

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Leyes
INITIATED BY



Randy Leyes
DRAFTED BY

Finance Committee
SUBMITTED BY

April 11, 2012
DATE DRAFTED

**AUTHORIZING AWARD OF CONTRACT FOR SCANNING & IMAGING
CONVERSION PROJECT**

1 **WHEREAS**, Legislation was signed into law in 2010, which changed the recording fee structure for real
2 estate documents filed with the County register of deeds and for the redaction of Social Security numbers
3 from electronic documents that are viewable or accessible on the Internet; and,
4
5 **WHEREAS**, to assist register of deeds with costs associated with the redaction process, the legislation
6 imposed a \$5 recording fee per document to cover these costs; and,
7
8 **WHEREAS**, the project will take several years to complete, with Phase 1 (scanning of documents)
9 costing approximately \$263,729.52 and Phase 2 (indexing of documents) costing approximately
10 \$329,654.25; and,
11
12 **WHEREAS**, the entire project will be paid with the \$600,000 anticipated revenue derived from the
13 redaction fee; and,
14
15 **WHEREAS**, Request for Proposals were advertised in the Janesville Gazette and on the Internet with an
16 additional ten vendors solicited, and having only one response, Fidlar Technologies, Inc.; and,
17
18 **WHEREAS**, their proposal met all requirements of the RFP and with having the qualifications and
19 experience to successfully complete this project;
20
21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
22 this 16 day of April, 2012, does hereby authorize that a contract be awarded to Fidlar
23 Technologies, Inc. of Rock Island, IL for the amount not to exceed \$600,000.00.
24
25 **BE IT FURTHER RESOLVED** that progress payments be made to the vendor upon approval of the
26 Register of Deeds and the Finance Committee.

12-4C-008

Respectfully submitted,

Finance Committee

Purchasing Procedural Endorsement

Mary Mawhinney
Mary Mawhinney, Chair

Mary Mawhinney 4-0 4-19-12
Chair Vote Date

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

J. Russell Podzilini
J. Russell Podzilini

Authorizing Award of Contract for Scanning & Imaging Conversion Project

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FISCAL NOTE:

This resolution authorizes a contract in the amount of \$600,000 to Fidlar Technologies, Inc. for the Register of Deed's scanning and imaging conversion project. The contract is to be paid for using a special \$5 recording fee collected for each real estate document filed. The County began collecting this fee in 2010. As of 3/31/12, the County has collected \$244,055 in fees that will be applied to the cost of this contract. The County will seek extensions to the additional \$5 fee until January 1, 2015.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

SCANNING AND INDEXING OF REAL ESTATE DOCUMENTS

Legislation was signed into law in 2010, which changed the recording fee structure for real estate documents filed with the County Register of Deeds and for the redaction of Social Security numbers from electronic documents that are viewable or accessible on the Internet. In order to assist Register of Deeds with costs associated with the redaction process, the legislation imposed a \$5 recording fee per document to cover these costs.

This additional fee will sunset in 2012 unless an annual extension is granted to the register of deeds by the Wisconsin Department of Administration until January 1, 2015. Rock County will seek extension of the additional \$5 fee until January 1, 2015. Anticipated revenue will be approximately \$600,000. The cost of the project will be paid for with revenue derived from the redaction fee. There are approximately 778,500 images to scan and approximately 440,000 documents to index for this project (1935-1984). The project will take several years to complete.

Upon contract signing, the first invoice will be \$65,932.38, which is based on 25% of PHASE 1 "Total Estimated" contract amount of \$263,729.52.

The second invoice will be submitted after Rock County receives "Stage 2" deliverables (approximately 5 months after the on-site scanning is complete). That invoice will be \$131,864.76 which is based on 50% of PHASE 1 "Total Estimated" contract amount.

The third invoice will be submitted after Rock County receives "Stage3" deliverables (approximately 5 months after Stage 2 deliverables are sent). That invoice amount should be close to the final 25% (approximately \$65,932.38) but the actual invoice amount will be based upon the "Actual" quantities of images scanned and processed.

PHASE 2 – INDEXING" services will be invoiced on a monthly "Pay-As-You-Go" plan. The "Total Estimated" indexing contract amount will be \$329,654.25.

Request for Proposals were advertised in the Janesville Gazette and on the Internet. Ten additional vendors were solicited with only one response, Fidlar Technologies, Inc. Fidlar is the current software vendor for the Rock County Register of Deeds office and has extensive knowledge and understanding of all facets and operations of the office.

Their proposal met all requirements of the RFP. They have the qualifications and experience to successfully complete this project.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER #2012-09
PROJECT NAME SCANNING & INDEXING CONVERSION
DEPARTMENT REGISTER OF DEEDS
PROPOSAL DUE DATE MARCH 26, 2012 - 12:00 NOON

	FIDLAR TECHNOLOGIES ROCK ISLAND IL
PHASE 1-SCAN APERATURE CARDS 1979 - 1980	8,606.00
PHASE 2-SCAN GENERAL RECORDS 1961-1978	155,124.38
PHASE 3-SCAN DEEDS VOLUMES 1935-1960	64,792.65
PHASE 4-SCAN MISCELLANEOUS VOLUMES UNDER 12" WIDE	7,733.84
PHASE 5-SCAN REA EASEMENT VOLUMES UNDER 12" WIDE	401.55
PHASE 6-SCAN ABSTRACT INDEX BOOKS	6,192.20
PHASE 7-SCAN ABSTRACT LOT INDEX BOOKS	11,178.90
PROJECT MANAGEMENT	9,700.00
TOTAL SCANNING COST	\$ 263,729.52
TOTAL INDEXING COST	\$ 329,654.25
TOTAL PROJECT COST	\$ 593,383.77

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Nine additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Fidlar Technologies, Inc.

Randal Leeyes 4-11-12
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

/s/Mary Mawhinney 4-0 4/19/12
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

/s/Mary Mawhinney 4-0 4/19/12
CHAIR VOTE DATE