

**I. Information to Bidders**

A. Notice is hereby given that Craven County is soliciting and will receive bids for:

**An Automated Register of Deeds System** for the Craven County Register of Deeds Office located at 406 Craven St., New Bern, NC 28560. Interested vendors have until 11:00 a.m. on Wednesday, May 12, 1999 to submit their bid. The system must comply with the minimum real estate indexing standards as required by the North Carolina General Statutes GS 147-54.3 and GS 161-22.3.

Those interested in bidding may obtain the bid documents from the Craven County Manager's Office or the Craven County Register of Deeds Office during the regular office hours of 8:00 A.M. to 5:00 P.M., Monday thru Friday.

B. The bidder shall review the bidding documents. Any inquiries or clarifications regarding specifications for the **Automated Register of Deeds System** shall be directed to:

Mrs. Becky Thompson, Register of Deeds  
Craven County  
406 Craven Street  
New Bern, NC 28560  
252-636-6617  
or  
Mr. Dennis B. Holton, Data Processing Director  
Craven County  
406 Craven Street  
New Bern, NC 28560  
(252)-636-6609

C. Any addenda to these bidding documents shall be issued in writing. No oral statements, explanations or commitments by whomsoever shall be of any effect unless incorporated in the addenda.

D. After opening, the bids will be reviewed and submitted to the appropriate County Officials for action.

E. Vendors are not to include North Carolina Sales Tax on the bid.

F. Delivery Time Frame

**The Automated Register of Deeds System** is expected to be completely operational within 60 calendar days of contract signing with Craven County. For each day in excess of 60 days, an amount of \$50.00 per day will be deducted from the balance owed the vendor as liquidated damages provided the Craven County Register of Deeds has granted no extension of time.

## II. Proposal Requirements and Conditions

### A. Proposal Form

Bids must be presented on the proposal form attached to these specifications in a **“Sealed Envelope”** and mailed or delivered to:

Mr. Harold J. Blizzard, County Manager  
Craven County Administration Building  
406 Craven Street  
New Bern, North Carolina 28560

and plainly marked: **“Sealed Proposal to be opened on Wednesday, May 12, 1999 at 11:00 a.m.”**

B. A duly authorized person must sign all proposals.

### C. Bid Deposit

No proposal shall be considered or accepted unless it is accompanied by a deposit of cashier's check, or a certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation, in an amount of five percent (5%) of the proposal. Should a vendor to whom the contract is awarded refuse or fail to sign the contract and file payment and performance bonds hereinafter described within ten days after being notified in writing by the County that the contract has been awarded to him, he shall forfeit the full amount of his bid security as liquidated damages for refusal or failure on the part of the bidder.

### D. Bonds

At the time of contract signing a payment bond and a performance bond in an amount equal to one hundred percent (100%) of the contract price will be required. A surety company authorized to do business in the USA must issue the performance bond.

### E. Obligee in Bonds

The Craven County Board of County Commissioners, New Bern, North Carolina, shall be named as the obligee or payee in all required deposits or surety.

### F. Rejection of Proposals

Craven County reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal.

G. Proposal Withdrawal

No proposal may be withdrawn for a period of thirty (30) days after the scheduled closing time for receipt of bids.

### III **General Specifications**

#### **Overall Description**

The proposed system must be an integrated system, including hardware and software, which begins with the receipting/recording process, includes indexing and imaging and ends with the retrieval or printing of public documents. Users must be able to search real estate, UCC and vital record indexes on-line and access the related images on the same screen or print the images to a nearby printer. All real estate indexing must be in compliance with the North Carolina Minimum Standards for Indexing Real Property Instruments as set for by the North Carolina Land Records Management Division. A copy of the minimum standards is available upon request.

#### **History**

The Craven County Register of Deeds has a history of computer indexes that date back to 1988. The indexes reside on the County's IBM AS/400 with programming services provided by the County's Data Processing staff.

#### **Goals of the System**

The County is seeking a total turnkey solution to automate all aspects of the County's Register of Deeds Office. This will include providing all new hardware, operating system for the hardware, application software, installation of all components, training of staff members, conversion of existing indexes and providing maintenance and support of the items installed. Once installed the indexes and scanned images should be available to other authorized County Offices via the County's intranet or the World Wide Web.

The County requires the vendor to provide, at a minimum:

- a. Server(s) for all data base and imaging functions, include specs for County review
- b. Operating system for server(s)
- c. 6 workstations for staff members, include specs for County review
- d. 10 workstations for public use, include specs for County review
- e. Operating system for workstations, if required
- f. Scanner capable of scanning up to 11" x 17" documents, duplex
- g. Application software for Register of Deeds functions
- h. Laser Printers capable of printing either indexes, reports or imaged documents
- i. Printer for receipts and stamps
- j. All components necessary to connect all vendor provided equipment
- k. Components to connect to County wide token ring network via fiber optic cable and category 5 wiring

Application Software for the Register of Deeds functions should include:

- a. Real Estate
- b. Restrictive Covenants
- c. Assumed Names
- d. Plats
- e. UCC's
- f. Marriages
- g. Vital Records; births, deaths
- h. Military Discharges
- i. Articles of Incorporation

The following numbers of transactions for the time period January 1, 1998 thru December 31, 1998 are given for the purposes of sizing hardware components:

a. Real Estate	14,510	(approximately 68,250 pages, legal size)
b. Restrictive Covenants	34	
c. Plats	264	
d. UCC's	2,030	
e. Marriages	953	
f. Births	1,735	
g. Deaths	945	
h. Military Discharges	244	

The County will provide the following for the **Automated Register of Deeds System**:

- a. Category 5 Cabling system throughout Register of Deeds Offices
- b. Assistance from Data Processing staff in the troubleshooting of hardware and software components

### **Conversion of Existing Indexes**

The selected vendor will be required to convert existing County indexes into their proposed system. The County's Data Processing staff will assist the vendor in this process by providing the existing indexes in an agreed upon format and on either magnetic tape or diskette. Final payment to the vendor will not be made nor will the County accept the new system until existing indexes have been converted into useable indexes in the new system and random verification has been done to the satisfaction of the Craven County Register of Deeds.

### **Vendor Pre-Bid Conference**

The County will hold a pre-bid conference for all interested bidders on Wednesday, April 28, 1999 at 10:00 a.m. (EST). The pre-bid conference will be held in the Conference Room of the Craven County Administration Building located at 406 Craven Street in New Bern, North Carolina.

### **Vendor Information**

Vendors must include a fact sheet of their company. At a minimum, information should be given related to the year founded, financial stability, # of employees, name of president/owner and various office locations.

### **Vendor Reference List**

Vendors should include a reference list of at least three other Register of Deeds Offices that are using the product proposed to Craven County.

### **Vendor Demonstrations**

Agents of the County may visit other Register of Deeds Offices using the product bid by the vendor. The County may request the vendor to provide an on-site demonstration to allow other County Officials and consultants to comment on the system bid. State whether or not on-site demonstrations at the request of the County are available.

### **Payment to Selected Vendor**

The selected vendor may expect payment in the following manner:

<u>Payment%</u>	<u>Requirement for Payment</u>
50%	a.) after delivery, setup and successful testing of all equipment b.) after loading of application and imaging software and successful testing of all software The Register of Deeds and the Data Processing Director must mutually accept both of these
25%	a.) after conversion of existing computerized indexes and converted indexes can be retrieved, viewed and printed using the new system b.) after training of all Register of Deeds staff on new software The Register of Deeds must accept both of these
25%	10 working days after all components contained in the bid are in use and in production mode Must be accepted by the Register of Deeds

## **Vendor Response Codes to Proposed Items and Features**

The items on the following pages have been compiled as a comparison tool. All features are considered important, however they are not meant to be requirements for award of bid.

Please respond to each of the following items using the letter code, which indicates the capability of the system you are bidding.

- Y - The feature or item is provided
- N - The feature or item is not provided
- M - The feature or item is not provided but the vendor will modify the system to accomplish the feature or item at **NO COST** to the County
- X - The feature or item is not provided but the vendor will modify the system to accomplish the feature or item and the County **WILL PAY FOR SUCH MODIFICATIONS.**

When responding with code M or X, please include a brief explanation and estimate of cost if applicable. Attach additional sheets as needed.

## System Features

A.	_____	All hardware and software items contained in the bid are Year 2000 Compliant
B.	_____	Access to the system must be restricted through the use of a password security system at the operator and function levels
C.	_____	The system must include complete user documentation on-line and accessible through the application as well as in printed form.
D.	_____	The vendor must provide software maintenance which includes toll-free 800 support and remote diagnostic support.
E.	_____	The vendor will respond to problems reported by the County within 4 hours. Resolution may not be possible within this 4-hour time period but a response is expected.
E.	_____	The system must be interfaced to an industry standard ad-hoc report writer product. Indicate the report writer used.
G.	_____	Full back-up and recovery procedure for data and images in case of hardware or software malfunction.
H.	_____	Able to produce microfilm copies of all images or have in place a process to accomplish this. The selected vendor will be able to port their images to microfilm.
I.	_____	Provide daily backup of all images that have not been converted to microfilm
J.	_____	Data and images stored in an industry standard non-proprietary format.
K.	_____	Staff is able to alter tables or rules without vendor programmer intervention
L.	_____	Able to support multiple stations for receipting, recording, indexing and imaging
M.	_____	Ability to print indexes by selected document type.
N.	_____	State the hardware platform and operating system the proposed system will use.
O.	_____	State, if any, the planned implementation of the application software to platforms other than that which was bid.
P.	_____	If changes in the statutes cause modifications of the application software, the vendor will modify necessary components at <b><u>NO COST TO THE COUNTY.</u></b>
Q.	_____	State the amount of time allocated to training of County staff.
R.	_____	Ability to add to system; particularly disk and image storage
S.	_____	State the on-site procedure and support personnel to be provided by the vendor during the implementation period

Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

## Receipting

A.	_____	System can automatically assign document number and/or book-page numbers at time of receipting
B.	_____	System has option of assigning book and page numbers manually
C.	_____	Allows for entry of comments to be stored with the receipt
D.	_____	Provides automatic calculation of fees; either on a fixed amount or per page
E.	_____	Allows for unlimited number of documents on a receipt
F.	_____	Allows for receipting of miscellaneous charges on the same receipt with documents, or on a separate receipt.
G.	_____	Allows for processing of “no fee” documents
H.	_____	Provides for both required and optional data entry fields which may vary depending on the type of document being receipted.
I.	_____	Stores basic document information such as document type, book-page, instrument number, recording date, time, fee amounts and names at the time of receipting.
J.	_____	Allows modification or voiding of receipts with proper password authorization
K.	_____	Allows source of revenue entry such as cash, check, escrow, etc. or any combination of these.
L.	_____	Allow companies or individuals to pay monies in advance into an escrow account and then during the receipting process, use funds from the escrow account to pay for document recording.
M.	_____	Provide ability to debit and delete accounts held in escrow
N.	_____	Able to refuse transactions if escrow account falls below pre-defined levels.
O.	_____	Able to print periodic statements for escrow accounts that show detail transactions.
P.	_____	Prints customer receipt with detailed list of document types recorded with the date, time, instrument number, book-page, fees collected, change due, receipt number, cashier name or initials, name receipt was issued to, breakdown of how payment was received and amount of refund or overpayment.
Q.	_____	Provide daily reports which show receipts chronologically and total same types of transactions, i.e.; all recording fees, marriage licenses, birth and death certificates, UCC’s and any other monies collected as part of the report.
R.	_____	System should allow for the partial or complete indexing at the time of receipting.

Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

**Receipting (continued)**

S.	_____	System should allow the option to scan documents at the time of receipting.
T.	_____	Allow for the entry of name and address information for where the document should be returned after recording
U.	_____	Ability to print mailing labels for where documents are to be returned.
V.	_____	Print State Tax Stamps
W.	_____	Provides for distribution of fees to user defined accounts

**Indexing/Data Entry**

A.	_____	Complies with North Carolina Minimum Index Standards
B.	_____	Allows for unlimited number of Grantor/Grantees
C.	_____	Provide table for all common entries that can be automatically entered in the proper field of a data entry screen by clicking or selecting on a name
D.	_____	Provide a user defined table for subdivision names
E.	_____	Provide a user-defined table for township codes and names
F.	_____	Provide a user-defined table for party titles, such as trustee, husband, wife, etc.
G.	_____	Provide a user-defined table for document types.
H.	_____	Allows for the recording of address for each party on a document
I.	_____	Capable of supporting multiple parcel or map ID numbers per document
J.	_____	Allows for the storing of up to 999 legal descriptions per document.
K.	_____	Able to enter both platted and un-platted legal descriptions.
L.	_____	Ability to index documents by book-page or document number or both.
M.	_____	Provide an automated method of copying index data from one document to another.
N.	_____	Able to reverse party designations on subsequent index entries, i.e.; party 1 becomes party 2, and party 2 becomes party 1.
O.	_____	Able to indicate a swap of party designations within a document, i.e.; all party 1's becomes party 2's and all parties entered as party 2's become party 1's; this prevents indexer from having to enter the same names twice.

Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

**Indexing/Data Entry (continued)**

P.	_____	Able to index correction with an index entry using the date of correction
Q.	_____	Able to flag original entry when a correction has been made using a notice of correction
R.	_____	Ability to automate the correction process to eliminate data entry errors.
S.	_____	Able to “toggle” between data entry screens and search screens without losing data
T.	_____	System provides a clear indication of indexes that have not been verified as permanent records
U.	_____	System provides capability to index from paper or scanned image.
V.	_____	System provides capability of printing hard copy grantor and grantee indexes in the format required by the indexing standards.

**Imaging**

A.	_____	Provides for scanning of documents as they are received, at the point of data entry or in batch mode
B.	_____	Able to scan documents up to 11” x 17”
C.	_____	Able to re-scan portion of a document and not have to delete pages and re-scan entire document
D.	_____	Provide a mechanism for altering image indexes in order to correct errors that can only be accessed by authorized employees
E.	_____	Ability to enlarge any portion of a scanned image and to rotate the image 90, 180 or 270 degrees
F.	_____	Store scanned images in industry standard CCIT Group IV TIFF format
G.	_____	Automatically links the scanned image with the document data at the time of scanning
H.	_____	Utilizes either optical jukebox or RAID disk for image storage.
I.	_____	Allows printing of currently viewed image from data entry or from public access inquiry
J.	_____	Provides for the faxing of images from within the system
K.	_____	Able to retrieve simultaneous requests for the same document

Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

### Public Inquiry

A.	_____	Provides a secure environment where the public and others can search records with no update capabilities
B.	_____	Provides for real estate inquiry by: Grantor, Grantee, Name, Type of Index, Book-Page, Document Number, Document Types, Parcel ID Number, Legal Description or date range.
C.	_____	Provides a unique name real estate index that can be searched by grantor or grantee.
D.	_____	Ability to search by combinations of the above listed items
E.	_____	Provides a scrollable list of all matching entries with the option of viewing detail information for the selected document
F.	_____	Provides the ability to view the scanned document image pages
G.	_____	Provides the ability to print the scanned document, either by individual pages or the complete document
H.	_____	Ability to track charges for printing pages from a scanned image
I.	_____	Ability to fax copies of scanned images and track charges for such
J.	_____	Ability to track charges for printing of indexes.

### Internet Access/Web Search

A.	_____	Provides a module which runs over the Internet or an Intranet for search and inquiry functions
B.	_____	Allows inquiry into all indexes
C.	_____	Provides the ability to display scanned document images
D.	_____	Does not require Internet/Intranet users to purchase any type of software license for viewing of indexes or scanned images

### UCC's

A.	_____	Ability to search and print alphabetical index of UCC's by debtor's name
B.	_____	Capability of indexing unlimited debtor's names and addresses, unlimited secured parties/assignees and their addresses, file number, date and time of filing for each UCC
C.	_____	System calculates first valid date that UCC may be continued and next valid date for subsequent continuations
D.	_____	System calculates expiration date of UCC and next expiration date after UCC has been continued
E.	_____	Allows the indexer to mark the secured party of record

Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

**UCC's (continued)**

F.	_____	System identifies UCC's that have either been terminated or expired and produces a list in chronological order by debtor.
G.	_____	Allows authorized users to search and print list of currently effective UCC's for a particular debtor listing debtor's name, date and hour of filing for each UCC found; type, date and time of any subsequent transactions; names and addresses of each secured party of record or assignee.
H.	_____	System allows for purging of expired UCC's.
I.	_____	Ability to search by file# and display all parties and transactions to the UCC.
J.	_____	Allows the indexer to flag record owner.

**Marriage Records**

A.	_____	Able to enter and record information included in the NC Marriage License form (included in RFP)
B.	_____	Able to create both an on-line index and printed index
C.	_____	Allows searching of index on-line by either applicant's surname and given name in chronological order by date of marriage
D.	_____	System automatically assigns subsequent numbers to each license
E.	_____	Ability to print hard copy of license in duplicate to be signed by the couple with one copy maintained locally and one copy sent to Vital Records
F.	_____	Ability to include the social security number of applicants only on the copy to be sent to Vital Records
G.	_____	Printed copy of licenses will conform to Vital Record Requirements
H.	_____	Allows for maintaining a "status" of each license; i.e., pending, completed, etc. until license is returned and post-ceremony information has been added including date of marriage
I.	_____	Ability to amend any information as indexed and document date of amendment
J.	_____	Ability to scan license and link to Marriage Index
K.	_____	Ability to search marriage license information on-line by using either the bride's name, groom's name for license number
L.	_____	Able to view scanned licenses through on-line search
M.	_____	System able to calculate and flag expired license based on time between date of issuance and date of marriage

Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

### Birth Records

A.	_____	Able to create both an on-line and printed index
B.	_____	Able to amend any information as indexed and document date of amendment
C.	_____	Able to delete index information for any certificate
D.	_____	Provides for searching on-line index by any part of child's name, either parent's name or date of birth
E.	_____	Able to scan Birth Certificate and link to Birth Index
F.	_____	Allows authorized users to view scanned Birth Certificate through on-line search

### Death Records

A.	_____	Able to create both an on-line and printed index
B.	_____	Able to amend any information as indexed and document date of amendment
C.	_____	Able to delete index information for any certificate
D.	_____	Provides for searching on-line index by any part of deceased's name and/or date of death
E.	_____	Able to scan Death Certificate and link to Death Index
F.	_____	Allows authorized users to view scanned Death Certificate through on-line search

### Conversion of Existing Indexes

A.	_____	The vendor will convert indexes existing on the County's AS/400 to the proposed system.
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Valid Responses: Y-The feature or item is provided

N-The feature or item is not provided

M-The vendor will modify the system to include the item at no cost to County

X-The vendor will modify the system to include the item at a cost to the County

**IV. Proposal Form**

Bid Deposit

The undersigned includes a certified check on bank or trust company insured by the Federal Deposit Insurance Corporation, cash or bid bond executed by a surety company licensed under the laws of the United States of America, in an amount equal to not less than five percent (5%), as bid by you company.

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Name of Bidder

Receipt of the following addenda is acknowledged:

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

The Undersigned agrees that in the case of failure on his part to execute the contract and the bond within ten consecutive calendar days after written notice being given on the award of the contract, the check, cash or bid bond accompanying this bid shall be paid into the funds of the County account set aside for this project, as liquidated damages for such failure; otherwise, the check, cash, or bid bond accompanying this proposal shall be returned to the undersigned. The undersigned further agrees that this proposal shall remain in effect for thirty (30) calendar days from the date as stated hereunder.

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Name of Bidder

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

## Bid Sheet

- A. Total Bid for complete **Automated Register of Deeds System** for the Craven County Register of Deeds including hardware, software, installation, training and conversion of existing indexes.

Hardware Costs: \_\_\_\_\_

Software Costs: \_\_\_\_\_

Installation Costs: \_\_\_\_\_

Training Costs: \_\_\_\_\_ # Hours: \_\_\_\_\_

**Total Cost of Bid:** \_\_\_\_\_

- B. Identify the following costs for maintenance & support:

	<u>1<sup>st</sup> Year</u>	<u>2<sup>nd</sup> Year</u>	<u>3<sup>rd</sup> Year</u>
Software	_____	_____	_____
Hardware	_____	_____	_____

- C. Include an itemized list of all hardware included in your bid. State the warranty period for each hardware component.

**Bid Sheet**  
**Automated Register of Deeds System**

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Name of Firm or Corporation

By: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Corporate Seal, If Applicable:

**Non Collusion Affidavit**  
( must be signed when bid is submitted)

State of North Carolina  
County of Craven

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. (S)He is the \_\_\_\_\_ of \_\_\_\_\_, the bidder that submitted the attached bid;
2. (S)He is fully informed respecting the preparations of contents of the attached bid and all of the pertinent circumstances respecting such bid;
3. Such bid is genuine and is not collusive or sham bid;
4. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly, with any other bidder, firm or person to submit collusive or sham bid in connection with the contract for which the attached bid has been submitted or refrain from bidding in connections with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid, or to fix any overhead, profit or cost element of the bid price of any other bidder to secure through collusion, conspiracy, connivance or unlawful agreement, any advantage against the Board of Commissioners, Craven County or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not of contained by collusion, conspiracy, connivance or unlawful agreement on the part the bidder or any of its agents, representatives, owners, employers or parties in interest, including this affiant.

Title: \_\_\_\_\_

(seal)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 1999.

\_\_\_\_\_  
Notary Public