421	
	Militia Roll Book	1874-1876	L1438	
	County Court Order Books	1792-1978	L1503	
	County Court Docket books	1792-1978	L1504	
	County Court Minute Books		L1506	
	Surveyors/Processioners Bks	1796-1927	L1519	
	District Court Deed Books	1799-1813	L1771	
	Circuit Court Deed Book	1821-1840	L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books	1893-1985	L1507	
	School Census	1894-1906	L1526	
	Ann. Settlmnt. School	1884	L1527	
	Co. Court Minute Books	1792-1978	L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage	1866	L1247	
	Freedman's Marriage Reg. 2	1866	L1248	
	Marriage Books 2-17 (Black)	1866-1918	L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			\$587.92

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.


Signature/Title

Printed Name

Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Staples Contract & Commercial LLC
Contact Person	Heidi Jentz, Account Consultant
Business Address	500 Staples Drive, Framingham, MA 01702
Business Phone	815-980-8508
Business Email	heidi.jentz@staples.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety **AFTER** completing the Bid Proposal Attachments.
Write a total bid amount **OR** write "NO BID" for each section.
If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	\$663.89 OPTIONAL 3 yr warranty \$62.79	N/A	N/A
Bid Proposal 5 Preservation - Scan	No Bid	N/A	N/A
Bid Proposal 6 Preservation - Index	No Bid	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders
PO Box 853
Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

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Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	SV600 \$596.25 + \$37.64 pad
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			OPTIONAL \$62.79 3 year warranty
Installation			0
Tax			0
Shipping/Handling/Freight/Delivery			0
Total Bid Amount <u>OR</u> No Bid			\$633.89

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.

*Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1. Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid




Staples Technology Solutions
 P O Box 95230
 Chicago, Illinois 60694-5230
 United States
 (P) 1-888-438-4806

Quotation (Open)

Quote #: 886815 1 rev of 1
 Modified Date: Sep 07, 2023 11:12 AM EDT
 Expiration Date: 09/27/2023
 Description: FUJITSU SCANSNAP SV600

We appreciate your business! All orders will be processed on the day of submission. Please allow up to 7 business days for delivery. Please contact us should you have any questions.

Products

#	Image	Description	Part #	Qty	Unit Price	Total
1		FUJITSU SCANSNAP SV600 OVERHEAD SCANNER	PA03641-B305	1	\$596.25	\$596.25
2		Fujitsu Background Desktop Pad: SV600 Scanner background plate - black - for ScanSnap SV600	PA03641-0052	1	\$37.64	\$37.64
3		SV600 3YR ADV EXCHANGE NBD	SV600-AEMYNBD-3	1	\$62.79	\$62.79

Subtotal: \$696.68
 Tax (7.5000%): \$0.00
 Shipping: \$0.00
 Fees: \$0.00
Total: \$696.68

Special Note: Displayed inventory availability is subject to change. Based upon pandemic driven shortages and frequent pricing changes, prompt placement of your order, will help establish prioritization and provide the highest likelihood of fulfillment for constrained products.

Terms of Purchase

If shipping charges or sales tax & fees are shown, they are estimates only. Actual shipping charges and sales taxes and fees will be calculated at the time of shipment and added to the invoice. Pricing quoted is subject to change prior to shipment, manufacturer and distributor pricing changes regularly. This quote is confidential and meant for the client recipient above, any unauthorized review, use, disclosure or distribution is prohibited. Credit cards may be used only at the time of purchase and not for the payment of invoices. Credit Card Fees may apply.

Purchase subject to Terms and Conditions here : https://sts.staples.com/tech_services_STS.html

Returns are subject to Return Policy found here: <https://sts.staples.com/returns.html>.

Leasing available on orders over \$1,000 and is subject to credit approval and agreement to terms.

Section V Tabulation Sheet**Bid Proposal 5 Preservation - Scan**

Bid Proposal Packets (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) begin on the next page in alphabetical order for those returned “no bid” or “bid.”

*Business Name *Contact Name	*Business Phone/Email	*Date Contacted *Type of Contact	*Date Contacted *Type of Contact	*Bid Received *Response
Cott Systems, Inc. Mike Redman	*mredman@cott systems.com	*8/15/23 *Phone call	*8/18/23 *Received phone call *Discussed bid proposal *Emailed bid packet	8/21/23 “No bid”
DRMS Trystan Gurrola	*(270) 443-1610	*8/11/23 *Phone call	*8/12/23 *site visit	8/12/23 \$57,193.00
Software Management Jackie Arnold	*(502) 708-7068	*8/7/23 *Phone call	*8/10/23 *site visit	8/10/23 \$43,286.00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Cott Systems, INC
Contact Person	Mike Redman - Account Executive
Business Address	2800 Corporate Exchange Dr., Ste. 300, Columbus, OH 43231
Business Phone	317-600-1382
Business Email	mredman@cottsystems.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	"No Bid"	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	"No Bid"	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	"No Bid"	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	"No Bid"	N/A	N/A
Bid Proposal 5 Preservation - Scan	"No Bid"	N/A	N/A
Bid Proposal 6 Preservation - Index	"No Bid"	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

**PO Box 853
Russellville, KY 42276**

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

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Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14 , 2023** to be considered.


Signature/Title

Stacy Whitkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Data Records Management Services
Contact Person	Trystan Gurrola
Business Address	3445 Paducah Bank Dr
Business Phone	270-443-1610
Business Email	trystan.gurrola@drmsusa.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	"No Bid"	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	"No Bid"	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	"No Bid"	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	"No Bid"	N/A	N/A
Bid Proposal 5 Preservation - Scan	\$57,193.00	N/A	8/12/2023
Bid Proposal 6 Preservation - Index	\$29,600.00	N/A	8/12/2023

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

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Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
			Tax	
			Shipping/Handling/Freight/Delivery	
			Total Bid Amount <u>OR</u> No Bid	"No Bid"

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued

Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				"No Bid"

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

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Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			"No Bid"

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

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Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			"No Bid"

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$57,193.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of scans to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$57,193.00

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$29,600.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of indexes to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$29,600.00



Onsite Examination: 8/12/2023

Section 1: Digitize Deed Books 107-180 (1922-1964) (L1317)

- Digitize Deed book 107-108. Total of 74 books containing mixture of bound books and break apart books. Images to meet required statures provided by clerk will be met.

Section 1 Total: \$57,193.00

Section 2: Index Deed Books 107-180 (1922-1964) (L1317)

- Indexing Deed books 59-91. Total of 74 books that Indexing will be created utilizing NONE FOREIGN SERVICES, QA, and merge images. Process will consist of QA other vendors images during processing of documents.

Section 2 Total: \$29,600.00

Total for all sections: \$86,793.00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Stacy Watkins / Clerk
Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Software Management, LLC
Contact Person	Jackie Arnold
Business Address	2011 Cobalt Drive, Louisville, KY 40299
Business Phone	502.708.7068
Business Email	jarnold@smlc.us

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	N/A	N/A
Bid Proposal 5 Preservation - Scan	\$43,286.00	N/A	8/10/23
Bid Proposal 6 Preservation - Index	\$26,640.00	N/A	8/10/23

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

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Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. SettImnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$43,286.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of scans to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$43,286.00

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$26,640.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of indexes to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$26,640.00

Software Management LLC. is pleased to present this proposal to convert permanent record books to digital images and index those documents. Our team will provide Logan County with the highest possible quality and accuracy. All images will be scanned according to KDLA policies, PRIA standards and industry best practices. All documents will be enhanced and masking standards will be utilized for single pages with multiple documents. We thoroughly understand the Counties media, system and requirements.

An onsite examination was conducted on August 10, 2023

Section 1: Scan Books onsite: (Based on Attachment B provided by clerk's office).

- 74 Deed books #107-180 (1922-1964) – L1317

Total Cost Section 1 = \$43,286.00

Includes providing County & KDLA with a copy of all images.

Section 2: Index documents: (Based on Attachment B provided by clerk's office).

- 74 Deed books #107-180 (1922-1964) – L1317

Total Cost Section 2 = \$26,640.00

Includes providing County & KDLA with a copy of all indexes.

Section VI Tabulation Sheet**Bid Proposal 6 Preservation - Index**

Bid Proposal Packets (Invitation for Bid Proposal, Bid Proposal Summary, and Bid Proposal Attachments) begin on the next page in alphabetical order for those returned “no bid” or “bid.”

*Business Name *Contact Name	*Business Phone/Email	*Date Contacted *Type of Contact *Response	*Date Contacted *Type of Contact *Response	*Bid Received
Cott Systems, Inc. Mike Redman	*mredman@cott systems.com	*8/15/23 *Phone call	*8/18/23 *Received phone call *Discussed bid proposal *Emailed bid packet	8/21/23 “No bid”
DRMS Trystan Gurrola	*(270) 443-1610	*8/11/23 *Phone call	*8/12/23 *site visit	8/12/23 \$29,600.00
Software Management Jackie Arnold	*(502) 708-7068	*8/7/23 *Phone call	*8/10/23 *site visit	\$26,640.00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on September 6 , 2023** to be considered.


Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Cott Systems, INC
Contact Person	Mike Redman - Account Executive
Business Address	2800 Corporate Exchange Dr., Ste. 300, Columbus, OH 43231
Business Phone	317-600-1382
Business Email	mredman@cottsystems.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	"No Bid"	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	"No Bid"	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	"No Bid"	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	"No Bid"	N/A	N/A
Bid Proposal 5 Preservation - Scan	"No Bid"	N/A	N/A
Bid Proposal 6 Preservation - Index	"No Bid"	N/A	N/A

*Sealed bids must be received no later than **10:00 a.m. on September 6, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

**PO Box 853
Russellville, KY 42276**

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before September 6, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of scans to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before September 6, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	
Quality Control (Add 12.5% of the microfilming cost)			
Cost of the transfer of indexes to KDLA			
Tax (if applicable)			
Total Bid Amount <u>OR</u> No Bid			No Bid

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14 , 2023** to be considered.


Signature/Title

Stacy Whitkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Data Records Management Services
Contact Person	Trystan Gurrola
Business Address	3445 Paducah Bank Dr
Business Phone	270-443-1610
Business Email	trystan.gurrola@drmsusa.com

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	"No Bid"	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	"No Bid"	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	"No Bid"	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	"No Bid"	N/A	N/A
Bid Proposal 5 Preservation - Scan	\$57,193.00	N/A	8/12/2023
Bid Proposal 6 Preservation - Index	\$29,600.00	N/A	8/12/2023

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders
PO Box 853
Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
			Tax	
			Shipping/Handling/Freight/Delivery	
			Total Bid Amount <u>OR</u> No Bid	"No Bid"

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued

Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. Settlmnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				"No Bid"

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued

Purpose: Equipment/Preservation - Humidity Control

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			"No Bid"

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			"No Bid"

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$57,193.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of scans to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$57,193.00

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$29,600.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of indexes to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$29,600.00



Onsite Examination: 8/12/2023

Section 1: Digitize Deed Books 107-180 (1922-1964) (L1317)

- Digitize Deed book 107-108. Total of 74 books containing mixture of bound books and break apart books. Images to meet required statures provided by clerk will be met.

Section 1 Total: \$57,193.00

Section 2: Index Deed Books 107-180 (1922-1964) (L1317)

- Indexing Deed books 59-91. Total of 74 books that Indexing will be created utilizing NONE FOREIGN SERVICES, QA, and merge images. Process will consist of QA other vendors images during processing of documents.

Section 2 Total: \$29,600.00

Total for all sections: \$86,793.00

INVITATION FOR BID PROPOSAL

The Office of the Logan 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 offerors 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 offerors 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 offeror.
7. Offerors 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 offeror.
9. **Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offeror is making a proposal, and a total cost of all sections bid on. The Bid Proposal Summary and Bid Proposal Attachments must be returned whether submitting a bid(s) or no bid(s).**
10. Offerors must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds. Grant award notifications will be received in December. Bids must be valid for six months after grant award notification.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offeror 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. Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Stacy Watkins / Clerk
Signature/Title

Stacy Watkins
Printed Name

7/21/23
Date

Bid Proposal Summary

1. Complete the table below in its entirety.

Business Name	Software Management, LLC
Contact Person	Jackie Arnold
Business Address	2011 Cobalt Drive, Louisville, KY 40299
Business Phone	502.708.7068
Business Email	jarnold@smlc.us

*Complete each Bid Proposal Attachment page whether submitting a bid or not.

2. Complete the table below in its entirety AFTER completing the Bid Proposal Attachments.

Write a total bid amount OR write "NO BID" for each section.

If not submitting a bid, write a brief reason as to why.

Bid Proposal Attachment	Total Bid Amount <u>OR</u> "No Bid"*	*Reason for "No Bid"	Site Visit Date
Bid Proposal 1 Storage - Filing Cabinets	No Bid	N/A	N/A
Bid Proposal 2 Storage - Mobile Roller Shelf System	No Bid	N/A	N/A
Bid Proposal 3 Equipment/Preservation - Humidity Control	No Bid	N/A	N/A
Bid Proposal 4 Equipment/Preservation - Digital Scanner	No Bid	N/A	N/A
Bid Proposal 5 Preservation - Scan	\$43,286.00	N/A	8/10/23
Bid Proposal 6 Preservation - Index	\$26,640.00	N/A	8/10/23

*Sealed bids must be received no later than **10:00 a.m. on August 14, 2023** to be considered.

Submit:

1. Bid Proposal Summary (even if offering no bids on any section);
2. Each Bid Proposal Attachment (each with a total bid amount or "No Bid");
3. Any other documents - pictures, diagrams, written proposals, etc.

Send SEALED bids to: Logan County Archives, attn: Denise Shoulders

PO Box 853

Russellville, KY 42276

Bid Proposal Attachment

Bid Proposal 1 - Section 1

Purpose: Storage - Filing Cabinets

For over 40 years, local records have been found in the courthouse attic, the county road barn, donated by locals, the Western Kentucky University Special Collections Library, and many other places to create the expansive collection at the Archives. Volunteers have worked literally thousands of hours to clean, press, file, index, box, and shelve the historic records. However, space is now limited. One drawer in a filing cabinet will hold the contents of seven Hollinger boxes. This will allow Clerks to file more of the same type of documents together. Papers will be filed individually or by case within one file folder instead of several different papers within one folder. Finding specific records will be easier and safer by selecting one document within one file instead of rummaging through several documents within one file. The use of clips will no longer be needed, preventing further damage. This additional room will also allow for brittle papers to have copies stored within the same folder. The copies will be used instead of handling the originals, increasing the preservation of these documents.

The following documents are currently loose, folded, and/or stored in Hollinger boxes within the Archives. To maximize storage space and to preserve these fragile papers, we are requesting the following type of filing cabinet. The Vendor is responsible for delivery.

Filing Cabinet Specifications:

- *Legal size - holds 8.5" x 14" paper and files
- *Vertical drawer alignment
- *5 drawers
- *Metal - steel
- *Adjustable metal following block in each drawer
- *Label holders on all 5 drawer fronts
- *No lock required (preferred if price is cheaper for no lock)
- *Color - Tan or Putty

CONTINUED ON NEXT PAGE

Bid Proposal 1 - Section 1 Continued**Purpose: Storage - Filing Cabinets**

Record Titles	Dates	Retention Series Number	Number of filing cabinets	Bid Amount for all 30
Fiscal Court Records (loose)	1914-1941	L	30	
Road Records		L1225		
Parental Permissions		L1239		
Wills (original, unbound)		L1314		
Deeds (loose, unrecorded)		L1323		
Mortgages (unbound)		L1343		
Lis Pendens (loose)		L1350		
Confederate Pension Applications		L1510		
Coroner's Inquests		L1513		
County Treasurer's Settlements (Loose records)	1905-1940	L2628		
Maintenance/Service Agreement for 2 years (if applicable)				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 2 - Section 2

Purpose: Storage - Roller Shelf System

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

Organization is key when using a records management system. However, even with an index system, knowing the record is in the Archives versus where the record is located in the Archives remains a challenge. By installing roller shelves, Clerks will be able to strategically arrange the current books. Putting collections together will increase the efficiency in retrieving information and provide a faster service to our visitors. Rearranging the location of current books and putting book groups together will provide room for future storage. Currently, the majority of the court books are located on the second floor. Installing the roller shelves on the ground floor will provide room for more than twice the court books that are stored there now. Removing the large and heavy books from the second floor will prevent the Clerks from carrying them on the steep, narrow stairs.

The following record books are currently in a variety of locations within the Archives. To maximize the current space, provide room for expansion, and for safety, we are requesting the following type of shelves. The Vendor is responsible for delivery and installation.

Shelf Specifications:

****Due to the construction of the building, all shelving must be attached to the existing concrete floor and not attached to the walls.**

***Manual Drive Type for mobile roller shelf units**

***West wall: overall size is 21' with stationary ends on the south and north**

-1 stationary roller shelf end unit (south end) - 8'H x 42"W; openings 18"D x 40"W x 4.5"H

- 1 stationary roller shelf end unit (north end) - 8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H

-No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H

***South wall, west side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

***South wall, east side of door:**

-1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H

-1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H

Grout Supported Rail System:

***Grout: non-shrink; non-staining hydraulic cement compound; maximum expansion .002"/linear inch; compressive strength age 1 hour/4500 psi, 7 days/8000 psi**

***Rails: ASTM/AISI Type 1035 or 1045 steel; capacity 1000 lbs/lineal ft; 5/8" wide minimum contact surface; 6' minimum rail sections lengths; leveled due to floor variations; horizontal and vertical continuity between rail sections (no butt joints)**

***Floor/Ramp: No particle board sheathing; minimum 3/4", 5-ply underlayment grade plywood Sheathing. To be supplied by Logan County Genealogical Society.**

CONTINUED ON NEXT PAGE

Bid Proposal 2 - Section 2 Continued
Purpose: Storage - Roller Shelf System

Location	Record Titles	Dates	Retention Series Number	Bid Amount
West Wall - *2 stationary roller shelf end units *No more than 5 mobile roller shelf units (double-sided)	Fiscal Court Order Books Deed Books A-42 Land Entry Record Comm. Division of Lands Mortgage Books 1-58 Public Official Bond Books Occupational Bond Books Notary Public Bond Books Miscellaneous Bond Books Register of Candidates Militia Roll Book County Court Order Books County Court Docket books County Court Minute Books Surveyors/Processioners Bks District Court Deed Books Circuit Court Deed Book	1792-1846 1792-1868 1877-1930 1879-1939 1865-1977 1866-1886 1894-1973 1911-1996 1874-1876 1792-1978 1792-1978 1796-1927 1799-1813 1821-1840	L1218 L1317 L1320 L1328 L1344 L1371 L1372 L1373 L1374 L1421 L1438 L1503 L1504 L1506 L1519 L1771 L1772	
South Wall - West of door *1 stationary roller shelf unit	Medical Register Books School Census Ann. SettImnt. School Co. Court Minute Books	1893-1985 1894-1906 1884 1792-1978	L1507 L1526 L1527 L1752	
South Wall - East of door *1 stationary roller shelf unit *1 stationary standard shelf	Freedman's Declarations of Marriage Freedman's Marriage Reg. 2 Marriage Books 2-17 (Black)	1866 1866 1866-1918	L1247 L1248 L1234	
Maintenance/Service Agreement for 2 years (if applicable)				
Installation/Installation Supplies				
Tax				
Shipping/Handling/Freight/Delivery				
Total Bid Amount <u>OR</u> No Bid				No Bid

Bid Proposal Attachment

Bid Proposal 3 - Section 3

Purpose: Equipment/Preservation - Humidity Control

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Denise Shoulders, 270-847-9794, to schedule a visit before August 14, 2023.

The Archives is a unique building. Dating back to 1874, it is the oldest public building standing in Logan County. There are two parts to the Archives building: the house and the jail. All records are kept in the 12,000 ft³ jail. The limestone walls are about two feet thick with six barred 40" x 97" windows. It has a concrete floor, covered in industrial carpet and a metal and concrete ceiling. In the center of the space is a two-story, 17'5" x 28'9" steel structure that was the original jail cells. Each floor contains three cells within the structure.

Three standard electrical plugs are on the first floor and two standard electrical plugs are on the second floor. A HVAC system, installed over 30 years ago, is set at a constant 65° all year. The vents run near the ceiling of the first floor and are in the ceiling of the second floor. Currently two 70 pint dehumidifiers, with 12.7 pint removable buckets, are in use but can only be emptied once each weekday. Maintaining an appropriate environment is a fundamental aspect of preservation due to uncontrolled moisture as a prevailing cause of document deterioration.

The Archives provide storage to over 80,000 books/files with an untold number of documents within them. Storing history within history is often a challenge. Limestone rock absorbs water depending on changes in temperature and humidity. These changes are literally written on the Archive walls with darkened, stained, flaking, and spalling of the rock. Keeping a relative humidity constant is vital to preservation.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives. To ensure the preservation of all documents, we are requesting the following type of humidity control. The Vendor is responsible for delivery and installation.

Dehumidifier Specifications:

- *Connect drain hose to current HVAC drain pipe or current "hole" in wall(s)
- *Continuous drain capable with drain hose
- *Internal condensate pump
- *Built in humidistat
- *Keep relative humidity between 30-50%
- *Low noise

CONTINUED ON NEXT PAGE

Bid Proposal 3 - Section 3 Continued**Purpose: Equipment/Preservation - Humidity Control**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Records (loose)	1914-1941	L	
Road Records		L1225	
Parental Permissions		L1239	
Wills (original, unbound)		L1314	
Deeds (loose, unrecorded)		L1323	
Mortgages (unbound)		L1343	
Lis Pendens (loose)		L1350	
Confederate Pension Applications		L1510	
Coroner's Inquests		L1513	
County Treasurer's Settlements (Loose records)	1905-1940	L2628	
The over 80,000 books/files with an untold number of documents within them that are bound, loose, folded, and/or stored in Hollinger boxes within the jail section of the Archives.			
Maintenance/Service Agreement for 2 years (if applicable)			
Installation/Installation Supplies			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 4 - Section 4

Purpose: Equipment/Preservation - Digital Scanner

The Archives was created to locally house Logan County's historical documents to ensure easy, local access for residents and researchers. Should a researcher discover their roots in one of 30 western Kentucky counties' beginnings, their search should inevitably lead to answers within Logan County's historical documents. Many are unique, one-of-a-kind unpublished primary documents. These documents provide historically significant information pertaining to the transition of the area from the state of Virginia to the state of Kentucky and the beginnings of Logan County. Demographic identification of ethnic groups and individuals, the establishment of local government, major events, and countless other invaluable facts are held within these walls. While many of the court books have been microfilmed and then digitized, the majority of the corresponding packets have not. By digitizing, the Archives can preserve fragile documents, improve record management, and provide access to more information.

The following documents are currently bound, loose, folded, and/or stored in Hollinger boxes within the Archives. To ensure the preservation of all documents, we are requesting the following type of digital scanner. The Vendor is responsible for delivery.

Digital Scanner Specifications:

- *Scanner type: overhead is preferred
- *Software: compatible with Windows platform
- *Scanning area: at least 11" x 17"
- *Optical resolution: at least 300 DPI
- *Light source: LED white
- *Image output formats: PDF, JPEG, single / multi page TIFF, and PNG
- *Image editing tools
- *Color mode: Color, Grayscale, and Black & White
- *Color Bit Depth: at least 24 bit
- *OCR Technology
- *Connects to computer: USB
- *Power: standard plug

CONTINUED ON NEXT PAGE

Bid Proposal 4 - Section 4 Continued**Purpose: Equipment/Preservation - Digital Scanner**

Record Titles	Dates	Retention Series Number	Bid Amount
Fiscal Court Orders (Loose Records)	1914-1941	L4945	
County Treasurer's Settlements (Loose Records)	1905-1940	L2628	
Maintenance/Service Agreement for 2 years (if applicable)			
Installation			
Tax			
Shipping/Handling/Freight/Delivery			
Total Bid Amount <u>OR</u> No Bid			No Bid

Bid Proposal Attachment

Bid Proposal 5 - Section 5

Purpose: Preservation - Scan

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

Records dating back to 1792, with the creation of Kentucky and Logan County, and even a few before then, are stored within the Archives while modern documents to the present day are kept in the County Clerk's Office. The Clerk's Office has worked diligently to maintain the books in their care and to improve the record management between themselves and the Archives. These records were selected based on their high usage by customers, the age of the original records, and to continue the preservation of Logan County history. The Deed Books are large and bulky which make it difficult for many of our researchers to manage. They are beginning to show wear from turning the pages, touching the pages, and general use. Genealogists, title examiners, Realtors, and many others must leaf through the paper Grantor and Grantee books then the corresponding Deed Book to locate information. Scanning the books will preserve these documents.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to scan each.

Scan Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all images must be provided to the clerk and to KDLA.
- *All images must pass Q&A for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Scan Specifications:

- *Format: Tag Image File (.TIF) is the only format accepted.
- *DPI: All scanned images must be 300 dpi or greater.
- *Photostats: All photostats/negative images must be reversed (black text on white background) and all marginal notes and footer information must be retained and the document must remain authentic and accurate to the book document.
- *Top Level Folder Name: Must be either the Type or the Name.
 - *Example: Type - Logan Co. Deeds OR Name - Logan County Deed Books
- *Inside the Top-Level Folder Name: Must have folders with each book associated with the Top-Level folder named.
 - *Example: D180, D179.
- *Inside the Book Folders: Image names must align with the page numbers in the book/on the indexes in the data.
 - *Example: DEED book has page 1, 4, 6, 9. We expect a 0001.TIF (3 images), 0004.TIF (2 images), 0006.TIF (3 images), and 009.TIF, etc.
 - *When a book has single page documents, we expect sequential .TIF files, all with a single image.
 - *Example: 0001.TIF, 0002.TIF, 0003.TIF, 0004.TIF, 0005.TIF, etc.

*Masking: Multiple documents on a page must be masked and imaged 2 X

*Example: a deed begins and ends on page 1, but another deed begins at the bottom of page 1.

Page 1 must be scanned twice, page 1A and page 1B and each page must mask the other deed.

Transfer of images:

*All images must be delivered to the clerk's office on an external hard drive.

*All images must be delivered together (not in phases) completed.

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 5 - Section 5 Continued**Purpose: Preservation - Scan**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$43,286.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of scans to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$43,286.00

Bid Proposal Attachment

Bid Proposal 6 - Section 6

Purpose: Preservation - Index

****An onsite visit must be conducted before a bid proposal can be submitted for this section.**

Contact Stacy Watkins, 270-726-6061, to schedule a visit before August 14, 2023.

To further assist with ongoing record management, the same 74 deed books (Section IV) need the scanned images indexed. The Clerk's Office uses the CCLIX, County Clerk Indexing, which is utilized in almost two-thirds of Kentucky's County Clerk offices. Logan County residents seeking to search for personal reasons with zero commercial gain can access eCCLIX at no charge on the Clerk's webpage. Indexing the scanned images and adding them into the current County Clerk record management system will preserve these documents, improve record management, and provide improved access to more information.

The following 74 original deed books are located in the Clerk's Office. To ensure the preservation of the information, we are requesting an outside agency to index the images from each.

Specifications:

- *Vendors have the sole responsibility regarding page counts, document counts, book and paper conditions, and any other aspect of this project not specified here.
- *Copies of all indexes must be provided to the clerk and to KDLA.
- *All indexing must be 100% accurate for the release of funds.
- *Partial release of funds is not available for either section (scan - index).

Transfer of indexing data:

- *All index data must be delivered to the clerk's office on an external hard drive.
- *All index data must be delivered together (not in phases) when completed.

Indexing must be complete and 100% accurate.

- *Book and page number
- *Recording date (Logan County)
- *Document type code(s)
- *Grantor - All
- *Grantee - All

KDLA requests that files are transferred on removable media in uncompressed, TIF format. Storage media shall not be returned. Uncompressed image files shall be organized in folders by agency, record type, and individual books/collections thereunder. Clearly organized folders that correspond with the contents of the transmittal are a necessity for determining completeness of the project. Vendors should include the cost of the transfer of scanned images and indexes to KDLA in their bid responses and the cost shall not exceed \$500.

Bid Proposal 6 - Section 6 Continued**Purpose: Preservation - Index**

Record Titles	Dates	Retention Series Number	Bid Amount
Deed Books #107-180	1922-1964	L1317	\$26,640.00
Quality Control (Add 12.5% of the microfilming cost)			included
Cost of the transfer of indexes to KDLA			included
Tax (if applicable)			included
Total Bid Amount <u>OR</u> No Bid			\$26,640.00

Software Management LLC. is pleased to present this proposal to convert permanent record books to digital images and index those documents. Our team will provide Logan County with the highest possible quality and accuracy. All images will be scanned according to KDLA policies, PRIA standards and industry best practices. All documents will be enhanced and masking standards will be utilized for single pages with multiple documents. We thoroughly understand the Counties media, system and requirements.

An onsite examination was conducted on August 10, 2023

Section 1: Scan Books onsite: (Based on Attachment B provided by clerk's office).

- 74 Deed books #107-180 (1922-1964) – L1317

Total Cost Section 1 = \$43,286.00

Includes providing County & KDLA with a copy of all images.

Section 2: Index documents: (Based on Attachment B provided by clerk's office).

- 74 Deed books #107-180 (1922-1964) – L1317

Total Cost Section 2 = \$26,640.00

Includes providing County & KDLA with a copy of all indexes.

5

Supporting Documentation

*Proposed Physical Layout of Vault Area


Proposed Reorganized Physical Layout of Vault Area
at the
Logan County Archives

which stores
County Clerk and AOC Records

278 West Fourth Street - P.O. Box 853,
Russellville, KY 42276

KEY:

Yellow = storage purchased with KDLA grant

 = Doorway

  = HVAC

F = 5 drawer filing cabinet

R = roller shelf

S = standard shelf

2D = 2 drawer filing cabinet

3D = 3 drawer filing cabinet

Boxes = Hollinger boxes

Current = storage equipment already in use at Archives

Unprocessed = folded and bound from their original storage

Current 1st Floor



Stairs and storage under stairs



Cell interior



West wall on left, cells on right
- facing north



East wall - facing north

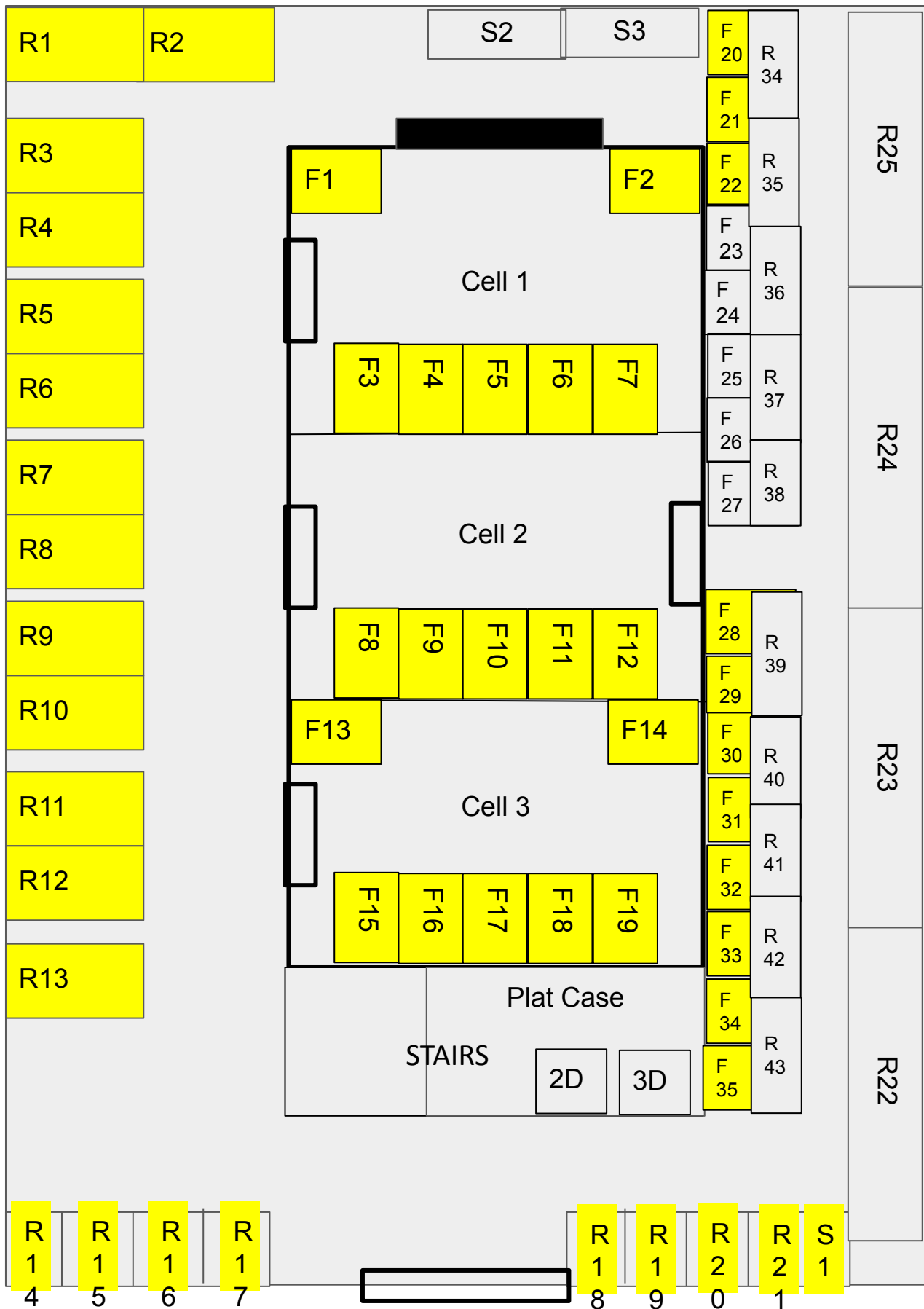
1st Floor - use of grant funded storage equipment and reuse of current storage equipment

NORTH

Interior wall: @21' 7"

WEST
Interior wall: @29' 5"

EAST
Interior wall: @29' 5"



SOUTH

Interior wall: @21' 7"

NOT TO SCALE

<p>*West wall: 1 stationary roller shelf end unit (north end) -8'H x 7'9.125"W (2 - 42"W shelves side-by-side); openings 18"D x 42"W x 4.5H</p>	
R1	58 Mortgage Books 1879-1939 L1344
R2	Mortgage Books cont.
<p>*West wall: overall size is 21' with stationary ends on the south and north -No more than 5 mobile roller shelf units - 2 sided - 8'H x 42"W; openings 38"D x 40"W x 4.5"H</p>	
R3	9 Land Entry Records Books 1792-1824 L1320 1 Report of Commissioners' of Division of Land Book 1877-1930 L1328 21 Surveyors & Processioners Books 1796-1927 L1519 1 District Court Deed Book 1799-1813 L1772 2 Circuit Court Deed Books 1821-1840 L1772
R4	43 Deed Books A-42 1792-1868 L1317
R5	78 Tax Assessment Books 1985-2010 L1433
R6	Tax Assessment Books cont.
R7	2 Sheriff's Bond Books 1878-1977 L1371 2 Constables Bond Books 1865-1918 L1371
R8	1 Tavern Keeper's Bond Book 1866-1886 L1372 1 Coffee House Bond Book 1866-1886 L1372 2 Public Official Bond Books 1865-1977 L1371
R9	93 County Court Order Books & Indexes 1792-1978 L1503
R10	County Court Order Books & Indexes cont.
R11	County Court Order Books & Indexes cont.
R12	County Court Order Books & Indexes cont.
<p>*West wall: 1 stationary roller shelf end unit (south end) -8'H x 42"W; openings 18"D x 40"W x 4.5"H</p>	
R13	County Court Order Books & Indexes cont.

<p>*South wall, west side of door: -1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H</p>	
R14	2 Medical Register Books 1893-1985 L1507
R15	1 Militia Roll Book 1874-1876 L1438 2 Registers of Candidates Books 1898-1968 L1421
R16	5 School Census Books 1894-1906 L1526 1 Annual Settlement School Book 1884 L1527 1 Superintendent of Common Schools Bond Book 1903-1906 L1371
R17	10 Fiscal Court Order Books 1792-1846 L1218
<p>*South wall, east side of door: -1 stationary roller shelf unit - 8'H x 6'W; openings 18"D x 18"W x 4.5"H</p>	
R18	8 Justice of the Peace and Notary Public Bond Books 1877-1973 L1371 & L1373 5 Minister's Bond Books 1877-1996 L1372 2 Ministers Return of Marriages Books 1818-1858 L1372
R19	1 Freedman's Declarations of Marriage Book 1866 L1247 15 Marriage Books (Black) 1866-1918 L1234
R20	Marriage Books (Black) cont.
R21	Marriage Books (Black) cont.
<p>*South wall, east side of door: -1 stationary standard shelf (attached to roller shelves) - 8'H x 1'W; openings 18"D x 12"W x 10.75"H</p>	
S1	151 files Loose Marriage Records and Parental Consents (unprocessed) 1872-1891, 1906-1977 L1238 & L1239

*East wall: -4 current bottom roller shelf units from 2nd floor balcony and east wall -4 - 52 openings in each	
R22	16 Administrator Bond Books 1869-1977 L1547 7 Executor Bond Books 1863-1977 L1547 26 Inventory, Appraisement and Sale Bill Books F-Z & 1-5 1834-1978 L1541
R23	31 Quarterly Court Orders Books 1851-1976
R24	56 Commonwealth of Kentucky Criminal Order Books 1880-19??
R25	Commonwealth of Kentucky Criminal Order Books cont.
*North Wall: -2 current 36"W, 6 standard shelves from 1st floor east wall	
S2	In progress projects of clerks & volunteers
S3	In progress projects of clerks & volunteers

*East wall of cells -current filing cabinets in location	
F20	104 boxes Guardian Settlements 1831-1903 L5048
F21	Guardian Settlements cont.
F22	Guardian Settlements cont.
F23	Guardian Settlements cont.
F24	60+ boxes Final Settlements (unprocessed) 1792-1989 L5048 & L5049
F25	Final Settlements cont.
F26	Inventory, Appraisalment & Sale Bill File (5 file cabinet drawers plus 2 boxes) 1835-1959 L5046 & L5047
F27	Inventory, Appraisalment & Sale Bill cont.
F28	Loose Wills (35 file cabinet drawers) 1792-1989 L1314
F29	Loose Wills cont.
F30	Loose Wills cont.
F31	Loose Wills cont.
F32	Loose Wills cont.
F33	Loose Wills cont.
F34	Loose Wills cont.
F35	Loose Wills cont.

<p>*East wall of cells roller shelves -5 current top roller shelf units, 2nd floor balcony -6 openings in each</p>
<p>On top of F20 - F27 = R34 Guardian Settlements M-P R35 Guardian Settlements G-L R36 Guardian Settlements A-F 1831-1974 L1543 R37 Guardian Bonds 13-16 R38 Guardian Bonds 7-12</p>

<p>*East wall of cells roller shelves -5 current top roller shelf units, 2nd floor balcony -6 openings in each</p>
<p>On top of F28 - F35 = R39 Guardian Bonds 1-6 1863-1933 L1547 R40 Wills S-W 1949-1973 R41 Wills M-R 1878-1948 R42 Wills G-L 1838-1878 R43 Wills A-F 1792-1838 L1315</p>

*Under the stairs	
Plat Case	Maps
2D	2 drawer filing cabinet on top of plat case under stairs 5 & 6 -Electronic devices
3D	3 drawer filing cabinet on top of plat case under stairs 7 & 8

Some of the series numbers are identified as records that were to be destroyed; however, these records have not yet been compared to the book entry to ensure that information is included.

Current 2nd Floor



South wall balcony



North wall with HVAC duct



Cell interior

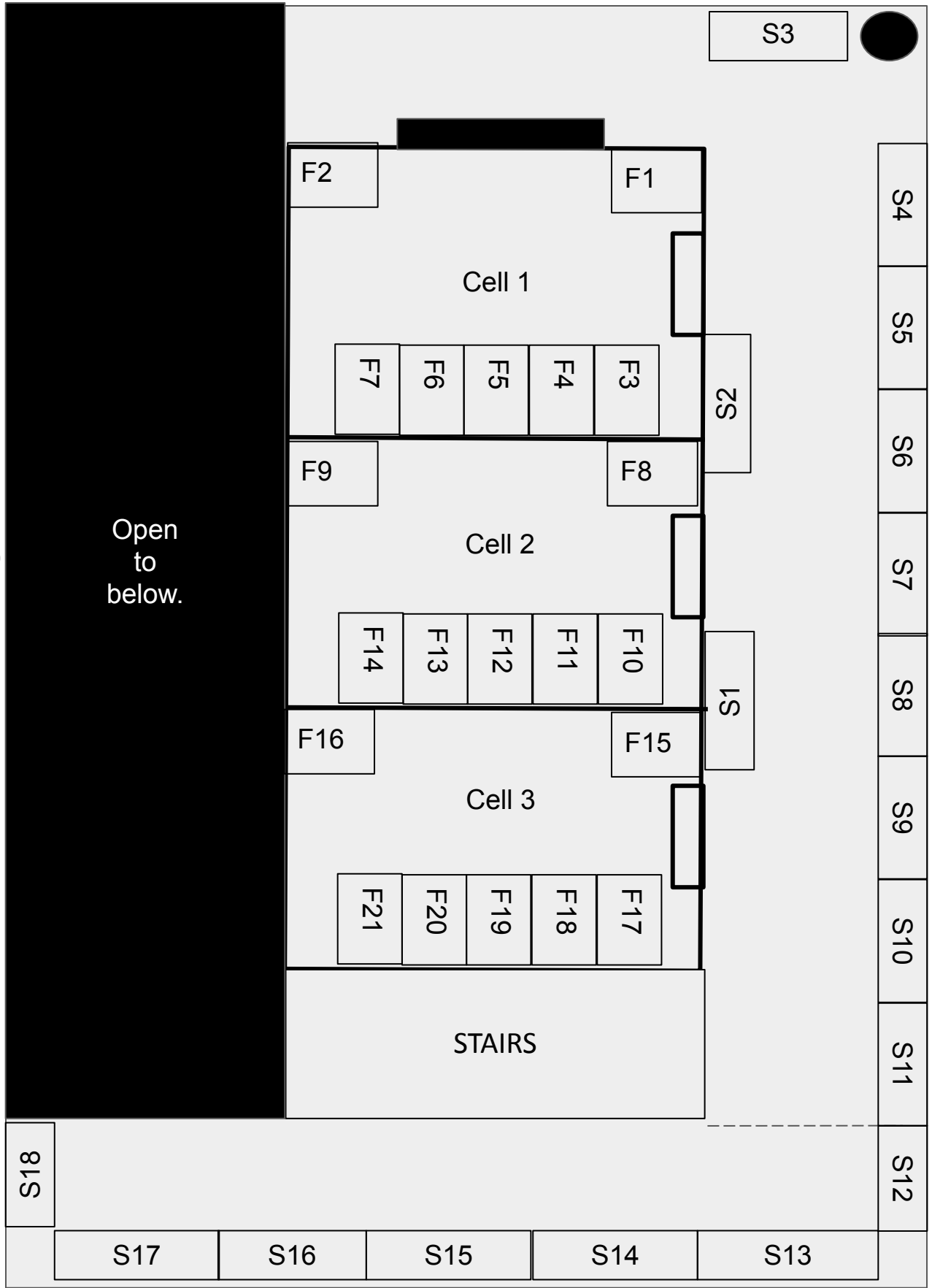


East wall - facing north

2nd Floor - reuse of current storage equipment

NORTH

Interior wall: @21' 7"



WEST
Interior wall: @29' 5"

Open to below.

EAST
Interior wall: @26' 5"

SOUTH

Interior wall: @21' 7"

NOT TO SCALE

<p>*North, East, & South walls -current standard shelves from 1st floor -S3, S9, S10, S13, S14, S15, S16, S17 current 42"W, 9 standard shelves from 1st floor west wall -S1, S2, S4, S5, S6, S7, S8, S11, S12, S18 current 36"W, 9 standard shelves from 1st floor cells</p>	
S1	111 KY Vital Statistic Birth and Death Books & Indexes 1911-1969 L1514
S2	Loose Miscellaneous Files (43 boxes containing 6,089 files)
S3	Loose Ordinary Case Files (244 boxes containing 15,989 files) 1792-1942
S4	Loose Ordinary Case Files cont.
S5	Loose Ordinary Case Files cont.
S6	Loose Ordinary Case Files cont.
S7	Loose Ordinary Case Files cont.
S8	Loose Equity Case Files (589 boxes, 12,189 files) 1792-1940
S9	Loose Equity Case Files cont.
S10	Loose Equity Case Files cont.
S11	Loose Equity Case Files cont.
S12	Loose Equity Case Files cont.
S13	Loose Equity Case Files cont.
S14	Loose Equity Case Files cont.
S15	Loose Equity Case Files cont.
S16	Loose Equity Case Files cont.
S17	Loose Equity Case Files cont.
S18	Loose Equity Case Files cont.

*Cell 1 current filing cabinets	
F1	100 boxes Loose Indictments (plus 27 boxes unprocessed) 1860s-1977
F2	Loose Indictments cont.
F3	Loose Indictments cont.
F4	Loose Indictments cont.
F5	Loose Indictments cont.
F6	Loose Indictments cont.
F7	4 boxes Loose Warrants and Summons (unprocessed) 1822-1959 12 boxes Executions (unprocessed) 1932-1942
*Cell 2 current filing cabinets	
F8	75 boxes Loose Quarterly Civil Court Records (unprocessed) 1927-1963
F9	Loose Quarterly Court Records cont.
F10	Loose Quarterly Court Records cont.
F11	Loose Quarterly Court Records cont.
F12	Loose Quarterly Court Records cont.
F13	Loose Quarterly Court Records cont.
F14	Loose Quarterly Court Records cont.
*Cell 3 filing cabinets	
F15	Circuit Civil cases (79 boxes containing 6,057 cases) 1920-1977
F16	Circuit Civil cases cont.
F17	Circuit Civil cases cont.
F18	Circuit Civil cases cont.
F19	Circuit Civil cases cont.
F20	Circuit Civil cases cont.
F21	Circuit Civil cases cont.