

SOLICITATION OFFER ON BEHALF OF:

VOWLES MANAGEMENT

298 24th Street, #350

Ogden, Utah 84401

801-627-2333

EMAIL: vowlesmanagement@gmail.com

DUNS #: 078625836

SOLICITATION NUMBER:

092815

Document Scan Conversion for the Gila County Recorder's Office

DATE

January 26, 2016

Vowles Management is pleased to provide a bid for this solicitation. The firm is owned by Michael D. Vowles and is Native American owned. I belong to the Mohawk Tribe of the Six Nations. I am a U.S. citizen. My firm is fairly new, having started in 2013, but I have a wide variety of work experience that would assist in performing this job. Moreover, my manager worked for a large institution performing microfiche scanning and document manipulation. I also own another firm that has received several federal government contracts. I am currently working on a large contract for the Bureau of Indian Affairs on the Southern Ute Reservation in Colorado to survey, map, title research, and perform appraisals on private property parcels the Tribe intends to purchase for road upgrades. Other federal government contracts include appraisal related work for the Forest Service, BIA, Air Force, and GSA. I have also done work for the State of Utah on appraisal related work. My manager, Terry Vowles, worked for the LDS Church performing scanned microfiche document editing. He worked there for eleven years and has the experience to perform this assignment. We would use the Mekel Mach 7 Microfiche Scanner, which has speeds up to 200 images per minute and up to 600 dpi.

METHODOLOGY

Job Plan:

The following is the estimated time frame and cost for each phase:

| Marketing Plan Data | | | | | | | | | |
|---|-------------|-----------|-------------|------------|------------|------------|----------|-----------|--|
| MARKETING PLAN LISTS > | | | | | | | | | |
| STATUS COLOR LEGEND: 3 100% | | | | | | | | | |
| Not Started ON In Progress ON Delayed OFF Complete ON Custom 1 OFF Custom 2 OFF Custom 3 OFF | | | | | | | | | |
| ANTICIPATED | | | | | | | | | |
| ACTUAL | | | | | | | | | |
| TASK | STATUS | OWNER | ASSIGNED TO | START DATE | END DATE | START DATE | END DATE | ESTIMATED | |
| Phase 1 | | | | | | | | | |
| Obtain Records | Not Started | Vowles, T | Vowles, T | 3/1/2016 | 3/6/2016 | | | \$9,000 | |
| Microfiche Scanning | Not Started | Vowles, T | Vowles, T | 3/9/2016 | 4/8/2016 | | | \$40,980 | |
| Phase 2 | | | | | | | | | |
| Manual Cropping and Indexing | Not Started | Vowles, T | Vowles, T | 4/11/2016 | 10/11/2016 | | | \$176,558 | |
| Phase 3 | | | | | | | | | |
| Image Enhancement and Indexing | Not Started | Vowles, T | Vowles, T | 10/12/2016 | 1/12/2017 | | | \$238,270 | |

On-Site and Off-Site Performance:

The storage facility will be contacted and a date set-up for pick up of the microfiche boxes. We will have the owner and the manager arrive at the storage facility to pick up the boxes. The boxes will be transported back to Utah by the owner and manager in their own vehicle or a rented van. The boxes will be stored at the working office at 298 24th Street, Ogden, Utah. A manager or the owner will be on-site at all times during business hours to maintain security and work-flow to completion of contract. The office is locked during non-business hours. Moreover, microfiche will be stored at working location within a locked closet. All employees working on this contract will have a criminal background check and each will sign a confidentiality agreement regarding

use of the microfiche. The records will be transported back to the storage facility by the owner of the business and the manager with their own vehicle or a rented van.

Secure Transportation:

It is in the best interest of the county and our business that the records be kept safe and undamaged during transport. We believe that the owner and the business manager should travel to the storage facility in Michigan and personally pick up the boxes. Our own vehicle or a rented van will be driven back to the working location in Utah by the owner and manager. This will ensure the records are kept safe and undamaged.

Control and Storage of Records Throughout the Imaging Process:

Once microfilm are at workplace office, they will be stored in a secure "To Scan" cabinet or locker. Each will be scanned using the Mekel Mach 7 scanner system. Each scanned image will be grouped and labelled and indexed according to the microfiche identifying information at the top of the film. After scan, each film will then be stored in a secure "Finished" cabinet or locker. We would anticipate using record tracking software made by Dynamic Systems, Inc. called Checkmate. It is a customizable tracking software.

Progress Reports:

A progress report very similar to the above Job Plan will be used, but will include more information such as number of records scanned, number of images finished with editing, etc. These could be generated anytime.

Scanning Data and Capturing Images:

Each film will be scanned using the Mekel Mach 7 scanning system. This produces images up to 600 dpi. It is one of the best and high quality scanners on the market for microfilm. The customer will be provided at least weekly progress reports. It is anticipated that all images will be scanned within the 45 day Phase 1 period.

Indexing and Data Entry:

Indexing will be according to customer's requests, but appears for this contract would at least be for record type, name(s), date, document number. We anticipate that at least 10 employees would be working on Phase 2 and 3 of the contract for image manipulation and indexing.

Quality Control and Assurance:

Personnel will be used specifically for making sure each film is scanned, and then during the image manipulation phase, would check each image or a group of images to make sure they are what is required for the customer.

Output:

We would most likely use CD or hard drive for media output. If desired, we could implement SFTP for our customers.

Disaster Recovery:

We would like to make sure we finish Phase 1 in a timely manner so we can get the records back to the storage facility. We would store them in a secure fire proof locker or cabinet.

Electronic disaster recovery I believe would take a few weeks to get fully back to where the work process stopped. We would ensure against this by backing up the data at least twice daily, to external hard drive, but also cloud storage.

Staff:

Terry Vowles is the General Manager of the business. Terry is currently semi-retired and was most recently working for the LDS Church doing image manipulation for family history records. He has management experience. Mike Vowles is the owner and has recently started this business. Much of my experience has been in real property appraisal. I worked in the Lands Department of Region 4 of the U.S. Forest Service from July 2011 to May 2013. I performed appraisals, market studies, research, and appraisal reviews on land, agricultural land, recreational land, and commercial property types during the almost two years I worked there.

I own another firm, Western States Valuation, wherein I do real estate appraisal type of work. Much of my workload comes from government contracts. I recently finished two contracts on the Wind River Reservation in Wyoming where I determined a market rental rate for the grazing and agricultural land, both trust and allotted. I am currently performing a contract with BIA on the Southern Ute Reservation in Colorado wherein I am performing survey, title, and appraisal work on a roadway that the tribe needs to purchase in order to upgrade the roadway. There are six different properties that this contract entails. I started my appraisal firm in February 2012 and have performed other work for state of Utah, the U.S. Forest Service, and local banks and credit unions.

References:

This firm is new and does not have a past client or reference list. We believe we are capable and could complete this assignment satisfactorily.

PAST PERFORMANCE

As already stated, this firm, Vowles Management, is new, and doesn't have past clients or references. My experience and the experience of my manager indicate that we are able to perform this contract with judgement, quality, and timeliness that is required. I own another firm, Western States Valuation, DUNS # 004875681, and have performed federal government

contracts and other government work as a real estate appraisal firm. The following are the contracts I have performed over the last few years and some other experience:

- Recently completed two contracts from the BIA to provide market rental rate for grazing purposes on the range units and also to provide market rental rates for agricultural purposes on the Wind River Reservation in Wyoming. Contract #s D15PX00145 and D15PX00227. Both combined are \$35,000. Barry Smith is contact at 406-247-7955 x. 5041.
- Currently working on a federal contract assignment from the BIA in Colorado on the Southern Ute Reservation to provide surveys, title work, and market value appraisals on 6 properties for a road right-of-way purchase. Includes a few large ranches. Contract # A15PC00157 for \$90,000. Daniel Boyd is the COR and number is 505-563-3436.
- I recently completed a United States Air Force contract in Tooele County, Utah to perform a right-of-way easement valuation across rural/agricultural land type. Purchase Order # 3A15000232 for \$14,000. Contact is Angela Capshaw and phone number is 702-492-7924. This includes two different appraisals on two different parcels. Peter Fletcher was the technical contact.
- I performed a UASFLA compliant appraisal report on 1,070 acres in north/central Utah for the State of Utah for a disposal. The address is 9.5 miles southwest of the town of Duchesne, Section 32, T4S, R6W, Uintah Special Base and Meridian, Duchesne County, Utah. The date of valuation is the date of inspection, April 16, 2014. It was mainly grazing use with some recreational . I was not informed of who the reviewer was, but my contact and the person who ordered the appraisal was Stephen Hansen with the Division of Wildlife Resources. Phone # 801-538-4778.
- Completed two federal government contracts from GSA on providing market rental rates on four GSA owned office buildings in Wyoming and in Utah in 2014.
- Other work completed:

I recently completed an appraisal for the Forest Service that is UASFLA compliant, on a smaller parcel of ground that the Forest Service purchased in the Sawtooth National Recreation Area in Idaho. This parcel was 3.09 acres and the date of value is June 18, 2014. This is a recreational parcel. Kraig Frome, Regional Appraiser – 801-625-5367.

From November 2012 to May 2013, I performed an appraisal on a 100 acre forest inholding in the Sawtooth National Forest, in Idaho, which included extensive market research on land sold in Blaine, Gooding, Custer, Camas, Valley, and Boise Counties. Much of the comparable land information gathered was recreational in nature. The client was the Forest Service. This parcel was a recreational use. Contact is Kraig Frome.

During my stay at the Forest Service, I performed a market study on recreational land in Blaine, Custer, Lemhi, and Valley Counties in Idaho for a potential land exchange with a large mine in the Salmon-Challis National Forest in 2012 and 2013. This is the Thompson Creek Mine Exchange, and is located about 20 miles southwest from the town of Challis, Idaho. The size was up to 2,800 acres. Contact is also Kraig Frome.

During my employment with the Forest Service was able to comply with and perform file labeling, organization, and storage according to required records management regulations.

Resume/Qualifications/Experience for Michael D. Vowles

EDUCATIONAL BACKGROUND

Bachelor of Science Degree, Finance
MAI Designation

University of Utah, 2001
Appraisal Institute 2010

PROFESSIONAL EXPERIENCE

Owner, Vowles Management 2013 to present
Business established to provide data management, document management,
image scanning, image manipulation, business process consultation, and
records storage.

Appraiser and Owner, Western States Valuation 2012 to present
Real estate appraisal and consultation of land and commercial property.

Review Appraiser with U.S. Forest Service July 2011 to May 2013
Performed appraisal, appraisal review, and consultation in Region 4, which
covers Utah, Idaho, Wyoming, and Nevada.

Appraiser with Wall Appraisal 2001 to July 2011
Trained and became a Certified General Appraiser.

ASSOCIATIONS

Appraisal Institute 2005 to present
ASFMRA 2011 to present
Belong to Mohawk Tribe of Six Nations Reservation

Terry Vowles
675 N. 800 W.
West Bountiful, Ut. 84087

Present: Retired since May, 2013

Experience:

2002 - 2013 Church of Jesus Christ of Latterday Saints

Family History department

Supervised a team of digital image auditors. Performed quality control of genealogical records captured by digital cameras and images scanned from microfilm and microfiche. Also did microfilm evaluation. Trained senior missionaries to be field digital camera operators.

1996 - 2002 Salt Lake Embossing

Operated presses and other machinery for die cutting, embossing, folding, and collation of printed materials.

1993 - 1996 Franklin - Covey

Operated equipment in the manufacture of vinyl and leather binders for the Franklin - Covey day planners.

1987 - 1993 Hiller Bookbinding

Operated equipment making book covers, binding, cutting, folding, collating printed materials.

1983 - 1987 Gunnell's Jewelry Mesa, Arizona

Watch repairman, jewelry repairman, counter sales.

1980 - 1983 Sizzler Restaurants

Restaurant management. Employee supervision, hiring, interviewing, training, scheduling. Inventory control, quality control, overhead control.

Thank you for the opportunity to bid! Please contact me with any questions.

A handwritten signature in cursive script, appearing to read "Michael D. Vowles".

Michael D. Vowles
January 26, 2016

QUALIFICATION AND CERTIFICATION FORM

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Contractors under consideration for final award.

The information may or may not be a determining factor in award.

Contract Number 092815 Document Scan Conversion for the Gila County Recorder's Office

The applicant submitting this Proposal warrants the following:

1. Name, Physical Address, E-Mail Address and Telephone Number of Principal Contractor:

Rowles Management
298 24th St. #350, Ogden, Utah 84401
rowlesmanagement@gmail.com 801-627-2333

2. Has Contractor (under its present or any previous name) ever failed to complete a contract?
____ Yes No. If "Yes", give details, including the date, the contracting agency, and the reasons Contractor failed to perform in the narrative part of this Contract.

3. Has Contractor (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? ____ Yes No. If "Yes", give details, including the date, the contracting agency, the reasons for the Contractors disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.

4. Has a contracting agency ever terminated a contract with the Contractor prior to contract expiration date (under your Contractor's present or any previous name)? ____ Yes No. If "Yes", give details including the date, the contracting agency, and the reasons Contractor was terminated in the narrative part of this Contract.

5. CONTRACTOR MUST ALSO PROVIDE AT LEAST THE FOLLOWING INFORMATION ALONG WITH THEIR PROPOSAL SUBMITTAL:

- a. A brief history of the Company.
- b. A Cost Proposal shall be submitted on the Price Sheet, attached herein and made a full part of this contract by this reference.
- c. A list of previous and current customers, which are considered identical or similar to the Scope of Services described herein, shall be submitted on the Reference List, attached herein and made a full part of this contract by this reference.
- d. List the specific qualifications the Contractor has in supplying the specified services.
- e. A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal.

6. Contractor Experience Modifier (e-mod) Rating in Arizona:

(If Applicable)

A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. Current Contractor Business License Number:

(If Applicable)

8. Contractor must provide copies of all required Arizona Certifications and Licenses in performing the scope of services provided in this request for proposals.

Mike Vowles Mike Vowles
Signature of Authorized Representative

Mike Vowles
Printed Name

President
Title

PRICE SHEET

Please complete price sheet in its entirety for the services provided in RFP 092815 Document Scan Conversion for the Gila County Recorder's Office.

Contractor Name: Vowles Management

Phone No.: 801-627-2333

| Description | Cost |
|-------------------|------------|
| Phase 1 | \$ 46,000 |
| Phase 2 | \$ 476,558 |
| Phase 3 | \$ 238,279 |
| TOTAL COST | \$ 760,837 |

All applicable taxes shall be included in proposed amount.

REFERENCES LIST

References *Our company is new and we do not have a client list.*

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may attach further reference information as necessary.

1. Company Name: _____
Contact: _____
Phone: _____ Address: _____
Job Length of Time: _____ Months _____ Years
Job Description: _____

2. Company Name: _____
Contact: _____
Phone: _____ Address: _____
Job Length of Time: _____ Months _____ Years
Job Description: _____

3. Company Name: _____
Contact: _____
Phone: _____ Address: _____
Job Length of Time: _____ Months _____ Years
Job Description: _____

Vowles Management

Company Name
Mike Vowles Mike Vowles

Signature of Authorized Representative
President

Title

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids for Request for Proposals No. 092815, Document Scan Conversion for the Gila County Recorder's Office, my intention concerning subcontracting a portion of the work is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractor will be identified and approved by the Facilities Manager prior to award of the contract; and that documentation, such as copies of letters, requests for quotations, quotations, etc., substantiating the actions taken and the responses to such actions is on file and available for review.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal response. The list must include the subcontractors name, address, and phone number.

Any subcontractor not listed with the bid must be approved by the County Facilities Manager prior to providing any work pursuant to this contract. Further, contractor warrants that all subcontractors will comply with all terms and conditions of this contract including but not limited to all insurance and worker's compensation coverage provisions of this contract. The County reserves the right to terminate the contract if the contractor fails to comply with the provisions of this certification.

- It is my intention to subcontract a portion of the work.
- It is not my intention to subcontract a portion of the work.

Vowles Management
Name of Firm

Mike Vowles Mike Vowles
By: (Signature)

President
Title

LEGAL ARIZONA WORKERS ACT COMPLIANCE

Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay delivery of services.

Contractor shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor.

Mike Vowles Mike Vowles

Signature of Authorized Representative

Mike Vowles

Printed Name

President

Title

BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that all Bid Documents shall be completed and/or executed and submitted with this Request for Proposals (RFP). If Contractor fails to complete and/or execute any portion of the Bid documents, all with original signatures, the RFP may be determined to be "non-responsive" and rejected.

CHECKLIST:

REQUIRED DOCUMENT

COMPLETED / EXECUTED

QUALIFICATION & CERTIFICATION FORM

1/26/16

PRICE SHEET

1/26/16

REFERENCE LIST

None

NO COLLUSION IN BIDDING

1/26/16

INTENTIONS IN SUBCONTRACTING

1/26/16

LEGAL ARIZONA WORKERS ACT COMPLIANCE

1/26/16

BIDDER'S CHECKLIST & ADDENDA ACKNOWLEDGMENT

1/26/16

OFFER AND ACCEPTANCE PAGE

1/26/16

BACKGROUND AUTHORIZATION

1/26/16

W-9

1/26/16

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA:

| | | | | | |
|----------|----------------|----------------|-------|-------|-------|
| | #1 | #2 | #3 | #4 | #5 |
| INITIALS | <u>MMW</u> | <u>MMW</u> | _____ | _____ | _____ |
| DATE | <u>1/26/16</u> | <u>1/26/16</u> | _____ | _____ | _____ |

Signed and dated this 26 day of January, 2016.

Yowls Management
 Contractor:
Mike Yowles Mike Yowles
 By:

Each proposal shall be sealed in an envelope addressed to the Gila County Finance Department and bearing the following statement on the outside of the envelope: *Company Name, Request for Sealed Proposals No. 092815 Document Scan Conversion for the Gila County Recorder's Office-Rebid.* All proposals shall be filed with Gila County Finance at 1400 E. Ash St., Guerrero Building, Globe, AZ on or before January 21, 2016, 11:00 AM.

OFFER AND ACCEPTANCE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this Request for Proposal document.

Signature also certifies the Contractors bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Contractor submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Contractor which may compete for the contract; and that no other Contractor which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Contractor submitting this proposal.

Contractor Submitting Proposal:

Vowles Management

Company Name

1073 N. St. Andrews Dr.

Address

Farmington UT 84025

City

State

Zip

Mike Vowles Mike Vowles

Signature of Person Authorized to Sign

Mike Vowles

Printed Name

President

Title

For Clarification of this Offer. Contact:

Name: Mike Vowles

Title: President

Phone No.: 801-627-2333

Fax: _____

Email: vowlesmanagement@gmail.com

ACCEPTANCE OF OFFER

(For Gila County use only)

The Contractor is now bound to provide the materials or services listed in RFP No.: 092815 including all terms and conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by County/public entity. The contract shall henceforth be referenced to as Contract No. 092815.

GILA COUNTY BOARD OF SUPERVISORS

ATTEST

Awarded this _____ day of _____, 201__

Marian Sheppard, Clerk of the Board

Michael A. Pastor, Chairman, Board of Supervisors

APPROVED AS TO FORM

Jefferson R. Dalton, Deputy Gila County Attorney,
Civil Bureau Chief
for Bradley D. Beauchamp, County Attorney

