

ADDENDUM NO. 3

DATE: October 8, 2019

TO: All Potential Proposers 

FROM: Julie Smith Maxwell, Procurement Specialist

SUBJECT: Addendum No. 3 – Digital Conversion of City Records

BIDS TO BE OPENED: **October 15, 2019, at 11:00:00 a.m. Eastern Time**

This addendum is being published to respond to questions asked by a potential proposer regarding the above-referenced Request for Proposal. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Question 1: For the larger format documents:

- a. What would be the smallest size (still larger than 8x11) and max size of those documents?
- b. What is the approximate percentage of those documents in comparison to the other documents?

Response:

- a. The smallest would be standard business envelope and maximum would be 18 x 24 or 24 x 36.
- b. More than 95% are letter or legal size documents; larger and smaller formats represent a small minority.

Question 2: “On-Demand” Documents:

- a. Can you anticipate the number of times/number of documents that would need to be scanned and sent over while in vendor’s possession?

Response: The City anticipates on average two requests per week, requesting two or three documents per request.

END OF ADDENDUM NO. 3