



TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT

REQUEST FOR QUALIFICATIONS

RFQ No. 2017-021

Issued: May 1, 2017

Subject: INTEGRATED LAND RECORDS SYSTEM SOFTWARE

The Town of Stratford will receive SEALED PROPOSALS through the Office of the Purchasing Agent for **Request for Qualifications** for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until **3:00 P.M. May 19, 2017**, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Proposals are to be submitted, (TWO COPIES) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (SHL, FedEx, UPS).

Proposals must be delivered to:

Purchasing Department
Stratford Town Hall-Room 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid surety:

A Bid Surety is not required.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website www.townofstratford.com it is the responsibility of the bidder to check the website for any addendums before submitting their bid.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

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Subject: INTEGRATED LAND RECORDS SYSTEM SOFTWARE
STRATFORD TOWN CLERK'S OFFICE

E. SCOPE OF SERVICES

1. To provide the Town Clerk's Office with an Integrated Land Record Indexing System Software for multiple index types.
2. To be able to provide unlimited index types without additional costs.
3. To provide imaging of all indexed documents.
4. To provide a cashiering system, with the capability to be imported into the Town of Stratford's financial software, MUNIS system. And to provide financial reports, including the monthly State of Connecticut reports.
5. To provide statistical indexing reports such as; Instrument Occurs reports, Productivity reports, Front Book Index reports, etc.
6. To provide User Licenses for Five (5) staff members.
7. To provide User Licenses for Three (3) public search workstations.
8. To provide Intranet capabilities within the Town's Departments.
9. To be able to accommodate eRecording and eCommerce.
10. To provide Microfilm creation services.
11. Internal print management.
12. Unlimited phone support and unlimited remote support.
13. To include all necessary upgrades to software.
14. To provide online search of index types and purchase of images.
15. Must be able to have software hosted by the Town of Stratford's virtual network server.
16. To provide quotation **for leased hardware and without hardware** for the following:
 - a. Five (5) workstations for staff
 - b. Five (5) Zebra Label Printers
 - c. Five (5) Epson Slip Receipt Printers
 - d. Two (2) scanners to include replacements of consumable items
 - e. Three (3) public use workstations
 - f. Three (3) Monitors for public use workstations
 - g. Five (5) Monitors, dual or wide screen to accommodate eRecording
 - h. One (1) Book printer to include replacements of consumable items
 - i. Book Binders and Flyleaves
 - j. Internal Print Management for daybook and Grantor/Grantee index
 - k. Provide pricing by set monthly fee and by per document fee. The Town of Stratford indexed 8,971 Land Record Documents in 2016.
 - l. Consistent quarterly meetings with Sales Account Representatives
 - m. Provide quotation for 48 months and 60 months

F. QUALIFICATIONS

1. Proposers must have a minimum of Five (5) years of experience providing Integrated Land Records Indexing Systems.
2. Must be able to provide quarterly meetings with the Town Clerk.
3. To be consistent in communicating new practices, services, software updates that can enhance Town Clerk services.
4. Provide Three (3) references, see attached sheet.

REFERENCES

Please provide Three (3) Town Clerk references in the State of Connecticut that you have recently provided an Integrated Land Records Software system.

REFERENCE #1:

Name of Town/City Clerk: _____ Phone: _____

Name of Town/City: _____ Phone: _____

Date Work Completed: _____

REFERENCE #2:

Name of Town/City Clerk: _____ Phone: _____

Name of Town/City: _____ Phone: _____

Date Work Completed: _____

REFERENCE #3:

Name of Town/City Clerk: _____ Phone: _____

Name of Town/City: _____ Phone: _____

Date Work Completed: _____

G. Company History and Experience

Please provide a brief history of the company including staff's experience and accomplishments that are relevant to the scope of work stated in this proposal.

H. Official Signature

Please provide all of the required information below as indicated. Please provide an original signature of the company official authorized to execute proposal documents on all Three (3) proposals.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email address: _____

Printed Name: _____

Title: _____

Official Signature: _____

Date: _____