



March 26, 2026

To All Bidders:

Subject: **Bid No. 8660-W6, Scanning & Digitization Services / City Clerk**

**ADDENDUM NO. 1**

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

1. Would the City consider an extension of one week given the short time between q&a release and due date, especially given that paper submission is required? **Yes, bid due date has been extended to Wednesday, April 8, 2026 at 10:00 AM**
2. Can digital signatures be used on IFB forms? **Yes**
3. Can bound books be neatly sliced prior to scanning? **No, no slicing of the books.**
4. Are data files available for vendor to use for auto-population/validation? **No**
5. Can offshore resources be used for image-based processing (all data remains in the US)? **Yes**
6. Will the City be responsible for packing records into boxes? Will a manifest be provided? **City will be responsible for cataloging materials and packaging materials, but the company will be responsible for any additional preparations needed for transport and for the actual transport of materials.**
7. How many document pull requests are anticipated per month? **TBD**
8. Please confirm which specific fields are required to be captured as indexed metadata for each record type. **All Personal Identifying Information and Vital Record types.**
9. What content management platform is in use by the City? **There is not one in use at this time.**
10. What is the name of the AI software the City will use for data extraction? **There is no current AI software.**
11. Were the document in the vault included on the Excel spreadsheet? **Yes**
12. Please explain the indexing requirements for each project in the collection
  - a. For example: Vital type (Death), Date (XX/XX/XXXX-XX/XX/XXXX), Page Number(s) (if applicable)
  - b. **Depends on the record – likely, Vital type, Name, Date of Vital Event, Page Number, Book Number.**

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

Christopher J. Gagliastro  
Purchasing Director