# ADDENDUM NO. 2

**DATE:**   **March 24, 2022**
**FROM:**   **City of Grand Junction Purchasing Division**
**TO:**      **All Offerors**
**RE:**      **Professional Services for Document Scanning, Digitizing, and Indexing IFB-4982-22-KH**

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Q:** Please see the links below for some photos of the boxes and files.
   Picture 1 (Link)
   Picture 2 (Link)
   Picture 3 (Link)
   Picture 4 (Link)

2. The following language shall be added to section 3 scope of work.

   "The Owner shall have the right to renew the contract for 3 (three) additional one-year periods, or any portion thereof.  If the option for the renewal is exercised by the Owner, the bidder shall agree, in writing, to the prices for the renewal period."

3. **Q:** Can all boxes/documents for scanning be picked up all at the same time?
   **A:** Yes, expected but there will be two locations – City Hall and City Shops/Stores.

4. **Q:** Can boxes be shipped via third party shipper such as Fed-Ex/UPS?
   **A:** The IFB suggests no use of third parties for transport of boxes/documents.  If this is to be proposed by a vendor, please describe the protocol to be used by the vendor and shipping method that will provide assurance that all boxes are transported together and are secure through the shipping process.

5. **Q:** Can indexing of documents please be clarified? On page 21 (letter j) it says 10-25 characters to folder/record title level; then page 26 (#5 – Indexing) the example shows the indexes to be much longer than 25 characters, and lastly at the top of page 27 the file naming is by "File Type", "Year", and "Job/Project#".
   **A:** See answer to Question 8 below.

6.  **Q:** Will indexes come from the folder tab, or will the indexing need to be done from the physical document?
    **A:** See answer to Question 8 below.

7.  **Q:** Are all documents scanned to be indexed the same way, or is there different indexing schema's?
    **A:** See answer to Question 8 below.

8.  **Q:** If different indexing schema's, then what are the different indexes required?
    **A:** CLARIFICATION OF FILE NAMING AND INDEXING

    Each folder will be given the name that is on the tab on the physical file.

    Within each folder their will be two sub-files: one for documents and one for maps/plans (large documents). If the number of documents and maps/plans exceeds a file size of 1GB, then the files are to be divided into additional pdf files so no one file exceeds 100 Megabytes.

    Example:

    SPN-1996-055 TOWNHOMES (Tab Name on physical file, electronic folder name)

    Subfiles within each folder:

    SPN-1996-055 TOWNHOMES DOCUMENTS_1
    SPN-1996-055 TOWNHOMES DOCUMENTS_2
    SPN-1996-055 TOWNHOMES MAPS PLANS_1
    SPN-1996-055 TOWNHOMES MAPS PLANS_2
    SPN-1996-055 TOWNHOMES MAPS PLANS_3

9.  **Q:** There are estimated 370,000 pages that are greater than 11x17. Do you have a break down on those sizes?
    **A:** There is no further breakdown of the larger size documents.

10. **Q:** Are the 11x17 or greater pages mixed in with the other project files or are they bond separately?
    **A:** They are mixed in with the other documents thus the folder for each project will have subfiles of both documents and maps/plans – see example above.

11. **Q:** On page 24, the PRICE BID SCHEDULE indicates that there are 1.4M documents that are up to 11 x 17 and 370,000 documents greater than 11 x 17. However, only 1.4M require OCR for full text searching. Is that correct? This would mean that the 370,000 pages that are greater than 11 x 17 do not require OCR.
    **A:** Correct, there is no expectation for OCR for pages that are greater than 11 x 17.

12. **Q:** For the OCR requirement, what is the acceptable rate of accuracy?
    **A:** The City would like to strive for 98-99% accuracy.

13. **Q:** In regard to the OCR requirement, please clarify what level of OCR is required, for instance (1) OCR Full Full-Text Searching (not a standard in conjunction with full indexing), (2) OCR of Relevant Tags (e.g., people, projects), (3) OCR of Basic Grouped Information of All Associated Documents.

**A:** Depends on cost estimate for full text but at a minimum OCR is be for topical terminology for contents within the file such as "drainage", "landscaping", "covenants", plat, etc.

14. **Q:** In regard to the OCR requirement, please provide example Forms and Documents to clearly illustrate information recorded and level of expectation.
**A:** See Question 1 for links to the photos of the boxes and files.

15. **Q:** Is OCR a requirement for each page of the file (for instance supporting documentation), or preferred for specific forms and plats?
**A:** Depends on cost estimate to request for each page but in most cases OCR for front page and table of contents may be sufficient.

16. **Q:** IFB Section 2 (Page 8) is titled 'General Conditions for Construction Projects.' With the qualifier for 'construction project,' and many of these terms and condition related to physical construction, are the contents of this section applicable to this IFB. If not, is the City willing to include Section 2.50 Cooperative Purchasing as a term of the IFB?
**A:** Section 2 shall be renamed to "General Contract Conditions for Projects." All terms and conditions will remain the same and be included in the contract.

17. **Q:** IFB Section 3.3.7 Time of Completion (Page 20):  If the City is delayed in anyway, which would delay pickup of record, is the completion date of November 1, 2022 amended to allot the required time a vendor would require to ensure quality of deliverables? Examples of possible delays may include approval process, paper execution, delivery of materials, boxing remaining docs that are in file cabinets, etc.
**A:** The City intends to have all materials boxed and ready for pick up once a contract with a vendor is approved.

18. **Q:** Will the City consider extending the deadline of this IFB?
**A:** The City desires to have all services invoiced and paid by December 31, 2022.

19. **Q:** How many pages per average Community Development file? How many pages per average Utilities file?
**A:** <u>Community Development</u> – Unknown, large range.
<u>Utilities</u> - Unknown.

20. **Q:** What is the average number of pages per barrier (staple/clip/prong/fold) for Community Development documents? For Utilities documents?
2.5 pages or less between barriers
2.5 to 3.5 pages between barriers
3.5 to 5 pages between barriers
5.1 to 24 pages between barriers
**A:** <u>Community Development</u> – Unknown, varies.
<u>Utilities</u> - Unknown.

21. **Q:** How many staples/clips per Community Development file? Per Utilities file? What percentage of pages are loose?
**A:** <u>Community Development</u> – Unknown, varies.
<u>Utilities</u> - Unknown.

22. **Q:** Will all pages provided be scanned? If no, how will pages not to be scanned be identified?
**A:** Yes.

23. **Q:** What percentage of Community Development pages will require special handling (scanning on glass)? Utilities? What percentage need to be captured in Color? What percentage is Two sided?
    **A:** <u>Community Development</u> – Unknown, believed to be minimal if any; in general, are in good condition. No Color. Two sided: High % of 8 ½ x 11, not of larger (i.e. 24"x36")

    <u>Utilities</u> - Unknown, believed to be minimal. No Color. Two Sided: 30% (estimate)


24. **Q:** Does Community Development population include pages over 11 x 17? Utilities population? If yes, how many per box?
    **A:** <u>Community Development</u> – Yes, typically. There may be some without. Unknown how many per box.
    <u>Utilities</u> - Some. Unknown how many per box.

25. **Q:** Are all pages organized into files? Community Development population? Utilities?
    **A:** <u>Community Development</u> – Yes.
    <u>Utilities</u> - Yes.

26. **Q:** How many files are there (estimated total)?
    **A:** <u>Community Development</u> – 8,200.
    <u>Utilities</u> - Unknown.

27. **Q:** Are files in boxes or on shelves/cabinets? Please describe boxes/files/shelves. How many of each? Length/depth of each.
    **A:** All files for Community Development and Utilities will be boxed.
    <u>Community Development</u> – 520 small boxes, 150 large boxes.
    <u>Utilities</u> - Unknown.
    Boxes are Legal size bankers boxes 15.5" wide x 24.5 long x 10.5" deep or letter size boxes 12.5" wide x 16" long x 10.5" deep for both Community Development and Utilities.

28. **Q:** Can scanning be performed in another state?
    **A:** Yes.

29. **Q:** Please review QC options below and confirm that describes your quality control requirements.
    Basic QC – All images are reviewed by the scanning specialist at the time of image capture, not as a separate process.
    Sample QC - All images are reviewed during the scanning process. Additional page checking of images to original will be performed for 10% of each box – 3-4% from front, middle and back.
    Full Page-to-Page QC - All images are reviewed during the scanning process. Each image is also reviewed against its original page for page for quality by a QC Specialist
    **A:** Did not understand question as written but assume the City was to indicate which option it prefers. Preference is b. but it would seem 3-5% versus 10% may be adequate. Please note, the City is to have the opportunity to perform our own QC at the same level as the project proceeds and for direction to destroy files.

30. **Q:** Will all pages in a file be captured as a single document? If no, will pages be captured by file section? Document?

**A:** <u>Community Development</u> – Not necessarily; no file should be larger than 225 MB.
<u>Utilities</u> - Yes.
All pages 11x17 and smaller should be scanned as one pdf document or up to 225 MB; continue in this fashion until all of these pages are scanned. All Plans (larger than 11x17) should be done the same way.

31. **Q:** Do the physical boundaries (loose, staples, clips) accurately reflect document breaks?
    **A:** Possibly (i.e. large reports or plan sets may provide a good break for file size requirements).

32. **Q:** What file level data typed or handwritten?
    **A:** Mostly typed, minimal handwritten.

33. **Q:** Is info on file tab? First page in file?
    **A:** On the file tab for both Community Development and Utilities files.

34. **Q:** What is the desired number of pickups? May all boxes be picked up in one load?
    **A:** No desired number of pick-ups. All boxes can be picked up in one load.

35. **Q:** Will boxes be on pallets or loose? Does site have a loading dock? What floor are boxes on? Does building have an elevator?
    **A:** Boxes will be on pallets at City Shop and loose boxes at City Hall. City Shops does have a loading dock. Boxes at City Hall are on ground floor and does not have loading dock.

36. **Q:** What percentage of files may need to be boxed by provider?
    **A:** None. The City shall have all records boxed prior to the vendor picking them up.

37. No file size shall exceed 225 Megabytes.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

Kassy Hackett, Buyer
City of Grand Junction, Colorado