



April 1, 2026

To All Bidders:

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

ADDENDUM NO. 4

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**

I am hoping you can help with a question on the about the number of trips that will be expected to pick up the vital records incrementally. At the pre-bid meeting it was mentioned that the Department would prefer to not have all materials be removed at once. The pricing requirement is for all pricing to be inclusive, however if there are less trips the City would be paying more. Would you consider a separate line item for the transportation cost?

Answer: No, bidders are expected to include any transportation costs within their unit prices. No separate charges are allowed. The records are to be picked up in five (5) trips corresponding to the five (5) items noted on the pricing page.

All other terms and conditions remain unchanged.

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

Very truly yours,

Christopher J. Gagliastro
Purchasing Director