

MOBILE COUNTY COMMISSION

COUNTY COMMISSIONERS
CONNIE HUDSON, PRESIDENT
MERCERIA LUDGOOD, COMMISSIONER
RANDALL DUEITT, COMMISSIONER
TELEPHONE (251) 574-5077



ADMINISTRATION
GLENN L. HODGE
COUNTY ADMINISTRATOR
EDDIE KERR
DEPUTY ADMINISTRATOR
TELEPHONE (251) 574-5073
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ADDENDUM #1

TO: ALL VENDORS

FROM: 
Val Rogers-Buyer II
MOBILE COUNTY COMMISSION

DATE: JUNE 28, 2022

RE: BID NO. 119-22 ANNUAL SCANNING FOR MOBILE COUNTY
REVENUE COMMISSION:

Please review:

1. Please see attached revision to the bid specifications and discard the original bid ones.

Mobile County would like to apologize for any inconvenience. Thank you for your cooperation.

MOBILE COUNTY REVENUE COMMISSION

BID SPECIFICATIONS FOR SCANNING

I. Overview of Service:

The Mobile County Revenue Commission is seeking a qualified vendor for the purpose of scanning of various appraisal and assessment documents and attachments. Once captured, vendor will convert electronically the images. Vendor must currently possess the necessary equipment, software, and facilities to perform this contract and be ready to immediately begin processing upon award of the contract. Vendor shall be sole party performing the service stated herein, and shall not use third parties or subcontract any part of this work.

In preparation of documents, vendor will pick up documents, remove all staples, paperclips, etc., repair torn pages, and remove all attachments. All electronic documents are to be in G4-TIFF format, and indexed per requirements. Output will be formatted per County requirements.

Vendor will provide at no charge software, which will allow search, print, export, and retrieval of all images and data. Vendor will also provide and store a vault copy of all scanned images and data.

The Mobile County Revenue Commission reserves all rights to accept and/or reject any or all components from this bid. The Revenue Commission further reserves the right to monitor and evaluate services provided herein and may, at its sole option; discontinue such services as the best interest of the Revenue Commission may appear.

Vendor agrees that Mobile County will be charged no more for item(s) bid than the State of Alabama, and in the event of a price reduction on any undelivered portion of contract, such will be credited to Mobile County.

Scanning/Converting To Microfilm

2. Pricing

The pricing must remain effective for the duration of the contract, including any additional records that may be generated.

3. Pickup/Delivery:

Vendor shall be responsible for picking up of all documents and for returning all media generated to the Revenue Commission Office, 3925 Michael Blvd., Suite G, and Mobile, Alabama 36609.

4. Tax:

Mobile County is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to it as a seller or contractor.

5. Evaluation:

If requested by the Revenue Commission, bidder shall deliver sufficient information on the service on which it has bid to the Revenue Commissioner for evaluation within one week of bid opening.

6. Guarantee/Conditions of Bid:

Vendor certifies by bidding, that it is fully aware of the conditions of service and purpose for which item(s) included in this bid are being purchased, and that its offering will meet these requirements of service and purpose to the satisfaction of the Revenue Commissioner. Pricing of service to be provided shall be guaranteed for a minimum of three years by the vendor. Vendor shall not retain any documents, images, film, data, and etc. for record purposes or distribute, sell or otherwise make available to public or private parties, such records, copies, etc., without the express written permission of the Revenue Commissioner.

7. Time of Performance:

Services to be provided shall commence upon execution of this Contract, and will continue for a period of one year.

8. Inquiries:

Further information regarding this bid may be obtained by contacting:
Tyler Pritchett, Chief Deputy Revenue Commissioner
P.O. Drawer 1169, Mobile, Alabama 36633-1169
Telephone: 251-574-5527