

May 28th, 2025

From the Office of Jeff Hancock, Franklin County Clerk
315 West Main Street
Frankfort, KY 40601
(502) 875-8702

INVITATION TO SUBMIT BID PROPOSAL FOR MOBILE SHELVING UNIT FOR RECORDS:

Description: The Office of the Clerk of Franklin County, Kentucky is seeking competitive sealed bid proposals from qualified Proposers, hereinafter referred to as the "Contractor", to establish a County-wide agreement for TWO mobile shelving units that will need to accommodate storage of historic record books along with boxes and files of historic records that need to be stored in acid free archivable boxes. Both systems must be compacting high-density storage where a track will need to be installed on the floor and leveled to prevent tripping and also to make it mobile. The first system will need to have easy roller shelving inside to safely store and preserve books. The second system will need to be designed to accommodate boxed and open files; this bid would also need to include acid free archive boxes to replace the metal boxes that current records are stored in. At least one of the mobile shelving must lock in order to store records that are not public. This bid shall also include the removal of current shelving and documents along with putting books and documents in shelving units once they are complete. Anyone interested in submitting a proposal can schedule an appointment to come and get exact measurements of the area in which the shelving will be installed. You may make an appointment by calling 502-875-8702, you can ask for Elections Deputy Clerk Sabra Wooten or email sabra.wooten@ky.gov. In accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

It will be the sole responsibility of the Contractor to become familiar with the scope of the County Clerk's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

Contractor must quote a firm, fixed, and itemized price for all services stated in the RFP.

All costs including travel shall be included in your proposal.

Proposers shall be in the business of shelving, indexing, and installation services and they must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the Franklin County Clerk's Office or can demonstrate they have the experience

with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Firm and those performing the work must be appropriately licensed and registered in the Commonwealth of Kentucky and the City of Frankfort, Kentucky.

Attachment A:

SCOPE OF WORK:

Mechanical storage and shelving for documents

- 1) Measure for exact measurements
- 2) Remove all current books and documents
- 3) Remove old shelving
- 4) Install tracks level with flooring
- 5) Install mobile mechanical carriages on tracks
- 6) Install shelving in mobile mechanical carriages
- 7) Put books back in mobile shelving unit
- 8) Put records from metal bins in archival acid free boxes
- 9) Put archival boxes in second carriage

NOTE: WORK MUST BE COMPLETED BEFORE THE END OF CALENDAR YEAR 2025

Attachment B:

EVALUATION CRITERIA:

- Bid Proposal conforms to job specifications (up to 25 points)
- Cost including itemized price for all services stated in the RFP (up to 25 points)
- Ability to complete project before the end of calendar year 2025 (up to 25 points)