



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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January 5, 2023

To All Bidders:

Subject: **Bid No. 7951-W3, Document Index & Scanning Services / City Clerk**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- ***BID DUE DATE EXTENDED TO WEDNESDAY, JANUARY 25, 2023
AT 10:00 AM***

- **Please see below questions received and responses from City.**

1. The bid mentions bound books/journals on page 10. Can these bindings be burst to scan the documents or do the books/journals have the metal clips to bind the documents where they can easily be removed from the binding?

Answer: We are not looking to cut our bound books. They would have to be scanned in book form.

2. If bound and we can't burst the bindings, how should we account for books scanning versus regular scanning as book scanning requires a more manual process and specialized scanner?

Answer: We have added a unit price for scanning bound books. Please see attached revised pricing page.

3. How many bound books do you estimate having?

Answer: Estimated around 300 books.

4. Can we set up at time to view the materials?

Answer: Yes, we are holding a pre-bid site visit on Wednesday, January 18, 2023, at 10:00 AM at City Hall. Please meet at City Clerk's Office – Room 206.



5. What are the scanning requirements for resolution?

- a. 200 dpi
- b. 300 dpi
- c. Other?

Answer: Requirements for resolution are archive industry standards of between 200 – 300 dpi depending on document size.

6. What about the image itself in terms of color?

- a. Black and White
- b. Greyscale
- c. Color

Answer: We are requiring the scanning be done in black and white, unless otherwise required.

7. For the online portal, this is an annual subscription and storage fee per GB, how do we account for this in your pricing sheet, or can we provide a supplemental pricing explanation?

Answer: We have added a unit price B for an annual subscription and storage fees per GB. See attached revised pricing page.

8. Are the quantities estimated number or records or number of pages? If number of records, how many pages per record should we estimate?

Answer: Our quantities listed are books/records not number of pages. We do not have a total number of pages, but bidders can come to the pre-bid site on visit on January 18th to view any records.

9. How many years would this contract be in effect?

Answer: The scope of services is expected to be completed by June 30, 2023, but the city expects that ongoing and/or annual services may be needed thereafter. This is the start of digitizing our records which is part of a larger project overall for years to come.

10. Would the city consider a copy of the images be written to microfilm for preservation back up?

Answer: No, we would not be interested in writing images to microfilm.

Bidders are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

			Document Index & Scanning Services - City Clerk		
			PRICING PAGE - BID #: 7951-W3		
			REVISED VIA ADDENDUM # 1		
<u>Item #</u>	<u>Quantity</u>	<u>Unit Meas</u>	<u>Description</u>	<u>Price per unit / image</u>	<u>Total Per Item (B x E)</u>
			Must bid all items - award in aggregate.		
1	180,000	each	Death Records: Boxes: 30, Folders: 30	\$	\$
2	36,000	each	Birth Records Verification Cards: Boxes: 24, Folders: 24	\$	\$
3	384,000	each	Birth Cards: Boxes: 60, Folders: 1,200	\$	\$
4	501,060	each	Birth Record Books: Boxes: 60, Folders, 1,193	\$	\$
5	134,500	each	Marriage Records Books: Boxes: 66, Folders: 278	\$	\$
6	96,000	each	City Council & Town Record Books: Boxed: 50, Folders: 120	\$	\$
7	300	each	Bound Book Scanning	\$	\$
			TOTAL ALL ITEMS -----		\$ *
A.	TBD	each	Online Portal: Provide metadata cost/price per image for upload & storage of above listed scanned files		\$ **
B.	TBD	each	Annual Suubscription & Storage Fee - Per GB		\$ **
			*low bid price to be based on this amount		
			**Unit Price A & B to be used as needed and incorporated into contract if accepted by City		