

**Return Bid To:**

**MARSHALL COUNTY ENGINEERING**  
**424 BLOUNT AVENUE SUITE 305**  
**GUNTERSVILLE, ALABAMA 35976**  
**(256) 571-7712**

**BID NO: 34 - 25**

**BID OPENING DATE & TIME: THURSDAY,**  
**MARCH 3, 2026 - 2:00 P.M.**

**LOCATION:** COMMISSION CHAMBERS  
3RD FLOOR - ROOM A319 - MARSHALL  
COUNTY COURTHOUSE - GUNTERSVILLE, AL

**INVITATION FOR BID**  
**FOR PROFESSIONAL SCANNING SERVICES FOR**  
**THE MARSHALL COUNTY REVENUE COMMISSIONER'S OFFICE**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Marshall County Commission, Guntersville, Alabama will receive competitive bids on the above item(s) for Marshall County and/or any agencies thereof.

**VENDOR'S RESPONSE:**

**VENDOR'S NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**VENDOR'S ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**FAX NO.** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

***Total Amount of Bid:*** \_\_\_\_\_  
(all items added together)

**VENDOR'S RESPONSE:**

I hereby agree to furnish the above-named items on or by the dates requested and hereby certify that all specifications set above will be met.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Typed or Printed Name

## **Specifications for the Professional Scanning Services for the Marshall County Revenue Commissioner's Office**

It is the intention of The Marshall County Revenue Commissioner's Office to seek a successful vendor to Prepare, Scan, and Index the following different document type files:

Property Record Card Files in Folders  
Property Record Card Files in Metal File Trays  
Assessment Cards  
Home Exemption Cards Supplement Assessment Cards

Bidder shall provide a minimum of at least three Revenue Commissioner's Offices within the State of Alabama that they have provided the same work for either currently or in the past.

### **PROPERTY RECORD CARDS (FILE FOLDERS)**

The County has 214 Letter/Legal size Bankers Boxes. Each box contains an average of 255 file folders. Each file folder contains an average of 8 images which will include single and double-sided images. There are an estimated 54,570 files with an estimated 436,560 images.

Bidder shall be responsible for the preparation of all the images in each file to include removal of all staples, paper clips etc. getting all images into scanner ready order prior to scanning the images. Scanning of all images shall be done at a minimum of 300 DPI. Bidder shall be responsible for the removal of any blank pages in a file. Each file shall be scanned into a multi-page PDF and indexed by 16-characters of the Parcel Number. Once each file has been prepared, scanned and indexed it shall be stapled back together and placed back into its original file folder and box it came out of. Bidder shall create a separate file folder for each boxed scanned and indexed with only the files that were scanned and indexed from within that box. The file folder shall be labeled with the beginning and ending parcel numbers within the box.

Each Parcel Number to be used for the indexing of each file may contain up to 18 numbers however if the first two numbers start off with a 50 that will be the county code and will not be required for indexing purposes. The format for the indexing of the Parcel Number for each file shall contain the remaining 16 characters of each Parcel Number and shall be indexed as follows: **00-00-00-0-000-000.000**

**Once a box has been completed it shall be uploaded to the bidders secure FTP**

### **PROPERTY RECORD CARDS (METAL FILE TRAYS)**

The County has 377-14.5" X 9" metal trays. Each tray contains an average of 175 files with an average of 9 images per file. There are an estimated 65,975 files with an estimated total of 593,775 images.

Each file is folded and stapled together however there will also be multiple images stapled

together within each file. The images within each file are of various sizes and will be from a post a note sticker up to a folded 18" X 24" drawing. Some files may contain negative images that must be converted to a positive image.

Bidder shall be responsible for the preparation of all the images in each file to include removal of all staples, paper clips etc. getting all images into scanner ready order prior to scanning the images. Scanning of all images shall be done at a minimum of 300 DPI. Bidder shall be responsible for the removal of any blank pages in a file. Each file shall be scanned into a multi-page PDF and indexed by 16-characters of the Parcel Number. Once each file has been prepared, scanned and indexed it shall be stapled back together folded back up and placed back into the original tray it was removed from. Bidder shall create a separate file folder for each metal tray scanned and indexed with only the files that were scanned and indexed from within that tray. The file folder shall be labeled with the beginning and ending parcel numbers within the tray.

Each Parcel Number to be used for the indexing of each file may contain up to 18 numbers however if the first two numbers start off with a 50 that will be the county code and will not be required for indexing purposes. The format for the indexing of the Parcel Number for each file shall contain the remaining 16 characters of each Parcel Number and shall be indexed as follows: **00-00-00-0-000-000.000**

**Once a tray has been completed it shall be uploaded to the bidders secure FTP Site**

#### **ASSESSMENT CARDS, HOME EXEMPTION CARDS AND SUPPLEMENT ASSESSMENT CARDS**

The County has 151-24" Deep card storage boxes. Each box contains an average of 3,600 4" x 7" index cards. There are an estimated 543,600 cards.

Majority of each file will contain one card however there could be multiple cards stapled together making up a file. Bidder shall be responsible for the preparation of all cards in each file box to include removal of all staples, paper clips etc. getting all cards into scanner ready order prior to scanning the cards. Scanning of all cards shall be done at a minimum of 300 DPI. Bidder shall be responsible for the removal of any blank images. Each card file shall be scanned into a multi-page PDF and indexed by 16-characters of the Parcel Number. Bidder will be responsible for keeping each card type separate. Assessment Cards, Home Exemption Cards and Supplement Assessment Cards must be scanned and indexed separately. Once each card has been prepared, scanned and indexed the cards that were stapled together must be stapled back together and all cards placed back into the box they were removed from.

Bidder shall create a separate file folder for each card box scanned and indexed with only the cards that were scanned and indexed from within that box. The file folder shall be labeled with what type card it contains along with the beginning and ending parcel numbers that are in the folder.

Each Parcel Number to be used for the indexing of each file may contain up to 18 numbers however if the first two numbers start off with a 50 that will be the county code and will not

be required for indexing purposes. The format for the indexing of the Parcel Number for each file shall contain the remaining 16 characters of each Parcel Number and shall be indexed as follows: 00-00-00-0-000-000.000

**Once a box has been completed it shall be uploaded to the bidders secure FTP Site**

Periodically the County will have to request an original copy of a file, bidder must be able to hand deliver the original file requested within 60 minutes from the time of the file request. Scanned copies of the file will not be accepted.

The County currently utilizes Nitorco Assurance Software along with Aquarius Cloud Server Software for the storage of its records. It is the intention of the County to have all the files that have been scanned and indexed uploaded to both of these software's. Please be aware that there will be a cost of \$.03 per image as an upload fee.

**It will be the responsibility of the bidder to add an additional \$.03 per image as an upload fee. The County will not be responsible for any upload fees.**

Successful bidder will be invoiced on the first of every month for the images uploaded the previous month.

Successful bidder will be required to provide a physical as well as an email address for invoicing purposes.

Bidder must have their own secure FTP Site and provide the County along with Nitorco and Aquarius a secure user name and password to log onto to the site in order to upload completed scanned and indexed files.

The FTP Site shall contain the following File Folders where completed files can be uploaded to:

Property Record Card Files  
Assessment Cards  
Home Exemption Cards  
Supplement Assessment Cards

Successful bidder will be required to pick up all boxed files as well as metal file trays within one week (7 Days) from bid award.

Bidder must provide the county with any costs associated with the pickup and redelivery of all files.

**Total Costs**

Property Record Cards (File Folders)

\$ \_\_\_\_\_  
(includes scanning, indexing, uploading and image upload fee)

436,560 Images

Property Record Cards (Metal File Trays) \$ \_\_\_\_\_  
(includes scanning, indexing, uploading and image upload fee)  
593,775 Images

Property Record Cards (Metal File Trays) \$ \_\_\_\_\_  
(includes scanning, indexing, uploading and image upload fee)  
543,600 Images

Pickup and Return Services \$ \_\_\_\_\_

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**Total** \$ \_\_\_\_\_

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**\*\*Cost per each file request delivery** \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS TO BIDDERS:**

- 1) The Marshall County Commission reserves the right to award this bid in whole or in part whichever is in our best interest.
- 2) By signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
- 3) It shall be the bidder's responsibility to possess all proper County, State, and Federal license, and shall familiarize himself with and shall comply with all Federal, State, and local laws, ordinances, and regulations.
- 4) Bidders **are required** to use this *Invitation for Bids*. Failure to do so will be cause for rejection of the bid.
- 5) Bids may be submitted either by mail or in person, however, Marshall County will not be responsible for the security of mailed bids. (Also, if mailing bid, please be advised that we do not receive mail before 10:00 A.M. daily, therefore mail early to ensure prompt arrival).
- 6) Bidders shall bid all items, sign, and return all sheets in the *Invitation for Bids* to **Marshall County Engineering Department, 424 Blount Ave., Suite 305, Guntersville, AL 35976.** Failure to do so will be cause for rejection of the bid. Each individual bid must be submitted in a sealed envelope with the word "BID" and name of item marked on outside of envelope.
- 7) Please be advised that in the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within Marshall County, AL, and the bid is no more than five (5) percent greater than the

bid of the lowest responsible bidder, the Marshall County Commission may award the bid to the resident responsible bidder.

- 8) This bid shall be good for a period of one (1) year from the time of award. However, an option to issue a second or third 12-month contract with the same pricing, terms and conditions is possible. The second or third contract, if agreed by both parties, would begin the day after the first or second contract expires. Any successive contract must have the written approval by the County and the vendor.
- 9) By signing this contract the contracting parties affirm, for the duration of the agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

**Each bidder is required to submit with the bid a certificate of E-Verify.**

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You are invited to bid on the above specifications. Any substitutes offered, other than the items specified, must include information showing that the substitutes are of equal or better quality and equally or better suited for the purported use than the item specified. The right to reject any items or materials not of quality or under any provisions of this act is reserved.

***THE MARSHALL COUNTY COMMISSION RESERVES THE RIGHT TO ACCEPT AND/OR REJECT ANY AND/OR ALL BIDS.***

  
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JOHN YOUNG, CHAIRMAN  
MARSHALL COUNTY COMMISSION