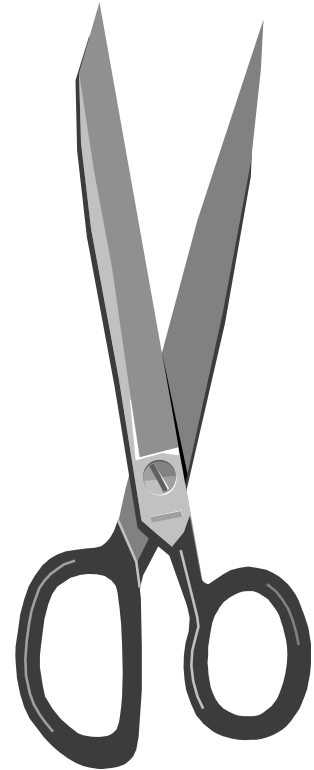


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO: PURCHASING DEPARTMENT	
School Board of Polk County	
1915 South Floral Avenue, PO Box 391	
Bartow, FL 33831-0391	
SEALED BID DO NOT OPEN	
SEALED BID NO.:	033-PAH-1211
BID TITLE:	Image Conversion
DUE DATE/TIME:	January 18, 2011 @ 3:00 pm
SUBMITTED BY:	_____
	Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> Click on “Vendor Application**” from the menu on the left side of the screen and follow the instructions.**

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Image Conversion

Bid File Number 033-PAH-1211 Posted 12/14/10

Sealed bids will be received until 3:00 pm on 1/18/11 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: Angie Hawkins telephone 863-534-0567, FAX 863-534-7497, E-Mail angela.hawkins@polk-fl.net

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

_____ VENDOR NAME	_____ MAILING ADDRESS
_____ PRINT OR TYPE SIGNATURE AND TITLE	_____ CITY, STATE, ZIP
_____ WRITTEN SIGNATURE	_____ DATE
_____ TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)	_____ FAX NUMBER
_____ E-MAIL ADDRESS	_____ FEID NUMBER

DISCOUNT: Our company offers the following discount schedule: _____.

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: 1/31/12. Contract(s) awarded from this bid will begin on 2/9/11 and will run through 1/31/12.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: Human Resources Department & Pupil Accounting Department Bartow, Florida 33830
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices and on the Purchasing Department's website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> on or about 1/25/11 and will remain posted for a period of at least 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.

4. **PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)
5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.

14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.
17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.
28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.

32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."

33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

34. **SOLICITATION OF DISTRICT EMPLOYEES:** Bidders/vendors and others involved with this bid are prohibited from making any offer of any value to any employee of the School Board who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.

Rev.Pur. 08/2010

SPECIAL TERMS AND CONDITIONS

- A. SCOPE:** The purpose of this bid is to contract with a qualified firm(s) to provide scanning service to various departments within the Polk County School Board (PCSB). The intent of this bid is to establish a multi-year contract, renewable annually, by mutual written consent.
- B. AWARD:**
1. The Polk County School Board's Purchasing Department, Pupil Accounting & Records Office and IST Division will evaluate bid pricing and sample CD or Optical disc. Successful bidder(s) must furnish all labor, materials, equipment and supervision required while meeting highest industry standards, to include specifications, terms and conditions stated herein.
 2. The School Board reserves the right to award this bid in whole or in part to one or more bidders, or to take any other actions that may be in the best interest of the School Board. It is anticipated there will be a recommendation for award of contract based on the lowest composite bid received from a responsive and responsible bidder. This will be the Primary Contractor award. There may be an additional award based on the second lowest composite bid received from a responsive and responsible bidder. This would/will be the first alternate award. The Board reserves the right to make additional alternate awards based on the next lowest composite bid received from a responsive and responsible bidder if it is in the Board's best interest to do so. In the event there is a scheduling conflict, or if the Primary Contractor is unable to complete a given project satisfactorily or in a timely manner, the Contract Administrator or designee may request the services outlined in this Invitation To Bid from the first alternate awardee; if the first alternate awardee is unable to perform as outlined above the Contract Administrator or designee may select the next awarded alternate awardee. If in the opinion of the Contract Administrator or designee the order exceeds the capability of the primary contractor, the services outlined in this Invitation to Bid may be purchased from the first alternate awardee; if the first alternate awardee is unable to perform as outlined above the Contract Administrator or designee may select the next awarded alternate awardee.
 3. Price structure for document prep, conversion, indexing, indexing verification and delivery media (CD) will be negotiated. Failure to reach satisfactory price structure may result in no contract award with that bidder(s).
 4. **Awarded vendor(s) facility:** The bidder(s) shall have an established office within 100 miles radius of 1915 South Floral Avenue, Bartow, FL 33830. The School Board of Polk County reserves the right to visit the physical street address listed on the Invitation To Bid as the established office to confirm the office is in compliance with this requirement. Such visits will be conducted during regular work hours (Monday through Friday, 8:00 a.m. through 5:00 p.m.), and may be unannounced.

C. PRICE ADJUSTMENT: Requests for price increases may be submitted annually at contract renewal, as long as the requested increase does not exceed the rate of inflation determined by the Consumer Price Index for urban wage earners and clerical workers, U.S. city average, all items (1982-84=100), Published by the U.S. Bureau of Labor Statistics or any successor or substitute index appropriately adjusted from the commencement of the initial term of the contract to commencement of each extension period. All requests for price increases must be submitted in writing by the successful bidder(s), and approved by the Director of Purchasing or designee and Pupil Accounting & Records Manager prior to any price increases becoming effective. The initial contract period shall commence on February 9, 2011 and end January 31, 2012. Prices and discounts shall remain firm for this initial contract period.

D. SPECIFICATIONS: Bidders are to place initials in box before each of the following items, thereby attesting that you have read, fully understand, and agree to specifications and terms and conditions stated herein.

1. Documents must be scanned and indexed using computer software that is compatible with our scanning software ApplicationXtender.
2. Successful bidder(s) shall be fully responsible for all corrections at no additional cost to the Polk County School Board if any index data field titles, field types, field tags, index research and design, imaging (scanning), indexing (data entry), verification, CD/OD read or load file script errors of any kind are discovered at any phase of the image conversion process.
3. Documents may be single-sided, dual sided, with or without folds, standard stock, card stock, any color, with no page size minimum, maximum page size not to exceed 11"x20".
4. The Office of Pupil Accounting & Records Office at the Polk County School Board will determine field titles, field types, and field tags for each index. Whenever possible, the Polk County School Board will provide data fields in ASCII form from its database.
5. The bidder is required to furnish with their bid response a legitimate sample CD or optical disk created using sample documents to be provided by Polk County School Board. See bid form for further instructions.

6. Successful bidder(s) must provide written explanation, at no additional cost to the Polk County School Board, as to which, if any, documents they are unable to scan, convert and/or index. This is subject to review and approval by the Office of Pupil Accounting & Records. Such documents, if any, should be identified (tagged) in the original packing, and identified in a printed report listing records the successful bidder(s) was unable to process.
7. All scanned and indexed documents, including original sources (paper, microfilm, microfiche, etc.) that are outside of the scope of contract between Polk County School Board and the successful bidder(s) (but were designated for pickup in error) must be returned to the School Board within ten (10) working days of receipt by successful bidder(s).
8. All documents received by successful bidder(s) must be returned to the Polk County School Board in the original packing, regardless of whether or not the documents were processed.
9. Successful bidder(s) must not process any document images beyond the volume of document images agreed upon for processing during a specific timeframe for any department of the Polk County School Board without written consent from Pupil Accounting.
- Furthermore, the successful bidder(s) must not exceed total quantity of images to be processed in any instance, as specified on each purchase order, without written consent from Pupil Accounting.
10. Failure by the successful bidder(s) to meet specific document processing timeframe and/or deadlines will be viewed as non-compliance with terms and conditions of this bid. At time work is requested the timeframe will be agreed upon between the School Board of Polk County and the awarded Bidder(s).
11. Please provide a list of security measures your company has in place to protect personal information on printed records being scanned on the attached document labeled BIDDER REFERENCE FORM.

E. QUANTITY: We estimate that approximately 200 boxes of records will be scanned and indexed during the initial term of the contract based on past services. **This is an estimate only and quantities are not guaranteed.**

- F. RECORDS SCANNING ORDER:** The scanning order of records will be determined by the Office of Pupil Accounting. Specific details will be provided in writing to the successful bidder(s).
- G. PURCHASE ORDER:** No work shall commence prior to receipt of a purchase order from the Purchasing Department.
- H. DISKS:** Successful bidder(s) shall provide a copy of all processed documents to the Polk County School Board, on CD or Optical Disk, in a format compatible with ApplicationXtender's access standards. The successful bidder(s) is responsible for ensuring that each CD/OD is appropriately labeled, to include INDEX name (Polk County School Board name); end user department's name; description of what data is on the CD/OD; the CD/OD volume (#_of_); total number of indexed records; date the CD/OD was created. For Example:

Index: PCSB
Department: ESE Department
Description: 99/00 (A-C)
Volume: 1 of 4
Indexed Records: 2,000
Created: June 15, 2010

- I. INDEXES:** The Office of Pupil Accounting and Records at the Polk County School Board will provide written document(s) to successful bidder(s) identifying values of each index. The successful bidder(s) will be required to provide a signature on this document verifying those values.
- J. LOCATION:** Successful bidder(s) will pick up and return all documents, microfilm, microfiche, etc., to the approved representative from any of the following Departments.

1. **PRIMARY CONTACT**

Pupil Accounting and Records Department
1915 S Floral Avenue
Bartow, Fl 33830
Contact: Debbie Cook, Student Assignment Specialist
863-534-0718
Nova Cochran, Records Management Specialist
863-519-8721

2. Human Resources Department

1915 S Floral Avenue
Bartow, Fl 33830
Contact: Peg Brenner, Director of Personnel
863-534-0532

- K. IMAGE FORMAT:** Successful bidder(s) must provide the following:
1. Indexed document images in TIFF format
 2. Automated reporting of indexed test files & images, including scanned documents and CD/OD record totals, as well as printable index report of each record index, i.e., student's name, DOB, document type, etc., as a line item for each record.
- L. LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of the correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items.
- M. QUALIFICATIONS:** The bidder must have been regularly and successfully engaged in the type of work described in the Special Terms and Conditions of this bid prior to the date of bid opening. Documentation of this experience should be included with your bid response. **Submittals should include the following:**
1. Please submit, with your bid response, a minimum of two (2) recent projects from the last 5 years similar to the type described in the Special Terms and Conditions of this bid, with a brief description of work satisfactorily completed. The list must include the location, date of contract tenure and telephone number of the owner's representative for each example provided. Refer to attached Bidder Referral Form.
If bidder fails to submit this information with his bid response then bidder must be prepared to provide the required information upon request, by the district. This information must be received within two (2) business days after date of request or bid may be considered non-responsive.
- The bidder shall have a place of business for contact by District personnel during normal business days/business hours.
- N. USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.
- O. BID EVALUATION:** Evaluation shall be completed by staff from Pupil Accounting and Records, Information Systems Technology and the Purchasing Department.

BID FORM AND SPECIFICATIONS

Bidders must e-mail Angie Hawkins @ angela.hawkins@polk-fl.net for a sample container of documents. These documents shall be processed in the format outlined in the Special Terms and Conditions of this Invitation to Bid and submitted as part of your sealed bid response. The document images must be retrievable, viewable, editable and printable using the computer software ApplicationXtender. Bidder shall provide a copy of all processed documents on CD or Optical Disk, in a format compatible with ApplicationXtender's access standards along with sealed bid. The bidder is responsible for ensuring that each CD/OD is appropriately labeled, to include INDEX name (Polk County School Board name); end user department's name; description of what data is on the CD/OD; the CD/OD volume (#__of__); total number of indexed records; date the CD/OD was created. For Example:

Index: PCSB
Department: ESE Department
Description: 99/00 (A-C)
Volume: 1 of 4
Indexed Records: 2,000
Created: June 15, 2010

QTY	DESCRIPTION	COST PER IMAGE	EXTENDED PRICE
1.	100m Document Scanning	\$ _____ image	\$ _____

NOTE: 100m refers to one million images (estimated yearly quantity of document electronic images to be scanned) and are to establish unit pricing. The actual quantity of documents to be provided for scanning, indexing, and/or converting is not guaranteed.

NOTE: Pick-up and Delivery is to be included in price.

NOTE: The Bidder Acknowledgement section on Page 1 of our "Invitation to Bid" must be properly completed and signed to qualify your bid. Sign and return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature _____

BIDDER REFERENCE FORM

(duplicate as needed)

References: Proposers are required to provide a minimum of two (2) references, with contact information that best demonstrate their ability to provide image conversion as described in this bid. Listed references shall have used similar services within the past 5 years. The District reserves the right to contact any client, whether or not listed in this section of the proposal, to obtain information regarding work that the vendor has performed.

Please provide all requested information for each reference.

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____

Project Name and Scope: _____

Owner Name: _____

Account Tenure (dates): _____

Contact Person: _____

Address: _____

Telephone: _____

Additional Comments: _____