



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
455 Main Street, Room 201, Worcester, MA 01608
P | 508-799-1220
purchasing@worcesterma.gov

January 9, 2023

To All Bidders:

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

ADDENDUM NO. 2

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.

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

Logistical Questions:

- Are boxes allowed to be processed out of state?

Answer: Yes, however, if documents are needed/requested by the public when offsite, we will need a scanned copy sent to us.

- Are third party pick-ups allowed (e.g., UPS) from your office(s) for items to be shipped and scanned in our NC facility?

Answer: No, we would like the bidder to be able to pick up the materials to take account of the inventory.

- Can we arrange for transportation of all boxes at one time, or will you require pick up to be staggered and scheduled at multiple pick-ups?

Answer: All the materials can be picked up at one scheduled time.

Physical Document/Digitization Process Questions:

- Are there multiple types of media (CDs, microfilm, etc.) that need to be digitized or just paper documents?

Answer: Paper documents.



- What is the percent of documents that require specialized handling, due to damage or fragility, within each subsect (Death Records, Birth Records Books, etc.)?

Answer: Some materials are more fragile than others. Materials are in an orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. There will be a Pre-bid viewing of the City Clerk vault on January 18, 2023 at 10:00am.

- What is the ratio of pages double or single sided?

Answer: The only documents that are double sided are our later death records (starting in the 2000's).

- In total, are there 1,331,560 pages to be scanned or 1,331,560 documents with varying lengths to be scanned (1,331,560 number taken from adding all quantities on the Pricing Page)?

Answer: Quantity of documents are listed, along with an estimate number of images. There will be a Pre-bid viewing of the City Clerk vault on January 18, 2023 at 10:00am.

Digital File Questions:

- How many unique File Types will need metadata, is it only the 6 types indicated on the Pricing Page?
 - Will all file types include the same metadata fields?
 - Is there a desired output for the document index?

Answer(s): There are six types of records listed. They will all require the same metadata fields scanned at 200-300 DPI to black and white PDF images.

Online Portal Questions:

- Is pricing being requested for creation/development of an online portal as well as indexing of documents to be uploaded into the portal? Or is the scope limited to only the indexing of documents?
- It is stated that the online portal will be accessed via the City Clerk's webpage, but are you also intending to host the portal on your own server, or are you looking for a complete software/hardware solution from the selected bidder?



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Answer(s): Yes, the pricing is for both the creation/development of an online portal and for scanning and indexing of materials. Please see revised pricing page that was issued via addendum # 1.

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