



March 31, 2025

To All Vendors:

Subject: **8402-W5, Records Digitization – Planning & Regulatory / E.D.**

ADDENDUM NO. 1

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

PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY:

- Would you be able to tell me how many cabinets with drawers there are?
Answer: There are approximately 8 filing cabinets with a total of approximately 26 total drawers of legal sized folders. Note, not all files are in filing cabinets, some are in banker-box type storage. The above quantity assumes storage in banker boxes as drawers.
- To be clear, are we indexing every page or by file folder?
Answer: Yes, every page in each physical folder is to be included in the digital PDF file.
- They posted that each document must be scanned individually, which would take an extreme amount of time, as it would almost be a data entry project.
Answer: Documents in the same physical file folder may be scanned in as one PDF, following the city's file naming convention, provided that all documents are oriented properly and all sides of text/graphic are scanned in color or B&W as applicable.
- It doesn't mention oversize; is it safe to assume that we are scanning any oversizes to scale?
Answer: Yes, we have large plans of all sizes, mostly 36 x 42 that shall be scanned to scale.
- I believe the biggest issue is the naming of the folders.
Answer: To clarify the file naming: The files will come clearly labeled on each file folder containing the file contents (e.g., ZB-2022-003 – Address written), so we do not anticipate the need for discretion on the vendor, just replication of what is on the file folder. Bidders may scan the contents of one physical file folder into one PDF file, provided they take our file naming convention.



- There seems to be a large variability between folders shared. Would it be possible to perform a Site Visit to gather the necessary information to provide you with the most competitive Pricing?

Answer: Yes, bidders may visit the location on the 4th Floor of City Hall at 455 Main Street, Monday – Friday between 10:00 AM – 3:00 PM to view folders in their current state. A site visit will be conducted on Thursday April 3, 2025 at 10AM starting in the Basement of Union Station with a site visit to City Hall to follow.

- I understand you expect document Level pricing? Do you know how many pages/documents on average per file?

Answer: Unfortunately, there is not an average. The sample we are using is generally smaller than most of our newer files but there can be a large amount of variability between files.

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

Very truly yours,

Christopher J. Gagliastro
Purchasing Director