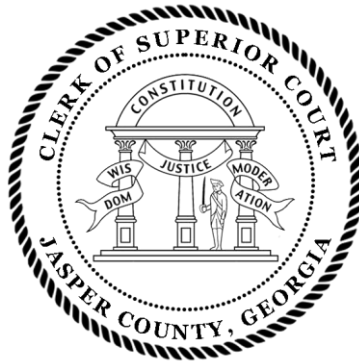


**JASPER COUNTY
SUPERIOR COURT**



**BID REQUEST
SPECIFICATIONS**

**Project:
Scanning and Indexing of Deeds and Plats from 1960-1979**

Bid Opening

**Wednesday, March 30, 2022
10:00 A.M.**

**Jasper County Courthouse
Suite 110
126 West Greene Street
Monticello, GA 31064**

BID REQUEST

The Jasper County Superior Court is seeking sealed bids for the scanning and indexing of approximately 22,100 documents and 6,500 plats. Please contact the Clerk of Superior Court, LeAnn Airington with any questions.

Email: leann.airington@gsccca.org

Phone: 706-468-4901 x224

BID DELIVERY

Sealed bids must be received by Wednesday, March 30, 2022 at 10:00 A.M. for bid opening in the Jasper County Board of Commissioners Meeting Room located at 126 W. Greene Street, Suite 18, Monticello, GA. 31064. Submitted bids should be marked Scanning and Indexing, Attn: LeAnn Airington.

BID AMOUNT

A. Bid Amount \$ _____

SCOPE OF WORK

A. Data integrity is the most important aspect of this project. The vendor must scan and index approximately 28,600 documents and plats. Then, upload and index them on the Georgia Superior Court Clerk's Cooperative Authority (GSCCCA) website.

B. The time needed to complete the project will be considered along with the price.

Other specifications needed:

- Must use GSCCCA certified indexers
- Vendor must have GSCCCA certified system
- Vendor must be certified for historical deed re-indexing
- Vendor must have physical office in the state of GA
- Vendor must provide 5 references for projects of similar scope and size within the last 12 months
- Vendor must provide qualifications of company and employees
- Vendor must conduct a comprehensive assessment of the scope of work
- Vendor must provide schedule of benchmarks and project plan of milestones related to deliverables
- Vendor's indexing system must use independent double-blind keying and separate verification process to ensure the highest quality deliverable
- Indexing Data & Images must be transmitted and accepted by the GSCCCA
- Indexing Data & Images must be loaded into the Jasper County Superior Court Clerk's local record management system. (Winning bidder is responsible for fees associated with the data import)
- All work must be completed within the U.S.

SITE OF THE WORK AND OWNER

- A. Site: Jasper County Superior Court, 126 West Greene Street, Suite 110, Monticello, GA 31064.
- B. Owner: Jasper County Superior Court, hereafter referred to as JCSC.

ACCESS TO WORK

Access to the documents will be limited to Monday thru Friday, 8AM-5PM. This will exclude holidays.

OWNERSHIP OF DATA

Any and all JCSC records obtained during the course of this project will remain the property of JCSC. Any attempt by you to use these records for any reason other than to complete this project will be met with legal action.

RIGHT, TITLE, OR INTEREST

The vendor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the JCSC in writing.

