


**ADDENDUM NO. 3**

DATE: August 15, 2017  
TO: All Potential Proposers   
FROM: Julie Smith Maxwell, Procurement Specialist  
SUBJECT: Addendum No. 3 – 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:** If there is more than one document in the aperture card window will the City accept that frame scanned as one image?

Response: Yes, as long as it meets legibility requirements as stated in the RFP.

**Question 2:** If there is more than one document per jacket will the City accept that frame scanned as one image?

Response: Yes, as long as it meets legibility requirements as stated in the RFP.

**Question 3:** Jackets - are they 16mm or 35mm and approximately how many images per jacket?

Response: See addendum 2; question #3

**Question 4:** If a mix of both - are the two formats separated?

Response: The two formats are separated.

**Question 5:** Are they loaded sequentially starting with the top left of first row?

Response: Images are sequential order from top left and go left to right; top to bottom.

**Question 6:** Are the jackets frail and falling apart or are they in good condition?

Response: Jackets are in good condition.

**Question 7:** Are all images negative?

Response: It is estimated that 90% of the images are negative.

**Question 8:** Are all images right side up and loaded so that they can be read without mirroring the image?

Response: Images are right side up. The City is unaware of any images that would need mirroring.

**Question 9:** Are the cards in good condition?

Response: Cards are in good condition.

**Question 10:** Can film be transported off site in the existing filing cabinets?

Response: Yes, the contracted vendor would be permitted to transport cabinets off site, as long as, RFP requirements are satisfied.

**Question 11:** How many filing cabinets are there?

Response: The number of cabinets with approximate measurements in inches HxWxD are: (1) 57x25x29, (1) 56x21x32, (1) 52x20x30, (2) 7x18.5x16, (1) 3.5x8x16, and (7) boxes 14x14x5.

**Question 12:** Are all cabinets in the same building? Same room?

Response: Yes.

**Question 13:** Is there a desired timeline for completion?

Response: See RFP

**Question 14:** Does the building in which film is contained have a loading dock?

Response: Yes.

**Question 15:** Does it have an elevator?

Response: Yes.

**Question 16:** Does the City have an index of the microfilm including some or all of the indexing fields?

Response: The indexing of the records should replicate the organization of the physical filing cabinets drawers and subcategories therein. Please see the indexing example attached to the RFP. The City can provide additional guidance as necessary to the selected vendor to insure that the indexing is done appropriately.

**Question 17:** Is there a requirement for the City to conform with the state Electronic Records Policy?

Response: No.

**Question 18:** Will the scanned images become the record copy, working document, or both?

Response: Both.

Additionally, the City intends to request a sample once the selected vendor has begun digital processing to insure both selected vendor and the City agree on quality and indexing of images. This sample will be provided from the vendor to the City soon after beginning the conversion to confirm both parties are satisfied with process.

**END OF ADDENDUM NO. 3**