



**Capital Projects & Purchasing Department  
113 Mable T. Willis Blvd.  
Walterboro, SC 29488  
843.539.1968**

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**RFP: PC-01  
Scanning Services for  
Colleton County Probate  
DUE: Thursday, May 19, 2016 @ 11:00am**

**MAIL RFP RESPONSE TO:**

Capital Projects & Purchasing Department  
Attn: Kaye B Syfrett  
113 Mable T. Willis Blvd.  
Walterboro, SC 29488

**HAND DELIVER RFP RESPONSE TO:**

Capital Projects & Purchasing Department  
Attn: Kaye B Syfrett  
113 Mable T. Willis Blvd.  
Walterboro, SC 29488

## A. OVERVIEW

Colleton County, South Carolina (the "**County**") requests proposals from qualified firms to provide Estate document scanning, indexing and imaging services for Colleton County Probate. Services shall be in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM).

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. After which, only the names of the respondents will be publicly announced. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Offeror's name, address, and the solicitation name and number.

This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

## B. SCOPE OF SERVICES

Colleton County Probate uses an ICON imaging software. The County requests competitive proposals for the following services:

- Estate document scanning, indexing and imaging services

### 1. **Handling and Receiving Requirements**

#### a. Confidentiality, Accuracy and Security of Documentation:

It is critical that the proposer understands the required security of the documents. These documents are irreplaceable and must be safeguarded. Once the proposer received the documents from Colleton County, they are responsible for their safekeeping. The Firm must secure materials in a secure, dry location and take great care in handling of fragile originals. Safeguards against theft, loss, and/or damage must be maintained at the highest levels. The Firm will be held responsible for lost, stolen and/or damaged original documents. The Firm will be fined up to \$50.00 for a record single record that is lost, stolen or damaged. Once the documents are in the hands of the Firm, the Firm becomes solely responsible for the security of the documents.

#### b. Tracking and Inventory of County Documents:

The Firm will inventory and acknowledge the receipt of all items received. It is intended that the Firm will maintain an automated tracking system to allow for the retrieval of any document that is in process. Any discrepancies between the County's Department's inventory transmittal and the items received by the Firm are to be resolved with ten calendar days. After scanning services have been completed on a pickup from Colleton County, the Firm will be required to perform a final quality control step that compares the final output to the manifest that the County provided to the Firm to ensure that every document has been digitized and indexed. The Firm will be required to provide to Colleton County a report comparing the documents provided to

the final output with each product delivery. The County will implement this process in conjunction with the contract and is open to process re-engineering as suggested by the Firm.

c. Pick-up and Turnaround Time:

The Contractor will pick up all Colleton County documents that are to be scanned from designated County sites; the Firm is responsible for the pick-up of the County documents themselves, the County determines it to the County's benefit. Only Colleton County will make such a determination. Colleton County and the awarded Firm will mutually develop a procedure, (preferably utilizing a bar code system) as well as a pickup and delivery schedule. The County's plan is for weekly pickups. The County will determine the pickup locations and shall also require the Firm to schedule a regular pick up of documents to be scanned. Hard copies of documents shall be returned to the County in substantially similar condition as when documents were picked up from the County.

d. Transportation of County Documents:

All County documents must be transported in closed, preferably climate controlled vehicles.

## 2. **Preparation Requirements**

- a. The Firm shall perform "Document Preparation" as necessary to scan all files Preparation of Documents to be scanned: this includes removing all staples and paperclips, straightening all folded documents and otherwise preparing the documents ready for scanning.

## 3. **Quality, Production and Pricing Requirements**

- a. All data must be preserved in a form identical to, or functionally equal to, the original record.
- b. Scanned images shall be placed on a DVD, external hard drive, or other appropriate approved media for delivery to the County.
- c. Each scanned image shall have a unique file name specified by the County.
- d. Documents shall rotate to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
- e. The Firm shall use 300 dpi or higher for those documents where it is required to meet the quality requirements.
- f. The Firm shall not scan blank documents.
- g. The Firm shall perform a consistency check on 20 % of the images. This shall include image clarity, orientation, and accuracy.
- h. The Firm shall calibrate and maintain systems (maintain consistency of output as described in ANSI/AIIM MS44-1988 (R1993) Recommended Practice for Quality Control Image Scanners; ensure that scanning system is free from dust and other particles; maintain calibration through each shift; use appropriate technical targets and procedures as defined by manufacturer)
- i. Report and discuss any problem images that cannot be captured to meet benchmark specifications.
- j. Inspect film intermediates for quality and consistency
- k. Post process digital images (cropping, deskewing, despeckling, image 25 rotation)
- l. A document may consist of one or many pages. If the document has more than one page this document must be scanned as a multi-page document.

- m. The Firm's invoices shall denote the number of scanned pages being billed for the current invoice as well as the total number of pages billed to date.

#### 4. **Record Accessibility**

The County will require designated County Staff to have access to original County documents supplied to the Firm for scanning services in the event a document is needed. The Firm will provide the ability to locate and return to the County any original document that is in the possession of the Firm within one business day from the time of request by an authorized department agent. After the County has fulfilled its need the Firm shall also pick up these documents and return with them to the Firm site to either complete the scanning or conversion process, whichever applies.

#### 5. **Records Destruction**

Colleton County records shall not be destroyed.

### C. SPECIFICATIONS

Must meet or exceed the minimum specifications for use with ICON imaging software. Quality control must occur during all phases of scanning (prior, during, while updating the metadata/indexing, and after sending scanned documents to ICON application).

1. Description of materials to be converted
  - a. Source Documents:
    - Estate documents, Letter and Legal size (Anticipated largest is 11' x 17")
  - b. Estimated Quantity: The following quantities are estimated as of March 2016:
    - Colleton County Probate will require scanning services for up to 500,000 Estate documents, with the majority of documents being legal or letter size. These figures are estimates and the County reserves the right to increase or decrease according to its workload and other factors.

### D. PROPOSAL REQUIREMENTS

Proposals shall include all of the information solicited in this RFP. Responses to this RFP MUST include all requirements. Respondent should not withhold any information from the written response. The following format and sequence should be followed in order to provide consistency in the respondent's proposal.

#### Proposer's Letter of Interest:

- The letter should include general information about the Firm, such as: description of all services offered, total years in business, number of employees, office location(s). Include name, phone number and email address for authorized contact concerning proposal.

Proposed Project Work Plan:

- Provide an outline detailing your approach and concept of the project.

Key Personnel:

- List those persons who will have a management position working with the County, if you are awarded the contract.

List of Similar Projects and References:

- Provide a list of a minimum of three (3) similar relevant projects, together with information on the project scope, client, location, budget, common issues, services provided.
- Provide client references, including names, titles, addresses, telephone numbers and email addresses for these projects: See **REFERENCES FORM, page 11**

Proposed Fees:

- Pricing for scanning/imaging services: See **PROPOSAL FORM, page 12**
- Technical Proposal: The following issues should be fully responded to in the proposal in concise narrative form. Each issue shall be referenced and presented in the following order:

1. Please provide a list of security measures your firm follows to safeguard the information contained within your customer's documents; i.e., does your firm use security badges for its employees, how often are your servers backed up, are background checks performed on your employees. Please elaborate.

2. Please provide your firm's procedures for tracking inventory (your customer's documents) once they are picked up from your customers. What tracking system do you use and how is it implemented? Please elaborate.

3. Please provide a list of equipment your firm uses for scanning and Media Conversion from microfilm to scanned images. Include the make and model number of the equipment, how many of each and also the current version of scanning software being utilized. Also, explain your process of creating TIFF images and indexing. Please elaborate.

4. Please include in this description the proposed hardware platform, supporting peripheral equipment, software tools and backup and recovery system used by your company.

5. How many square feet are there in the storage facility where documents will be stored and scanned and media conversion services performed?

6. What is the physical address of the facility where the documents will be stored and scanned and media conversion services performed?

7. Please answer yes or no to the following requirements about the facility where the documents will be stored and scanned and media conversion services performed:

Air conditioned \_\_\_\_yes \_\_\_\_ no

Security Alarm system \_\_\_\_yes \_\_\_\_ no

Fire Sprinkler system \_\_\_\_yes \_\_\_\_ no

Is your fire sprinkler system a wet or dry system \_\_\_\_ wet \_\_\_\_ dry

Fire Extinguishers marked in accordance with Fire Department regulations throughout the facility  
\_\_\_\_yes \_\_\_\_ no

Will all County records be kept at least 2 feet above the floor while stored in your facility?

\_\_\_\_yes \_\_\_\_ no

8. Does your firm use its own vehicles to transport documents? Does your firm transport the documents in closed vehicles? Are your vehicles air-conditioned? Do you transport magnetic media in magnetic containers within the vehicles?

9. What method does your firm use to straighten out the documents before scanning?

10. Please provide an example of your firm's invoices.

- The questions below ask each proposer to provide the County turnaround times for various scanning requests. The amount of 7,000 documents used in the questions below is used for example purposes only and does not constitute an average County pick-up. The number of County documents to be picked up may increase or decrease depending on the work flow at the time. The proposer awarded the contract will be expected to meet or exceed the proposed turnaround times listed here. If the proposer awarded the contract cannot meet their proposed turnaround times, the County will have the option of canceling the contract.

11. Please provide the turnaround time for Scanning 7,000 documents, including prepping and indexing.

12. What is the name of your Firm and what is your main source of business revenue?

13. Please indicate percentage of total revenues from document management related activities.

14. How many years has your Firm been in business?

15. What are your main offices and branch offices/Service Centers located in the United States? In South Carolina?

16. How is customer support handled within your organization?

17. What is the name of your imaging/scanning product?

18. How many years has it been available and what is the software version?

19. What types of images are supported? Examples, TIFF, CCITT Group 3 & 4, others please list.

20. Is the system able to provide images with the quality of a TIF but have the compression capabilities of JPEG?

21. What compression techniques are supported?

22. What size image documents can the system handle? Please indicate smallest to largest.

23. Is the image file header Non-Proprietary?

24. What kind of image processing is scanner capable of with the software? Can it perform thresholding, deskewing, dynamic image enhancement and edge enhancement?

25. Is there an additional charge to reassemble in the same order and return to Colleton County Probate their documents after scanning is complete?

26. The County requests the proposer to keep the County documents for up to 120 days in a secure archival environment during and after the scanning process is complete. What is the maximum amount of time your firm will keep the County records?

## E. INSTRUCTIONS TO FIRM

1. Submittal must include three (3) copies, with one (1) clearly marked as original containing all original documents of the required response to the Request for Proposals (RFP) and one (1) electronic copy (in PDF Format) on electronic media (CD-R/flash drive) along with a completed W-9 form. Responses must be in a sealed envelope/package containing the solicitation name and number. The individual signing the response must be an Agent legally authorized to bind the company.
2. Show solicitation number on the outside of mailing package. Colleton County assumes no responsibility for unmarked or improperly marked envelopes.
3. It is the firm's sole responsibility to insure that solicitation responses, amendments thereto or withdrawal requests are submitted by the scheduled due date and time.
4. The firm must clearly mark as "Confidential" each part of their response, which they consider to be proprietary information that could be exempt from disclosure under Section 30-40(C) Code of Laws of South Carolina, 1976, Freedom of Information Act. Colleton County reserves the right to determine whether this information should be exempt from disclosure and legal action may not be brought against the County or its agents for its determination in this regard.
5. RESPONSE FORM: All responses shall be printed in ink or typewritten. If required, additional pages may be attached. Proposals written in pencil will be disqualified.
6. Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the vendor's name, address, and the solicitation name and number.
7. This solicitation does not commit Colleton County to award a contract, to pay any costs incurred in the preparation of RFP submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

Questions regarding this solicitation must be submitted via email to John Stieglitz, Capital Projects & Purchasing Director, [jstieglitz@colletoncounty.org](mailto:jstieglitz@colletoncounty.org) no later than 11:00am on May 12, 2016.

**A “No Response” qualifies as a response; however, it is the responsibility of the Vendor to notify the Procurement Office if you receive solicitations that do not apply.**

## F. SELECTION CRITERIA

It is the intent of Colleton County to award one contract to the lowest responsive, responsible firm based on the total proposal submitted on the Proposal Form with final approval by Colleton County Council.

## G. SPECIFIC TERMS AND CONDITIONS

1. **COMPETITION:** This solicitation is intended to promote full and open competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing no later than five (5) business days prior to the scheduled due date and time.
2. **RESPONDANTS QUALIFICATION:** The County reserves the right to request satisfactory evidence of their ability to furnish services in accordance with the terms and conditions listed herein. The County further reserves the right to make the final determination as to the Vendor’s ability to provide said services.
3. **RESPONSE WITHDRAWAL:** Any responses may be withdrawn prior to the established closing date and time, but not thereafter with proper approval from the Procurement Manager.
4. **REJECTION:** Colleton County reserves the right to reject any and all proposals, to cancel or withdraw this solicitation, and to waive any technicality if deemed to be in the best interest of the County.
5. **WAIVER:** The County reserves the right to waive any Instruction to Offerors, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the County.
6. **RESPONSE PERIOD:** All responses shall be good for a minimum period of 60 calendar days.
7. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful firm will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Unidentified deviations found during the evaluation of the response may be cause for rejection.
8. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of Colleton County.



9. DEBARMENT: By submitting a qualification package, the firm is certifying that they are not currently debarred from responding to any request for proposals by any agency or subdivision of the State of South Carolina or the United States Federal Government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency or subdivision of the State of South Carolina.
10. DEFAULT: In case of default by the Firm, the County reserves the right to purchase any or all items in default in the open market, charging the Firm with any excessive costs. Should such charge be assessed, no subsequent solicitation response of the defaulting Firm will be considered in future RFP's until the assessed charge has been satisfied.
11. HOLD HARMLESS: All respondents to this RFP shall indemnify and hold harmless Colleton County Government and any of their officers and employees from all suits and claims alleged to be a result of this request for proposals. The issuance of this request of proposals constitutes only an invitation to present a proposal. Colleton County reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this request for proposals. Colleton County also reserves the right to seek clarifications, to negotiate with any Firm submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule.
12. CANCELLATION: In the event that this request for proposals is withdrawn or the project canceled for any reason, Colleton County shall have no liability to any respondent for any costs or expenses incurred in connection with this request for proposals or otherwise.
13. COLLETON COUNTY PURCHASING ORDINANCE: The Request of Proposals is subject to the provisions of the Colleton County Purchasing Ordinance and any revisions thereto, which are hereby incorporated into this request for proposals in their entirety except as amended or superseded within. This ordinance can be found at <https://www.municode.com/library/sc/colletoncounty/codes/codeofordinances> under Title 3 - Revenue and Finance.
14. FAILURE TO SUBMIT ALL MANDATORY FORMS: Failure to submit all the mandatory forms from this request of proposals shall be just cause for the rejection of the qualification package. However, Colleton County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.
15. CONTRACT AWARD:
  - a. This solicitation and submitted documents, when properly accepted by Colleton County shall constitute an agreement equally binding between the successful Firm and the County. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting agreement. The County shall not be legally bound by any amendment or interpretation that is not fully executed by both parties in writing.
  - b. The successful Firm shall be required to execute a formal agreement with the County's Procurement Office within ten (10) business days after issuance of the Notice of Award.

16. CONTRACT ADMINISTRATION: Questions or problems arising after award of an agreement shall be directed to the Procurement Manager by calling (843) 539-1968. Copies of all correspondence concerning this solicitation or resulting agreement shall be sent to the Capital Projects & Purchasing Department, 113 Mable T. Willis Blvd, Walterboro, SC 29488.

## H. GENERAL CONTRACTUAL REQUIREMENTS

1. ABANDONMENT OR DELAY: If the work to be done under this contract shall be abandoned or delayed by the Contractor, or if at any time the County shall be of the opinion and shall so certify in writing that work has been abandoned or delayed by the Contractor, the County may annul the contract or any part thereof if the Contractor fails to resolve the matter within thirty (30) days of written notice.
2. CONTRACTOR'S COOPERATION: The Contractor shall maintain regular communications with the Project Manager and shall actively cooperate in all matters pertaining to this contract.
3. RESPONSIBILITY: The Contractor shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract.
4. NON-APPROPRIATION / SUBSTITUTION PERMITTED: If the Colleton County Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract or if a lawful order issued in, or for any fiscal year during the term of the agreement, reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, the agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to County. Following any such non-appropriation, the master lease agreement shall contain no limitation on the County's ability to replace the equipment financed with any other equipment.
5. INDEMNIFICATION: Except for expenses or liabilities arising from the negligence of the County, the Contractor hereby expressly agrees to indemnify and hold the County harmless against any and all expenses and liabilities arising out of the performance or default of any resulting agreement or arising from or related to the Work as follows:

Contractor expressly agrees to the extent that there is a causal relationship between its negligence, action or inaction, or the negligence, action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Contractor, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the County and its employees or by any member of the public, to indemnify and save the County and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting agreement or arising from or related to the equipment. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by the County and its employees. This promise to indemnify shall include bodily injuries or death occurring to Contractor's employees and any person, directly or indirectly employed by Contractor (including without limitation any

employee of any subcontractor), the County's employees, the employees of any other independent contractor, or occurring to any member of the public. When the County submits notice, Offeror shall promptly defend any aforementioned action.

The prescribed limits of insurance set forth herein shall not limit the extent of the Contractor's responsibility under this Section. The terms and conditions contained in this Section shall survive the termination of any resulting agreement or the suspension of the Work hereunder. Additionally, the County will not provide indemnity to the successful CONTRACTOR. Failure to comply with this section may result in your request for proposal to be deemed non-responsive.

6. **FORCE MAJEURE:** The Offeror shall not be liable for any excess costs if the failure to perform the resulting agreement arises out of causes beyond the control and without fault or negligence of the Contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor and without excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.
7. **ARBITRATION:** Under no circumstances and with no exception will Colleton County act as arbitrator between the Contractor and any sub-contractor.
8. **PUBLICITY RELEASES:** Offeror agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the County. The Contractor shall not have the right to include the County's name in its published list of customers without prior approval of the County Administrator. With regard to news releases, only the name of the County, type and duration of any resulting agreement may be used and then only with prior approval of the County. The Contractor also agrees not to publish, or cite in any form, any comments or quotes from the County's staff unless it is a direct quote from the Procurement Manager.
9. **GOVERNING LAWS:** Any agreement arising from this solicitation shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said agreement shall, if litigation is necessary, be litigated only in a Circuit Court for the Fourteenth Judicial Circuit sitting in Colleton County, South Carolina. The prevailing party shall be entitled to attorney's fees and all costs of said litigation.
10. **ASSIGNMENT:** The Contractor shall not assign in whole or in part any agreement resulting from this Request for Proposals without the prior written consent of the County. The Contractor shall not assign any money due or to become due to him under said agreement without the prior written consent of the County.
11. **AFFIRMATIVE ACTION:** The successful Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and treatment of all

employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

12. **FAILURE TO DELIVER GOODS IN ACCORDANCE WITH TERMS & CONDITIONS:** In case of failure to deliver goods in accordance with the contract terms and conditions, Colleton County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Colleton County may have.
13. **TERMINATION OF CONTRACT:**
  1. Subject to the Provisions below, the contract may be terminated by the Purchasing Department providing a thirty (30) days advance notice in writing is given to the contractor.
    - a. **Termination for Convenience:** In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.
    - b. **Termination for Cause:** Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this request for proposals shall apply.
    - c. The County shall be obligated to reimburse the Contractor only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.
  2. **Non-Appropriations Clause:** Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time. Not forthcoming, through the failure of the County Government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, the County shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding. Unless otherwise agreed to by the County and the Contractor, the contract shall become null and void on the last day of the fiscal year for which appropriations were received.
14. **GOVERNING LAWS:** Any contract resulting from this request for proposals shall be governed in all respects by the laws of the State of South Carolina and any litigation with respect thereto shall be brought in the courts of the State of South Carolina.
15. **BONDS:** Payment and Performance Bonds are not required for this request for proposal.
16. **PURCHASING CARD:** By submitting a proposal, contractor agrees to accept payment by the Colleton County Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows county agencies to make authorized purchases from a vendor, in conjunction with a purchase order.

17. OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
  
18. INSURANCE: Colleton County will require the following remain in force at all times through the life of the contract:

Professional Liability Insurance – Minimum \$1,000,000.00 - Proof of in force insurance must be provided in the response to the RFP

Other insurances:

Workers' Compensation - \$100,000 – each accident

Statutory Coverage and Employer's - \$100,000 each employee

Liability - \$500,000 – policy limit

Comprehensive General Liability -\$1,000,000 – bodily injury each occurrence

\$1,000,000 – bodily injury aggregate

\$1,000,000 – property damage each occurrence

\$1,000,000 – property damage aggregate

Products – Completed Operations - \$1,000,000 – aggregate

Business Auto Liability – Same as Comprehensive General Liability

Excess or Umbrella Liability - \$1,000,000

Colleton County will be named as an “additional insured”



**REFERENCES**  
**RFP: PC-01**

1. Organization: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Services provided: \_\_\_\_\_

Years of Service: \_\_\_\_\_

2. Organization: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Services provided: \_\_\_\_\_

Years of Service: \_\_\_\_\_

3. Organization: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Services provided: \_\_\_\_\_

Years of Service: \_\_\_\_\_



**PROPOSAL FORM**  
**RFP: PC-01**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Email address (please print) \_\_\_\_\_

Telephone number \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Price
Unit cost/per scanned image, letter and legal sized documents, up to 11"x 17", includes prepping and indexing	1 - 100,000		
	100,001 - 200,000		
	200,001 - 300,000		
	300,001 - 400,000		
	400,001 - 500,000		