



Town of Willington

Notice of Request for Proposals

Record Imaging, Indexing and File Conversion Services

The Town of Willington ("Town") is seeking proposals for professional and technical services for the imaging, indexing and file conversion of the Town's historic Land Use and Building records.

The Town of Willington currently has approximately 500,000 pages of historic land use and building department files that will be subject to this scanning project. The files include but are not limited to; applications, building permits, meeting minutes, official department correspondence, land use commission actions, inspection reports, project plans, violation and compliance documents etc. In accordance with the State of Connecticut's Records Retention schedule, these documents are required to be maintained by the Municipality for the life of the structure or, in many cases in perpetuity. Accordingly, to preserve these records and make them more accessible to the general public, the Town is seeking professional and technical services to assist in the imaging, indexing and conversion of these important records.

Schedule:

This project is expected to commence in June of 2023 and will require the selected firm/professional to be capable of project commencement within the month of June. This project is expected to include at a minimum:

Project Scope:

1. Review of the Population:

Prior to the submission of a proposal, it is strongly recommended that interested parties review the files subject to this project on site.

2. Preparation, Transportation, and Inventory:

The selected firm/professional will be responsible for boxing the subject records, transportation associated with moving the subject files to an off-site location for scanning and cataloging any records taken for such purposes.

3. Image Capturing

Performing image capturing services on all files contained within the subject population, with conversion to a PDF format to be provided to the Town for integration into the Town's Document Management System

4. Delivery of Images:

Following the imaging of files as specified above, documents should be provided to the Town in a Portable Document Format (PDF) with Optical Character Recognition (OCR).

5. Return of Records

All documents removed off site will be transported and returned to the Town of Willington by the selected firm/professional upon completion of this project. All such files shall be in the same condition in which they were removed.

Submission of Proposal:

Interested firms or professionals with a demonstrated history of completed similar projects should submit proposals which include the information specified above, a complete cost schedule and any other information pertinent to the successful completion of this project to the Town of Willington via email only to mdamato@willingtonct.gov.

Questions may be directed to mdamato@willingtonct.gov prior to June 1, 2023. Any questions received will be posted with the Town's response on the Town's website by June 2, 2023.

Right to Reject Proposals:

The Town of Willington reserves the right to reject and or all bids if it is in the Town's best interest to do so. The Town is under no obligation to review, consider, or respond to any bid submitted or received after the schedule closing time specified herein. It is the responsibility of the submitting party to ensure the timely receipt of any submission.

Email Submissions Due: June 5, 2023, by 12:00pm.