

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**7/2/2019**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Contract with Microsystems Inc. for microfiche scanning	Stan Popovich, AICP Director of Community Development

**SYNOPSIS**

A motion is requested to award a contract with Microsystems Inc. to scan Community Development and Public Works microfiche records into a digital format in the amount of \$40,700; which includes a 10% contingency amount.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2017-2019 includes *Exceptional Municipal Services*.

**FISCAL IMPACT**

The \$40,700 cost of this contract will be split equally between available fund balance in the General Fund and available fund balance in the Stormwater Fund.

**RECOMMENDATION**

Approval on the July 2, 2019 Consent Agenda.

**BACKGROUND**

The Village currently has a significant number of older Community Development and Public Works records on microfiche. These records must be permanently retained per the Village's Stormwater Ordinance and are used to complete a variety of Freedom of Information Act (FOIA) requests. The microfiche are beginning to show signs of deterioration and the microfiche machine that is being used to review these files is functionally obsolete. Additionally, it is becoming increasingly difficult to find parts to repair the machine.

In an effort to modernize records and reduce the physical footprint associated with such records, the Village issued a Request for Proposal to digitize these records. The Village received four proposals:

<b>Contractor</b>	<b>Bid Amount</b>
Microsystems Inc.	\$37,000.00
Global Solutions Group, Inc.	\$48,240.00
NMS Imaging	\$69,140.00
Exela Technologies	\$168,019.34

The lowest responsive and responsible bidder was Microsystems, Inc. of Northbrook, Illinois. This will be the Village's first contract with Microsystems, Inc. Positive references for similar work were provided by

the Villages of Woodridge, Glen Ellyn, Lombard, and the City of Wood Dale. Staff recommends award of the contract to Microsystems, Inc.

**ATTACHMENTS**

Contract Documents

VILLAGE OF DOWNERS GROVE  
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: July 2, 2019  
(Name)

RECOMMENDATION FROM: \_\_\_\_\_ FILE REF: \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

**STEPS NEEDED TO IMPLEMENT ACTION:**

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a contract for microfiche scanning to Microsystems, Inc. in the amount of \$37,000.00, plus 10% contingency in the amount of \$3,700.00 for a total not-to-exceed \$40,700.00.



**SUMMARY OF ITEM:**

Adoption of this motion shall authorize execution of a contract for microfiche scanning to Microsystems, Inc. in the amount of \$37,000.00, plus 10% contingency in the amount of \$3,700.00 for a total not-to-exceed \$40,700.00.

**RECORD OF ACTION TAKEN:**

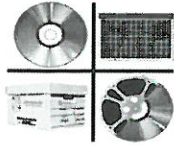
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# Microsystems, Inc.

Scanning, Microfilming, and Storage

625 Academy Drive  
Northbrook, IL 60062  
Phone (847) 205-1986 Fax (847) 205-5386  
www.microsystemsinc.com

**ORIGINAL**

May 28, 2019

Mr. Dan Carlsen  
Village of Downers Grove  
801 Burlington Ave.  
Downers Grove, IL 60515

Dear Mr. Carlsen,

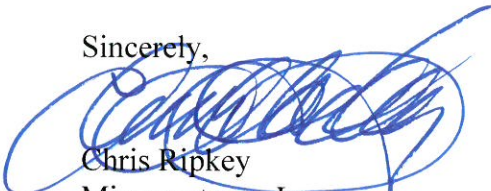
Microsystems, Inc. is pleased to submit our response to RFP -0-39-2019/DC for Microfiche Scanning.

Microsystems has been in business since 1957. We are one of the largest source document service bureaus in the Midwest and we currently service over 450 local accounts including over 45 municipalities. We have scanned 100's of thousands of microfiche jackets and rolls of film for our clients.

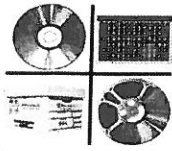
I visited the Village back in August of 2018 to review this exact project and feel I have a thorough understanding of the job. My cost proposal will have a line item for each process we go through to provide what you are asking for along with a not to exceed price. This jacketed microfiche includes not only 8.5x11 documents (**16mm**) but also large oversize drawings (**35mm**) and a mixture of both (**combo fiche**). Each format is priced differently as I detailed in my 2018 quote which I will use for this RFP.

We hope to be considered for this job as we can guarantee that if you decide to use Microsystems, Inc., you will not be disappointed with your decision.

Sincerely,



Chris Ripkey  
Microsystems, Inc.  
847/205-1986 x13  
www.microsystemsinc.com



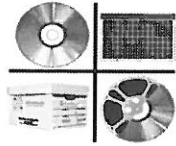
# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

We do work for over 45 Villages

## REFERENCES

Village of Schaumburg	Pub Works	Dave Ogorzaly	847/923-6615
Village of Carpentersville	Clerk	Greg Conrad	224/293-1602
Village of Arlington Heights	Building	Patty Levee	847/368-5579
Village of Gurnee	Police	John Peterson	847/599-7007
Village of Westmont	Building	Melissa Brendle	630/981-6283
Village of Woodridge	Building	Eric Alwin	630/719-6106
Village of Lombard	Building	Keith Steiskal	630/620-5763
Village of Skokie	Building	Nathan Kriska	847/933-8223
Village of Northbrook	Clerk	Debbie Ford	847/664-4013
Village of Glenview	Admin.	Jeff Rogers	847/904-4308
City of WoodDale	Clerk	Amanda Melone	630/787-3709
City of Highland park	Building	Ruby Camacho	847/926-1854
Village of Roselle	Clerk	Patty Burns	630/671-2802
Village of Mount Prospect	Pub Works	Kristina Jakupovic	847/870-5640
Village of Glendale Heights	Building	Jennifer Hopwood	630/909-5336
Elk Grove Village	Building	Ken Jay	847/357-4233
Village of Glen Ellyn	Building	Lori Glaude	630/547-5374



# Microsystems, Inc.

## *Scanning, Microfilming, and Storage*

625 Academy Drive  
Northbrook, IL 60062  
Phone (847) 205-1986 Fax (847) 205-5386  
[www.microsystemsinc.com](http://www.microsystemsinc.com)

## **SCANNING and ARCHIVE WRITING**

### **Quality Verification Processes by Department**

#### **Page 1 of 3**

#### **Pickup and Delivery**

A signed transmittal receipt will accompany all pickups and deliveries. The number of boxes, and detailed information regarding any transfer media will be clearly marked on all receipts for audit purposes.

#### **Incoming Stock / Verification**

Upon delivery, the signed transmittal receipt is used to verify the number of boxes received. Any discrepancies are handled immediately between customer service, the sales staff, and our client contact. All boxes are entered into our project tracking software. This software will allow for tracking of boxes through the many stages of production.

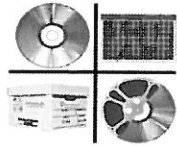
#### **Job Programs**

Microsystems sales staff is responsible for meeting with the clients and understanding all aspects of the project (job). These instructions are entered into our job management software. Each department has access to these instructions. A change in scope for a particular project will necessitate a change in the job program instructions, and automatic alerts will be sent to all production managers.

#### **Preparation**

The preparation manager will go over the detailed prep instructions with the prep operators before the start of each job. The operator is instructed to bring all questions about the preparation of a project (i.e. document order, preparation instruction discrepancies) to the attention of the preparation manager. If a question does come up, the preparation manager will meet with sales / customer service, and possibly the client contact to resolve any issues.

If the customer provides a listing sheet detailing the contents of the boxes, these listings will be checked off and verified as preparation occurs. Again, any discrepancies are handled immediately between customer service, the sales staff, and the client contact.



# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

## **Microsystems, Inc.**

### **Quality Verification Processes by Department**

#### **Page 2 of 3**

#### **Preparation (continued)**

Each box will be prepped into approximately 6 or so, 2-3 inch bundles. Each bundle will be rubber-banded and targeted with the bundle number, box number, and project number for easy re-assembly, or possible requests from the client.

#### **Scanning**

The scanning manager will go over the detailed scanning instructions with the scan operator before the start of each job.

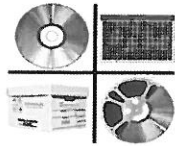
There is, at all times, only one scan operator per scan workstation. Operators are to constantly observe the scanned images from their workstation monitors to help guarantee the best possible image quality. There are several control settings for each project to allow for optimal image quality. If substandard images are observed, they will be immediately rescanned.

Most of our jobs are hand-fed because of quality concerns of the original documentation. Microsystems only uses high-end production scanners from Kodak. These scanners are equipped with double page detection, and image quality enhancement software (perfect page, de-skew, de-spec, and black boarder removal). Barcode sheets are extensively used to aid in the accuracy of document separation. We also have a state-of-the-art Zeutschel scanner which produces the finest images from rare documents and bound books.

#### **Indexing**

Quality Verification managers go over the detailed index instructions with the index operator before the start of each job. Index operators are also spot checking for image quality and any substandard image will be immediately sent for re-scanning.

Barcode technology is used to increase the accuracy level of key-entry. Where at all possible, Microsystems will try to share data with its clients to increase the accuracy level, as well as keep indexing costs down to a minimum. When this occurs, exception reports will be generated detailing data used, or unused. Full Text OCR, as well as Zonal OCR with cleanup will be used if needed. Double key verification will obtain 99.9% accuracy.



# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

## **Microsystems, Inc.**

### **Quality Verification Processes by Department**

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#### **Quality Verification**

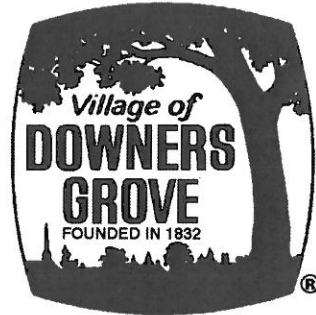
Images are inspected for image quality. Data is sorted a number of ways, and checked for accuracy. Image sizes are checked for any discrepancies. Any image quality issues are handled immediately and corrected.

The QV manager fully understands the job program instructions, and is responsible for making sure the final product meets the customer's requirements. Images and data are either burned onto CD's / DVD's, or sent via secure FTP. Verification programs are in place to ensure quality burns, or transfers.

#### **Archive Write**

After scanned images have gone through all of the QV processes and are ready for delivery, we can also provide an archival roll of microfilm for backup purposes. This work is done on our FUJI AR-1000 Archive Writer which produces the highest quality microfilm image available in the industry. A duplicate silver can be made simultaneously. The images sent to the archive writer are exact representations of the scanned image. All films are processed in our Fuji certified processing lab to exact ANSI standards.

Village of Downers Grove



## REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: MICROSYSTEMS, INC.

Project Name: Microfiche Scanning  
 Proposal No.: RFP-0-39-2019/DC  
 Proposal Due: Tuesday, May 28, 2019 @ 2:00 p.m.

Pre-Bid Conference: Optional  
 Pre-Bid Conference Time/Date: Monday, May 20, 2019 @ 10:00 a.m.  
 Pre-Bid Conference Location: Village Hall, 801 Burlington Avenue  
 Downers Grove, IL 60515

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**Required of Awarded Contractor:**

Certificate of Insurance: Yes

Legal Advertisement Published: Monday, May 13, 2019

Date Issued: Monday, May 13, 2019

This document consists of 23 pages.

Return **original** and **two duplicate copies** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

DAN CARLSEN  
 VILLAGE OF DOWNERS GROVE  
 801 BURLINGTON AVENUE  
 DOWNERS GROVE, IL 60515  
 PHONE: 630/434-6811  
 FAX: 630/434-5571  
[www.downers.us](http://www.downers.us)

## Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

**SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.**

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

## Village of Downers Grove

**I. REQUEST FOR PROPOSALS****1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to Tuesday, May 28, 2019 @ 2:00 p.m.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, as indicated on page 1, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

**2. PREPARATION OF PROPOSAL**

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment,

## Village of Downers Grove

superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

### **3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

### **4. RESERVED RIGHTS**

4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

## **II. TERMS AND CONDITIONS**

### **5. VILLAGE ORDINANCES**

5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

### **6. USE OF VILLAGE'S NAME**

6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

### **7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

## Village of Downers Grove

**8. NONDISCRIMINATION**

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

**9. SEXUAL HARASSMENT POLICY**

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

**10. EQUAL EMPLOYMENT OPPORTUNITY**

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer 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 canceled 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 Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment

## Village of Downers Grove

because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity 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 take appropriate affirmative action to rectify any such underutilization.

- 10.1.2 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 and Regulations) 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.
- 10.1.3 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 disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 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 Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the 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 such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith.

## Village of Downers Grove

In addition, the Proposer 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.

**11. DRUG FREE WORK PLACE**

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**12. PATRIOT ACT COMPLIANCE**

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the

## Village of Downers Grove

transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

**13. INSURANCE REQUIREMENTS**

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
  - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
  - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
  - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
  - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
  - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
  - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

**14. CAMPAIGN DISCLOSURE**

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign

## Village of Downers Grove

Disclosure Certificate, attached hereto.

- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

**15. SUBLETTING OF CONTRACT**

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

**16. TERM OF CONTRACT**

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

**17. TERMINATION OF CONTRACT**

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

**18. BILLING & PAYMENT PROCEDURES**

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is

## Village of Downers Grove

made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

**19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

**20. STANDARD OF CARE**

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

**21. GOVERNING LAW AND VENUE**

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

**22. SUCCESSORS AND ASSIGNS**

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

## Village of Downers Grove

**23. WAIVER OF CONTRACT BREACH**

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

**24. AMENDMENT**

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

**25. NOT TO EXCEED CONTRACT**

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

**26. SEVERABILITY OF INVALID PROVISIONS**

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

**27. NOTICE**

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager  
Village of Downers Grove  
801 Burlington Ave.  
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

28.1 Contractor acknowledges that the Freedom of Information Act does apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et seq.)

**30. COPYRIGHT or PATENT INFRINGEMENT**

30.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

## Village of Downers Grove

**III. DETAIL SPECIFICATIONS****Background:**

The Village of Downers Grove (Village) maintains records for various departments including the Community Development (CD) and Public Works (PW) departments. These records are in various forms, including digital, paper, and microfiche. The Village now desires to scan the microfiche files for easier document retrieval and storage. The files must be scanned into TIFF files compatible for uploading to our On-Base software and indexed for document retrieval, see below for additional information.

**Scope of Work:**

The Village is seeking a reputable firm (Contractor) to scan all microfiche documents into digital format for uploading into the Village document management system.

The files must be formatted and indexed to allow them to be brought into enterprise content management (ECM) software, OnBase. Files shall be TIFF files at 300 DPI. Multi-page TIFF files are preferred for each fiche or set of fiche. If any fiche is found to be damaged, the Contractor shall repair the fiche as required. Images found on fiche include a variety of scans of sizes: 4" x 6" to 8 1/2" x 11" up to full size 24" x 36" scans. The number of images per fiche varies. Each individual fiche record shall be indexed using an ordered document import processing (DIP) file, including keywords found on the fiche and/or the images (if available):

- Date (at least a year, e.g. 01/01/1964 or 11/18/2011)
- Street Number (e.g. 1200)
- Street Name (e.g. Main St)
- Address Suite (e.g. A, B, 1200, 1201, or A12, A13, etc.)
- Project Number (e.g. 4-55 or 22-2001 or MC-02-45)

The DIP indexing file must follow this format: *unique sequential record id, file name, double quoted field delimited keywords, and comma separators*. If any of this information is not available, include a double set of quotes (e.g. "").

Example:

```
ID,filename,Date,StNum,StName,Ste,ProjNum
"001","0000001.tiff","01/01/1980","1200","Main St","A",""
"002","0000002.tiff","04/15/2001","120","Main St","",""
"003","0000003.tiff","12/03/1955","12","Main St","A12","MC-11-64"
"004","0000004.tiff","01/01/1972","","","","","05-1972"
```

The Village shall provide a standard street naming system for the Contractor to utilize. The scanned documents shall be provided to the Village electronically (e.g. CD, DVD, flash drive, etc). Each CD, DVD, flash drive (etc.) shall be labeled with the type of files (PW, ZBA/PC, CD – see below), date submitted/scanned, and number of disc/drive out of how many (e.g. CD 10-24-2019 2 of 4).

All microfiche files are located at Village Hall (801 Burlington Avenue, Downers Grove, IL).

## Village of Downers Grove

In general there are four different types of microfiche files: Public Works (PW) projects, Zoning Board of Appeals (ZBA) archives, Plan Commission (PC) archives, and Community Development (CD) permit files. Each group has slightly different indexing requirements. Therefore, the four different types must be scanned and submitted separately. The different types are as follows:

PW – Most of the index files for these microfiche will have a date and a project number. The project number is written on the top of the microfiche and consists of a number and a two-digit year. The project number (ProjNum) shall be indexed as a two-digit number and a four-digit year (e.g. 1-44 would be indexed as 01-1944 and 33-02 would be indexed as 33-2002). The dash will not be required, as the upload process will include a “mask” for the dash in the appropriate place. The index file must also include the date. The Contractor can assume each microfiche contains files from the same project/year. Use January 1 of the year in the project number.

ZBA – The ZBA files include a prefix, a project number and a two-digit date (e.g. MC-1-92 would be indexed as MC-01-1992) on top of the fiche. If the address is available on the images, the Village may elect to have this included in the index file (see alternate pricing below).

PC - The PC files only contain a project number without a date (e.g. 003 and 1012) on top of the fiche. If the address or date are available on the images, the Village may elect to have this included in the index file (see alternate pricing below).

CD – These files only have an address on the top of the fiche (e.g. 529 Buckingham Place and 6352-68 Banbury Road). If a date is available on the images, the Village may elect to have this date provided in the index file (see alternate pricing below).

There are approximately 10 drawers and 3 boxes of microfiche (with an estimated volume of 5.97 cubic feet). The microfiche volume is split as shown below:

PW – 4 drawers with an estimated volume of 1.28 cubic feet

ZBA – 1 box with estimated volume of 0.18 cubic feet

PC – 2 boxes with an estimated volume of 0.30 cubic feet

CD – 6 drawers with an estimated volume of 4.21 cu ft

The Contractor will be responsible to verify the quantity of microfiche and images to be scanned. The Contractor shall pick up the microfiche from the Village in batches. At a minimum, four (4) batches will be used as outlined above – PW, ZBA, PC, and CD. The Village would prefer the CD batch be further separated into additional batches to limit the number of FOIA requests as described below. If and how the CD batch is further separated can be at the Contractors’ discretion. However, the electronic files/index files must be submitted in the four (4) separate groups indicated above. When the Contractor begins scanning a new batch, the Contractor must provide a sample of at least three (3) separate fiche (not sequential) for review by the Village prior to continuing with the scanning/indexing of all the fiche. The Village will review the samples and respond to the Contractor within five (5) business days as to the accuracy and ability to import the files. The Contractor shall return all fiche to the Village upon the

## Village of Downers Grove

completion of the scanning/indexing of the batch and prior to or concurrent with picking up the next batch or at the end of the project for the last batch.

The Village is responsible for answering Freedom of Information Act (FOIA) requests. The selected Contractor will be required to scan and provide electronic documents to the Village, as needed, to address these FOIA requests. These scans must be provided to Village within 36-business hours. Files less than 25 MB can be emailed to [FOIA@downers.us](mailto:FOIA@downers.us). The files must still be included in the scanned files/index.

Anticipate up to 10 FOIA requests per week for the duration of the project. Please provide a unit cost for FOIA requests above and beyond the anticipated 10 FOIA request per week (based on the total requests over the total duration of the project).

An optional pre-bid conference is scheduled at Village Hall (801 Burlington Avenue, Downers Grove, IL 60515) as indicated on Page 1 of this RFP. Attendance is not mandatory, however, firms will have the opportunity to ask questions and view the files.

### **Contractor Qualifications:**

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Village that it has the necessary facilities, ability, expertise, and resources to provide the services specified herein in a satisfactory manner. The Contractor shall provide examples of similar work done for other municipalities or private firms.

### **Fee Proposal:**

The Village of Downers Grove prefers the method of compensation for professional services to be based on unit cost, with a Total "Not to Exceed" cost.

Please submit an estimate of cost requirements to complete the scope of services outlined in your proposal, including a total "Not To Exceed" cost for providing the proposed services to the Village as outlined below. This "Not To Exceed" cost shall include deliverables and reimbursable expenses, such as postage, delivery service, printing, etc. The Village shall be invoiced monthly. **Additional compensation above and beyond the "Not to Exceed" cost (i.e. change orders) will not be considered without a significant change in project scope.**

**The fee proposal shall contain all costs to complete the work outlined above and shall be broken down as follows (or similarly):**

- *Preparation*: cost per hour for any preparation with total preparation cost
- *Scanning*: cost per image with total scanning cost
- *Indexing*: cost per scan with total indexing cost
- *Pick-up/Delivery charges*: unit cost with a total based on the total batches proposed by the Contractor (at least 4)
- Any other charges (include a description)
- *FOIA*: cost per FOIA with the total based on 10 per week for the duration of the project (this unit cost will be used if additional FOIA requests are necessary)

## Village of Downers Grove

- **ALTERNATE #1:** Provide an alternate cost to add the date/year from the images for the CD files (assume all images on each fiche are from the same date/year. If no date is provided, the date can be assumed to be January 1)
- **ALTERNATE #2:** Provide an alternate cost to add the address/street name from the images on the fiche for the ZBA archives
- **ALTERNATE #3:** Provide an alternate cost to add the address/street name from the images on the fiche for the PC archives
- **ALTERNATE #4:** Provide an alternate cost to add the date (January 1 of the year in the image will work) from the images on the fiche for the PC archives

### **Deliverables Schedule:**

The Village would like to complete this project within a year. Please propose a time frame for scanning/delivering each of the four (4) main batches.

### **CONTACTS**

All questions concerning the project and/or submittal should be directed to:

Julie Lomax  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515  
Phone: 630-493-8821  
Fax: 630-434-5495

## Village of Downers Grove

**IV. PROPOSER'S RESPONSE TO RFP (Professional Services)**

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)



# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

**PRICING – RFP -0-39-2019/DC Microfiche Scanning – Village of Downers Grove  
5/28/19**

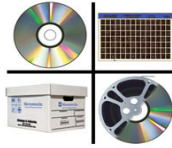
## JACKET SCANNING INFORMATION

- For all JACKETED fiche jobs, we use 125 jackets per compressed inch to figure out the volumes. Your addendum 2 for the fiche volumes came very close to my original quote per compressed inch.
- The “PREP” associated with the jacket scanning involves us numbering each jacket 1-200 in numbered batches. The 16mm, 35mm and combo fiche are separated by batch when scanning and the numbering allows us to get them back in order at the end and is a very important QC check when it comes time to index.
- We scan the jacket header as image #1 for continuity purposes and to make sure that the fiche is indexed correctly
- Regarding the pricing, the 16mm is usually figured by how many average images are on each fiche because there can be as low as 1 image or as many as 60. The 35mm and combo are set prices.

## **CATEGORY VILLAGE HALL FICHE IN BOXES (ZBA and PC)**

<b>VOLUME</b>	3 boxes with an estimated 3,500 fiche 66% (2,310) are 16mm (8.5x11) – estimated at ¾ full 34% (1,190) are 35mm (plans)	
<b>PREP</b>	Set up batches of 200 fiche and number fiche for continuity and indexing purposes <u>AND repair torn fiche as required</u> Estimate 8 hours x \$15	<b>\$ 120</b>
<b>SCAN</b>	300 DPI TIFF (On-Base) 16mm 2,310 x 53 images ave. =122,430 images x \$.02 35mm 1,190 x \$.47	<b>\$2,449</b> <b>\$ 559</b>
	<b>INCLUDES: Scanning header for accurate indexing</b>	
<b>INDEX</b>	Number on fiche header 3,500 x \$.05	<b>\$ 175</b>
<b>QC</b>	Flat charge	<b><u>\$ 150</u></b>
		<b>\$3,453</b>

**NOTE: EXACT IMAGE COUNTS ARE BILLED. It is estimated that the 16mm fiche are ¾ full and thus is billed by image.**



# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

<b>CATEGORY</b>	<b>VILLAGE HALL FICHE IN DRAWERS (CD)</b>	
<b>VOLUME</b>	6 drawers with an estimated 31,000 fiche 76% (23,560) are 35mm (plans) 20% (6,200) are COMBO fiche (16mm and 35mm) 4% (1,240) are 16mm (8.5 x 11)	
<b>PREP</b>	Set up batches of 200 fiche and number fiche for continuity and indexing purposes <u>AND repair torn fiche as required</u> Estimate 64 hours x \$15	<b>\$ 960</b>
<b>SCAN</b>	300 DPI TIFF (On-Base) 35mm 23,560 x \$.47 Combo 6,200 x \$.90 16mm 1,240 x 53 images ave. = 65,720 images x \$.02 <b>INCLUDES: Scanning header for accurate indexing</b>	<b>\$11,073</b> <b>\$ 5,580</b> <b>\$ 1,314</b>
<b>INDEX</b>	Address on fiche header	31,000 x \$.10 <b>\$ 3,100</b>
<b>QC</b>	Flat charge	<b><u>\$ 450</u></b>
		<b>\$22,477</b>



# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

## CATEGORY PUBLIC WORKS FICHE IN DRAWERS

<b>VOLUME</b>	3 drawers with an estimated 8,812 fiche 79% (6,962) are 16mm (8.5x11) 21% (1,850) are 35mm (plans)		
<b>PREP</b>	Set up batches of 200 fiche and number fiche for continuity and indexing purposes <u>AND repair torn fiche as required</u> Estimate 18 hours x \$15		<b>\$ 270</b>
<b>SCAN</b>	300 DPI TIFF (On-Base) 16mm 6,962 x 35 images ave. = 243,670 images x \$.02 35mm 1,850 x \$.47		<b>\$4,873</b> <b>\$ 870</b>
	<b>NOTE: The PW fiche appeared to be less full at a 50% average</b>		
	<b>INCLUDES: Scanning header for accurate indexing</b>		
<b>INDEX</b>	CPI# on fiche header	8,812 x \$.05	<b>\$ 441</b>
<b>QC</b>	Flat charge		<b>\$ 200</b>
			<b>\$6,654</b>
<b>PICKUP</b>	<b>All at once</b>	<b>N/C</b>	
<b>DELIVER</b>	<b>All at once</b>	<b>N/C</b>	
<b>COST Per FOIA</b>			<b>\$20 (For those FOIA's exceeding 10/week)</b>



# Microsystems, Inc.

*Scanning, Microfilming, and Storage*

HARD DRIVE	3 Folders on 1 HD	\$ 75
TOTAL ALL 4 CATEGORIES AS PRICED (EXACT IMAGE COUNTS ARE BILLED)		\$32,659
ALTERNATE #1	(CD) Read image (page 1) for date and index 31,000 fiche x \$.06	\$ 1,860
ALTERNATE #2	(ZBA) Read image (page 1) for address and index 1,300 fiche x \$.12	\$ 156
ALTERNATE #3	(PC) Read image (page 1) for address and index 2,200 fiche x \$.12	\$ 264
ALTERNATE #4	(PC) Read image (page 1) for date and index 2,200 fiche x \$.06	<u>\$ 132</u>
TOTAL if all alternates are chosen		\$35,071
TURNAROUND	6-8 weeks	
NOT TO EXCEED	<u><i>If ALL alternates are also chosen</i></u>	\$37,000

**NOTE:** Microsystems would like to bill per image and per fiche as quoted and the entire project may come in less than \$32,659 plus or minus the alternates. For a “not to exceed” price, we have to protect ourselves in case there are some unforeseen issues with the fiche repair or the indexing so we have to ask for a “not to exceed” price of \$37,000.

**PLEASE ALSO NOTE:** I have looked at this job in detail. There are a mixture of 3 types of formats and the bid does not detail the amounts of each, but I have. This does drive the cost up and vendors that are unaware of this may have to ask for more money than they formally bid.

Village of Downers Grove

**V. PROPOSAL/CONTRACT FORM**

**\*\*\*THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award**

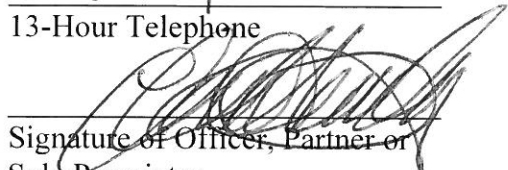
**PROPOSER:**

MICROSYSTEMS, INC Date: 5/28/19  
 Company Name

625 ACADEMY DR CHRISR@MICROSYSTEMSINC.COM  
 Street Address of Company Email Address

NORTHBROOK IL 60062 CHRIS RIPKEY  
 City, State, Zip Contact Name (Print)

847/205-1986 x13 847/732-5268  
 Business Phone 13-Hour Telephone

847/205-5386   
 Fax Signature of Officer, Partner or Sole Proprietor

CHRIS RIPKEY V.P.  
 Print Name & Title

ATTEST: If a Corporation  
Janice Gahan  
 Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

ATTEST:

\_\_\_\_\_  
 Signature of Village Clerk

\_\_\_\_\_  
 Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

**BUSINESS (PLEASE PRINT OR TYPE):**

NAME: MICROSYSTEMS, INC  
ADDRESS: 625 ACADEMY DR  
CITY: NORTHBROOK, IL  
STATE: IL  
ZIP: 60025  
PHONE: 847 205 1986 FAX: 847 205 5386  
TAX ID #(TIN): 36 240 4086

(If you are supplying a social security number, please give your full name.)

**REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TYPE OF ENTITY (CIRCLE ONE):**

- Individual
- Sole Proprietor
- Partnership
- Charitable/Nonprofit
- S-CORP**
- Limited Liability Company – Member-Managed
- Limited Liability Company- Manager-Managed
- Medical Corporation
- Government Agency

SIGNATURE: [Handwritten Signature]

DATE: 5/28/19

Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 1 of 3)**

With regard to MICROFICHE SCANNING, Proposer MICROSYSTEMS, INC hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

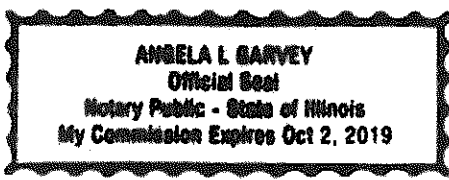
1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: [Signature] CHRIS RIPKEY  
Proposer's Authorized Agent

36-2404086

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or \_\_\_\_\_  
Social Security Number



Subscribed and sworn to before me  
this 22<sup>th</sup> day of May, 2019.  
[Signature]  
Notary Public

**PROPOSER'S CERTIFICATION (page 2 of 3)**

Village of Downers Grove

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Proposer is a corporation organized and existing under the laws of the State of ILLINOIS, which operates under the Legal name of MICROSYSTEMS, INC, and the full names of its Officers are as follows:

President: PAT HEALY

Secretary: SIMONE GUTMAN

Treasurer: CHRIS RIPLEY

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

**Limited Liability Company (LLC)**

The Bidder is a LLC organized and existing under the laws of the State of \_\_\_\_\_, which operates under the legal name of \_\_\_\_\_, and the full names of its managers or members are as follows:

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

**(c) Partnership**

Names and Addresses of All Members of Partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of: \_\_\_\_\_ which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_.

**(d) Sole Proprietor**

**PROPOSER'S CERTIFICATION (page 3 of 3)**

Village of Downers Grove

The Proposer is a Sole Proprietor whose full name is: \_\_\_\_\_

and if operating under a trade name, said trade name is: \_\_\_\_\_

which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? YES

Insurer's Name \_\_\_\_\_ CNA INSURANCE

Agent \_\_\_\_\_ GUY VITI

Street Address \_\_\_\_\_ 445 SHERIDAN RD


City, State, Zip Code \_\_\_\_\_ WILMINGTON IL 60040

Telephone Number \_\_\_\_\_ 847/4321000

**I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.**

Print Name of Company: \_\_\_\_\_ MICROSYSTEMS, INC

Print Name and Title of Authorizing Signature: \_\_\_\_\_ CHRIS RIPLEY V.P.

Signature: \_\_\_\_\_ 

Date: \_\_\_\_\_ 5/28/19

Village of Downers Grove


**Suspension or Debarment Certificate**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

**If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.**

Company Name: MICROSYSTEMS, INC.  
 Address: 625 ACADEMY DR  
 City: NORTHBROOK IL Zip Code: 60062  
 Telephone: (847) 205 1986 Fax Number: (847) 205 5386  
 E-mail Address: CHRISR@MICROSYSTEMSINC.COM  
 Authorized Company Signature:   
 (Print) Name: CHRIS RIPKEY Title of Official: V.P.  
 Date: 5/28/19

**Campaign Disclosure Certificate**

Village of Downers Grove

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

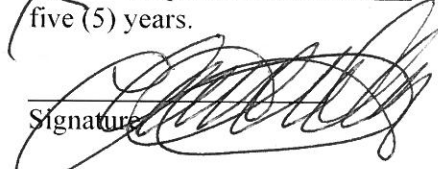
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.

Signature 

Print Name CHRIS RIPUEY

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_



www.downers.us

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**COMMUNITY RESPONSE**

**CENTER**

630.434.CALL (2255)

**CIVIC CENTER**

801 Burlington Avenue

Downers Grove

Illinois 60515-4782

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

**FIRE DEPARTMENT**

**ADMINISTRATION**

5420 Main Street

Downers Grove

Illinois 60515-4834

630.434.5980

FAX 630.434.5998

**POLICE DEPARTMENT**

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630.434.5600

FAX 630.434.5690

**PUBLIC WORKS**

**DEPARTMENT**

5101 Walnut Avenue

Downers Grove

Illinois 60515-4046

630.434.5460

FAX 630.434.5495

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**Addendum -01**

**RFP-0-39-2019/DC**

**Microfiche Scanning**

An addendum has been posted to add an email contact for any questions for the Microfiche Scanning RFP. Please contact [jlomax@downers.us](mailto:jlomax@downers.us) for any questions.

Attached are the correct documents.



www.downers.us

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630.434.5460

FAX 630.434.5495

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**Addendum -02**

**RFP-0-39-2019/DC**

**Microfiche Scanning**

An addendum has been posted to answer questions sent by a prospective vendor.

Attached are the updated documents



www.downers.us

## Addendum 2

1. *Do you expect the fiche to be damaged or was that note put in the RFP as more of a blanket statement?*

- We do not expect fiche to be damaged; this was included due to the age of the documents.

- COMMUNITY RESPONSE CENTER 2. *Instead of cubic feet, are you able to provide the actual dimensions?*

CENTER

630.434.CALL (2255)

The fiche are not stacked on top of each other.

### Boxes

ZBA - 11.5" x. 4" x 6" (one row)

PC - 8 x 4 x 6 (one row)

PC - 11.5 x 4 x 6 (one row)

CIVIC CENTER

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Downers Grove

Illinois 60515-4782

630.434.5500

TDD 630.434.5511

FAX 630.434.5571

### CD

9.5 x 4 x 6 (one half of one drawer)

21 x 4 x 6 (two halves of one drawer)

24.5 x 4 x 6 (eight halves of one drawer)

22 x 4 x 6 (one half of one drawer)

### PW

18 x 4 x 6 (one half of one drawer)

24 x 4 x 6 (one half of one drawer)

3 x 4 x 6 (one half of one drawer)

16 x 4 x 6 (one half of one drawer)

13 x 4 x 6 (one half of one drawer)

FIRE DEPARTMENT

ADMINISTRATION

5420 Main Street

Downers Grove

Illinois 60515-4834

630.434.5980

FAX 630.434.5998

3. *Does 1 fiche = 1 document? If not, how do we identify document separation? Or if more than 1 fiche need to be combined into the Multi TIFF file, what will indicate to us which fiche need to be combined?*

- All the images on 1 fiche can be combined into one multi TIFF file or each image can be a separate TIFF file. Some fiche say 1 of 2 or 1 of 3. These can be combined into one multi TIFF file or kept as separate multi TIFF files. We are most concerned the documents are indexed (project number, address, etc).
- Some fiche include both 16mm and 35mm slides.

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630.434.5460

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4. *Are the fiche in envelopes?*

- The fiche are in jackets.

5. *Are they jacketed or COM fiche?*

- The fiche are jacketed.

6. *To alleviate the concerns with FOIA requests, if we are able to commit to a response within 8 business hours, would The Village being willing to ship all fiche in 1 trip?*

- Yes, as long as the batches are separated as we requested.