

## ADDENDUM NO. 5

DATE: August 22, 2017  
TO: All Potential Proposers   
FROM: Julie Smith Maxwell, Procurement Specialist  
SUBJECT: Addendum No. 5 – 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 questions asked by 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:** Page 3, Para 1 Statement of Intent: “Term of the agreement shall be for one year with two optional one-year renewals.” Page 2, Addendum 2: “Question 6: What is the timeline for completion of all scanning? Response: One (1) year.” What work can be anticipated to be performed during the 2 option years?

Response: The City intends to enter into a one year contract with two optional one year renewals to allow for the completion of the entire scope of work. The City funds projects within a one year fiscal budget. If the scope of work should require more than one fiscal budget to fund, the work would be completed over multiple years.

**Question 2:** Page 7 – Para 6.6 Indemnification last sentence: The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement. How long would this Clause remain in effect after Termination?

Response: Indefinitely.

**Question 3:** We understand that there are approximately 300,000 microfiche images. The 300,000 images are made up of three types of jacket/sheet layouts: jackets with removable strips, 16 mm sheets (containing 1-60 images), and 35 mm sheets (containing 1-6 images). Could the state please break this down a bit further into approximate number of jackets/images per type? Or perhaps at least the total number of sheets and/or jackets?

- a. 800 jackets with removable strips = # of images?
- b. 35 mm # of sheets = # of images?
- c. 16 mm # of sheets = # of images?

Response: Disregard previously mentioned 800 jackets that were expected to be removed for conversion. With further investigation, this is not the case. While some jackets contain only 35mm images or 16mm images, many may contain a combination of both 35mm and 16mm images. The City has no estimate of the breakdown.

**Question 4:** Are any of the index values (such as map/master file #) contained on the images or do they only exist on the jacket/card?

Response: The indexing information is only contained on the cards, microfiche, filing cabinets/boxes, and dividers within the cabinet or box.

**Question 5:** The RFP states there are an estimated 300,000 images on microfiche. In addendum 2, it talks about the 800 fiche with strips and the estimated total number of images at 300,000 but not the total number of fiche. It states the 16mm fiche contain 1-60 images and the 35mm 1-6 images. They must have had an average to come up with 300,000 total images. In order to determine the magnitude of the indexing, please estimate the number of microfiche or the average number of image's per fiche?

Response: The City estimates approximately 18,000 microfiche jackets. The number of images per jacket, as well as, a percentage of 35mm versus 16mm is unknown. The City provides a possible average of 15-20 images per jacket.

**Question 6:** V. Scope of Services, Page 5 and 6. As per the RFP, off-site scanning would be permitted if the protection plan is provided by the proposer. Please let us know if off-site scanning out of US is permitted if the proposer provides protection plan.

Response: Yes. See additional information in Addendum 2 Question 1 response.

**Question 7:** Section 6.6 – Indemnification and Hold Harmless on Page 6. This is a broad indemnity that covers any and all claims that arise from the bidder's acts or omissions. Would the City consider/negotiate a cap on liability during the contracting process?

Response: No.

**Question 8:** Please let us know if the "working title", "map number" and "card number" would be always typed or it may contain handwritten text.

Response: No handwritten text.

**Question 9:** The final scanned images are to be converted to Adobe's PDF format. Please let us know if OCR would be required to make the document searchable.

Response: OCR is not required. A vendor is permitted to quote pricing for both the inclusion of OCR and pricing without OCR.

**Question 10:** We would also like to know the break up page counts for the following paper sizes:

- letter
- legal
- ANSI-B (11"x17")
- ARCH C (18"x24")
- ARCH D (24"x36")

Response: The City does not have a breakdown to provide.

**END OF ADDENDUM NO. 5**