


ADDENDUM NO. 2

DATE: August 9, 2017

TO: All Potential Proposers 

FROM: Julie Smith Maxwell, Procurement Specialist

SUBJECT: Addendum No. 2 – Digital Processing of Microforms

BIDS TO BE OPENED: August 25, 2017, at 11:00:00 a.m. Eastern Time

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

Question 1: Would the City be willing to box the Microforms to be sent via FedEx or UPS?

Response: No. The City is not willing to provide staffing for off-site digital processing. Proposers are expected to detail the security of records in submitted proposers. If a vendor is proposing off-site processing, removal and transporting of these records should be addressed in vendor's proposal with an importance given to security of records.

Question 2: Do the Aperture Cards have one 35 millimeter film strip with one document per image?

Response: Aperture Cards hold a 35mm picture window with 1 single 35mm image per card. The City estimates 100,000 cards is need of scanning.

Question 3: Do the Microfiche cards have jackets? If so,

- a. Are the images 16 millimeter?
 - i. Are there variable in images per sheet?
 - ii. Are the sheets full 16mm (5 channels 13 images per channel = 65 images per sheet).
 - iii. Are the sheets (COM) Computer Output Microfilm (220 + images per sheet)
- b. Are the images 35 millimeter?
 - i. Are there variable images per sheet?
 - ii. Are the sheets full (2 channels 3 images per channel = 6 image total per sheet)

Response: Most microfiche images are on one film sheet that measures approximately 4"x6". A very small percentage are contained in jackets with removable film strips; specifically,

the City estimates that number to be approximately 800 jackets with removable film strips. The City estimates there are approximately 300,000 images total.

- a. Yes. There are 16 mm images.
 - i. There are variable images per sheet from letter, legal, and larger size formats from which the images were taken.
 - ii. Sheets vary from 1 image up to 60 images +/-
 - iii. The City does not see any instances of COM microfilm with 220 + images per sheet.
- b. Yes. Some microfiche have 35mm images.
 - i. Most are not variable images.
 - ii. Sheets vary from 1 to 6 images

Question 4: Would you like all images scanned at 200 or 300 DPI?

Response: As stated in the RFP: The quality of the scans should be sufficient so that typical reproductions of these records in paper sizes of letter, legal, ANSI-B (11"x17"), ARCH C (18"x24") and ARCH D (24"x36") will be legible. Based on this goal, the submitter will propose a suitable image resolution for the scans and an estimated file size, as well as, the total amount hard drive storage needed.

Question 5: Will all images be ready for scanning at the same time?

Response: Yes. All images will be available for scanning at the same time.

Question 6: What is the timeline for completion of all scanning?

Response: One (1) year.

END OF ADDENDUM NO. 2