

RESOLUTION 71

WHEREAS, County policies and procedures require both the assigned oversight committee and the County Board to approve all requests to procure goods and/or services costing \$30,000 or more; and

WHEREAS, the Sangamon County Recorder's office would like to begin a record book restoration project to protect and help preserve Sangamon County's historical property record books; and

WHEREAS, the Sangamon County Recorder has determined that the restoration project will serve the purpose of storing, protecting and preserving the historical books of Sangamon County dating back to the 1800's; and

WHEREAS, the Sangamon County Recorder has recommended to the Building and Grounds to accept Byers Printing Company's proposal in an amount not to exceed \$151,200; and

WHEREAS, the Building and Grounds Committee concurs with the Sangamon County Recorder's recommendation;

NOW, THEREFORE, BE IT RESOLVED, that the Sangamon County Board, in session this 10th day of September, 2019, approves the procurement of the goods and/or services detailed above. The Sangamon County Recorder, Joshua A. Langfelder is authorized to sign required documents to execute the provisions of this procurement.

Building & Grounds Committee

Jason Letts

B. M. M.

Theresa Small

Pam Deppa

[Signature]

FILED

AUG 27 2019

Don [Signature]
Sangamon County Clerk

RECEIVED
2660

AUG 20 2019

Andy Goleman
SANGAMON COUNTY AUDITOR

Sangamon County Purchase Order FY2019

Purchase Orders are required for all Informal Quotes (>\$3,500) and Formal Solicitations (>\$30,000)

Department Information

PO Number: 2019PO-01 (Manually Assigned by Department)
Department: Recorder Employee Contact: Josh Langfelder
Department Head Signature: [Signature] Date: 8/20/2019

Purchase Order Type (Regular, Exception or Emergency)

Type: Regular [checked] (3 Quotes or RFP Documentation Required)

Legal Review Date: 7/29/2019 (>\$30,000 or Exception - see below)

Exception [] (Provide detailed explanation in Purchase Description/Narrative Section)

Reason: Joint Purchasing Contract [] Sole Source [] Professional Services []
Not Suitable for Quotes/RFP Other []

Emergency [] County Administrator Signature: _____

- Will be reported at the next Oversight and/or County Board Meeting Date: _____
Provide detailed explanation in Purchase Description/Narrative Section

Purchase Request Information

Vendor: Byers Printing Company Quantity: 252 Price Per Unit: 600
Total Price: \$151,200.00 G/L: 006-025-541.000

Purchase Description/Narrative:

A record book restoration project for approximately 252 property deed/mortgage books for the Sangamon County Recorder's Office. This project will store, protect and preserve the historical records of Sangamon County dating back to the 1800's.

Auditor's Office (PO request documents need to be to the Auditor's Office 5 business days prior to the oversight committee meeting)

Date Received: _____ Date Review Completed: _____

Auditor's Office Signature: [Signature]

County Board

Meeting Date

Signature

Approved by Oversight Committee: _____

Approved by County Board (if applicable): _____

(County Board Resolution Required for All POs >\$30,000)

SANGAMON COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
RECORD BOOK RESTORATION

ISSUE DATE: AUGUST 3, 2019

ISSUED BY: SANGAMON COUNTY RECORDER'S OFFICE
SPRINGFIELD, IL 62701

PROJECT CONTACT: DON MCCARTHY, CHIEF DEPUTY RECORDER
SANGAMON COUNTY RECORDER
217-535-3140 MAIN
217-535-3159 FAX
rfpbookbinding@co.sangamon.il.us

RFP RESPONSE DUE: AUGUST 16, 2019 - 1:00 PM CST

SANGAMON COUNTY RECORDER'S OFFICE
ATTN: DON MCCARTHY
200 S. 9TH STREET ROOM 211
SPRINGFIELD, IL 62701 OR
EMAIL SUBMISSION TO: rfpbookbinding@co.sangamon.il.us

Sangamon County
Request for Proposal
Record Book Restoration

The purpose of this RFP is to solicit proposals from responsible and qualified vendors interested in participating on a project to pick up, restore and deliver up to 252 property deed/mortgage books for the Sangamon County Recorder's Office.

I. BID SPECIFICATIONS

- Project consists of the binding of up to 252 deed and mortgage record books from 1901-1938. Each book contains approximately 300 pages. Pages are 11 ½ by 18". Books are currently in bound form. (Photo attached to back of proposal). Many of the books are in brittle shape.
- Pages should be laminated only on the binding edge, not altering the original record, and placed in a record or indestructo binder. A sample binder should be included.
- Timeline is a two year contract from the signing date plus two one year options. Pricing should reflect only ten books at a time being removed from the County Building. Pricing should be for the full term of the contract.
- A current insurance declaration page or proof of insurance is to be provided with bid.
- Two references for similar projects are to be provided. References should be no more than 60 months old.
- Price should include pickup and return of books, book binding material and labor cost.

II. RFP RESPONSES

- A. The submitted response must comply with the requirements set forth in this RFP. Adherence to these requirements will ensure a fair and objective analysis of all RFP responses. Failure to provide any information requested may result in rejection of the RFP response.

If you have questions regarding any part of this RFP, please submit those questions in an e-mail to rfpbookbinding@co.sangamon.il.us by August 15, 2019, 2:00 PM (CST). All questions received, plus answers or responses, will be e-mailed by August 15, 2019 by the County to all vendors who requested copies of the RFP. If there are no questions received, an e-mail indicating such will be sent to each vendor by August 15, 2019.

- B. **Delivery of RFP Responses:** Responses to this RFP must be delivered by the date, time and place specified on the cover page of this RFP. It is the sole responsibility of the vendor to ensure that their RFP response is received in the allowed time. Any RFP response received after the response date and time shall be eliminated from

consideration. The RFP response must be enclosed in a sealed package, clearly labeled in black lettering:

SEALED RFP RESPONSE

PROJECT DESCRIPTION: SANGAMON COUNTY RECORD BOOK RESTORATION
PROJECT CONTACT: Don McCarthy
RFP DUE DATE/TIME: August 16, 2019, 1:00 PM CST
VENDOR NAME: *Vendor Name*

RFP responses will be opened on **August 16, 2019, 3:00 p.m. CST** at the office of the Sangamon County Recorder.

C. CONTACT WITH SANGAMON COUNTY EMPLOYEES

To ensure a fair and objective evaluation of all RFP responses, vendors are required to submit all inquiries to the Project Contact noted on the cover of this RFP.

D. ASSESS RFP DOCUMENTS

Before submitting an RFP response, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the RFP response the total cost of all items included in the RFP.

E. COSTS OF RFP PREPARATION AND SUBMISSION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

Questions regarding the project should be directed to Don McCarthy via email at

III. TERMS AND CONDITIONS

A. Sangamon County reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which County may consider. The County does not intend to award a bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a bid would be awarded, and negotiations would be undertaken with that

provider whose proposal is deemed to best meet the County's specifications and needs.

- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
- E. Upon completion of the evaluation process, the County may then enter into a formal contract with the Vendor of award and commence work on the date set by the County.

IV. COMPLIANCE WITH LAWS AND REGULATIONS

The Bidder will comply with all Federal, State, and local regulation, including, but not limited to, all applicable OSHA requirements, Americans with Disabilities Act and Equal Employment Opportunity Act.

V. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Required by the Illinois Department of Human Rights as a material term of all public contracts:

"EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Bidder's non-compliance with the provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights (the 'Department'), the Bidder may be declared

ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Bidder agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will initiate the appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract, or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Bidder's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or Representative fails or refuses to cooperate with the Bidder in its efforts to comply with such Act and Rules, the Bidder will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department of the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department Rules.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department Rules.

G. That it will include verbatim or by reference by provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon every subcontractor. In the same manner as with other provisions of this contract, the Bidder will be liable for compliance with applicable provisions or this clause by such subcontractor; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Bidder will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.”

With respect to the subcontracts referred to under paragraph 7. of the Equal Opportunity Clause above, the following is an excerpt from the Illinois Administrative Code Title 44, Section 750.5:

SEXUAL HARASSMENT: It is a civil rights violation and an unfair employment practice for any employer, employee or agent of any employer to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer’s employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

The Bidder shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Bidder’s internal complain process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Illinois Human Rights and the Illinois Human Rights commission; (vi) protections against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Owner upon request.

WORKER’S COMPENSATION: The Bidder shall provide and maintain such insurance as will protect the owner, Bidder and any subcontractors from claims under the Illinois Workers’ Compensation Act, 820 ILCS 305/1 *et seq*, and against loss by reason of any liability imposed by law for damages on account of injuries or death sustained by any person or persons arising from operations under this Contract carried on by Bidder or any of their subcontractors. Said insurance shall be under such policies and forms and in such company or companies as are satisfactory to the Owner, and Certificates of said insurance shall be filed with the Owner. The Bidder shall indemnify, keep and save harmless the

Owner from all claims, judgments, awards and causes which may in any manner come against the Owner by reason of any accidental injury or death suffered by or arising out of the course of the employment of any of their employees or the employees of any subcontractor employed by them in and about the performance of this contract.

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PROPOSAL FORM

Book Binding Project for up to 252 Books

We the undersigned agree to furnish Sangamon County with the completed project in the preceding specifications, which are incorporated as part of this proposal at the following price and delivery date.

PROJECT COMPLETION DATE: _____

PRICE PER BOOK: _____

COMMENTS: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____

TELEPHONE: _____ FAX: _____

CONTACT NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

EMAIL _____

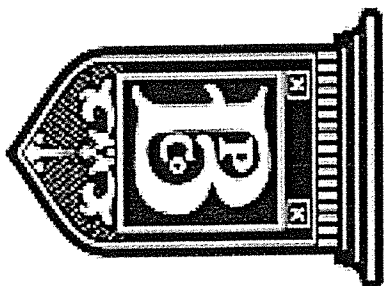
7-11



SJ-R Acl

Sangamon County is accepting proposals for a Record Book Restoration Project. Please contact Don McCarthy at 217-535-3140 or email: rfp-bookbinding@co.sangamon.il.us for a copy of the RFP. Responses due by 1 p.m. on August 16, 2019.

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BYERS PRINTING COMPANY

TRUSTED BY COUNTY GOVERNMENTS SINCE 1933

 ORIGINAL

Response to RFP: Record Book Restoration

prepared for

Sangamon County Recorder's Office

RECEIVED
AUG 13 2019
RECORDER'S
OFFICE

Presented by

3 Aug 2019

Matt Sandretto, President



File



References

Sarpy County Recorder (Nebraska)

Scope of Project: 60+ Deed Books Restored; project completed in 2018
1210 Golden Gate Drive
Papillion, NE 68046
Tel. 402-593-2105

Sangamon County Circuit Clerk

Scope of Project: Ongoing restoration of record books
200 S Ninth St
Springfield, IL 62701
Tel. 217-753-6674

Washington County Clerk

Scope of Project: Ongoing restoration of record books
101 E St. Louis St
Nashville, IL 62263
Tel. 618-327-4800

Logan County Clerk

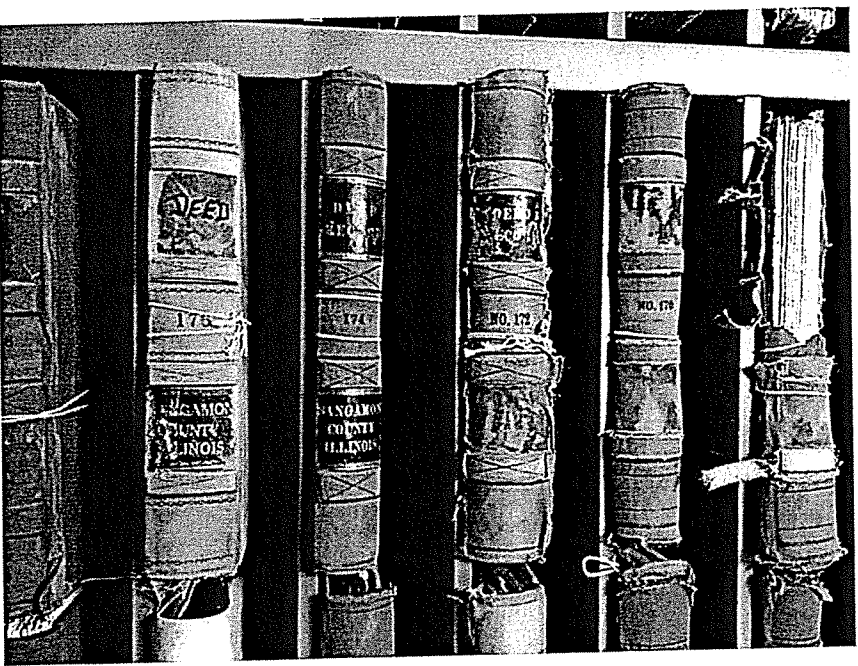
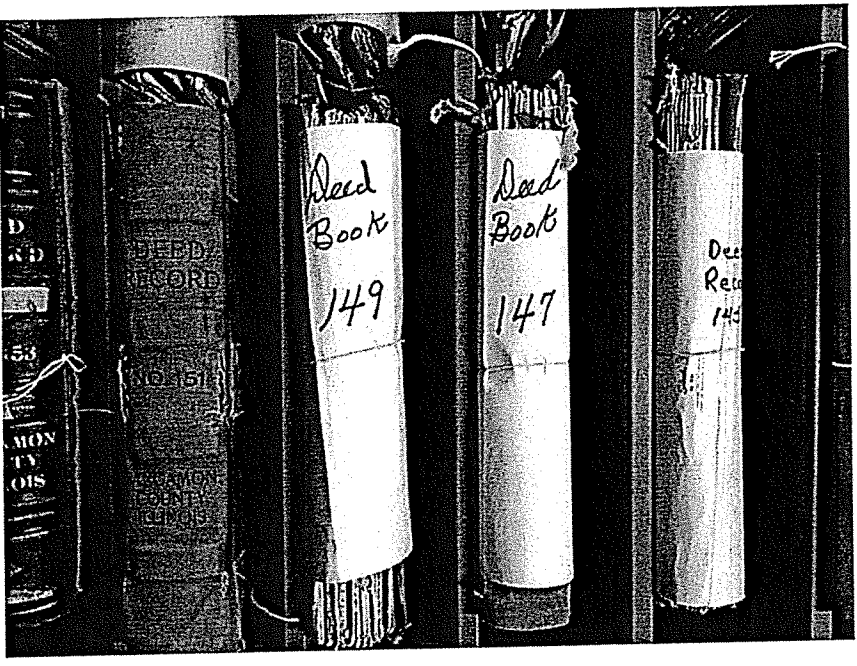
Scope of Project: Ongoing restoration of record books
601 Broadway St
Lincoln, IL 62656
Tel. 217-732-4148

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Need for Restoration



- Record Books are at risk due to deterioration of the respective bindings. In accordance with the RFP, Byers Printing Co. intends to meet all specifications, preserving the books for generations to come.



File

Scope of Project



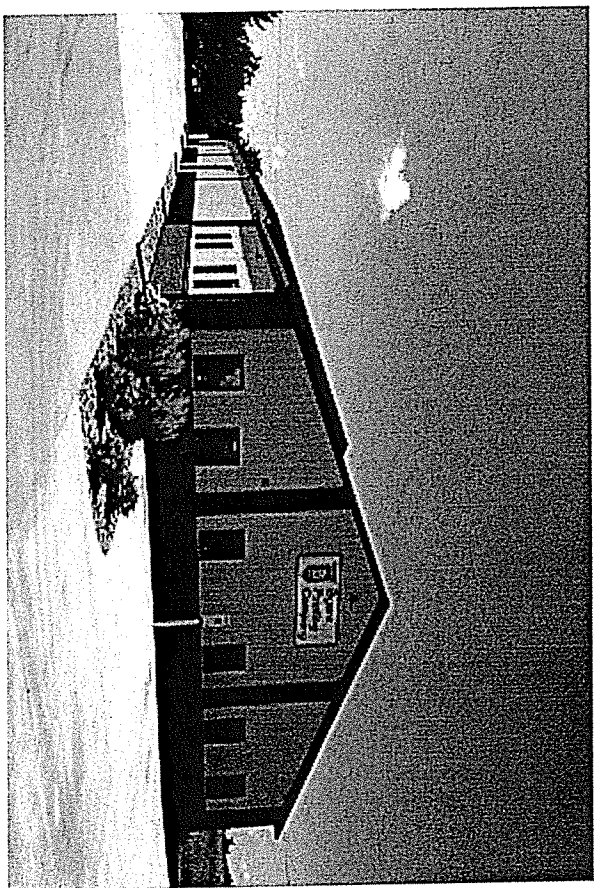
- Byers Printing Co. would restore the books by providing the following services:
 - Hinge Lamination. Only the binding edge of each page is laminated, which enables the pages to be reassembled in a new record binder. This process is cost-effective and does not alter the original record in any way.
 - Rebind Books in New Record Binders. Binders manufactured by Enduro Binders, Inc. would be used and customized for this particular project. New binders will protect the pages and reduce the risk of losing pages.

CH

Access to Books during Restoration



- All books that are in the possession of Byers Printing Co. for restoration can be accessed from Mon. – Fri., 8am – 4pm at 3500 Constitution Dr., Springfield, IL 62711.



- For convenience, we can email scans of individuals pages of books if requested at anytime during normal working hours. We are typically able to send scans of the pages emailed to within 15 min. of the request.

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Pricing per Book



- We are able to restore the books for a unit price of \$600 per book
- The \$600 per book cost breaks down as follows:

\$300	Labor associated with disassembling the existing binding and conducting hinge lamination of the individual pages
\$250	Materials cost for the new record binder, custom printing, and binding lamination
\$50	Pickup and Delivery of (5) books
Total	\$600

- This pricing requires that at least five (5) books be restored at a time
- **Bulk Pricing Discount** - If ten (10) books can be done at a time, Byers Printing Company will offer a bulk discount, and complete the restoration for \$500 per book, which represents \$100 cost savings per book.

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Contact Information



Matthew Sandretto, CEO

matt@byersprinting.com

Jodi Todd, Project Manager

sales@byersprinting.com

Tel. 217-787-3500