



Town Clerk's Office
Town of West Boylston
127 Hartwell Street
West Boylston, Massachusetts 01583

REQUEST FOR PROPOSALS

The Town of West Boylston, acting by and through the Office of the Town Clerk, hereinafter referred to as the Town, is seeking proposals from qualified firms or individuals, hereinafter referred to as the Consultant to provide the Town of West Boylston with the charge of Historical Records Digitization and Indexing of Town Clerk records.

Town Clerk's Records Digitization and Indexing Project

The Town of West Boylston, through its Town Clerk, invites qualified bidders to submit bids for Town Clerk's Records Restoration and Preservation services.

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS.

1. Bids will be accepted at the Town, Town Clerk's Office, 127 Hartwell St, West Boylston, MA 01583, until 4:00 PM, July 31, 2009. Two copies of the bid are required. The bid envelope must be sealed and clearly marked: *Bid for Town Clerk's Records Digitization and Indexing Project*.
2. The bid opening will be 4:00 PM, July 31, 2009.
3. Award date. Award will be made within sixty (60) days after bid opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All bids submitted shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
4. If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed or faxed to all bidders on record as having requested the RFP.
5. Questions concerning this RFP, must be submitted in writing to: Kim D. Hopewell, Town Clerk, 127 Hartwell St, West Boylston, MA 01583 before July 6, 2009 at 12:00 PM. Questions may be delivered, mailed or faxed. Written responses will be mailed or faxed to all bidders on record as having requested the RFP.
6. Bids may be modified, corrected or withdrawn only by written correspondence received by the Town prior to the time and date set for the bid opening. No bid may be withdrawn for a period of five (5) days prior to the date of opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial

to the interests of the Town or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them.

7. The Town reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its best interest.
8. The Town will not be responsible for any expenses incurred in preparing and submitting bids. All bids shall become the property of the Town of West Boylston.
9. Responders must be willing to enter into the Town's standard form of contract that will include the scope of services description of this RFP.
10. The bid, and any subsequent contract for the services, is hereby issued in accordance with applicable Massachusetts General Laws. The selected bidder shall be expected to comply with all applicable state and federal laws in performance of service.
11. Bids received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.
12. Any bids received after the advertised date and time for opening will be returned to the responder unopened.
13. Purchases by the Town are exempt from federal, state and municipal sales and/or excise taxes.
14. The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the bid response. The bid must be signed by the authorized individual(s).
15. Unexpected closures. If, at the time of the scheduled bid opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 3:00 PM on the next normal business day. Bids will be accepted until that date and time.
16. The Town is an Affirmative Action/Equal Opportunity Employer.
17. Fee proposal
18. Certifications and References

Vendor is to provide evidence of at least seven years experience in archival restoration of county and municipal records. Experience must include de-acidification in addition to binding and paper restoration. Reference list of similar projects for county government to be provided, as stated earlier in RFP. A history of the vendor's company should be included in the bid submission.

19. A site-visit to view and catalog records to be restored, in order to determine an accurate bid, is mandatory.
20. All procedures to be performed by the vendor must be in accordance with generally accepted

standards of restoration and conservation practice. Alterations, changes or insertions of any new material in any record is strictly forbidden.

TIMELINE

Estimated about 10 months to complete.

III. QUALITY REQUIREMENT.

1. Bidders must provide all of the items described in Section II., and comply with all of the bid submission requirements listed in Section I.
2. Bidder must have been in the business of records restoration a minimum of seven (7) years. Please attach a brief company history.
3. Bidder must be a licensed or certified Records Preservation Specialist. Please attach photocopy of license or certificate.

IV. REFERENCES.

Bidders must provide a complete list of all customers who have contracted for similar restoration services in the past three years. Reference information must include Company/Government Name, Contact Person, Phone Number, Fax Number and date/s of service.

Poor references may be a basis for determining that a bidder is not responsible. Reference questions will include but may not be limited to restoration quality and durability, timely delivery, customer service and general customer satisfaction.

V. RULE FOR AWARD.

The contract will be awarded to a responsive and responsible bidder.

VI. BASIS OF COMPENSATION.

Fixed price contract. The Town Clerk of West Boylston expects to appropriate \$21,000 for the West Boylston Digitization Project through the Community Preservation Committee.

LOCAL OFFICIAL CONTACT

Inquires shall be addressed and directed to:

Kim D. Hopewell
Town Clerk
127 Hartwell Street
West Boylston, MA 01583

Telephone: (508) 835-6240

FAX: (508) 835-4102

E-Mail: kim.hopewell@westboylston-ma.gov

VII SCOPE OF SERVICES.

Project Description

The Historical Records Digitization Project involves creating electronic files of the Town's heavily used vital records, Town Annual Reports, Town Clerk Record Books and Indexes, in order to preserve the originals and to make the information more widely available to Town departments and the community at large.

These documents date back to the 19th century and are disintegrating due to poor storage, environmental degradation and frequent handling. The Consultant must have experience scanning historical records, handling fragile historical materials, and dealing with the security needs of sensitive data to carry out this project.

The Historical Records Digitization Project involves creating electronic files of the following;

- 10 Volumes of Town Record Books to be scanned. The Town Record Books date from 1808. Most of them are bound. The older ones are bound in their original leather bindings and are handwritten inside in India ink. These records must be handled with the utmost care as to not further damage the volumes. The leather bindings have Red Rot in many cases. The top of the spines have been broken due to repeated puts and pulls on the shelves. The corners of the bindings are worn and broken off from use. Many pages are loose and detached inside. In some cases pages are torn and the ink has faded through exposure to light and acid.
- 14 Volumes of Town Reports to be scanned. The Town Reports begin in 1883 and are bound in original buckram cloth. Several of the bindings are broken and some of the pages have been written on. They contain budgetary information, lists of officers and the actions taken by Town Meeting.
- 12 Volumes of handwritten vital records dating from 1843 to the present, organized by year. The various volumes are also organized by activity – Births, Marriages, and Deaths. The 12 volumes contain approximately 1700 records.
- 9 volumes of indexes, 56 records per page. There are an estimated 40,000 entries in all. The Indexes contain the indexed listings of the information in the Vitals volumes. These entries consist of the name, year, event (birth, death or marriage) and the corresponding volume number where the original entry can be found in the Vitals volumes.

The services shall be accomplished using a two phase process;

Phase I:

This phase involves taking steps towards the long term preservation of Town records by addressing the constant physical use these records are receiving. The plan in this phase is to scan the Birth, Death and Marriage Records, as well as the record books and Annual Town Reports. By having these records

scanned and available in electronic form, the original documents can be better preserved by allowing access to the scanned files as opposed to the originals. The information can also be more easily retrieved and available within the Town's computer network. Thus, other Town offices could avail themselves of the data without the need to physically access the Clerk's office. The consultant must have experience scanning historical records, handling fragile historical materials, and dealing with the security needs of sensitive data to carry out this project. The following activities would be conducted under Phase I of the project:

- Organize the existing collection of vital records
- Prioritize the record groups to be scanned
- Determine the information technology needs of the project
- Scan the identified records
- Determine a plan for the management of the scanned data
- Determine a plan for the preservation of the scanned data and data migration as needed. All records are to be stored in the Town Clerks designated areas.
- Determine a plan for education and outreach for use of the scanned data

Maintain an INFORMATION LOG for each volume noting the following:

- ◆ Condition of document upon receipt
- ◆ Book size
- ◆ Ink types
- ◆ # pages and proper pagination
- ◆ Paper types
- ◆ Presence of pressure-sensitive material
- ◆ Presence of previous repairs
- ◆ Presence of paper clips, staples, brads, etc.
- ◆ Presence of acidic glues
- ◆ Identity of certificates/records (manuscript, Photostatted, original typed, etc.)
- ◆ Notation of original lettering on spine and covers
- ◆ Loose pages or attachments
- ◆ Special characteristics, if any.

Phase II:

The second phase would involve the typing of the Vital Records Indexes into a database for improved searching and retrieval of information.

All of the entries are handwritten and many entries are faded and difficult to decipher. By having this data entered into a database and the data checked against the original records Town Officials and researchers could better access the data. This material could also be available on line in an effort to save time, preserve the records and make the data available to more people. In order to complete this phase of the project the following activities would be undertaken:

- 1) Create a database
- 2) Meet with the IT department to determine the needs for this portion of the project
- 3) Meet with others as necessary to determine community research needs for this information
- 4) Enter the existing indexed vital records into a database
- 5) Run test procedures to control the quality of the data

6) VENDOR must repair any damaged volumes caused by the VENDOR as needed;

MEND/REINFORCE

- ◆ Mend and guard paper tears. Mending tissue/material must be lightweight, closely matched in color and flexibility, eliminating breaking point in the sheet.
- ◆ Gampi, or a proven equal for tear repairs
- ◆ Kozo, Seikishu, or a proven equal for guarding
- ◆ Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or a proven equal.
- ◆ Sufficient press time allowed after mending of repairs to ensure that the paper will not wrinkle and that text blocks lie flat with no external pressure.
- ◆ Reinforce weak or tattered sheets in order to maintain mechanical integrity of the document.
- ◆ Repair or replace index tabs, where necessary.

TRIM/FLATTEN

- ◆ All sheets must be neatly hand-trimmed to consistent size for uniformity and appearance, providing that doing so will not damage text.
- ◆ Flatten sheets as necessary.

RE-SEW/REBIND

Rebound Records:

- ◆ Binding style can be “case construction” with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- ◆ Sewing to be done by hand, with thread thickness evaluated and selected individually for each volume. Sewing thread must be chosen from unbleached linen stock or proven equal. Tapes are to be linen or cotton.
- ◆ Backing material to be of linen of 50-75 threads/square inch weight.
- ◆ End sheets to be chosen from a stock of strong, durable alkaline-sized machine-made paper such as 80 Lb. Text Mohawk Super Fine Ivory or 100 lb. Text weight Mohawk Super Fine Soft White or proven equal.
- ◆ Hinges to be of Library Buckram or proven equal and must open with no strain on text block.
- ◆ Boards to be of acid-free binders’ board of the best quality available and must be of sufficient thickness to preclude any sagging or warping due to moisture or use.
- ◆ Cover material to be hard-finished Hewit vegetable tanned goatskin or proven equal

BID RESPONSE FORM

Town Clerk's Records Digitization and Indexing Project

The undersigned proposes to the Town of West Boylston the contract price specified below for the specifications contained herein.

Bid amount in words

Bid amount in numbers

Name of general bidder: _____

FID or SS #: _____

Address of bidder: _____

Telephone number of bidder: _____

Bidder's signature: _____

Date: _____

***NOTE:** If the bidder is a corporation, indicate state of incorporation under signature and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address.*

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person signing bid or proposal

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

By: _____
President's Signature

Date: _____

BIDDER'S CHECKLIST

Required for bid submittals:

- Bid response form
- Non-collusion form
- Tax compliance certificate
- Reference list
- Signature page from Town of West Boylston contract agreement
- Company History
- License or Certificate photocopy