



**Response to RFO # 04-228-08-13:**

**ACS RECORDS MANAGEMENT AND IMAGING  
FOR HIDALGO COUNTY CLERK'S OFFICE**

*August 25, 2004*



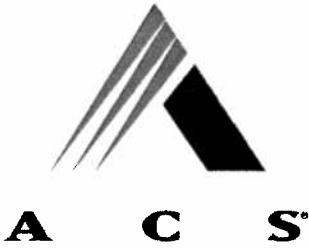
***Submitted By:***

ACS Government Records Services  
2800 W. Mockingbird Lane  
Dallas TX 75235  
[www.acsgrm.com](http://www.acsgrm.com)  
Lynn Moore, Sr.  
ACS Vice President of Special Accounts  
214-902-5000



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**ACS Transmission Letter**

August 18, 2004

Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent  
100 E. Cano, 4<sup>th</sup> Floor, Adm Bldg.  
Edinburg, Texas 78539

Dear Ms. Salazar,

Thank you for this opportunity to submit our bid response to Request for Offer #04-228-08-25: "Hidalgo County Clerk's Office-Records Management and Imaging." We have received Addendums #1 and #2 and have enclosed them with acknowledging signatures, in our bid response packet.

As the Clerk's long-time vendor, ACS has established an impeccable record of service and support to the Hidalgo County Clerk's Office. We fully understand the needs and the operations of the Hidalgo County Clerk's office, far better than any other prospective vendor.

ACS agrees to deliver goods and services in total compliance with all specifications and requirements listed in this RFO. Our proposal includes upgraded equipment for the Clerk's office, including but not limited to installation of new, high-speed scanners as demonstrated recently to the Clerk and his Deputy, that will enable the Clerk to stay well ahead of increasing processing demands by accelerating workflow through the Clerk's office.

The change in workflow will include new procedures such as bar coding a coversheet to insure proper identification of all documents. This will facilitate the scanning procedures to allow the work to be done quickly by the high speed scanners. It will eliminate scanning logjams.

Electronic Recording capability will be included in the upgraded system design.

We are confident that our proposal and generous pricing will be acceptable to the County and we look forward to continuing to serve Hidalgo County Clerk's Office for many years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn Moore". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lynn Moore  
VP, Special Accounts



**PURCHASING DEPARTMENT**  
County Of Hidalgo

**RFO Cover Letter from County**

August 03, 2004

Re: **HIDALGO COUNTY**

Request For Offer: **“Records, Management and Imaging- Hidalgo County Clerk’s Department”**

**RFO NO: 04-228-08-13**

Dear Respondents:

Enclosed please find a Request for Offer (RFO) packet for you review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFO process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956-318-2626.

Sincerely,

Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent

MLS/vg

Enclosures



A C S\*



PURCHASING DEPARTMENT  
County Of Hidalgo

RFO Checklist

REQUEST FOR OFFER (RFO) CHECKLIST  
HIDALGO COUNTY

“Records, Management and Imaging”  
Hidalgo County Clerk’s Office

RFO NO: 04-228-08-13

1. Request For Offer Letter.
2. Request for Offer , Legal Notice, consisting of  8  pages.
3. Specifications, Exhibit A, consisting of  11  page.
4. Bid Page
5. Bidder's/Vendor's Application.
6. Historically Underutilized Business (HUB) Declaration form.
7. Request for Taxpayer Identification Number and Certification form.
8. Insurance Requirements (Exhibit C), consisting of  3  pages.

The above mentioned items shall be found in the Request for Offer (RFO) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you

*Martha L. Salazar*  
Martha L. Salazar, CPPB, Purchasing Agent

08/03/04  
Date



**PURCHASING DEPARTMENT**  
County Of Hidalgo

<b>RFO No: 04-228-08-13</b>	<b>Buyer: Veronica Gomez</b>	<b>Tel. No: (956) 318-2630</b>
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**REQUEST FOR OFFER**

**Hidalgo County**  
Edinburg, Texas

Records, Management, and Imaging- Hidalgo County Clerk's Office

August 13, 2004

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
100 E. Cano, 4<sup>th</sup> Floor - Administration Building  
Edinburg, Texas 78539

956-318-2626

Form HCPD-04



## LEGAL NOTICE

**RFO NO: 04-228-08-13**

1. Sealed Offers will be received for **Records, Management and Imaging- Hidalgo County Clerk's Office,** in accordance with the specifications attached hereto as Exhibit "A." Offerors should address all specifications set forth. Offerors may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall offer.
2. All Offers must be submitted in a sealed envelope labeled, "**RFO- Records, Management and Imaging- Hidalgo County Clerk's Office**" and in County's Purchasing Department, 100 E. Cano, 4<sup>th</sup> Floor, Administration Building, Edinburg, Texas **on or before 12:00 P.M., Friday, August 13, 2004. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY OFFER RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO RFO.**
3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this offer that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all offers submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best offer for approval; and C. award the RFO to one offeror or to multiple offerors if the County determines it is in its best interest to do so. Receipt of any offer shall under no circumstances obligate County to accept the lowest dollar offer. The award of this contract shall be made to the responsible offeror whose offer is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.
4. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible offeror, or to reject all offers and re-advertise.
5. For work to be performed at a County-owned or operated location, each offeror shall, in its sole discretion, visit the job site before preparing the offer and thoroughly familiarize himself/herself with existing conditions. Offerors should take field dimensions and note all circumstances which affect the dollar amount of the offer.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, offerors are required to include illustrations, specifications, explanation of warranties, and service data with their offer including catalogue numbers and any necessary references.



7. No offer may be withdrawn within sixty (60) days from the scheduled time to open.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after priced offer opening.
9. Any interpretations, amendments, corrections or changes to this offer document must be in a written addendum and signed by the County Judge, or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Offer. Offerors shall acknowledge receipt of all addenda as a part of their offer.
10. County reserves the right to accept or reject any or all Offers .
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a offer or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
9. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a coy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a competed W-9 form and a copy of their Federal ID Number Certificate.
10. DELIVERY INSTRUCTIONS:
  - No deliveries accepted after 3:00 P.M., Monday-Friday.
  - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, Director of Purchasing before delivery will be accepted.
  - If you need additional information call the office listed below:

Hidalgo County Purchasing Department  
Martha L. Salazar, Purchasing Agent  
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:



- Invoices must include:
  - a) Name and address of successful offers
  - b) Name and address of receiving department or official
  - c) Purchase Order Number (if any)
  - d) Notation - **ARecords, Management and Imaging- Hidalgo County Clerk's Office"**
  - e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

J.D. Salinas, County Clerk  
 Hidalgo County Clerk's Office  
 100 N. Closner  
 Edinburg, Texas 78539

17. Schedule of Events

**Offer Opening, 12:00 P.M. August 13, 2004**

Award of Contract	_____, 200__
Commence Work or Deliver Products	_____, 200__

18. Offer or Performance Bond and Debarment Certification; Payment Under Contract:

- If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all submitters shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All bidders are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.
- Together with the signing of a contract or issuance of a purchase order following the acceptance of an offer, and prior to commencement of the actual work, the offeror shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.
- If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

- If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.
- For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.

19. Ethical Standards:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or offer therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. If, during the life of any contract or offer awarded, the successful offers's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

21. Offers, and all goods and services provided there under, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

22. Minimum Standards For Responsible Prospective Offerors: A prospective offer must affirmatively demonstrate offerors' responsibility. A prospective offeror, by submitting a offer, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the offer;

- Be able to comply with the required or proposed delivery schedule;
  - Have a satisfactory record of performance;
  - Have a satisfactory record of integrity and ethics;
  - Be otherwise qualified and eligible to receive an award.
23. Successful offerors will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful offers's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
24. Any contract award to a successful offeror will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
25. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful offeror; County reserves the right to terminate any contract immediately in the event a successful offeror fails to:
- A. Meet schedules;
  - B. Pay any required fees or taxes; or
  - C. Otherwise perform in accordance with the specifications.
26. Successful offeror shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from offer award. Successful offeror indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful offers shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful offeror's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful offeror.



27. Successful offeror shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful offeror within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
28. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
29. The successful offeror shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
30. Offeror shall provide with the offer response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
31. Offers must provide **all** documentation requested with this Offer in their response. Failure to provide this information may result in rejection of the offer as non conforming.



**Offer Acknowledgement Page**

Offer  
for  
**Records, Management and Imaging  
Hidalgo County Clerk's Office  
RFO No: 04-228-08-13**

August 13, 2004

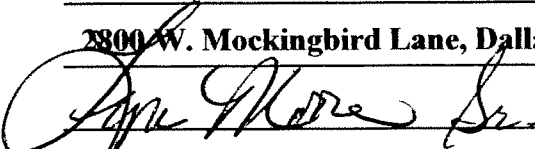
To: Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
100 E. Cano, 4<sup>th</sup> Floor - Administration Building  
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned offeror proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned offeror further agrees, upon acceptance of its offeror, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Offeror acknowledges receipt of all of the pages of the documents referenced in the Request For Offer Checklist presented in connection with this procurement. Offeror understands that Hidalgo County reserves the right to reject any or all offers and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best offer.

Offeror agrees that this offer shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving , as contained in the Specifications.

Respectfully submitted,

Offeror: ACS State and Local Solutions, Inc.  
Address: 2800 W. Mockingbird Lane, Dallas TX 75235  
By:   
Printed Name: Lynn Moore, Sr.  
Title: VP Special Accounts



## Specifications

**HIDALGO COUNTY, TEXAS  
COUNTY CLERK  
RECORDS, MANAGEMENT AND IMAGING SYSTEM  
RFO NO. 04-228-08-13**

### OBJECTIVE:

The objective of this Request for Offer (RFO) is to obtain offers for a turnkey fully integrated records management and document image processing system and specific vendor provided production services (hereinafter referred to as the "System") for the Office of the County Clerk for Hidalgo County (hereinafter referred to as the "County" or the "Clerk")

The vendor provided system and services must consist of all hardware, operating system software, application software, and any items such as networking (i.e. replacing existing cable to meet Level & specifications) and communications needed to implement the requirements of this RFO including delivery, installation, documentation, maintenance, and user training.

The vendor must provide the following services:

1. Creation of microfilm from the digital images of scanned real property documents as an archival media.
2. Indexing of all Real Property Records with a guaranteed 72 hour turnaround.

Vendor is also to provide all accessories, labor and materials including all consumables such as paper, toner cartridges, microfilm, and printer ribbons necessary for a turnkey system.

The system functionality includes digital image capture (scanning), storage, retrieval and automated cashing for the following document types:

- A. Real Property Records (Official Records)
- B. Uniform Commercial Code Records/Financing Statements
- C. Birth Records
- D. Death Records
- E. Marriage Records
- F. Cattle Brands

For Marriage records there is the requirement to generate both the marriage license application and the marriage certificates in accordance with State of Texas and Hidalgo County forms.

The Hidalgo County Clerk currently has online document images from October 1978 through current. Vendor must convert all existing document images within a 90 day period upon award of this contract.

The County is not interested in the purchase of any hardware or software, at this time, therefore pricing for the system and services should be quoted on a monthly fee basis.

### I. SYSTEM REQUIREMENTS

#### Environment

The design of the proposed system should support either a true client-server. The local area network (having one or more segments) must support at least 100BASE-TX (100 Mbps) topology.

It is required that all client workstations run the MS-Windows 98 or MS-Windows NT 4.0 workstation graphical environment.

The server must be a multiprocessing unit capable of performing standalone data processing, image processing, and communications concurrently. The server must also include a relational data base management system with a suitable suite of utility functions. The server (or servers) must be capable of processing document image requests from browser based (internet/intranet connected) workstations.

The proposed system must implement industry open standards in hardware and software to protect the County's investment and offer distributed processing capabilities, allowing information to flow transparently between the proposed imaging system and the County's existing systems.

### **Workstations**

All workstations shall be IBM PC compatible and consist as a minimum of an Intel Pentium III 650 Mhz processor, 128 MB of main memory, 10 Gigabytes of hard disk and a 21 inch high resolution color monitor with a minimum resolution of 1600 x 1280 pixels (120 dots per inch) in a dual page display mode.

### **Image Printers**

There shall be no limiting factor on the number of printers attached to the system. Printers must use laser technology with a minimum speed of 17 pages per minute at a density of 600 dpi. It is required that all printers be network attached and able to print images at the printer's rated speed.

### **Scanners**

Scanners must be capable of scanning up to a minimum of 400 dpi at a sustainable rate of not less than 22 pages per minute and handle documents from 3" x 5" to 11" x 17".

### **Disk Array**

The server must have a configurable magnetic disk array subsystem (RAID). The subsystem shall have an initial minimum capacity to hold all existing image and index database with sufficient additional capacity to support growth through the contractual period.

### **Cashiering Workstations**

Cashiering Workstations shall consist as a minimum of an Intel Pentium III 550 Mhz processor, 128 MB of main memory, 9 Gigabytes of hard disk, (4 of which must contain 100 MB Zip Disk Drive), 17" SVGA color monitor, and equipped with a cash drawer and with printing device capable of printing all required stamps and receipts and validation information. It is required that scanners be attached directly to cashiering workstations thus allowing cashiering and scanning to occur in a single step operation.

### **Configuration**

The work flow will require a minimum of 8 cashiering stations with scanners, 3 marriage license cashiering stations with laser printers, 17 cashiering stations without scanners, (4 of which must contain 100 MB Zip Disk Drive), 2 vital statistics scanning workstations, 12 public access document viewing stations, 2 court records scanning workstations, 3 administrative workstations (laptops with docking stations) with 100 MB External USB Zip Drives, and 13 laser printers. This estimate is based on our data and is open for review. Additional equipment will be required as filings increase, as the database expands, and as other departments outside (i.e. sub-stations) of the Clerk's office require remote access to County Clerk records with image capable workstations. At least two (2) off site substations shall be included. They should be able to provide all services legally allowed for the County Clerk by the Government Code.

Additional workstations and associated equipment may be required to be provided by the vendor, at no additional cost to Hidalgo County, as filings increase, or as the data base expands, or as more Internet or



remote users are added, or as other departments outside the Clerk's office require remote access to the County Clerk document image records.

### **Service and Support**

Vendor shall provide for full installation support and any on-going training necessary for Hidalgo County employees to fully utilize the system.

Vendor shall provide a method for system modifications, software and hardware (cabling), whether the change is required by system upgrade, work-load fluctuations, changes in standards or requested by Hidalgo County. This effort shall be accomplished by the vendor at no additional cost to Hidalgo County.

Equipment maintenance must be performed on-site. Equipment must be repaired or replaced within 24 working hours after failure. Maintenance hours are 9 hours a day (8 AM through 5 PM) five days a week (Monday through Friday) except for Hidalgo County holidays. It is the vendor's responsibility to make all replacement hardware operational (not the County or County personnel). The vendor shall provide a toll free telephone number for a customer support representative available during maintenance hours. The vendor shall provide all supplies (i.e., paper, toner cartridges, printer receipt rolls, receipt printer cartridges, bar coding receipt rolls, marriage license applications, marriage licenses, etc.).

Hidalgo County desire that the support and maintenance depot location for this system be in the state of Texas.

Vendor's system shall include a modem for remote software debug and maintenance in an on-line mode. Responsibility for determining the source (i.e. hardware/operating system/software) of a problem, and for resolving that problem shall rest with the vendor alone.

In the event a more efficient technology becomes available, vendor guarantees to convert County's data to a media acceptable to the new technology. Vendor must also provide an acceptable timetable for the conversion at no additional cost to Hidalgo County.

The system must be available during Hidalgo County operational hours, therefore the vendor is required to have a permanent onsite support person available during maintenance hours.

### **System Backup and Off-site Data and Image Storage**

Vendor shall provide off-site storage in the State of Texas for copies of all images, index databases and microfilm at no additional cost to Hidalgo County. Vendor's off-site storage facilities must meet or exceed current ANSI standards and applicable Texas State Library requirements.

### **Documentation**

Vendors shall provide full documentation and information regarding backup procedures and responsibilities.

Vendor shall provide full documentation and information regarding disaster recovery procedures.

### **Uptime**

System uptime is a primary concern of Hidalgo County. Vendor shall provide complete information on system availability and reliability along with fallback procedures in case of equipment failure.

## **II. SCOPE OF SERVICES**

All work must be performed by the vendor - no subcontractors are allowed. Vendors must provide evidence of their in-house capability.



Vendor shall safeguard all information and data provided by the County. Proprietary ownership of all data, regardless of what media it is stored on, is retained by Hidalgo County. Any reproduction or duplication must have the written approval of the Hidalgo County Clerk.

Vendor must provide an audited financial statement.

Vendor must furnish Hidalgo County with at least three references where proposed software is processing public records, including County name, contact name, telephone number and length of time software has been installed.

### **III. SPECIFICATIONS**

#### **General Specifications**

1. The system must be capable of handling 600 real property document filings a day at start-up and allow modular expansion of the system to handle any increase in filings. System must handle various sizes, colors and weights of paper. The system must process documents having strips of paper attached over the top of another sheet along with staples and paper clips. Images must be taken from the original documents. Copying of documents for imaging purposes is not allowable.
2. They must perform all of the recording functions while the person filing the document waits for its return. Large groups of filings will be processed separately in a batch.
3. All equipment, software and procedures must meet or surpass, on a continuing basis, all Texas State Library laws and standards for archiving and preservation of records as they are developed and become effective.
4. All proprietary equipment and software must be disclosed. All proprietary software, including original coding, must be placed in escrow as specified by and under control of the Hidalgo County Clerk. The escrow information must be maintained to current status.
5. Simplicity of use by the public is a requirement and will be given the highest priority of consideration. The entire system must be simple to use, but for the end-user public, the system must be simple to the point of not needing prolonged intervention or assistance from a County employee. As an example, no sign-on should be necessary at a public terminal. Public terminals must be view or copy only and provide sufficient security to preclude any possibility of altering documents.
6. System must have user interface software allowing the novice operator to accomplish tasks through the use of a simple sequence, allowing quick access with a minimum of confusion, delay or instruction. Workstations should turn-off after 5 minutes of inactivity.
7. The system must provide an audit trail of all activity which can be produced on a daily basis.
8. The system shall support optical character recognition. The system shall have the capability to extract information and pass extracted information on-line with the image-to-index originator to complete the index.
9. The systems and information must be compatible with HTML format so as to allow future Internet compatibility.
10. All systems software and hardware must be able to handle Credit Card transactions for all services offered by the County Clerk of Hidalgo County.

### **IV. WORKFLOW SPECIFICATIONS**



Once a document has been accepted for filing, the recording process will begin with the cashiering process at a cashiering workstation.

- Entering the type of document being recorded and verified by a type table. If the type is not on the table use "unknown" in the document type and allow the operator to update to the correct type.
- Enter how many pages are in each document.
- Proposed system will utilize a cashiering fee table to calculate and display the total fee for each document and batch. The cashier should be able to change the fee amounts if necessary. Depending on the document type the system will automatically calculate any taxes due.
- Process any changes in recordings, recalculating the filing fee.

After the fee is received and noted on the system, the system will perform the following functions:

1. System must automatically assign appropriate instrument numbers sequentially within each customer batch, processing each batch in time received order. Instrument number assigned varies with type of document being processed, real property record, financing statement, etc.
2. System must assign current recording date-year month day (yyyy mm dd) and time-hour, minute and seconds am/pm (hh:mm:ss) for each document.
3. System will assign a receipt number, an transaction validation number, and a cashier identification number and generate a receipt which also identifies all document types and moneys collected.

Included on the receipt

- Received From:-Name and Address
  - List of fees by document number and type
  - Method of payment (include check number or numbers if multiple checks)
  - Any change required
  - Receipt number
  - Validation number (sequential transaction number)
  - Cashier identification and station number
  - Total fee amount
  - Date
4. System will imprint the first page of the document with the cashiering validation information and recording information. System will imprint the original instrument with the following information:
    - Date and Time - on first page only
    - Fee Amount - on first page only
    - Cashiering Validation Information - on first page only
    - Instrument number - on first page only
    - File stamp - on last page only

The system must allow the ability to change the locations of the stamps as necessary.

5. The system must have the capability of printing mailing labels or for returning processed documents by mail to the customer. These labels should include a mailing date and instrument identifier in addition to the pertinent name and address information.
6. The system must document all transactions recorded and amount charged.

7. The system must include tables to limit the amount of data entry required, including, but not limited to, type of document, amount charged and name and address tables.
8. The system must allow payments to be accepted by cash, check or charge (standard or advanced deposit draw down), or deferred payments or any combination thereof. The system must calculate change due on screen and allow an option to log a refund, rather than return the cash amount. For filing and for copy charges, the system must generate invoices, if needed.
9. The system must issue monthly balance statements.
10. The system must include a cash drawer for each cashiering workstation. Provision must be made for closing each drawer both during the day with subtotals and at the end of each day with subtotals. Each station will be uniquely identified. The end of day reconciliation report should allow for a remarks field to enter operator signatures and comments.
11. Voided transactions must be documented by the system.
12. The system must process all checks returned by banks. The transaction amounts must reverse the original posting amounts to reflect the correct dollar amounts in the accounts. The transaction must be fully documented and a history of returned checks maintained.
13. The system must process all check returned by banks. The transaction amounts must reverse the original posting amounts to reflect the correct dollar amounts in the accounts. The transaction must be fully documented and a history of returned checks maintained.
14. Once a transaction has been entered into the system, there can be no deletions or alterations made to that transaction, changes to the cashiering system may be made only by off-setting transactions.
15. The on-line index real property database will require the vendor to convert and load the entire database onto the new system. We must have on-line correction capability. All of our current inquiry screens capability must be available on the image viewing terminals using the new system. For indexed entries to which there is an image, there will be an indicator on the index display that a document is available or not available for viewing and the linkage to the image record.
16. All images are to be available to the public for viewing without operator intervention. Image selection for viewing should be accomplished with no keying of data. Copies should be available at a cashier workstation through a printer.
17. System must capture the image via batch scanning onto a hard disk for viewing and any needed re-scanning.
18. System must return images to the screen after an inquiry to the index. First page image response time must be less than five seconds for any requested document For each following page of a document, less than two second page 'turn' time is required. Print start time must be less than twenty seconds from request. The system will maintain response time regardless of increased filing volumes or number of workstations accessing the system.
19. System to pre-determine the amount of time a workstation monitor stays on-line (off after 5 minutes of inactivity) for cashiering, public retrieval, etc.
20. System must be capable of producing hard copies immediately after imaging. The user must have capability to print images with or without viewing them. The software must allow images to be printed either page-by-page or as an entire document.
21. Software must allow images or selected portions of an image to be enlarged for clarification. Software must allow images to be rotated at 90-degree intervals and to reverse the image from



white to black and vice versa.

22. Safeguards must be included to prevent the deletion or alteration of any image.
23. The system must provide in each scanning workstation an image processing board to automatically sharpen image. Operator must be able to bypass this feature and manually adjust the image or take two images if necessary.

## **V. RFO - RESPONSE FORMAT**

All responses are to be formatted to comply with Exhibit A to this RFO. In addition, the offer should include a letter of transmittal as well as an executive summary highlighting the vendor's capability, expertise, and experience, as well as any cost or technical advantages provided in the offer to Hidalgo County. Vendors are requested to be specific and avoid "boiler plate" information whenever possible.

## **VI. GENERAL REQUIREMENTS**

### **Scope of the Contract - Requirements**

The RFO, bidder's offer, submitted documents, and any negotiations when properly accepted by Hidalgo County, shall constitute a contract equally binding between the successful bidder and Hidalgo County until a formal contract is made and entered into by and between the successful bidder and Hidalgo County.

This will be a firm fixed-price contract calling for delivery of the products or services identified herein at the stated prices submitted by the bidder. Upon acceptance of a bid by the Hidalgo County Purchasing Agent, the successful bidder shall be obligated to deliver the products at the stated prices, within the time specified, and in accordance with any Terms and Conditions, and General Provisions contained herein.

### **Competitive Offers**

Offers will be opened so as to avoid disclosure of contents to competing bidders, and kept secret during the process of negotiation. However, all offers shall be open for public inspection after award except for trade secrets and confidential information contained in the offers and identified as such.

## **VII. SELECTION CRITERIA**

The award of the contract will be made to the responsible bidder whose offer is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of the price and other evaluation factors set forth herein or in the law.

Offers will be evaluated and scored using a comprehensive set of criteria including the following (listed in the order of importance):

1. Ability of the bidder to meet the contractual requirements specified.
2. Ability of the response to meet the functional and technical requirements specified.
3. Compliance with the mandatory requirements of the RFO.
4. Qualifications and experience of the bidder including customer references, project personnel, and experience with similar systems.
5. Bidder's financial stability, and longevity, and long term commitment to the project.
6. Ability to demonstrate the proposed capabilities and system.

7. Project management plan and training proposed.
8. The understanding demonstrated by the bidder of the requirements for the modification, installation, conversion, training, implementation, and ongoing support, and maintenance of this system.
9. Pricing of the offer relative to other offers received, and methods of payment or creative financing.
10. Adherence to the requested offer format. This includes the professionalism, thoroughness, and format of the presentation.

Hidalgo County will be objective and fair as possible in evaluating all offers received. However, some subjective judgments must be made in the evaluation process. By submission of an offer, bidder acknowledges and accepts the evaluation methodology. Award will be made in the best interests of Hidalgo County.

Selected bidders may be invited to make oral presentations to the County. Vendor representatives attending the oral presentation shall be technically qualified to respond to any questions related to the proposed system.

Negotiations may be conducted with responsible bidders who submit offers determined to be reasonably susceptible of being selected for award. All bidders will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of offers. Revisions to offers may be permitted after submission and before award for the purpose of obtaining best and final offers.

Any oral negotiations must be confirmed in writing prior to award.

Award may be made without negotiation of offers with any bidder.

### **Proposer Responsibility**

It is the responsibility of each vendor before submitting an offer:

1. To examine thoroughly the contract documents and other related data identified in the request for offer documents.
2. To visit the site to become familiar with and satisfy vendor as to the general, local, and site conditions that may affect cost, progress, performance, etc.
3. To consider federal, state, and local laws and regulations that may affect costs, progress, performance or furnishing of the work.
4. To study and carefully correlate vendor's knowledge and observations with the contract documents and such other related data.
5. To promptly notify the County Purchasing Agent of all conflicts, errors, ambiguities, or discrepancies which vendor has discovered in or between the contract documents and such other related documents.

### **Protests, Disputes and Appeals**

Protests before award must be submitted in writing to the County Purchasing Agent and shall be heard by Commissioners Court prior to award.

Protests after award must be submitted in writing to the County Purchasing Agent within ten calendar days after notification of such award. The Purchasing Agent routinely will forward a written reply to the protestant within ten calendar days from receipt thereof. If the protestant is not satisfied with the reply of the Purchasing Agent, the protestant may appeal the decision within ten calendar days after receipt thereof, to the County Purchasing Agent outlining in detail the exact point(s) of disagreement. Should the matter not be resolved to the satisfaction of the bidder/contractor, the appeal will be submitted to Commissioners Court. The appellant shall then have the right to be heard in open court by Commissioners Court.

The County Purchasing Agent shall act as the County representative in the issuance and administration of this contract, and shall issue and receive all documents, notices, and correspondence. Such documents, notices, and correspondence not issued by or received by the County Purchasing Agent shall be null and void.

The decision of Commissioner's Court shall be final and conclusive, and shall be binding on all parties concerned, appealable in a court of competent jurisdiction in this County, and in accordance with the laws of the State of Texas.

### **Prices**

All prices in this solicitation shall be complete showing where applicable, all charges relative to the delivery, installation, maintenance, repair, removal, etc., and no additional payments shall be made by Hidalgo County unless they appear in the bids submitted herein.

### **VIII. TERM OF CONTRACT**

The initial term of this contract shall be for a four (4) year period after date of award of contract with the County's option to extend for an additional one (1) year under the same rates, terms and conditions. The system must be implemented and fully operational within ninety (90) calendar days from date of contract award.

Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period, under the same rates, terms and conditions at the end of the contract term for unforeseen delays in award of new bid for next contract term.

### **Insurance and Liability**

During the period of this contract, contractor shall maintain at his expense, insurance with limits not less than those prescribed in Exhibit C attached herein. With respect to required insurance, Contractor shall;

- 1 Name Hidalgo County as additional insured/or an insured, as its interests may appear.
- 2 Provide Hidalgo County a waiver of subornation.



**Exhibit A – Bid Page**

**HIDALGO COUNTY, TEXAS**  
**COUNTY CLERK OFFICE**  
**RECORDS, MANAGEMENT AND IMAGING**  
**RFO NO. 04-228-08-13**  
**“Exhibit A”**

Records Management & Imaging System	<u><b>\$18,000.00</b></u>	Per Month
Computerized Indexing of Land Records	<u><b>\$1.43</b></u>	Per Instrument
Other Charges	<u><b>N/A</b></u>	

---

Offerer's Name: **ACS Government Records Services**

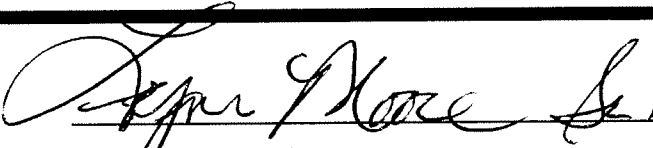
Address: **2800 W. Mockingbird Lane**

City/ State/ Zip Code: **Dallas TX 75235**

Phone Number: **214-902-5000**

Fax Number: **214-358-1622**

---

Authorized Signature: 

Printed Name: **Lynn Moore, Sr.**

Title: **VP Special Accounts**

Date: **August 25, 2004**



Bidder/Vendor Application Form

HIDALGO COUNTY PURCHASING DEPARTMENT

VENDOR NO.: \_\_\_\_\_ ENTRY DATE: \_\_\_\_\_

Bidder/Vendor Application

Complete in print or type. It is the vendor's responsibility to return this application to Hidalgo County Purchasing Department.

Company Name	Telephone No. ( )
ACS Government Records Services	(214)-902-5000
Mailing Address	Fax No. ( )
2800 W. Mockingbird Lane	214-358-1622
City, State, Zip	Tax I.D. No.
Dallas, TX 75235	
Remit to Address	City, State, Zip
2800 W. Mockingbird Lane	Dallas, TX 75235
Representative(s) Name(s) & Title(s)	
Lynn Moore, Sr.; VP Special Accounts	
Type of Organization (check one):	
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other, Specify _____	
Federal Identification No. or (if individual) SS No. FEIN: 75-2511535	
State of Incorporation: Delaware    Other: _____	
Type of Business (check one):	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Broker <input type="checkbox"/> Distributor <input checked="" type="checkbox"/> Service Organization <input type="checkbox"/> Other, Specify _____	
Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:	
Lynn Moore, Sr., VP Special Accounts	
Small and/or Disadvantaged Business Information (check application criteria)	
Small Business:    Disadvantaged Business (At Least 51% Ownership)	
<input type="checkbox"/> Less than 125,000 annual gross receipt <input type="checkbox"/> Black American <input type="checkbox"/> Native American <input type="checkbox"/> Less than 250,000 annual gross receipt <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women <input type="checkbox"/> Less than 499,000 annual gross receipt <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Other <input type="checkbox"/> More than 500,000 annual gross receipt	
Have you been certified as a HUB or an MBE/WBE source?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Indicate Certification No.(s): _____ or are Certificate(s) attached?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What type of product(s) is/are solicited by your company?: Land Record Systems & Services	
Would you like to be provided with specifications for procurements of such products?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



HUB Declaration Form

NOT APPLICABLE

**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION**

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?:  Yes  No

If yes, by whom?:  State General Services Commission  Other \_\_\_\_\_

Indicate Certification No(s): \_\_\_\_\_ or Are Certificate(s) Attached?:  Yes  No

**LIST OF CERTIFIED HUB SUBCONTRACTORS**

(Attach additional pages if necessary)

What percentage of the Bid or RFQ is to be subcontracted with Certified HUB sources?: \_\_\_\_\_ % (List HUB Subcontractor information below).

HUB Subcontractor Name: \_\_\_\_\_ HUB Status: \_\_\_\_\_

Certifying Agency (Check all applicable):  State General Services Commission  Other \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

Subcontract Amount: \$ \_\_\_\_\_ Description of Work to be Performed: \_\_\_\_\_

HUB Subcontractor Name: \_\_\_\_\_ HUB Status: \_\_\_\_\_

Certifying Agency (Check all applicable):  State General Services Commission  Other \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

Subcontract Amount: \$ \_\_\_\_\_ Description of Work to be Performed: \_\_\_\_\_

HUB Subcontractor Name: \_\_\_\_\_ HUB Status: \_\_\_\_\_

Certifying Agency (Check all applicable):  State General Services Commission  Other \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

Subcontract Amount: \$ \_\_\_\_\_ Description of Work to be Performed: \_\_\_\_\_



W-9 Form

Form **W-9**  
(Rev. January 2003)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific instructions on page 2.

Name  
**Government Records Services**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)  
**2800 West Mockingbird Lane**

City, state, and ZIP code  
**Dallas, TX 75235**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number								

or

Employer identification number								
7	5	2	5	1	1	5	3	5

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person

Date August 25, 2004

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.**

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

### **Exhibit C – Insurance Requirements**

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars (\$300,000.00) per person and \$500,000.00 per occurrence, consistent with potential exposure to County under the Texas Tort Claims Act. Coverage should include injury to or death of persons and property damage claims (with limits up to \$500,000.00) arising out of the services provided to County hereunder;
2. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;
3. A Five Hundred Thousand Dollar (\$500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;
4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers' Compensation Act, Texas Labor Code Chapter 401, et. seq.

Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.



**Insurance Requirement Acknowledgement Form**

**Insurance Requirement Acknowledgment**

Lynn Moore, Sr.

, authorized representative for ACS Government Records Services  
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court; (\*An insurance certificate for the required insurance limits shall be provided to the Purchasing Department Contracts Manager in order to qualify for award of bid and to execute a contract between our Company and the County.)
- will acquire additional amount needed to meet the County's requirements within 10 working days after notification from Purchasing Department of bid awarded by the Hidalgo County Commissioners' Court; currently carry the following:

Automobile Liability: \$ \_\_\_\_\_ General Liability: \$ \_\_\_\_\_

(\*An insurance certificate for the required insurance limits shall be provided to the Purchasing Department Contracts Manager in order to qualify for award of bid and to execute a contract between our Company and the County.) **OR**

have already been met, see attached copy of insurance certificate.

Authorized Representative

August 25, 2004  
Date

**Notice to Bidder:** Failure to provide Certificates of Insurance Purchasing Department Contracts Manager will cause the bid award to be rescinded and then awarded to next lowest bidder. Certificates of Insurance will be monitored/verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

**THIS FORM MUST ACCOMPANY BID PACKET**

ACS Insurance Certificate

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

10/13/2004

DATE (MM/DD/YY)  
08/20/2004

**PRODUCER** LOCKTON COMPANIES OF DALLAS, INC.  
717 N. HARWOOD, LB#27  
DALLAS TX 75201  
214-969-6700

**INSURED** 1057190 Affiliated Computer Services, Inc.,  
2828 N. Haskell  
Dallas TX 75204

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURERS AFFORDING COVERAGE**

INSURER A: Ace American Insurance Company  
INSURER B: American Guarantee & Liability  
INSURER C: Am. Internat'l Specialty Lines  
INSURER D:  
INSURER E:

**COVERAGES AH**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	HDOG19905056	07/17/2004	06/30/2005	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/>				PERSONAL & ADV INJURY \$ 1,000,000
A		\$1,000,000	05/17/2004	05/17/2005	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	ISAH07942436	07/17/2004	06/30/2005	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$ XXXXXXXX
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$ XXXXXXXX
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	<input checked="" type="checkbox"/> Physical Damage				
	comp/collision				
	<input type="checkbox"/> GARAGE LIABILITY	NOT APPLICABLE			AUTO ONLY - EA ACCIDENT \$ XXXXXXXX
	<input type="checkbox"/> ANY AUTO		OTHER THAN EA ACC \$ XXXXXXXX		
			AGG \$ XXXXXXXX		
B	<input checked="" type="checkbox"/> EXCESS LIABILITY	AUC9304213-02	05/17/2004	05/17/2005	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> UMBRELLA FORM				\$ XXXXXXXX
	<input type="checkbox"/> RETENTION \$				\$ XXXXXXXX
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WLRC43969092	07/17/2004	06/30/2005	<input checked="" type="checkbox"/> W/C STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input type="checkbox"/> OTHER Professional Liability	3488977	10/13/2003	10/13/2004	\$20,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
NAME IN CONTRACT: ACS GOVERNMENT RECORDS MANAGEMENT DIV. OF ACS STATE AND LOCAL SOLUTIONS, INC. RE: RFP NO. 99-113-08-11. CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED. WAIVER OF SUBROGATION WITH RESPECT TO GENERAL LIABILITY IS PROVIDED.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/> <b>ADDITIONAL INSURED: INSURER LETTER:</b>	<b>CANCELLATION</b>
2021762 HIDALGO COUNTY CLERK'S OFFICE ATTN: PURCHASING DEPT. 100 N. CLOSNOR ST. P.O. BOX 58 EDINBURG TX 78540		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>R. S. Schmidt</i>



**Project Requirements Acknowledgement Form**

**PROJECT REQUIREMENTS  
ACKNOWLEDGMENT**

This is to certify that I, Lynn Moore, Sr., possess all of the  
**APPLICABLE:**

- 1. Licenses: X
- 2. Bonds: X
- 3. Certificates: X
- 4. Permits: X
- 5. Other: \_\_\_\_\_

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this bid, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

**\* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.**

Authorized Signature

August 25, 2004  
Date

ACS Government Records Services  
Company

2800 W. Mockingbird  
Address

Dallas TX 75235  
City, State, Zip



## **ACS Proposed System Configuration**

### **A. Index Database Server - Quantity 1**

#### Hardware

Hewlett Packard ProLiant ML370 Generation 3 Rack Mount  
Qty (2) - Intel XEON 3.2 GHz  
Integrated 1024 KB Level 2 cache memory|processor  
5124 MB PC-2100 Registered DDR SDRAM  
Qty (2) - 10/100/1000 Ethernet|Fast Ethernet|Gigabit Ethernet  
48X IDE CD-ROM  
Floppy Disk Drive  
Integrated Dual Channel Wide Ultra3 SCSI Adapter  
Smart Array 642 U320 SCSI Controller with 64 MB Battery Backup  
587.2 GB Hot Plug (4 x 146.8 GB 10,000 rpm) Wide U320 SCSI  
Hewlett Packard 160/320 SDLT Cartridge Tape  
Hot Plug Redundant Power Supply Module  
Hot Plug Redundant Fan Kit  
Remote Insight - Lights Out

#### Software

Microsoft Windows 2003 Server  
Microsoft SQL Server 2000 Database Management System  
Computer Associates BrightStor ARCserve V9  
Computer Associates eTrust Antivirus (Server + Clients)  
A CS GRM 20120 Perfect Vision Server  
Symantec pcAnywhere Host

### **B. Index Database Backup Server / FTP Server - Quantity 1**

#### Hardware

Hewlett Packard ProLiant ML370 Generation 3 Rack Mount  
Qty (2) - Intel XEON 3.2 GHz  
Integrated 1024 KB Level 2 cache memory|processor  
5124 MB PC-2100 Registered DDR SDRAM  
Qty (2) - 10/100/1000 Ethernet|Fast Ethernet|Gigabit Ethernet  
48X IDE CD-ROM  
Floppy Disk Drive  
Integrated Dual Channel Wide Ultra3 SCSI Adapter  
Smart Array 642 U320 SCSI Controller with 64 MB Battery Backup  
587.2 GB Hot Plug (4 x 146.8 GB 10,000 rpm) Wide U320 SCSI  
Hewlett Packard 160/320 SDLT Cartridge Tape  
Hot Plug Redundant Power Supply Module  
Hot Plug Redundant Fan Kit  
Remote Insight - Lights Out

#### Software

Microsoft Windows 2003 Server  
Microsoft SQL Server 2000 Database Management System  
Computer Associates BrightStorARCserveV9  
A CS GRM 20120 Perfect Vision Server  
Symantec pcAnywhere Host



### **C. Image Storage Server - Quantity 1**

#### Hardware

Hewlett Packard ProLiant ML370 Generation 3 Rack Mount  
Qty (2) - Intel XEON 3.2 GHz  
Integrated 1024 KB Level 2 cache memory / processor  
5124 MB PC-2100 Registered DDR SDRAM  
Qty (2) - 10/100/1000 Ethernet/Fast Ethernet/Gigabit Ethernet  
440.4 GB Hot Plug Internal (3 x 146.8 GB 10,000 rpm) Wide U320 SCSI  
48X IDE CD-ROM  
Floppy Disk Drive  
Integrated Dual Channel Wide Ultra3 SCSI Adapter  
Smart Array 642 U320 SCSI Controller with 64 MB Battery Backup  
Smart Array 64041256 U320 SCSI Controller  
Qty (2) - MSA 30 U320 SCSI Storage Enclosure  
3,082 GB Hot Plug (21 x 146.8 GB 10,000 rpm) Wide U320 SCSI  
Hewlett Packard 160/320 SDLT Cartridge Tape  
Hot Plug Redundant Power Supply Module  
Hot Plug Redundant Fan Kit  
Remote Insight - Lights Out

#### Software

Microsoft Windows 2003 Server  
Computer Associates BrightStor ARCserve V9  
ACS GRM 20120 Perfect Vision Server

### **D. Electronic Recording GateKeeper Server - Quantity 1**

Hardware Hewlett Packard ProLiant ML370 Generation 3 Rack Mount  
Intel XEON 2.8 GHz  
Integrated 1024 KB Level 2 cache memory/processor  
2048 MB PC-2100 Registered DDR SDRAM  
Qty (2) - 10/100/1000 Ethernet/Fast Ethernet/Gigabit Ethernet  
48X IDE CD-ROM Floppy Disk Drive  
Integrated Dual Channel Wide Ultra3 SCSI Adapter  
Smart Array 642 U320 SCSI Controller with 64 MB Battery Backup  
440.4 GB Hot Plug (3 x 146.8 GB 10,000 rpm) Wide U320 SCSI  
Hewlett Packard 1601320 SDLT Cartridge Tape  
Hot Plug Redundant Power Supply Module  
Hot Plug Redundant Fan Kit  
Remote Insight - Lights Out

#### Software

Microsoft Windows 2003 Server  
Microsoft SQL Server 2000 Database Management System  
Computer Associates BrightStor ARCserve V9  
ACS GRM 20120 Perfect Vision Server - E-Recording GateKeeper



**E. Server Rack**

Hardware

Hewlett Packard Rack Model 10642 (42U)  
Hewlett Packard TFT51 100R Flat Panel 15" LCD Color Monitor,  
Keyboard, Mouse  
Keyboard/Monitor/Mouse Switch Box (4 Port/1U)  
Qty (4) - 12' CPU-to-Switch Cable  
Qty (3) - R3000 XR UPS  
Rack Blanking Panel Kit (15U) - Graphite  
Side Panel Kit (42U)  
Rack Stabilizing Feet - Graphite

**F. Cashiering Workstation with Scanner (Superstation) - Quantity 11**

Hardware

Hewlett Packard Business Desktop D530 SFF P4/3000  
Intel Pentium 4 - 3.0 GHz  
512 KB Integrated ECC Level 2 Cache  
512 MB DDR SDRAM DIMM (PC-3200)  
1.44 MB 3.5" Floppy Disk Drive  
40 GB Smart III Ultra ATA/100 EIDE Disk Drive  
48X CD-ROM  
SoundMax Digital AC97 Integrated Audio with Internal Speaker  
3 Expansion Slots (2 PCI, 1 AGP), 3 Bays  
6 USB, 1 Parallel, 2 Serial Interfaces  
Broadcom NetXtreme Gigabit (10/100/1000) Ethernet NIC  
Intel Extreme Graphics 2 8X AGP Integrated Video Interface  
Kofax Adrenaline KH-650i Image Processor and Scan Accelerator  
Hewlett Packard TFT2035 20" 1600 x 1200 High Resolution LCD Color Monitor  
2-Button Scroll Mouse  
Easy Access Keyboard

Fujitsu fi-4340C Scanner  
Duplex Operation  
Portrait 40 ppm simplex letter - 80 images per minute duplex letter  
Up to 600 DPI Resolution  
100 Page Automated Document Feeder

TPGI Axiom Model A758-1005 Receipt Printer – Serial / USB Interface

Indiana Cash Drawer Model SLD2120

American Power Conversion Net8 Surge Suppressor  
6 Receptacles, 480 J, 120 V

Software

Microsoft Windows XP Professional  
ACS GRM 20/20 Perfect Vision Client



**G. Cashiering Workstation with Printer (MarriagesIVitals) - Quantity 5**

Hardware

Hewlett Packard Business Desktop D530 SFF P4/3000  
Intel Pentium 4 - 3.0 GHz  
512 KB Integrated ECC Level 2 Cache  
512 MB DDR SDRAM DIMM (PC-3200)  
1.44 MB 3.5" Floppy Disk Drive  
40 GB Smart III Ultra ATA/100 EIDE Disk Drive  
48X CD-ROM  
SoundMax Digital AC97 Integrated Audio with Internal Speaker  
3 Expansion Slots (2 PCI, 1 AGP), 3 Bays  
6 USB, 1 Parallel, 2 Serial Interfaces  
Broadcom NetXtreme Gigabit (10/100/1000) Ethernet NIC  
Intel Extreme Graphics 2 8XAGP Integrated Video Interface  
Hewlett Packard TFT2035 20" 1600 x 1200 High Resolution LCD Color Monitor  
2-Button Scroll Mouse  
Easy Access Keyboard

Hewlett Packard LaserJet 4300TN  
204 MB RAM  
45 Pages Per Minute  
Hewlett Packard JetDirect 10/100 Network Interface Card

TPG / Axiohm Model A 758-1005 Receipt Printer -- Serial / USB Interface

Indiana Cash Drawer Model SLD2120

American Power Conversion Net8 Surge Suppressor  
8 Receptacles, 480 J, 120 V

Software

Microsoft Windows XP Professional  
ACS GRM 20120 Perfect Vision Client



## **H. Office Personnel Workstation - Quantity 8**

### Hardware

Hewlett Packard Business Desktop D530 SFF P4/3000  
Intel Pentium 4 - 3.0 GHz  
512 KB Integrated ECC Level 2 Cache  
512 MB DDR SDRAM DIMM (PC-3200)  
1.44 MB 3.5" Floppy Disk Drive  
40 GB Smart III Ultra ATA/100 EIDE Disk Drive  
48X CD-ROM  
SoundMax Digital A C97 Integrated Audio with Internal Speaker  
3 Expansion Slots (2 PCI, 1 AGP), 3 Bays  
6 USB, 1 Parallel, 2 Serial Interfaces  
Broadcom NetXtreme Gigabit (10/100/1000) Ethernet NIC  
Intel Extreme Graphics 2 8X AGP Integrated Video Interface  
Hewlett Packard TFT2035 20" 1600 x 1200 High Resolution LCD  
Color Monitor  
2-Button Scroll Mouse  
Easy Access Keyboard

- American Power Conversion Net8 Surge Suppressor  
8 Receptacles, 480 J, 120 V

### Software

Microsoft Windows XP Professional  
ACS GRM 20/20 Perfect Vision Client

## **I. Public Access Workstation - Quantity 15**

### Hardware

Hewlett Packard Business Desktop D530 SFF P4/3000  
Intel Pentium 4 - 3.0 GHz  
512 KB Integrated ECC Level 2 Cache  
512 MB DDR SDRAM DIMM (PC-3200)  
1.44 MB 3.5" Floppy Disk Drive  
40 GB Smart III Ultra ATA /100 EIDE Disk Drive  
48X CD-ROM  
SoundMax Digital AC97 Integrated Audio with Internal Speaker  
3 Expansion Slots (2 PCI, 1 AGP), 3 Bays  
6 USB, 1 Parallel, 2 Serial Interfaces  
Broadcom NetXtreme Gigabit (10/100/1000) Ethernet NIC  
Intel Extreme Graphics 2 8X AGP Integrated Video Interface  
Hewlett Packard TFT2035 20" 1600 x 1200 High Resolution LCD Color Monitor  
2-Button Scroll Mouse  
Easy Access Keyboard

- American Power Conversion Net8 Surge Suppressor  
8 Receptacles, 480 J, 120 V

### Software

Microsoft Windows XP Professional  
ACS GRM 20/20 Perfect Vision Client



### **J. High Speed Scanning Workstation - Quantity 3**

#### Hardware

Hewlett Packard Business Desktop D530 CMT P4/3000  
Intel Pentium 4 - 3.0 GHz  
512 KB Integrated ECC Level 2 Cache  
512 MB DDR SDRAM DIMM (PC-3200)  
1.44 MB 3.5" Floppy Disk Drive  
80 GB Smart III Ultra ATA/100 EIDE Disk Drive  
48X CD-ROM  
48X/24X/48X/16X CDRW-DVD Combo  
SoundMax Digital AC97 Integrated Audio with Internal Speaker  
4 Expansion Slots (3 PCI, 1 AGP), 6 Bays  
6 USB, 1 Parallel, 2 Serial Interfaces  
Broadcom, NetXtreme Gigabit (10/100/1000) Ethernet NIC  
Intel Extreme Graphics 2 8X AGP Integrated Video Interface  
Kofax Adrenaline KH-1700S Image Processor and Scan Accelerator  
Hewlett Packard TFT2035 20" 1600 x 1200 High Resolution LCD  
Color Monitor  
2-Button Scroll Mouse  
Easy Access Keyboard

Kodak Digital Science 3520D Scanner  
Duplex Operation  
Landscape up to 85 ppm simplex letter  
200 - 300 DPI Resolution  
250 Page Automated Document Feeder  
Kofax Interface Cable

American Power Conversion Net8 Surge Suppressor  
8 Receptacles, 480 J, 120 V

#### Software

Microsoft Windows XP Professional  
Roxio Easy CD Creator Platinum  
ACS GRM 20120 Perfect Vision Client

### **K. Administration Workstation - Quantity 4**

#### Hardware

Hewlett Packard Business Desktop D530 CMT P4/3000  
Intel Pentium 4 - 3.0 GHz  
512 KB Integrated ECC Level 2 Cache  
512 MB DDR SDRAM DIMM (PC-3200)  
1.44 MB 3.5" Floppy Disk Drive  
80 GB Smart III Ultra ATA/100 EIDE Disk Drive  
48X CD-ROM  
48X/24X/48X/16X CDRW-DVD Combo  
SoundMax Digital AC97 integrated Audio with Internal Speaker  
4 Expansion Slots (3 PCI, 1 AGP), 6 Bays  
6 USB, 1 Parallel, 2 Serial Interfaces



Broadcom NetXtreme Gigabit (10/100/1000) Ethernet NIC  
Intel Extreme Graphics 2 8X AGP Integrated Video Interface  
Hewlett Packard TFT2035 20" 1600 x 1200 High Resolution LCD Color Monitor  
2-Button Scroll Mouse  
Easy Access Keyboard

American Power Conversion Net8 Surge Suppressor  
8 Receptacles, 480 J, 120 V

Software

Microsoft Windows XP Professional  
Roxio Easy CD Creator Platinum  
ACS GRM 20120 Perfect Vision Client

**L. Laser Printer and Network Switch**

Hardware

Qty (4) - Hewlett Packard LaserJet 4300TN  
204 MB RAM  
45 Pages Per Minute  
Hewlett Packard JetDirect 10/100 Network Interface Card

Qty (2) - Hewlett Packard ProCurve 2848 Gigabit Switch  
44 RJ-45 Ethernet/Fast Ethernet/Gigabit Ethernet  
(10Base-T/100BaseTX/1000Base-T)  
4 Dual Personality (RJ-45 / Mini-GBIC)  
Managed

**M. Miscellaneous Spare Equipment**

Hardware

Qty (3) - TPGIAxiom Model A758-1005 Receipt Printer – Serial / USB Interface  
Qty (3) - Indiana Cash Drawer Model SLD2120



**Addendum 1 Cover Letter**

August 04, 2004

**RE: ADDENDUM NO.1  
FOR BID No.: 04-228-08-13  
"HIDALGO COUNTY CLERK's  
OFFICE -RECORDS, MANAGEMENT  
AND IMAGING"**

Dear Gentlemen:

Attached you will find **ADDENDUM NO. 1, PAGE 1 OF 1** in connection with "**HIDALGO COUNTY CLERK's OFFICE**" -request for offers for "**OFFICE -RECORDS, MANAGEMENT AND IMAGING**".

Please add this **ADDENDUM NO. 1** to your packet so as to permit your company to submit a complete bid. See original bid packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 1** by signing and returning this notice to us VIA FAX AT (956) 318-2629.


If you do not receive all pages of **ADDENDUM NO. 1** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 1** will complete your bid packet for "**Hidalgo COUNTY CLERK's OFFICE -RECORDS, MANAGEMENT AND IMAGING**".

Thank you for your prompt attention to this matter.

---

Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent

BY:   
\_\_\_\_\_  
ADDENDUM NO. 1  
ACKNOWLEDGMENT OF RECEIPT  
Lynn Moore, Sr. – ACS VP Special Accounts

MLS/vg

Enclosures



Addendum 1

**ADDENDUM NO. 1**

**August 04, 2004**

**“Hidalgo COUNTY CLERK’s OFFICE  
RECORDS, MANAGEMENT AND IMAGING”**

**RFO NO.: 04-228-08-13**

**Bid Opening Date: August 13, 2004**

**PLEASE NOTE CHANGES AS FOLLOWS:**

No. 1 **RFO DATE AND TIME HAS CHANGED.**

OFFERS WILL BE RECEIVED AND OPENED AT 9:30 A.M. ON WEDNESDAY AUGUST 25, 2004.

I, Lynn Moore, Sr., acknowledge receipt of ADDENDUM NO. 1 dated, August 04, 2004, for RFO “Hidalgo COUNTY CLERK’s OFFICE -RECORDS, MANAGEMENT AND IMAGING”, date modifications.

ACS Government Records Services

August 25, 2004

Printed Bidder Name

Date

**NOTE: PLEASE SUBMIT THIS ADDENDUM WITH YOUR PACKET, IN ORDER TO COMPLETE THE OFFER.....**



A C S®

**Addendum 2 Cover Letter**

August 12, 2004

**RE: ADDENDUM NO.2  
FOR BID No.: 04-228-08-25  
"Hidalgo COUNTY CLERK' s  
OFFICE -RECORDS, MANAGEMENT  
AND IMAGING"**

Dear Gentlemen:

Attached you will find **ADDENDUM NO. 2, PAGE 1 OF 1** in connection with "Hidalgo COUNTY CLERK' s OFFICE" -request for offers for "OFFICE -RECORDS, MANAGEMENT AND IMAGING".

Please add this **ADDENDUM NO. 2** to your packet so as to permit your company to submit a complete bid. See original bid packet LEGAL NOTICE page 3 paragraph 9.

Acknowledge receipt of **ADDENDUM NO. 2** by signing and returning this notice to us VIA FAX AT (956) 318-2629.

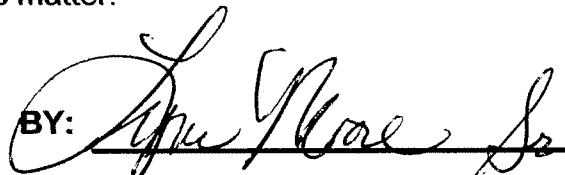
If you do not receive all pages of **ADDENDUM NO. 2** please notify us immediately at (956) 318-2626.

Please be advised that this **ADDENDUM NO. 2** will complete your bid packet for "Hidalgo COUNTY CLERK' s OFFICE -RECORDS, MANAGEMENT AND IMAGING".

Thank you for your prompt attention to this matter.

---

Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent

BY:   
ADDENDUM NO. 2  
ACKNOWLEDGMENT OF RECEIPT  
Lynn Moore, Sr. – ACS VP Special Accounts

MLS/vg

Enclosures



Addendum 2

**ADDENDUM NO. 2**

**August 12, 2004**

**"Hidalgo COUNTY CLERK's OFFICE  
RECORDS, MANAGEMENT AND IMAGING"  
RFO NO.: 04-228-08-25  
Bid Opening Date: August 25, 2004**

**PLEASE NOTE CHANGES AS FOLLOWS:**

- No. 1 ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, August 18, 2004, 5:00 P.M. Responses will be sent to all applicants via facsimile by no later than, 5:00 P.M., Friday, August 20, 2004.
- No. 2 One (1) original and Ten (10) copies of all offers are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package.
- No. 3 Legal Notice #21 should read: Aoffers, and all goods and services provided thereunder, shall comply with all federal, state, and local laws concerning this type(s) of goods and/or services.

I, Lynn Moore, Sr., acknowledge receipt of ADDENDUM NO. 2 dated, August 12, 2004, for RFO-"Hidalgo COUNTY CLERK's OFFICE -RECORDS, MANAGEMENT AND IMAGING", modifications.

**ACS Government Records  
Services**

**August 25, 2004**

Printed Bidder Name

Date



NOTE: PLEASE SUBMIT THIS ADDENDUM  
WITH YOUR PACKET, IN ORDER TO  
COMPLETE THE OFFER.....



Memorandum – Qs & As

# MEMORANDUM

**TO:** ALL PARTICIPATING VENDORS

**FROM:** Veronica Gomez, Buyer  
Hidalgo County Purchasing Department

**DATE:** August 12, 2004

**RE:** Responses to Records, Management & Imaging RFO Questions

The following questions were asked regarding the above referenced project:

1. Will the County provide a Word version of the RFO document?  
**ANSWER:** Yes, a diskette containing the packet is enclosed.
2. How many copies of the offer document should the vendor provide?  
**ANSWER:** The company should provide ten (10) copies of the offer document.
3. Can the County provide additional detail re: the Schedule of Events?
4. Last date for vendors to submit questions  
**ANSWER:** The last day to submit questions is August 18, 2004.
5. Latest date the County will provide responses to questions  
**ANSWER:** The last day for the County to provide responses is August 20, 2004.
6. Timeframe for County review and evaluation of offers  
**ANSWER:** The evaluation timeframe should be no more than ninety days after offers are opened.
7. Date for award of contract  
**ANSWER:** Upon approval by Commissioner's Court.
8. Date to commence work  
**ANSWER:** Upon approval by Commissioner's Court.
9. What are the requirements for release of the performance bond?  
**ANSWER:** See Legal Notice #18- Performance Bond
10. RFP Legal Notice #21 appears to be incomplete, please provide the complete requirement.  
**ANSWER:** Legal Notice #21 should read as follows: "Offers, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services."
11. In the current system database, how many records are stored?  
**ANSWER:** On a daily average, there are approximately 600 records.
12. For the current system, how many images are stored?  
**ANSWER:** 1,777,253 Documents (1977 to Current)



**A C S®**

Thank you for participating in our RFO process. If you should have any questions, please contact me at 956-318-2630