



March 31, 2026

To All Bidders:

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

ADDENDUM NO. 3

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**
- Please clarify the index points. Do we need page range for each book, or do we need to index each page?
 - Index each page, similar to the example provided in Addendum 2.
- Are the given quantities for Zoning Book of Appeals and City Council Journals stated on the Price Sheet representative of the page count or the book count?
 - The Price Sheet includes the Book Count. The Page Count and Conditions are included in the Excel Inventory Document.
- Please define what is required for 100% QC.
 - Images are readable, indexed accurately, and materials are delivered in the same condition as provided.

All other terms and conditions remain unchanged.

Proposers are requested to acknowledge and/or include this addendum with submission

Very truly yours,

Christopher J. Gagliastro
Purchasing Director