

Request for Proposals

RFP# ESD 112-08-21

Issued by:



2500 NE 65th Ave
Vancouver, WA 98661

Request for Proposals for:

Document Scanning Services

Issue Date:

May 17, 2021

**PROPOSALS ARE DUE BY 2:00 PM ON
June 7, 2021**

BRIEF SCOPE OF SERVICES

ESD 112 seeks vendor to provide offsite document scanning services.

PROJECT TIMETABLE

RFP Release	May 17, 2021
Deadline for Questions	May 24, 2021
Proposals Due	2:00 pm June 7, 2021
Anticipated Date of Award	June 10, 2021
Protest Period	June 10-15, 2021
Contract Start Date	June 17, 2021

SUBMITTAL OF BID

Submit one (1) original, three (3) complete copies and a digital copy. Proposal(s) shall be sealed and clearly marked on the package cover as shown below:

Educational Service District 112
Attention: Jeff Strunk, Purchasing Manager
2500 NE 65th Avenue
Vancouver, WA 98661-6812

CONFIDENTIAL: DO NOT OPEN SEALED BID ENCLOSED

RFP # ESD 112-8-21, - Document Scanning Services

Refer all questions in writing to:

Jeff Strunk, Purchasing Manager
Educational Service District 112
Jeff.Strunk@esd112.org

ESD 112 RFP SITE:

All questions and answers will be posted at <https://www.esd112.org/itb-rfp-rfq-contracts/>.

Please email us if you plan on participating in this RFP process so we can add you to the plan holders list. We will then be able to include you on any future emails regarding questions and answers or addenda.

GENERAL TERMS AND CONDITIONS

ADMINISTRATIVE REQUIREMENTS –

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington. ALL proposals submitted become the property of ESD 112. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP – Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from RFP.

CANCELLATION OF AWARD – ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY – Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST – All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES – Any consortium of companies or agencies submitting a proposal

must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD – The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES – ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the RFP. Written complaints should be addressed to ESD 112, Purchasing Manager, 2500 NE 65th Avenue, Vancouver WA 98661.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be

discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 112 Purchasing Manager, within five days of award.

PUBLIC SAFETY – may require background checks if stipulated below. May also require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF PROPOSALS – ESD 112 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive informalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

SCOPE OF SERVICES

Educational Service District 112 (ESD112) is seeking professional services to digitize a large volume of paper records. The estimated volume is at least 20 pallets x 13.33 sq ft. Scanning standards must follow the guideline as described by the Washington State Office of the Secretary of State in the document [Requirements for the Destruction of Non-Archival Paper Records After Imaging v.1.1 \(May 2012\)](#) (see 'What Formats Should Be Used' section). We require all documents to be scanned at 300 dpi and multipage TIFF. Ideally, documents will be returned in a Laserfiche Briefcase to import into our existing Laserfiche Document Management system. Document preparation (doc prep) services are required prior to scanning. The security of the documents is paramount. Chain of custody of the documents is required for the entire lifecycle of the documents. Additionally, Non-Disclosure Statements (NDS) will be required by any person handling, reading or observing any of documents at any stage of the process. A high level of Quality Control (QC) is required to ensure accuracy of the scanned documents. QC will include acceptable image quality, correct number of pages and correct naming of the files. Indexing of the files will include a unique name captured in the file name only.

The Contractor shall provide all labor, tools, equipment, materials and all incidentals required and/or implied for the complete and satisfactory performance of the services requested.

TERM

The initial Contract period will be two (2) years from, June 17, 2021 through June 16, 2023. This Contract may be extended for additional periods beginning June 17, 2023 if mutually agreed, but no greater than five (5) years in total. Furthermore, the Contract is subject to no less than thirty (30) days written cancellation notice by the Contractor or ESD 112. Rates will be allowed to escalate at the beginning of each contract period. Awarded. Contractor shall request approval in writing to the ESD112. Such requests should include an explanation of why the increase is being requested along with an updated Cost Proposal – Submittal form F.

CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for providing all labor, materials, equipment, warehousing, transportation, installation, testing, necessary service, incidental parts, components, and accessories required to perform the Project in accordance with all ESD 112 performance standards, and Washington State, City of Vancouver, and Clark County health and safety regulations. Failure of the Contractor to not include a required item or task in its quote shall not be justification for additional payment unless approved prior by ESD 112.

CLEAN UP

The Contractor shall at all times keep the premises free from accumulation of waste material or rubbish caused by his/her employees or Project in progress. At the end of each workday, and upon completion of the Project, the Contractor shall remove all rubbish in and

about the building and or project site and all tools, scaffolding, and surplus materials and shall leave the work area “broom clean”. In case of failure to do so, the ESD 112 may remove the rubbish and charge the cost to the Contractor.

COOPERATIVE WORK BETWEEN ESD 112 AND EDUCATIONAL ORGANIZATIONS (INTERLOCAL AGREEMENT)

This RFP has been prepared to meet the requirements of document scanning services for the ESD 112. ESD 112 is cooperatively working with several Washington State school districts and ESDs that would want to purchase under this RFP if approved by awarded vendor. Each school district and/or ESD will be responsible to enter into an Intergovernmental Cooperative Purchase Agreement with ESD 112 to participate in the awarded contract. Each participating school district and/or ESD or eligible purchaser will be responsible to work directly with the awarded vendor(s) to complete all paperwork and order expediting to ensure that delivery and other requirements are met.

PREVAILING WAGE

In accordance with Washington State RCW39.04.010, RCW39.12.010, RCW39.12.020, and WAC 296-127, Contractors and Sub-Contractors shall be required to pay workers the Prevailing Wage rates prescribed by the Washington State Department of Labor and Industries.

After award of Proposal, the successful Contractor shall prepare and file all forms relating to bonding, insurance, prevailing wages, and any other requirements of public works Contracts with ESD 112 and the state within required timeliness. The Washington State Department of Labor and Industries current schedule of Prevailing Wage Rates can be found on their website at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

This rate schedule applies to any work performed under this Proposal and is part of the Contract requirements. Please obtain Prevailing Wage forms from the Washington State Department of Labor and Industries. This will ensure that current Labor and Industries forms are utilized.

PROPOSAL FORMAT

Please format your proposal as shown below. Cover sheet should include the RFP number, Title of RFP, name of organization, contact name, address, phone number and email address.

SECTION 1: OVERVIEW

1. Describe your proposed solution regarding the specific process questions listed in Exhibit A.
2. Describe your experience providing staff for projects.
3. Explain your process for ensuring that staff are hired, trained and available.

SECTION 2: SERVICE REQUIREMENTS

1. Describe your process for recruiting and hiring qualified staff.
2. Describe how you will provide mandatory pre-service training to new staff.
3. Explain how you will ensure that all staff receive thorough background checks according to educational requirements.

SECTION 3: ONGOING EVALUATION AND PERFORMANCE MEASUREMENTS

1. Describe your system for ongoing communication with ESD 112 including correspondence, reports and updates.
2. Explain your process for scheduling and picking up documents and time frames for processing.

SECTION 4: FINANCIAL AND COMPLIANCE

1. Provide a detailed billable rate (either by page, square foot or weight). Please advise of price breaks available for volume.
2. Describe the billing process and payment requirements.
3. Provide summary of Insurance that meets the ESD 112 insurance requirements.
4. Describe your assurance that you will provide staff personnel policies that address confidentiality, sexual harassment, bullying, social media, and boundary invasions.

EVALUATION CRITERIA

The contract will be awarded by ESD 112 to the Proposer whose proposal provides the best overall value to ESD 112, cost and other factors considered. ESD 112 reserves the right to accept any proposal which it deems most favorable to the interests of ESD 112. It also reserves the right to waive any informalities and irregularities and reject any and/or all proposals or any portion of any proposal submitted which in its opinion is not in the best interests of ESD 112.

EVALUATION POINTS MATRIX

Proposals will be evaluated utilizing the points matrix system shown below. Each category is assigned a maximum point potential. Each Proposal will be reviewed by the selection committee and will be scored a value between zero and the maximum points shown for each

category, based on the information submitted for that category and additional pertinent information submitted in the Proposal. Maximum total score for all categories is 100 points.

EVALUATION CRITERIA

Each proposal received in response to this RFP will be objectively evaluated and rated according to the 100-point system below. Proposals that do not meet all evaluation criteria will not be considered.

<i>EVALUATION MATRIX</i>	
SCORING CATEGORY	MAXIMUM POINTS
Costs	40
Project Management, Staffing and Practices	20
Overall History, Experience, and Knowledge	20
References	20
MAXIMUM TOTAL SCORE	100

PROPOSAL LIMITS

Proposals must be clear, succinct, and not exceed 20 pages in length. Proposals exceeding 20 pages may be rejected. Proposals must:

- Be on white, 8 ½ by 11 paper,
- Be a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Have numbered pages

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation.

PROPOSAL SUBMISSION

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

All received proposals will be time stamped. Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, and therefore, may not be accepted.

Submittal Forms:

- A. Completed Non-Collusion Affidavit.
- B. Corporate Profile of Primary and Sub-Contractors/Technical Qualifications.
- C. References.
- D. Staffing Description.
- E. Description of Ongoing Employee Training and Certification Program.
- F. Cost Proposal
- G. Proposer's Offer and Acceptance Form

INSURANCE REQUIREMENTS

At a minimum, the proposer shall carry:

1. Commercial General Liability with limits of not less than \$1,000,000 per occurrence with a \$3,000,000 General Aggregate. The proposer's policy shall include an Additional Insured Endorsement, which names ESD 112 and their respective directors, officers and employees as an additional insured. The proposer's coverage shall be primary and non-contributory.
2. Auto Liability and physical damage for any autos owned, hired, or non-owned with a minimum limit of \$1,000,000.
3. The proposer will maintain their own Property Insurance Policy to cover their personal property.
4. The proposer will provide proof of Worker's Compensation Coverage with a minimum limit of \$1,000,000.

BONDING CAPACITY

ESD 112 estimates that we will spend approximately \$50,000-\$75,000 on plumbing services in the next year. Contractors shall provide proof of bonding capacity for this amount. A letter provided by your bonding agent to specify this capacity is sufficient.

FEDERAL FUNDS

Should any projects utilize federal funds, contractors shall comply with all federal rules and standards. ESD 112 will work with the contractor to identify and communicate the necessary compliance instructions particular to those projects.

DEFINITIONS

ADDENDA

Modifications or interpretations of the Request for Proposals and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the ESD 112 web site. Proposers are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Request for Proposals.

APPENDIX

The section of the Request for Proposals that is located at the end and includes additional pertinent forms and information.

AWARD

The acceptance of a bid and creation of a Contract with a Proposer.

AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

CONTRACT

The agreement that exists when ESD 112 accepts the bid and awards the Contract for a competitive solicitation.

DISPUTE

An unresolved disagreement between the Awarded Proposer and the Purchasing Manager that arises after the award has been made.

EFFECTIVE DATE OF AWARD

The date that performance of the Contract shall start.

ESD 112

The abbreviation for Educational Service District 112, located at 2500 NE 65th Avenue, Vancouver, WA 98661.

INTERLOCAL AGREEMENT

An agreement between two or more eligible purchasers that is entered into in accordance with state laws that apply to the purchasers.

ELIGIBLE PURCHASERS

Agencies including K-12 public and private schools, colleges, universities, regional service agencies and state departments of education.

LETTER OF INTENT TO AWARD

The official announcement to the Proposer that ESD 112 intends to award them a Contract.

LETTER OF REJECTION

The official announcement to the Proposer that their bid was not acceptable due to not qualifying as an eligible proposer, not providing evidence of being a responsive proposer, and/or not providing evidence of being a responsible proposer, as per the definitions in the Evaluation section of the Request for Proposals.

PREVAILING WAGE

The hourly wage, usual benefits and overtime, allegedly paid to the majority of workers, laborers, and mechanics within a particular area. Prevailing wages are established by regulatory agencies for each trade and occupation employed in the performance of public work as well as by State Departments of Labor or their equivalents. Used in government contracting.

RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

- The ability, capacity, and skill of the Proposer to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer;
- Whether the Proposer can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Proposer with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

RESPONSIVE

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

REVIEW TEAM

A panel of three leaders at ESD 112 with the authority to endorse or retract decisions made at the program level.

REVISED CODE OF WASHINGTON (RCW)

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

SCOPE OF WORK

Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.

END OF DEFINITIONS

EXHIBIT A

Please provide detailed information regarding the questions below either in your Section 1 Overview or by line item per the bulleted list:

1. Define throughput timelines
 2. Compliance concerns:
 - o Chain of custody for entire lifecycle
 - o NDS
 3. How to handle color documents
 - o Example: do your machines auto-detect if a page is in color and scan it in color?
 - o Page 4 of [this document](#) defines allowable scanning formats
 4. How to handle grayscale documents
 - o Example: do your machines auto-detect if a page is in grayscale and scan it in grayscale?
 - o Page 4 of [this document](#) defines allowable scanning formats
 5. How to handle document issues
 - o Post It notes, staples, taped pages, etc.
 - o Damaged pages
 6. Type of compression for compliance in WA records laws
 - o Page 4 of [this document](#) defines allowable scanning formats
 7. We want all docs scanned at 300 dpi and multipage TIFF
 8. If a records request is received by ESD112, we need a method defined for the vendor to scan (within a certain number of hours) and deliver those records electronically.
 9. Standard practice for delivery of media back to ESD 112
 - o Cloud storage
 - o external hard drive, or other appropriate approved media for delivery
 10. Standard practice for the hardcopies of the scanned documents
 - o Return to ESD 112 for Quality Control.
 - o Stored on vendor's site until scans are verified for quality, then shredded?
 - o Please Provide pricing in your cost proposal for destruction of hard copy originals. and for repackaging and return to ESD 112
 11. Disclose any third-party vendors that are used and circumstances that would require third-party assistance.
 12. Please provide a list of security measures your company follows to safeguard the information contained within your customer's documents, i.e., does your company use security badges for its employees, how often are your servers backed up, are background checks performed on your employees.
 13. Does your company use its own vehicles to transport documents? Does your company transport the documents in closed vehicles? Are your vehicles airconditioned? Do you transport magnetic media in magnetic containers within the vehicles?
 14. What method does your company use to straighten out the documents before scanning?
 15. What methods are used to prevent double page feeds?
 16. All data must be preserved in a form identical to, or functionally equal to, the original record.
 17. Each file shall have a unique file name specified by the ESD.
 18. Documents shall rotate to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
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19. The vendor shall not scan blank documents.
20. Vendor shall perform a consistency check on 20% of the images. This shall include image clarity, orientation, page count and accuracy.
21. Report and discuss any problem images that cannot be captured to meet benchmark specifications.
22. A document may consist of one or many pages. If the document has more than one page this document must be scanned as a single file multi-page document.
23. Vendor 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.

Submittal Forms

Please provide your Proposer Response Documents in the following order;

- 1. COVERLETTER**

- 2. SUBMITTALS**
 - A. Non-Collusion Affidavit
 - B. Corporate Profile – Primary and Sub-Contractors/Technical Qualifications
 - C. Completed Reference Form
 - D. Staffing Descriptions with individual certifications listed
 - E. Description of ongoing employee training and certification program
 - F. Completed labor rate cost proposal form
 - G. Proposer’s Offer and Acceptance Form

- 3. OTHERSUPPORTINGDOCUMENTATION**
 - A. Proof of Insurance
 - B. Proof of Bonding Capacity
 - C. Additional necessary documents

NON-COLLUSION AFFIDAVIT - A

RFP TITLE: _____

RFP DUE DATE: _____

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and This is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME _____ (Check one) ___Corporation ___Partnership ___Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____ FEDERAL E.I. NUMBER _____

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes ___ No ___ If yes, please explain _____

TO BE COMPLETED BY NOTARY PUBLIC:

Notary Public completion box containing fields for State, County, date, and a statement of affirmation.

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Company Name: _____

Company Contact: _____

Contact Telephone Number(s): _____

Company Overview: _____

Date Company Established: _____

Is the company privately or publicly held? _____

Parent, Alliances, Consultants, and Partnered Relationships:

Include a description of any outside resources available/used for performance of project(s).

CORPORATE PROFILE – B
Primary and Sub-Contractors/Technical Qualifications

Additional Qualifications:

What was your total revenue for 2020?

What were your total 2020 R&D Investments (in US Dollars)?

Is your Company a member of any standards bodies?

Has your company attained ISO 9000 registration?

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Company Achievements:

Please list any significant company achievements (chronological order is preferred).

Product Achievements:

Please list any product achievements (chronological order is preferred).

Primary Customer Base/Vertical Markets:

Please describe your customer base.

REFERENCES – C

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

REFERENCES - C

(Additional)

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

STAFFING DESCRIPTION – D

NOTE: Please list individual technicians with their certifications.

List Assigned Staff:

Summary of qualifications, certifications, and training:

EMPLOYEE TRAINING/CERTIFICATION – E

Please describe Company program for ongoing employee training and certification.

COST PROPOSAL – F

Please attached your cost proposal adhering to the costs outlined above.



PROPOSER’S OFFER AND ACCEPTANCE FORM – G

The undersigned hereby agrees to the requirements, terms and conditions of **RFP ESD 112-08-21, Document Scanning Services**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services and is in all respects fair and without collusion or fraud.

Legal Name of Firm or Corporation

Signature of Proposer’s Authorized Representative
Company Representative

Printed Name of

Title of Proposer Representative

Date Signed

Legal Address of Proposer’s Company (including address, city, state and zip code)

Company Phone (including area code)
area code)

Company Fax (including

Federal Tax Identifier of Proposer’s Company

E-Mail Address

To the Proposer:

Effective this ___ day of _____, 2021, ESD 112 is accepting the proposal and awarding a contract to the Proposer named above for **Document Scanning Services** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 112 in accordance with the requirements, and terms and conditions, in Contract ESD 112-02-21, Annual Service Contract for Plumbing Services.

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661

By Tim Merlino, Superintendent (or Designee)