



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
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January 20, 2023

To All Bidders:

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

ADDENDUM NO. 5

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 attached revised pricing page. Bidders are instructed to use this revised pricing page with bid submission.***
- **Please see below questions received and responses from City.**

How many staff members in the Town Clerk's Office will need to be licensed to proactively manage, search, retrieve and/or edit documents that are stored in the digital repository?
There are twenty-five (25) staff members in the City Clerk's office that must be able to use the repository.

It was found that some of the City Council documents encompassed both bound books and loose documents. Because the cost for scanning each format is different, can bidders include pricing for processing both formats?
An item was added via addendum # 1 for bound books. We have updated the pricing page to accommodate revised quantities.

In addition to the published pricing grid, can bidders submit a menu of pricing items covering all services?
No, we are not looking for any additional pricing at this point. Please use the revised pricing form as noted above.



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Is the City open to extending the June 2023 date for the scanning of all documents? The new schedule would be mutually agreed to by the City and the vendor.

No, the City wishes to maintain project completion date of June 30, 2023.

To confirm, the extra line for book scanning accounts for all the books? So we would enter pricing for the other categories assuming they are unbound paper documents (even though the category may be entitled “books”

The extra line for scanning is for bound books. Other documents are as noted. Please use the revised pricing page attached to this addendum.

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 # 5		
<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	900	each	Birth Record Books: 7 Folders: 1,193	\$	\$
5	134,500	each	Marriage Records Books: Boxes: 66, Folders: 278	\$	\$
6	96,000	each	City Council & Town Record Books: 20	\$	\$
7	40,000	each	Bound Book Scanning: 27	\$	\$
			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		