



HOLLIS POLICE DEPARTMENT

HOLLIS, NEW HAMPSHIRE

Joseph R. Hoebeke
CHIEF OF POLICE

Request for Proposals

PROJECT SCOPE OF WORK:

The Hollis Police Department is requesting proposals from qualified companies to scan approximately 118 bankers' box sized boxes, ranging in size from 15 inches to 24 inches, in PDF/A format. The scanning consists of varying paper sizes including old incident reports, arrest reports, accident reports, and field interview reports. Once scanned, the files will be destroyed.

PROPOSAL REQUIREMENTS:

- 1) The deadline to submit a proposal is noon on Friday, November 30, 2018, at which time all proposals will be reviewed with the Chief of Police and the Finance Director for the Town of Hollis. Proposals shall be submitted in a sealed envelope addressed to the Chief of Police and clearly labeled "Hollis Police Department Scanning Project." Email and fax proposals will not be accepted. Each proposal shall contain one (1) original.
- 2) Proposals shall include evidence of qualifications and experience with a minimum of three (3) references including contact information.
- 3) It is anticipated that the Town Administrator will select the successful contractor on or before Tuesday, December 4, 2018. It is the Police Department's expectation that we will then ask the selected contractor to enter into a contract for the scanning services detailed in the proposal. Therefore, proposals shall include a project schedule with estimated start and finish dates.
- 4) The Town intends to award a contract using the evaluation criteria listed below as guidance. It shall be understood that the contractor chosen may not necessarily be the most qualified or least expensive.
 - a. Project schedule and approach;
 - b. References and qualifications;
 - c. Compliance with bid requirements; and,
 - d. Cost or bid amount.
- 5) The Hollis Police Department shall reserve the right to accept or reject any and all proposals, request best and final offers from one or more contractors, and waive any and all technicalities and formalities.

GENERAL INFORMATION:

- 1) Questions about this project may be submitted in writing to Joseph Hoebeke, Chief of Police at jhoebeke@hollisnh.org. The Town reserves the right to share written correspondence with all interested bidders and to issue addendums to these specifications as deemed necessary.
- 2) Site visits may be coordinated through Joseph Hoebeke, Chief of Police, via email at jhoebeke@hollisnh.org, or via telephone at (603) 465-7637.

- 3) The following amounts and types of insurance coverage will be required for the contractor and all subcontractors. Proof of coverage shall be furnished prior to the execution of the project agreement. The Town of Hollis shall be named as additional insured/certificate holder for each policy.
 - a. Comprehensive Liability - \$1,000,000
- 4) Any changes to the work that result in a cost increase/decrease shall be set forth in a written change order and approved by the Chief of Police and Contractor prior to being implemented.
- 5) Final payment by the Hollis Police Department shall be made upon approval of the Chief of Police.