



City of Mt. Washington

Invitation for Bid Proposals Specifications

This project has three sections. Each section could/may be awarded to a different vendor. Therefore, please bid on each section you are interested in receiving.

Section I

Security microfilm the following records:

- 8 Ordinance Binders (1955 – 2011) – Series L4941
- 1 Resolution Binders (1970 – 2011) – Series L4945
- 8 Meeting Minutes Binders (1955 - 2011) – Series L4938
- 1 Executive Order Binder (2013 – 2011) – Series L4936
- 1 Proclamations Binder (1978 - 2011) – Series L4948

**Vendor must provide 2 Microfilmed copies (one to the City Office and one to KDLA).*

Section II

Provide digitized images to the City of Mt. Washington for the following records:

- 8 Ordinance Binders (1955 – 2011) – Series L4941
- 1 Resolution Binders (1970 – 2011) – Series L4945
- 8 Meeting Minutes Binders (1955 - 2011) – Series L4938
- 1 Executive Order Binder (2013 - 2011) – Series L4936
- 1 Proclamations Binder (1978 - 2011) – Series L4948

**Digitized files must be provided in 2 copies (one to the City and one to KDLA) submitted to hard drive. Digitized files should be placed in document folders that are appropriately labeled (“Ordinances”, “Meeting Minutes”, Etc.), and sub-folder by year.*

Section III

Index Images for the following records:

- 8 Ordinance Binders (1955 – 2011) – Series L4941
- 1 Resolution Binders (1978 – 2011) – Series L4945
- 8 Meeting Minutes Binders (1955 - 2011) – Series L4938
- 1 Executive Order Binder (2013 - 2011) – Series L4936
- 1 Proclamations Binder (1978 - 2011) – Series L4948

**Indexing should reference book, date, page number, ordinance number, and description. Files should be submitted to City on hard drive.*

Documents are to be repackaged in the existing binding in the same order as originally packaged. Binders must be picked up from, and returned to, City Clerk's Office Mt. Washington City Hall.

Vendor must provide both physical and electronic document access to the City Clerk's Office for the entirety of project (while records are off-site being converted).

The successful bidder shall have in place general liability insurance coverage which includes customer property damage in the sum no less than \$1,000,000.

To arrange an onsite review and/or for questions, please contact:

Nora McCoy, Risk and Safety Manager/ Grant Writer

Phone: (502)538-4216

Email: nmccoy@mtwky.org

Sealed bids must be returned to City Hall by mail or in person by the time of bid opening at 2 p.m. on August 17th, 2022. Bids may be mailed to City of Mt. Washington C/O Nora McCoy, 311 Snapp Street, P.O. Box 285, Mt. Washington, Kentucky 40047.

Bids will be publicly opened Wednesday, August 17, 2022 @ 2 p.m. at Fick Hall Annex Building located at 155 Sullivan Hill Road, Mt. Washington Kentucky 40047.