

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Leyes  
INITIATED BY



Randy Leyes  
DRAFTED BY

Finance Committee  
SUBMITTED BY

8/21/2013  
DATE DRAFTED

**AUTHORIZING AWARD OF CONTRACT FOR SCANNING & IMAGING  
1834-1935 REAL ESTATE RECORDS AND AMENDING THE 2013 BUDGET**

1 **WHEREAS**, the register of deeds records the time when, in effect, the public record is established.  
2 Providing constructive notice regarding real estate allows the act of searching the records and the  
3 determination of clear title. This is necessary for the issuance of most home mortgages, business loans,  
4 and the sale of real estate. We are responsible for the safe keeping of these records; and,  
5

6 **WHEREAS**, many of the pre-1935 real estate records are slowly deteriorating and per state statute we  
7 must keep copies of these records forever. There are no other copies of these documents available. In  
8 order to preserve these records, 302 books with approximately 190,000 images will need to be scanned,  
9 indexed, and imported into our land records system; and,  
10

11 **WHEREAS**, request for Proposals were advertised in the Beloit Daily News and on the Internet with  
12 additional vendors solicited, and having four responses; and  
13

14 **WHEREAS**, the proposal asked to confirm previous similar governmental project work with Rock  
15 County's current operating software vendor Fidlar Technologies. The two lowest bids (Converga &  
16 TAB Products) had no experience working with Fidlar Technologies and gave no references working  
17 with any Wisconsin County on this type of project. The quality of the required sample images that they  
18 provided and their approach to the project ranked them as the two lowest on the evaluation form. The  
19 highest bid (Source Code) did not have experience working with Fidlar Technologies. The quality of  
20 their sample images and approach to the project ranked them 2<sup>nd</sup> on the evaluation form; and  
21

22 **WHEREAS**, Fidlar Technologies, Inc., who currently is our land records vendor, was one of the  
23 responding companies. They had the 3<sup>rd</sup> highest bid but their experience, qualifications, techniques,  
24 approach to the project, and the quality of required sample images of the records placed them 1<sup>st</sup> on the  
25 evaluation form; and  
26

27 **WHEREAS**, Fidlar Technologies currently provides software products, service, and support to over 215  
28 County Register of Deeds offices in 14 states – 25 of which are in Wisconsin. Fidlar is currently under  
29 contract with Rock County performing identical project management and scanning services for the Rock  
30 County Register of Deeds office. They would provide a seamless conversion service for this RFP; and  
31

32 **WHEREAS**, their proposal met all requirements of the RFP and with having the qualifications and  
33 experience to successfully complete this project; and  
34

35 **WHEREAS**, there is \$75,000 currently budgeted in the Land Records account and \$10,000 available to  
36 transfer in from the Register of Deeds Redaction account.  
37

38 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
39 this 26 day of September, 2013, does hereby authorize that a contract be awarded to Fidlar  
40 Technologies, Inc. of Davenport, Iowa for the amount not to exceed \$85,000.  
41

42 **BE IT FURTHER RESOLVED** that progress payments be made to the vendor upon approval of the  
43 Register of Deeds and the Finance Committee.

13-9B-409

**AUTHORIZING AWARD OF CONTRACT FOR SCANNING & IMAGING  
1834-1935 REAL ESTATE RECORDS**

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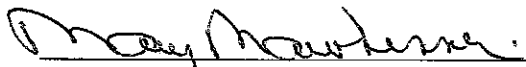
44 **BE IT FURTHER RESOLVED** that the 2013 budget be amended as follows:

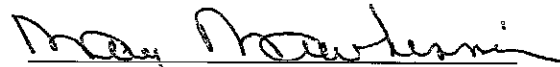
45				
46		Budget	Increase	Amended
47	<u>Account/Description</u>	<u>8/1/13</u>	<u>(Decrease)</u>	<u>Budget</u>
48	Source of Funds			
49	10-1721-0000-47000			
50	Transfer In	\$50,000	\$10,000	\$60,000
51				
52	Use of Funds			
53	10-1721-0000-62119	\$183,662	\$10,000	\$193,662
54	Other Contracted Services			

Respectfully submitted

**Finance Committee**

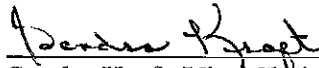
**Purchasing Procedural Endorsement**





Mary Mawhinney, Chair

Mary Mawhinney, Chair



50

9-19-13

Sandra Kraft, Vice Chair

Vote

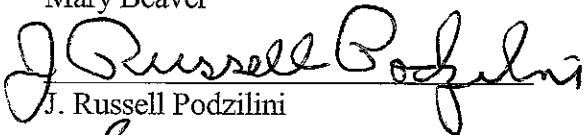
Date



Mary Beaver

ADMINISTRATIVE NOTE:

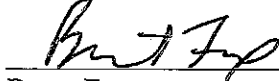
Recommended.



J. Russell Podzilini



Craig Knutson  
County Administrator



Brent Fox

FISCAL NOTE:

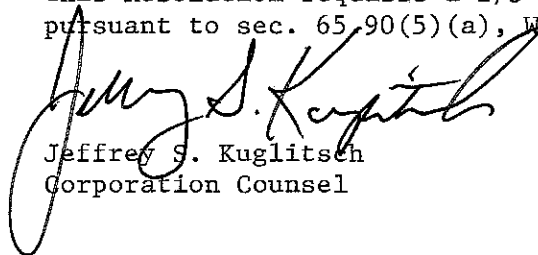
This resolution authorizes a contract for an amount not to exceed \$85,000 be awarded to Fidlar Technologies, Inc for the scanning and imaging of real estate records. The Land Records other contracted services account, A/C 10-1721-0000-62119, has \$75,000 budgeted for this project. The additional \$10,000 will be transferred in from the Register of Deeds Redaction fund. The fund balance in the Register of Deeds Redaction fund as of 12/31/12 is \$286,417.



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. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

## EXECUTIVE SUMMARY

### SCANNING, IMPORTING, & INDEXING 1834-1935 REAL ESTATE RECORDS

The filing or recording of various legal documents with the register of deeds is a way of putting the world on notice that something important has happened or will happen. The time of the transaction is often an important element in rights and relationships. The register of deeds records the time when, in effect, the public record is established. Providing constructive notice regarding real estate allows the act of searching the records and the determination of clear title. This is necessary for the issuance of most home mortgages, business loans, and the sale of real estate. We are responsible for the safe keeping of these records.

Legislation was signed into law in 2010 that 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. We're able to collect this additional fee until January 1, 2015. Social Security was implemented in 1935 and now the state allows us to use these redaction fees to scan and index documents from 1935 forward. This project is currently under way with an anticipated cost of \$600,000.

Many of the pre-1935 real estate records are slowly deteriorating. By state statute we must keep copies of these records forever. There are no other available copies of these documents. In order to preserve these records, 302 books with approximately 190,000 images will need to be scanned, indexed, and imported into our land records system.

A RFP (Request for Proposal) for this project was sent out with 4 companies responding. The proposal asked to confirm previous similar governmental project work with Rock County's current operating software vendor Fidlar Technologies. The two lowest bids (Converga & TAB Products) had no experience working with Fidlar Technologies and gave no references working with any Wisconsin County on this type of project. The quality of the required sample images that they provided and their approach to the project ranked them as the two lowest on the evaluation form. The highest bid (Source Code) did not have experience working with Fidlar Technologies but had worked with 20 Wisconsin counties on similar projects. The quality of their sample images and approach to the project ranked them 2<sup>nd</sup> on the evaluation form.

Fidlar Technologies, Inc., who currently is our land records vendor, was one of the responding companies. They had the 3<sup>rd</sup> highest bid but their experience, qualifications, techniques, approach to the project, and the quality of required sample images of the records placed them 1<sup>st</sup> on the evaluation form.

Fidlar Technologies currently provides software products, service, and support to over 215 County Register of Deeds offices in 14 states – 25 of which are in Wisconsin. Fidlar is currently under contract with Rock County performing identical project management and scanning services for the Rock County Register of Deeds office. If approved, they would provide a seamless conversion service for this RFP.

Recently passed legislation now allows the \$5 redaction fee that is not spent for the redaction project to be retained by the county. The anticipated total revenue for the redaction project is \$650,000. This would leave an additional \$50,000 to be used at the discretion of the county.

The total amount of this project is \$85,000. \$75,000 from the Land Records account 10-1720-0000-62119 (Other Contracted Services) was budgeted for this project. In order to complete the project, an additional \$10,000 will be needed. The additional money may be used from the Register of Deeds Redaction Project account 17-1715-0000-62119.



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2013-31  
 PROJECT NAME SCANNING & INDEXING CONVERSION  
 DEPARTMENT REGISTER OF DEEDS  
 PROPOSAL DUE DATE JUNE 24, 2013 - 12:00 NOON

	FIDLAR TECHNOLOGIES ROCK ISLAND IL	SOURCE CODE WAUSAU WI	TAB MAYVILLE WI	CONVERGA WAUNAKEE WI
RATER 1	129	103	83	54
RATER 2	132	100	55	47
<b>TOTAL SCORE</b>	<b>261</b>	<b>203</b>	<b>138</b>	<b>101</b>
COST 190,000 IMAGES	84,763.14	87,194.00	60,628.00	66,500.00
FIDLAR CHARGE	INCLUDED	9,800.00	9,800.00	9,800.00
<b>TOTAL COST</b>	<b>\$ 84,763.14</b>	<b>\$ 96,994.00</b>	<b>\$ 70,428.00</b>	<b>\$ 76,300.00</b>

Request for Proposals was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: FIDLAR TECHNOLOGIES

Randal Long  
SIGNATURE

8-20-13  
DATE

GOVERNING COMMITTEE APPROVAL: [Signature]  
CHAIR

9-19-13  
DATE

PURCHASING PROCEDURAL ENDORSEMENT: [Signature]  
CHAIR

9-19-13  
DATE