

**Creek County Clerk
 County Purchasing Office
 Collins Building Annex
 317 E. Lee Room 100
 Sapulpa, Ok. 74066
 918-227-4909**



**Creek County Clerk
 Jennifer Mortazavi
jmortazavi@creekcountyonline.com**

**Purchasing Agent
 Jana Thomas
jthomas@creekcountyonline.com
www.creekcountyclerk.org**

INVITATION TO BID

<u>BID NUMBER</u>	<u>BID CLOSING DATE & HOUR</u>	<u>DESCRIPTION</u>	<u>DATE ISSUED</u>
20-1	7/22/19 8:59 A.M.	Official Recording System	7/8/19 Page 1 of 4

TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner’s Conference Room, SUITE 103, COLLINS BUILDING ANNEX TO CREEK, County Courthouse, Sapulpa, Oklahoma, at the time and date shown on the invitation to bid form.
2. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope. Bids must be marked **“Official Recording System” Bid #20-1 & received in the County Clerk’s office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. July 22, 2019.**
3. The bid will be awarded to the lowest/best bidder as determined by the county.
4. Unit prices will be guaranteed correct by the bidder. County reserves the right to accept or reject any or all bids and to waive informalities or minor irregularities in any bid. Successful bidders must verify workers’ compensation coverage & general liability of company & outsource. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn statement of non-collusion & business relationship affidavit.
5. The County procurement process is an open process that allows all business owners to participate regardless of race, color, natural origin or sex and we encourage minority and women-owned businesses to bid on any of our projects.
6. Firm fixed prices will be F.O.B. destination.
7. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
8. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
9. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
10. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
11. Bids will be firm for 30 days.

Subscribed and sworn before this _____ day of _____, 20__.

Firm: _____

My commission expires _____

Signed by: _____ Title: _____

Commission No: _____

Address: _____ Phone: _____

 NOTARY PUBLIC (CLERK OR JUDGE)

City: _____ State: _____ Zip: _____

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REQUEST FOR PROPOSAL
FOR
OFFICIAL RECORDING SYSTEM

PURPOSE:

The Board of County Commissioners on behalf of The County Clerk, Creek County, Oklahoma, is soliciting proposals for an Official Records System. It is the intent to enter into a contract for services as described herein.

INSTRUCTIONS TO PROPOSERS:

Firms or companies desiring to provide services, as described in the Scope of Work and its attachments, must submit one (1) signed original proposal including the original signed and notarized, "Affidavit for Filing with Competitive Bid", by sealed bid clearly marked "**Official Recording System**" **Bid # 20-1** no later than **8:59 a.m. Central Time** to be opened **Monday July 22, 2019.**

Creek County Clerk
317 E. Lee, Suite 100
Sapulpa, Oklahoma 74066

ON-SITE VISIT

An on-site visit may be conducted. Call to schedule an appointment.

Collins Building, County Clerk Office
Room 100
317 E. Lee, Suite 100
Sapulpa, Oklahoma 74066

The Creek County Clerk will provide a walk-thru of the records area with a question and answer session to follow.

1. Qualifications of the Firm
 - A. Provide a description and history of the firm focusing on previous similar experience. Preference may be given to similar services provided to other county recorders.
 - B. Identify staff experience working with governmental entities and list those projects.
2. Technical Approach
 - A. Provide a statement in response to each specification in the Scope of Work. Product literature and instruction manual must also be included with the bid.
 - B. Proposers may offer alternative solutions/options to achieve successful completion of the Scope of Work outlined.
 - C. Provide a detailed description of the firm's approach to the project, delineating phases, if any, and including your "best professional judgment", time line for the delivery of services. If phases are utilized or recommended, indicate costs per phase on the Fee Schedule. Be sure to include testing, quality control and staff training.
 - D. Confirm the firm's agreement to deliver the software to meet the requirements of the Request for Proposal.

- E. Provide specifications for any hardware which the proposer believes need to be on site to fulfill the requirements of the Scope of Work. The County Clerk intends to purchase any hardware needed for this project directly from hardware vendors.
- F. Provide detailed information pertaining to warranty, maintenance, service, support, conversion training, ongoing training for system updates, upgrades required by statutory changes, upgrades of software developed by vendor or requested by the County Clerk.
- G. Provide details pertaining to the conversion of all existing documents & retention of redacted images.

3. Fee Schedule

- A. Each proposer must complete and submit a Fee Schedule.
The fees shall include ALL costs associated with performance of the contract including travel and out-of-pocket expenses and future enhancements and/or correction of program.
- B. All prices must reflect services delivered and ready for use to:

Creek County Clerk's Office
317 E. Lee, Suite 100
Sapulpa, Oklahoma 74066

**Official Recording System
Bid #20-1
Scope of Work**

System must be capable to offer the following options:

- | | |
|-------------------------------|--------------------------------------|
| Indexing Tool | Instrument Verification Tool |
| Charge Tool | Instrument Tool |
| Documentary Stamp Calculation | Report Menu Tool |
| Batch Processing Tool | Batch Return Tool |
| Batch Imaging Tool | People Tool |
| Book/Page List Tool | System Utilities Tool |
| Plat Map Tool | 2 Recording Stations with Data Entry |
| Tract Book Tool | Capability to Dual Record |
| School Record Tool | 6 Data Entry Stations |
| Vital Records Tool | 10 Public Access Stations |
| Import Images Tool | |

Monthly Cashbook Capable To Disburse Funds Appropriately To Designated Fields

Deposit Book & Receipt Tool with Capabilities to Identify the Following Transaction Types Separately:

- Check
- Cash
- Credit Card
- EFT
- ACH
- Refunds
- Voucher Refunds
- Be Compatible With E-Recording & Capable To Create A Receipt Within the E-Recording Document.
- Ability To Host Land Records Online Through Website
- Be Compliant With Oklahoma State Statutes, S.A.& I., & ADA

S.A.&I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

BIDDER

Signature

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public (or Clerk or Judge)

My commission expires:_____

Note:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okla. St. Ann. § 138