



## Request for Quote - Indexing of forms

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|                 |                        |                      |                    |
|-----------------|------------------------|----------------------|--------------------|
| <b>Released</b> | 10/23/2018 3:00 PM CDT | <b>Type</b>          | Sealed Bid - Goods |
| <b>Open</b>     | 10/23/2018 3:30 PM CDT | <b>Number</b>        | IFB-2018-000290    |
| <b>Close</b>    | 10/25/2018 1:30 PM CDT | <b>Currency</b>      | US Dollar          |
|                 |                        | <b>Payment Terms</b> | 0% 0, Net 30       |

### Contacts

**Carsten Peterson**

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Phone +1 414-223-8127

### Commodity Codes

| Commodity Code | Description  |
|----------------|--|
| U81112005      | Engineering and Research and Technology Based Services > Computer services > Data services > Document scanning service |

### Description

This Invitation for Bid (IFB) is a solicitation to supply the following goods or services to Milwaukee County:

### **Request for Quote: Indexing of Documents**

This IFB is to supply these goods or services to:

**Milwaukee County Procurement (633 W. Wisconsin Ave., Suite 900, Milwaukee, WI 53203)**

Bid information is available at, as bids must be submitted using Milwaukee County Marketplace Central:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=MilwaukeeCounty>

This Invitation for Bid is under authority of MCGO Chapter 32.20

All questions related to this bid must be submitted by, and will only be responded to, by use of the public **Question & Answer Forum** within the bid found at the aforementioned link.

Milwaukee County qualifies for use of GSA contracts under Cooperative Purchasing.- Available for purchase by local government entities in accordance with Section 211 of the E-Government Act of 2002 and Disaster Recovery Purchasing.- Available for purchase by local government entities in accordance with Section 833 Disaster Recovery Purchasing.

Milwaukee County Marketplace Central Supplier Portal provides you the opportunity to request to be notified of any future business opportunities with Milwaukee County and encourage registration.

**CLICK SUBMIT:** Your bid will not be able to be viewed and will not be counted unless you **click 'Submit'** to complete submission of the bid. The green checkmarks during submission process are signifying only that all the required information in that section has been completed. Your bid is not complete and will not be able to be viewed or considered unless the bid is submitted by clicking the **“Submit”** available only after all required fields are complete and green checks appear.

## Prerequisites

★ Required to Enter Bid

- ★ 1. Proposers may submit questions and requests for clarification regarding this bid until the deadline indicated.
- ★ 2. Bid Award Terms
- ★ 3. Term of Agreement
- ★ 4. Pricing and Contract Information.
- ★ 5. Unduly Restrictive Specifications in Public Procurement
- ★ 6. Terms and Conditions
- ★ 7. Insurance and Indemnity
- ★ 8. Federal, State and Local Regulations and Compliance
- ★ 9. Code of Ethics
- ★ 10. Non-Collusion Statement
- ★ 11. Protest and Appeal Procedure
- ★ 12. Additional Prerequisite Requirements  
Final Submission, Revisions and Addenda - A bid is not viewable by Milwaukee County until bid closing date and will not be counted unless bidder clicks 'Submit' to complete submission of the bid. Bidder should be aware that green checkmarks presented during submission process are signifying only that all the required information in that section has been completed. Bids are not complete and will not be able to be viewed or considered unless the bid is submitted by clicking the "Submit". "Submit" available only after all required fields are complete and all green checks appear. Bidders may revised bids until the closing date and time. Addendum(a), if an addendum is issued after a bidders submission, but prior to the closing time and date, bidder will be notified via email. As such, bidder will be required to 're-submit' their bid, as re-submission will serve as an acknowledgement of any or all addendum.
- ★ 14. Read Understand and Accept - Acknowledgement is required to Bid

## Buyer Attachments

- 1. [W-9 Sample](#)

## Questions

★ Required Questions

### 1 Bid Contact

- 1.1. Bidder Contact (Name) ★
- 1.2. Bidder Contact (Phone) ★
- 1.3. Bidder Contact (Email)
- 1.4. Milwaukee County Organizational Profile FINAL 102218

### 2 Product or Service Information

- Upload specifications sheets, literature and information related to the product or service you submitted in bid process. Multiple uploads are permitted.
- 2.1. Submitted information must demonstrate that proposed good or service meets specifications described within the IFB. Information is required. ★

### 3 Terms and Cooperative Purchases

- Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area?
- 3.1. Please be advised that the award of this bid by Milwaukee County is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order. ★
  - 3.2. Do you offer cash discounts for payment following acceptance of goods and receipt of invoice?  
Only cash discounts for payment of 30 days or more shall be deducted in determining the low bidder. ★
  - 3.3. If you offer payment terms, please indicate your cash discount terms.

## Product Line Items

★ Product Line Items

There are no Items added to this event.

## Service Line Items

★ Service Line Items

| #  | Item Name, Commodity Code, Description  | Allow Alternates | Qty.  | UOM                     | Requested Service Delivery |
|----|---|------------------|-------|-------------------------|----------------------------|
| S1 | Document Indexing<br>U81112005 - Engineering and Research and Technology Based Services > Computer services > Data services > Document scanning service<br>Quote Request SPECIFICATION: Scope of services include document (hard copy completed "W9" form documents that will need to be picked up) preparation, scanning, and indexing for 5 index fields. | ★                | 8,000 | EA - Each               | 30 days after award        |
|    | Alternative Price -   |                  |       | Alternative Pack/Size - |                            |
|    | Alternative Description -   |                  |       |                         |                            |