

ORDINANCE NO. 24-16

AN ORDINANCE AUTHORIZING THE CLERK OF COURT TO SOLICIT REQUESTS FOR PROPOSALS (RFP'S) FOR SCANNING AND INDEXING OF CLOSED CASE FILES FOR THE MEDINA MUNICIPAL COURT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Clerk of Court is hereby authorized and directed to solicit Requests for Proposals (RFP's) for scanning and indexing of closed case files for the Medina Municipal Court.
- SEC. 2:** That a copy of the RFP is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: February 8, 2016

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 9, 2016

SIGNED: Dennis Hanwell
Mayor

**MEDINA MUNICIPAL CLERK OF COURT:
BID SPECIFICATIONS/GENERAL REQUIREMENTS FOR SCANNING OF
CLOSED CASES**

General Information

The Medina Municipal Clerk of Court wishes to contract with a vendor for the period of May 1, 2016 through December 31, 2017 for the purpose of scanning closed cases files. Approximately 200,000 cases need to be scanned and indexed within this period. Civil case files have approximately 20 pages per case. Traffic/Criminal files have approximately six pages per case.

Bid Requirements

- The Medina Municipal Clerk of Court wishes to retain the services of a professional company to assist in the scanning of closed case files. The company should have a proven record of success in similar scanning activities.
- Vendor shall utilize its own, trained staff to provide scanning services; said services shall be conducted at the vendor's employment site or at the Medina Municipal Court.
- Vendor shall be bonded.
- Bidder shall provide a cost per page to scan, cost to shred documents, cost of transportation of documents from Medina Municipal Court to the vendor site, and cost of any scanning preparation needed.
- Three (3) copies of the Bid shall be submitted.
- Cases will be scanned in tiff or pdf format. Format will be determined at time of scanning.
- Documents will be indexed by case number so that they can be imported into the court's document management system and case management system (CMI).
- Case jackets of older cases will need to be scanned.
- A case in the vendor's possession will be scanned and transmitted to the Medina Municipal Court if requested.
- Scanned documents will be provided to the Medina Municipal Court on a flash drive.
- Secure shredding will be provided.
- Vendor will transport cases to vendor site if that is where the scanning will take place.
- Bids must be received by March 7, 2016 at 10:00 A.M. The bidder is responsible for the timely receipt of their bid. Late or faxed bids will not be accepted or considered.

- Bids may be by mail or delivery service, or in person. Bids should be submitted to the following address:
 Clerk of Court
 Medina Municipal Court
 135 N. Elmwood Ave.
 Medina, Ohio 44256
- Bids will be reviewed and evaluated by the Clerk of Court. Bids will NOT be opened and read publicly.
- The tentative schedule for the award of this bid is as follows:
 Bid Due Date: Monday, March 7, 2016 at 10:00 A.M.
 Award Date: Monday, April 4, 2016 at 4:30 P.M.

Other Conditions

- During the bid review process, bidders will be expected to provide sample remittance reports to the Clerk of Court for purposes of evaluating the inclusion of required information and ease of use.
- All services associated with a collection agreement shall be provided only by the contracted company and shall not be sub-contracted to another vendor.
- Vendor shall agree to strictly maintain the confidentiality of all information provided by the Medina Municipal Clerk of Court.
- All activities conducted by the vendor shall comply with all federal, state, and local requirements.
- Vendor shall agree to indemnify the Medina Municipal Clerk of Court from any liability associated with contracted activities and shall provide the Clerk of Court with documentation of sufficient levels of insurance.
- Vendor will be bonded.

SELECTION PROCESS

The city will review all Bids submitted to determine which firms are qualified to complete this project. Firms that are not considered to be qualified to complete this project will be eliminated from further consideration. When evaluating the Bids of those companies deemed to be qualified, the city will consider previous experience on similar projects, technical ability, references, price proposal, completion date and any other relevant and/or applicable items. If deemed necessary by the project review team, the city may elect to invite a limited number of selected firms to interview. Interested firms are advised that total cost will be one of the factors considered by the city when evaluating Bids received. It will not be the only factor. The city may not necessarily select the firm who submits the lowest price Bid.

The City of Medina reserves the right to reject any and all Bids and the right to waive any informalities or irregularities in the Bid.

LIABILITY

The City of Medina assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of the City of Medina is limited to the terms and conditions of any contract resulting from this Bid.

SUMMARY

These Bid specifications are intended to allow qualified firms to show their capability of providing services for the benefit of the Medina Municipal Court.

ISSUING OFFICE/PROJECT ADMINISTRATOR

These bid specifications are being issued by the City of Medina, Ohio through the Clerk of Court for the Medina Municipal Court. All questions regarding these bid specifications should be directed to:

Nancy Abbott
Clerk of Court
135 N. Elmwood Ave.
Medina, Ohio 44256
nabbott@medinamunicipalcourt.org