

## ADDENDUM NO. 1

DATE: February 23, 2022

TO: All Potential Bidders

FROM: Karisa Scott, Procurement Specialist, City of Knoxville

SUBJECT: Addendum No. 1 – Microfiche Reader/Scanner and  
Service Plan

BIDS TO BE OPENED: March 4, 2022, at 11:00:00 p.m. (Eastern Time)

This addendum is being published to answer questions from potential bidders and becomes a part of the Contract Document and modifies the original specifications as noted.

**Question #1: What is the make and model of the current fiche reader/scanner?**

Response: The current fiche reader/scanner is a MS6000 MKII.

**Question #2: Does the microfilm have blip marks?**

Response: Not as far as we are aware.

**Question #3: What file format will the scanned images be saved in?**

Response: The scanned images will be saved as PDF files.

**Question #4: What document management system will the images be exported to?**

Response: The images will be exported to Application Extender.

**Question #5: Would the PD like to do full text searches of the film and fiche images?**

Response: Yes

**Question #6: Would the PD like to create single or multipage images to export to the document management system?**

Response: Yes

**Question #7: Would the PD like to redact text for printed text or saved images?**

Response: Yes

**Question #8: Would the PD like to digitize entire rolls or large numbers of records on microfilm or fiche?**

Response: Yes

**Question #9: Would the Police Department like to email images using the scanners software?**

Response: Yes

**Question #10: What is the condition of the microforms - Good, Average or Poor?**

Response: Average

**Question #11: Do you have backup copies or masters of your all microforms?**

Response: No

**Question #12: Will the PD use an existing PC or buy a new PC to operate the scanner?**

Response: The department will be using an existing PC.

**Question #13: Factory direct shipment is the safest, most accurate and least expensive delivery method during the COVID 19 pandemic. If factory direct shipment is not acceptable, what other forms of delivery are?**

Response: We will accept factory direct shipping as long as a company representative will inspect the equipment for any potential damage received in transit prior to installation.