

ADDENDUM TO RPF DOCUMENTS



Addendum No: #01

Project: Document Imaging &
Quality Control Services

Date Issued: November 20, 2023

Addendum #1: The following is a list of questions from an interested proposer (in *italics*), and the City's corresponding answers (in **bold**):

1. *Question: RFP says there can be Microfilm, Large format drawings, small format files, and mylar maps. Do you have an estimate for each type of media?*

Answer: Unfortunately, we don't. Prospective vendors were invited to view the files during a site visit, and allowed to take photos and document estimates at that time.

2. *Question: The RFP mentions that the permanent files will need to be reassembled. Do you have an estimate on the total number of pages or files for the permanent files?*

Answer: Unfortunately, we don't.

3. *Question: You mention 600 DPI in one section. Is that what you want everything scanned at?*

Answer: The resolution should be media-dependent (i.e., microfilm will need a higher resolution). We are looking for the vendor (the subject matter expert) to provide advice in this regard.

4. *Question: Is hole punch removal really needed? From experience removing the whole punch can remove data.*

Answer: This can be negotiated/discussed, with the goal of providing the most clearly readable documents. We understand that hole punches can be interpreted as letters by OCR, so they need to be cleaned from images. However, we are looking for the vendor (the subject matter expert) to provide advice in this regard.

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5. *Question The RFP lists 10 index fields. Are all 10 fields used for all types of files. If not do you know how many fields each department will need indexed?*

Answer: Different documents will have different fields, i.e., a CIP project won't have a Permit #, some documents might not have drawings, etc. Indexing will need to be discussed and agreed upon between the City's project manager and the vendor. Please adjust your proposal to be flexible in this regard.

6. *Question: Will the required index information be found on the folder tab or first page of each file?*

Answer: Mostly, yes, but some records may not have this information on a tab or the first page. Indexing for these files will need to be discussed and agreed upon between the City's project manager and the vendor. Please adjust your proposal to be flexible in this regard.

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