

INVITATION FOR BID PROPOSAL

The Office of the Marshall Co Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 24 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than 10-23-23 to be considered.


Signature/Title

Crissy Greer
Printed Name

10-10-23
Date

INVITATION TO BID

Crissy Greer, Marshall County Clerk, will be accepting bids for the following services:

Section 1: Create Digital Images for Miscellaneous Book 1 dated 04-19-1915 to book 24 dated 08-04-1981. Will books 2-42 dated 1848 to 02-20-2009. Fixture Filings books 1-3 dated 09-18-1990 to 08-01-2007.

Section 2: Create Digital Index for Miscellaneous Book 1-24 dated 04-19-1915 to 08-04-1981. Clerks office will provide list of fields needed at onsite visit. Fixture Filings books 1-3 dated 09-18-1990 to 08-01-2007.

Section 3: Create Security Microfilm for Marriage Books 62-83 dated 2002-2012, Will Books 26-61 dated 1999-2012, Deed Books 206-504 1985-2012, Mortgage Books 251-1028 1997-2012, Fiscal Court records 1-32 1905-2012, County Election Records 1-2 dated 1912-1992.

Bids will be accepted until 9:00 a.m. September 4th , 2023.

Marshall County Clerk Attachment

All Vendors please carefully review the following prior to submitting your bid proposal.

This project has three sections. Each section could and may be awarded to a different vendor. Therefore, please bid on each section you are interested in receiving. If you are not interested in any section of this project, please submit a NO BID for that section.

Task 1: Create Digital Images

L1374 Miscellaneous Books, book 1 dated 4-19-1915 to book 24 dated 08-04-1981

L1315 Will Books, books 2-42 dated 1848 to 02-20-2009

Task 2: Create Digital Index

L1374, Miscellaneous Books, 04-19-1915 to 08-04-1981 Clerk's Office will provide list of fields needed at onsite visit. Indexes would need to be done in these categories: Name, Book Type, Book & Page and Instrument Type.

Task 3: Create Security Microfilm

L1315 Marriage Books 62-83 start date 2002-2012, Will Books 26-61 start date 1999-2012, Deed Books 206-504 start date 1985-2012, Mortgage Books 251-1028 start date 1997-2012, Fiscal Court records books 1-32 dated 1905 to 2012, County Election Records 1-2 dated 1912-1992.

Please include number of rolls and length of rolls to be used for each type of book

The project must conform to the grant guidelines and KDLA's MICROFILMING AND DIGITAL IMAGING OF PUBLIC RECORDS: A PROCEDURAL GUIDE.

Bids must be returned to this office by October 23rd, 2023.

If you do not wish to bid, please submit a **No Bid**.

If you have questions, please contact:

Crissy Greer, Clerk

1101 Main St

Benton, Ky 42025

*Advertised
on
County Web.*



Public Announcements

Bid Notice

The Marshall County Fiscal Court is requesting proposals for a Planned Comprehensive Maintenance Agreement for the Mechanical HVAC Systems for the Marshall County Judicial Building located at 80 Judicial Drive, Benton, KY 42025. Bid specifications can be obtained by contacting Andrew Pagel at (270) 527-4750 or Andrew.Pagel@marshallcountky.gov.

Bids shall be delivered in a sealed envelope no later than Friday, September 15, 2023 at 4 PM to the office of the County Judge/Executive located at 1101 Main St. Benton, KY. The Marshall County Fiscal Court reserves the right to reject any and all bids.

Bid Notice

The Marshall County Fiscal Court will be accepting bids to replace the roof on the Marshall

Andrew.Pager@marshallcountky.gov.

Bids shall be delivered in a sealed envelope no later than Wednesday, August 30, 2023 at 4 PM to the office of the County Judge/Executive located at 1101 Main St. Benton, KY. The Marshall County Fiscal Court reserves the right to reject any and all bids.



Bid Notice

Crissy Greer, Marshall County Clerk, will be accepting bids for the following services:

Section 1: Create Digital Images for Miscellaneous Book 1 dated 04-19-1915 to book 24 dated 08-04-1981. Will books 2-42 dated 1848 to 02-20-2009. Fixture Filings books 1-3 dated 09-18-1990 to 08-01-2007.

Section 2: Create Digital Index for Miscellaneous Book 1-24 dated 04-19-1915 to 08-04-1981. Clerks office will provide list of fields needed at onsite visit. Fixture Filings books 1-3 dated 09-18-1990 to 08-01-2007.

Section 3: Create Security Microfilm for Marriage Books 62-83 dated 2002-2012, Will Books 26-61 dated 1999-2012, Deed Books 206-504 1985-2012, Mortgage Books 251-1028 1997-2012, Fiscal Court records 1-32 1905-2012, County Election Records 1-2 dated 1912-1992.

Bids will be accepted until 9:00 a.m. September 4th, 2023.

Marshall County Community Development Block Grant - Disaster Relief

Marshall County Fiscal Court plans to apply for a Kentucky Department for Local

Government Community Development Block Grant Disaster Relief (CDBG-DR) funds to

from the qualifying major disaster in 2021. The CDC will provide housing repair assistance for those who are single-family homeowners that reside in Marshall County. Marshall County will be accepting applications for the Community Development Block Grant Disaster Relief from now until August 20, 2023.

Purpose

- Assist single-family homeowners who were affected by the 2021 major qualifying disaster.
- Allow homeowners to receive assistance with the rehabilitation/reconstruction of the disaster affected unit.
- Stabilize communities and the housing needs for those impacted by the 2021 major qualifying disaster.

Eligibility Guidelines

1. Have owned the home at the time of the 2021 major qualifying disaster event.
2. Must be able to provide evidence of clear title ownership to the assisted unit.
3. Must be requesting assistance for the primary address only (address where the applicant lives(ed) and slept at the time of disaster).
4. Have not already completed all work needed on rehabilitation/reconstruction of the unit requesting assistance.
5. Must declare all other funding assistance (Federal, State, Local, private, etc....) related disaster affecting the housing unit.

Applications may be picked up at the Marshall County Judge Executive's Office, 1101 Main Street, Benton KY. For further information contact:

Stacey Smith, Project Coordinator
Purchase Area Development District
1002 Medical Drive
Mayfield, KY 42066

Voice: (270) 251-6147

facility.

- Perform all tasks related to processing of inmates.
- Maintain daily logs and records as required.

Marshall County Long Term Recovery Group

The Marshall County Long Term Recovery Group was formed following the December 10, 2021 tornado that cut a path of destruction across our county. Our mission is to help and provide community services independently, as well as relief and recovery to the people of Marshall County following this devastating tornado. We adhere to the philosophy, "We can do more together than we can separately."

To find out more please visit their website at <https://www.mcrecovery.net/>.

Bid List Signup

Marshall County keeps an active email list for anyone who would like to be informed of new bid requests for services, products, equipment, etc.

Wish to be added to this list? Simply click the button below to submit your information.

Greer, Crissy (Marshall County Clerk)

From: Gerry Gilbert <ggilbert@tribunecourier.com>
Sent: Monday, August 7, 2023 10:19 AM
To: Greer, Crissy (Marshall County Clerk)
Subject: Re: Add

This Message Originated from Outside the Organization

This Message Is From an External Sender.

[Report Suspicious](#)

Thank you ! I have it scheduled to publish August 10.

Gerry K Gilbert
Office Manager
Marshall County Tribune-Courier
(270) 527-3162

*Added in paper
Aug 10th.*

From: Greer, Crissy (Marshall County Clerk) <Crissy.Greer@ky.gov>
Sent: Friday, August 4, 2023 11:43 AM
To: Gerry Gilbert <ggilbert@tribunecourier.com>
Subject: Add

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Could you please place this bid in the paper next week?



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:

Marshall County Clerk

Applicant Name:
(Records Custodian/Officer)

Crissy Greer

Applicant Title:

County Clerk

Primary Point of Contact:

Office Address:

1101 Main St
Benton, Ky 42025

Phone Number:
(Including area code)

270-527-4740

Email Address:

crissy.greer@ky.gov

Federal ID Number:

616014175

Project Summary

Total Funds Requested: \$ 149,846.50

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

The Marshall county clerk would like to digitize and security microfilm Misc. books from 1915 to 1981, and Will Books 1848 to 2009. They are vital to litigation and development of the county. We will provide adequate working space and equipment storage for this project. This project will keep our county in compliance with state guidelines and be be beneficial to our county's history.



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

Plan of Work

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

Section I

Purpose: Create Digital Images, Indexes

Vendor: Courthouse Computer Systems
 Vendor Contact: Charles Roederer III
 Vendor Address: 1567 Winchester Ave Suite 203
Ashland, Ky 41101
 Vendor Phone and Email: 1-855-COURT-IT www.courthouse computer systems.com

Records	Date	Series	Cost
Miscellaneous Books 1-24	1915-1981	L1374	13600.00
Will Books	1848-2009	L1315	
Index Miscellaneous Books 1-24	1915-1981	L1374	12200.00
Create Microfilm			NO BID
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			25800.00

Section II

Purpose: Create Digital Images, Indexes

Vendor: Software Management LLC
 Vendor Contact: Jackie Arnold
 Vendor Address: 2011 Cobalt Dr
Louisville, Ky 40299
 Vendor Phone and Email: jarnold@smlc.us 502-266-9445

Records	Date	Series	Cost
24 Misc. Books 1-24	1915-1981	L1753	13864.00
41 Will Books 2-42	1848-2009	L1315	
Creat Digital Index for 24 Misc. books	1915-1981	L1753	23955.00
Microfilm total of 1169 books(see task 3 on bid)	1905-2012		57418.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			7177.25
Total Section II Cost			102414.25



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

Section III

Purpose: Create digital images and indexes

Vendor: KOFile
 Vendor Contact: Brad Crane
 Vendor Address: 6300 Cedar Springs
Dallas, TX 75235
 Vendor Phone and Email: 706-499-0145 Brad.Crane@kofile.com

Records	Date	Series	Cost
Miscellaneous Books 1-24 Create digital images	1915-1981	L1374	16060.25
Will Books 2-42	1848-2009	L1315	24369.00
Create Index Misc. Books 1-24	1915-1981	L1374	28000.00
Microfilming			NO Bid
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			68429.25

Section IV

Purpose: Create Digital Images, Indexes and Microfilm

Vendor: DRMS
 Vendor Contact: Tristan Gurolla
 Vendor Address: 1400 Husbands Rd
Paducah, Ky 42002
 Vendor Phone and Email: 270-443-1610

Records	Date	Series	Cost
Miscellaneous Books 1-24	1915-1981	L1374	47389.00
Will Books	1848-2009	L1315	
Index Misc. Books 1-24	1915-2007	L1374	13200.00
Microfilm listed books in Sections 3 of bid	1985-2012		79340.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			9917.50
Total Section IV Cost			149,846.50

** Please Attach Additional Sections, if needed**



Kentucky Department for Libraries and Archives Local Records Program

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

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

Paper Electronic Files Microfilm Microfiche Aperture Cards Plats

Other: _____

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

The Clerk's Office is in the County Courthouse and the records are stored in a concrete steel vault that is locked each night. The vault is climate controlled with adequate space and proper security and supervision.

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?

The Marshall County Clerk's Office is committed to sound management of its permanent vital and historical records. The office has always followed KDLA's guidelines and consults with the agency for guidance on records management.



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

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

The county is compliant with the current retention schedule. Our records department is thankfully staffed with trained deputy's. They will provide training when necessary. Our program has many digital images and hard copies available for our community, we take pride in preserving our county's history.

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).

We have public terminals available for researching records and we also have a paid subscription website available.

Additional information/comments:

*attached

Create microfilm for (1234) Marriage books dated 2002-2012, Will books (L1315) 1999-2012
Deed Books (1317) 19+85-2012, Mortgage Books (L1344) 1997-2012, Fiscal Court (L1218)1905-2012 County Election
Records (L1405) 1912-1992

courthouse Computer Systems submitted a NO BID for the microfilming section.

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

I spoke to Rebecca on numerous occasions and she was very helpful.



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

Bia 1



1-855-COURT-11 • 1557 Winchester Avenue, Suite 203, Ashland, KY 41101
www.CourthouseComputerSystems.com

October 23, 2023

Crissy Greer
County Clerk of Marshall County
1101 Main Street,
Benton, KY 42025

Dear Hon. Crissy Greer,

Courthouse Computer Systems is pleased to have the opportunity to respond to your Invitation for Bid Proposal. We are excited about the possibility to provide your office with the highest quality digital images and most accurate index data. Our intention is to complete all scanning and indexing work in the 2023 Invitation for Bid proposal dated 10/10/2023.

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

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

Sincerely,

A handwritten signature in cursive script that reads 'Charles A. Roederer, III'.

Charles A Roederer, III
President

UNDERSTANDING OF PROJECT OBJECTIVES

Courthouse Computer Systems is to create digital images for the following books:

Miscellaneous Books 1 – 24 (4/19/1915 – 8/4/1981)

Will Books 2-42 (1848 – 2/20/2009)

Courthouse Computer Systems is to create digital indices for the following books:

Miscellaneous Books 1 – 24 (4/19/1915 – 8/4/1981)

Company Representative Joe Powers conducted an onsite assessment on 2/28/2023 of the source pages to be scanned, so we are acutely aware of the different sizes and condition of the source records.

PROJECT DETAILS

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

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

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

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

PROJECT PRICING

Section 1: Scan Listed Books **\$ 13,600.00**

Miscellaneous Books 1 – 24
Will Books 2-42

Section 2: Index Listed Books **\$ 12,200.00**

Miscellaneous Books 1 – 24

Section 3: Create Security Microfilm **NO BID**

Total: \$ 25,800.00



MARSHALL COUNTY CLERK'S OFFICE

**RESPONSE TO INVITATION FOR BID
DATED OCTOBER 23, 2023**

Software Management LLC. is pleased to present this proposal to convert permanent records to digital images, create digital indexes, and microfilm permanent record books. Our team will provide Marshall County with the highest possible quality and accuracy. All project work conforms to KDLA's "Microfilming and Digital Imaging of Public Records: A Procedural Guide".

An onsite examination was conducted on October 13, 2023

Task 1: Create Digital Images

- 24 Miscellaneous books #1-24 (1915-1981) – L1753
- 41 Will books #2-42 (1848-2009) – L1315
 - #1 sewn bound/handwritten
 - All over size 18x12
 - 7,850 photostats
 - *Includes providing County & KDLA with a copy of all images: Foldered by book and sequential page number.*

Total Cost Task 1 = \$13,864.00

Task 2: Create Digital Index

Fields to be indexed – Per county clerk

- 24 Miscellaneous books #1-24 (1915-1981) – L1753
 - Book & Page number
 - Recording date
 - Document Type code
 - Grantor or Party One – all
 - Grantee or Party Two- all
 - County to provide complete, clear, unobscured, readable images in a standard format (PDF or Tiff) to index from. Images that are not legible are not indexable. These images will be noted on the project report as "Not Indexable".
 - Includes providing County & KDLA with a copy of all indexes: Excel, PDF, or text file – county clerk/KDLA choice.

Total Cost Task 2 = \$23,955.00

Task 3: Create Security Microfilm

- o County must provide digital images which conform to KDLA's digital imaging policy.
- o Images must be provided in BW .tiff format and arranged by book and sequential page.
- o Images must be min 300dpi
- o Images must be complete with KDLA targets (county responsible for missing images and missing image targets/notes prior to filming)

To be filmed:	Images	Film	Rolls
L1234 (22) Marriage bks – Vol 62-83 (2002-2012)	6,500	100'	3
L1315 (36) Will bks – Vol 26-61 (1999-2012)	27,000	100'	9
L1317 (299) Deed bks – Vol 206-504 (1985-2012)	225,500	100'	76
L1344 (778) Mortgage bks – Vol 251-1028 (1997-2012)	600,000	215'	100
L1218 (32) Fiscal Ct bks – Vol 1-32 (1905-2012)	23,000	100'	8
L1344 (2) Election bks – Vol 1-2 (1912-1992)	1,350	100'	1

Total Cost Task 3: \$57,418.00

Includes shipping security film to KDLA.

Bid 3



Honorable Crissy Greer
1101 Main St
Benton, Ky
42025

September 7th , 2023

Dear Crissy,

Thank for Data Records Management Services to have the opportunity to bid in this invitation cycle. We look forward to continuing to serve your county with our professional services. Below you will find the proposal requested for Scanning and Indexing the documents in your RFP. Thank you again and if you have any questions feel free to contact me at any time.

Trystan Gurrola
VP of Operations



Onsite Examination: 8/23/2023

Section 1: Create digital Image for Misc. Books 1-24 (L1374) (1915-1981), Will Books 2-42 (L1315) (1848-2009)

- Scan Misc. Books 1-24 approximately 16,300 images with mixture of bound books, break-apart, oversized, and ledger. Scan Will books 2-42 approximately 28,500 images mixture of book size with photostats that will have marginal releases that have to be reversed as well, requiring special procedures within scanning process.

Section 1 Total: \$47,389.00

Section 2: Create index for Misc. (L1374) (1915-1981)

- Indexing Miscellaneous books 1-24. Indexing will be created utilizing Non-FOREIGN SERVICES, and QA.

Section 2 Total: \$13,200.00

Section 3: Create microfilm for (1234) Marriage books 62-83 (2002-2012), Will books 26-61 (L1315)(1999-2012), Deed books 206-504 (1317) (1985-2012), Mortgage books 251-1028 (L1344) (1997-2012), Fiscal Court 1-32 (L1218) (1905-2012), County Election 1-2 (L1405) (1912-1992)

- Any missing images found will be scanned for full books to be developed into security microfilm. 47 rolls 100ft of film for Marriages, Wills, Deeds, Fiscal Court, and County Elections and 60 rolls of 215ft for Mortgages.

**Section 3 Total:
\$79,340.00**

Total for all sections: \$142,579.00



General Conditions:

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

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

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

Acceptance:

Your signature of acceptance constitutes our entire agreement.

Marshall County Clerk
Crissy Greer

Date



October 20, 2023

October 20, 2023

Crissy Greer
 Marshall County Clerk
 1101 Main Street
 Benton, Kentucky 42025

Dear Crissy Greer,

This proposal addresses the archival digitization and indexing in response to the KDLA Bid solicitation. Kofile performed an onsite assessment of the records on 10/19/2023 by Kofile representative Steven Farr.

(SECTION 1: CREATE DIGITAL IMAGES) VOLUMES: PROJECT INVENTORY & ITEMIZED PRICING			
RECORD SERIES TITLE	VOLS	PAGES	PRICE QUOTE
L1374 – Miscellaneous Books (Book 1 – Bound 11 X17, Books 2-19 – LL 11X17, Books 21-24 LL 8.5X14)	24	15,382	\$16,060.25
L1315 – Will Books (Books 2 – 6 – LL 11X17, Books 7-42 – LL 8.5X14)	41	29,216	\$24,369.00
TOTAL			\$40,429.25

(SECTION 2: CREATE DIGITAL INDEX) VOLUMES: PROJECT INVENTORY & ITEMIZED PRICING			
RECORD SERIES TITLE	VOLS	Documents	PRICE QUOTE
L1374 – Miscellaneous Books 04-19-1915 to 08-04-1981, Books 1 through Book 24	24	8,000	\$28,000.00
Index by Name (Grantor/Grantee), Book Type, Book, Page, Date, Instrument Type and Legal Description (Where Applicable)			
TOTAL			\$28,000.00



(SECTION 3 : CREATE SECURITY MICROFILM) VOLUMES: PROJECT INVENTORY & ITEMIZED PRICING

RECORD SERIES TITLE	VOLs	PAGES	SHEET SIZE	Per Page Price	PRICE QUOTE
NO BID					
TOTAL					NO BID

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a GrayScale JPG & Converted to Black/White TIFF format.
- Images are named (tagged for the directory file structure) by Book/Volume/Page (or other requested fields).
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and legibility are assured through rigorous, systematic quality control. Each image is sight-checked and certified ensuring all pages are present, no double feeds occurred, as well as identification and tracking of attachment ('A') pages resulting from attachments affixed (e.g. stapled or taped) to the original document.
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

(INDEX) Archival Indexing of Data

- Double Blind Key Indexing & Verification by Certified Indexers
- Kofile maintains a 99.25% accuracy
- Use of the Kofile Certified Indexing System
- Index by Name (Grantor/Grantee), Book Type, Book, Page, Date, Instrument Type and Legal Description (Where Applicable)
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.



This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.
Payment Terms: Pay 100% at the project completion once approved by KDLA.

Marshall County Acceptance

Kofile Acceptance

Signature of Authorized Official

Signature of Authorized Official

Print Name of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Title of Authorized Official

Date

Date

Please let me know if you have any questions. We look forward to serving Marshall County, and to working together for the imaging and access of its public assets.

Sincerely,

Brad Crane

Brad Crane
Account Executive
Brad.Crane@kofile.com
706-499-0145



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

Attest:


Local Government Authorized Official Signature

Crissy Greer County Clerk

Printed Name and Title

10/30/2023

Date

Crissy Greer Count Clerk

Official Custodian of Records

Crissy Greer County Clerk

Printed Name and Title

10/30/2023

Date