



ADDENDUM NO. 1

DATE: April 13, 2018
FROM: City of Grand Junction Purchasing Division
TO: All Interested Parties
RE: Microfiche to Digital Conversion RFP-4506-18-SH

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to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.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

Clarification #1: PDF/A files shall be searchable PDF/A.

Question #1: “Can companies outside USA apply for this?”

Answer: Yes.

Question #2: “Will we need to come over there for meetings?”

Answer: Please read the solicitation document for this information. You will need to pickup the microfiche as stated in Section 4.3.4. or arrange for shipping as described elsewhere in this document.

Question #3: “Can we perform the tasks (related to RFP) outside USA?”

Answer: You will have to make this determination after reading the solicitation document.

Question #4: “Can we submit the proposals via email?”

Answer: No. Please see the solicitation document for this information.

Question #5: “2.45 Keep Jobs in Colorado Act. Is this correct that 80% of this contract would need to be done in Colorado?”

Answer: Section 2.45 will not apply to this project. The clause is for public works projects over \$500,000. Public works projects are defined in Section 2.45.1.

Question #6: “Does the work have to be done within the State of Colorado?”

Answer: No. The actual conversion from microfiche to digital can be done anywhere. However, the awarded firm will need to pick up the microfiche files and/or arrange for shipping as noted in Section 4.3.4. Please see Questions 23, 25 and 26 for more clarification.

Question #7: “What kind of delivery media is preferred? CD, DVD, HD, FTP, SFTP?”

Answer: The City is asking Proposers to make a recommendation. Please see Question 57.

Question #8: “Are there any post scan QC requirements: Target delete, auto or manual crop, page rotation, manual clean up?”

Answer: There could be. Please see Sections 4.3.1 and 4.3.2.

Question #9: “Resolution: Black and White % Grayscale %?”

Answer: The City is expecting the awarded contractor to know what resolution will work best, but research shows grayscale may be best.

Question #10: “Fiche Type: Silver, Diazo?”

Answer: Fiche type is Silver.

Question #11: “Fiche Size: 16mm, 35mm?”

Answer: Size is 35mm.

Question #12: “Reduction Ratio: 24:1, 42:1, 48:1?”

Answer: Reduction Ratio is likely 42:1 or 48:1.

Question #13: “Fiche Preparation: Cut and Re-Jacket?”

Answer: The City is expecting the awarded contractor to determine the best preparation method. Not knowing the process, please explain in your proposal how fiche preparation is done.

Question #14: “Will there be any on demand requests?”

Answer: None are expected, but there could be some. Please see Question 24 for more clarification.

Question #15: “When converting microfiche cards each one must be handled and scanned separately so it is important that we understand a close estimate of how many you have. To find how many estimated microfiche cards there are you just measure 3 inches and pull those 3 inches and count how many microfiche cards are in those 3 inches. Then divide by 3 to get an average inch count. Then measure your total inch count and take your total inches by your average inch count for your total estimated microfiche cards. How many estimated microfiche cards to you have?”

Answer: Following this process there is an estimated 15,923 cards. With this, some rows of cards are more compact than others.

Question #16: “When you say 7,056 files we assume you mean 7,056 bundles of microfiche cards and not 7,056 microfiche cards correct?”

Answer: Correct.

Question #17: “If we are not allowed to charge by microfiche card and must bid on a file (bundles of fiche) or a total for the project there are unknowns for the vendor and the vendor will need to charge more in order to cover for the unknowns. Will you allow us to charge by microfiche card to keep cost down for the City?”

Answer: Yes, this would be allowed. Please see [Attachment A](#) for a REVISED Response Form with this option included.

Question #18: “How many microfiche cards on average are in each bundle?”

Answer: Most have only one. However, enough have 10+ so the average is probably three or so.

Question #19: “What type of microfiche do you have? Jackets (typically cards where 16mm or 35mm strips of film of original documents are slipped into sleeves/rows with 1 to 70 images a card?)

Answer: This sounds correct.

Question #20: ” What type of microfiche do you have? Copy of a Jacket?”

Answer: Type of microfiche is Jacket with up to 70 images per card.

Question #21: “What type of microfiche do you have? Computer generated (typically 1 to 208 images a card that was not created from original pieces of paper but looks like computer output on the fiche?)”

Answer: Type of microfiche is Jacket with up to 70 images per card. Images appear to have been created from paper files.

Question #22: “What type of microfiche do you have? Step and repeat (Did originate from source paper documents and can have upwards of 200 images a card?)”

Answer: Please see Question 21.

Question #23: “When you say “Services include pick up of microfiche, shipping to service facility, inspection of microfiche and repairs if needed.” Are you willing to ship your fiche to the vendor via FedEx?”

Answer: Yes, if the awarded vendor makes the arrangements through Fed Ex. Shipping has to be secure, guaranteed, trackable, etc. and the cost must be part of the proposed price. Please see Question 25 and 87 for more clarification.

Question #24: “While a project has begun sometimes there are document request while the vendor has your microfiche. On average how many record requests do you fulfil at this time on a daily or weekly basis?”

Answer: A rough estimate would be one per month, maybe less. Requests do sometimes come in spurts where there are none for six months, then six in one month.

Question #25: “When you say “Contractor shall maintain safety and confidentiality, guaranteeing security of all records from time of pick up to time of delivery.” Do you require the vendor to personally pick up and deliver the microfiche?”

Answer: Ideally, it would be preferable for the awarded contractor to come pick up the microfiche. But if that is not feasible, the awarded contractor can make arrangements for the microfiche to be picked up as described in Question 23 above. Please see Question 87 for more clarification.

Question #26: “When you say “Services include pick up of microfiche, shipping to service facility, inspection of Microfiche and repairs if needed.” Will the city package the microfiche to be shipped or do you require this of the vendor?”

Answer: Yes, the City can package the microfiche if the vendor makes shipping arrangements. Please see Questions 23, 25 and 87 for more clarification.

Question #27: Is there more than one employee on one microfiche?”

Answer: No. Each jacket only contains images of documents regarding the same individual.

Question #28: “If there is more than one employee on one microfiche do you require the vendor to break the one microfiche into separate files/employees?”

Answer: N/A. See Question 27.

Question #29: “If there is more than one employee per microfiche do you have an average of how many employees are there per microfiche?”

Answer: N/A. See Question 27.

Question #30: “If there is more than one employee per microfiche do you have an average of how many images per employee?”

Answer: N/A. See Question 27.

Question #31: “What is the average image count per microfiche?”

Answer: Average is around 60, but ranges from 62-64 as stated in Section 4.1 of the RFP document.

Question #32: “Is there more than one employee per bundle/staple/rubber band/paper clip?”

Answer: No.

Question #33: “When you say “Contractor shall provide an access system (i.e., index system) or method to easily search files by last name.” Are you asking for a new software application system that includes a data base and image viewer as opposed to what is available in the standard windows system?”

Answer: The City is asking for a Table of Contents or Index so PDF/A files can be easily searched.

Question #34: “When you say “Contractor shall provide an access system (i.e., index system) or method to easily search files by last name.” Do you already have a data base you want these imported in?”

Answer: No.

Question #35: “When you say “Contractor shall provide an access system (i.e., index system) or method to easily search files by last name.” If you do already have a database will the city import these files into it?”

Answer: See Question 34.

Question #36: “When you say “Contractor shall provide an access system (i.e., index system) or method to easily search files by last name.” If you do already have a data base are you just asking for us to provide a text file to go along with the image files?”

Answer: There is no existing data base. The City needs an index or Table of Contents with a list of names of each individual file converted.

Question #37: “Contractor is asked to recommend a long term storage solution for the resulting files with all associated costs.” Are you asking for a new software application system that includes a data base and image viewer as opposed to what is available in the standard windows system?”

Answer: The City is not asking for a new software system. Please see Questions 7 and 57.

Question #38: “Contractor is asked to recommend a long term storage solution for the resulting files with all associated costs.” You’re referring to the digital images correct?”

Answer: Yes. Please see Question 57.

Question #39: “As this is a very small project can vendor pick up all microfiche at the same time?”

Answer: Yes, that is acceptable.

Question #40: ““Contractor shall provide a secure method to provide sample images for the Project Manager to review and accept images as work progresses.” Will shipping to the city in an encrypted hard drive be ok as a deliverable?”

Answer: Yes, that will be acceptable.

Question #41: ““Contractor shall provide a secure method to provide sample images for the Project Manager to review and accept images as work progresses.” We will provide a production sample at the very beginning for the city to review and approve of prior to starting the project. Once this has been done will the city allow just one deliverable at the completion of the project as this is a small project?”

Answer: This sounds acceptable, but circumstances could change based on requests for fiche information. It is unlikely, but a possibility. Please see Question 24 for more clarification.

Question #42: “Contractor shall provide a secure method to provide sample images for the Project Manager to review and accept images as work progresses.” Can this be in the form of a password protected link in an email?”

Answer: Yes, this is acceptable if awarded contractor can confirm complete confidentiality shall be maintained.

Question #43: “What is the physical size of the cards?”

Answer: Cards measure 4x6 inches.

Question #44: “Are your images all negative or all positive per card or mixed?”

Answer: It appears as if they are all negative. However, there is a possibility they are mixed.

Question #45: “Will we ever be required to look at images to collect indexing information?”

Answer: Not knowing the contractor’s process, it is difficult to respond to this question.

Question #46: “It is our experience that it is helpful for all the vendors to have a quick round of clarifying question after these have been answered. Will you allow that?”

Answer: Time is limited. Clarifications can be submitted within a limited window of 8:00 A.M. to 2:00 P.M. on Monday, April 16.

Question #47: “Is it possible to obtain samples of your bad fiche, those that you feel will require extensive image manipulation to obtain acceptable readable image, so we can scan them and you can review the quantity of our work?”

Answer: The City does not expect there to be any bad fiche. However, there is always a possibility one exists. In the rare event that happens, the awarded contractor would then have to manipulate the image to get a clear result.

Question #48: “Is FedEx an acceptable shipping method for production?”

Answer: Yes, as long as the method is secure, guaranteed, trackable, etc. The awarded contractor will be responsible for making shipping arrangements. Please see Questions 23, 25 and 87 for more clarification.

Question #49: “Have rubber bands deteriorated and stuck on any actual microfiche film?”

Answer: There could be some deteriorated rubber bands, but they would not be stuck to any microfiche film. All fiche jackets are in paper sleeves, so the rubber bands could possibly be stuck to the paper.

Question #50: “Section 4.3.8 Contractor to provide easy access system: How often will these employee files need to be accessed? Weekly, month ...etc or more for archive purposes?”

Answer: Please see Question 24.

Question #51: “Would you kindly let us know the estimated number of microfiche and average number of images per microfiche.”

Answer: Please see Section 4.1 of the RFP document. The estimate is approximately 450,000 images. Question 15 may provide more clarification, as well.

Question #52: “Can we assume each microfiche card represents a single employee file and that some employees may have more than one fiche card.”

Answer: Yes.

Question #53: “Are there instances where there are 2 or more employee files on a single card?”

Answer: No, each jacket only contains images regarding the same individual.

Question #54: “Are the microfiche cards originals or duplicate copies?”

Answer: As far as the City is aware, they are originals.

Question #55: “Are the images on the fiche all the same orientation? Portrait or Landscape?”

Answer: No, it appears the images are both landscape and portrait orientation.

Question #56: “Section 4.3.1 indicates that extensive image manipulation may be required. What is the general overall condition of the fiche images? Are there any signs of deterioration, vinegar syndrome, cracking, etc.?”

Answer: There is no visible deterioration the City has seen. Please see Question 47.

Question #57: “Regarding Section 4.3.8. Will a DVD or portable HD with the files sorted alphabetically satisfy this requirement?”

Answer: The City really has no preference. The expectation is that the awarded vendor will know the best means to supply the end product. Alphabetically sorted files is quite satisfactory.

Question #58: “How many microfiche will be released at one time to the vendor?”

Answer: See Question 39.

Question #59: “How often will the microfiche be released to the vendor?”

Answer: See Question 39.

Question #60: “Will the Vendor be responsible for packing the microfiche for transport to the vendor facility for scanning?”

Answer: That is the preference. Please see Question 25 and 87.

Question #61: “What is the maximum number of microfiche that will be released at one time?”

Answer: See Question 39.

Question #62: “What is the minimum number of microfiche that will be release at one time?”

Answer: See Question 39.

Question #63: “Can all the microfiche be picked up at one time?”

Answer: See Question 39.

Question #64: “What location(s) will the vendor need to pick up from and deliver to? Is it one location or more than one location?”

Answer: The location is Grand Junction City Hall, 250 North 5th Street, Grand Junction, CO 81501. Section 4.1 of the RFP document describes the one cabinet where files are stored.

Question #65: “Will the vendor need to come and pick up the items, or is the City willing to ship to the vendor?”

Answer: See Question 25, 60 and 87.

Question #66: “Is this the first time the City is requesting these services? If not can the current contract be provided?”

Answer: This is the first time these services have been requested.

Question #67: “Can a sample be provided or photos?”

Answer: Due to the confidential nature of the fiche, no samples or photos will be provided.

Question #68: “The agency has stated 7056 files holding 62-64 images per file but there is no indication as to how many fiche are present in the collection. The number of fiche can significantly impact the rate of production. Can the agency estimate the total number of fiche or perhaps measure one inch of fiche and provide the average number of fiche per file? An image count for that inch of fiche would also be helpful.”

Answer: Please see Question 15.

Question #69: “What methods of shipping are acceptable? Fedex in a locked container? Employee transport in a company managed vehicle?”

Answer: Shipping is acceptable if the awarded contractor makes the arrangements with the shipping company. A locked container or employee transport are both acceptable. Please see Question 25 and 87 for more clarification.

Question #70: “Is onsite or near site scanning an option?”

Answer: Yes, if the awarded contractor has the means.

Question #71: “Can the agency consider applying weights or points to the evaluation criteria, most importantly the cost compared to the other criteria so that vendors can understand if the agency is looking for the best solution at ANY cost, the least expensive solution or some balance?”

Answer: The City is looking for a reasonable solution that is cost effective and within budget. The least expensive solution may not be the best option, which is why an RFP process was chosen over IFB (Invitation for Bids). While cost is important, finding the *best* solution is paramount so HR Employees are able to use the end product in an efficient manner and are able to locate individual files as needed as quickly as possible. Budget will not be provided at this time.

Question #72: “In order for the agency to make a value assessment, can vendors offer more than one solution for the agency to consider without being negatively evaluated for doing so?”

Answer: Yes. Label your responses as “Original Response”, “Alternate 1”, “Alternate 2”, etc. Please be conservative in the number of alternates you submit. For instance, a couple alternates would be acceptable, but ten or twelve is not. Each separate response will need to be a separate PDF document. Meaning, one PDF document, as noted in Section 1.5 and 5 of the original RFP, cannot contain an original and all alternate proposals.

Question #73: “Section 4.3.4 only lists outbound shipping, are the fiche to be destroyed at some point or must vendors also account for return shipping or storage of the fiche?”

Answer: The fiche will need to be returned to the City.

Question #74: “4.3.8 is the agency looking for a secure hosted portal or a desktop solution or can vendors respond with a few options for the agency to consider?”

Answer: This section is referring to an index system similar to a Table of Contents or other means to quickly identify the records. A hosted portal or desktop solution would both be acceptable. Offering different options for consideration is acceptable.

Question #75: “4.3.14 is this requirement limited to rescanning only to create a legible image if the original is legible? In other words we are not required to rescan if the image matches the fiche, correct?”

Answer: Yes. However, if a fiche image can be improved, it would be appreciated.

Question #76: “Is Deskew to within 2 degrees and acceptable limit?”

Answer: Yes, that sounds reasonable.

Question #77: “If the agency is unsure how to answer a question or the addendum creates a new requirement or contradicts the SOW, will vendors have an opportunity to ask for clarification for critical items?”

Answer: See Question 46.

Question #78: “Can you provide a detailed description of the issues that would require extensive image manipulation?”

Answer: Please see Question 47 and 56.

Question #79: “What percentage of “screw” is acceptable?”

Answer: Please see Quote 76.

Question #80: “Are title scans required, and should be delivered as the first image of each file?”

Answer: No, title scans are not required. The searchable PDF/A document needs to be titled, but the title is not a scan.

Question #81: “Is the index information always found in the header?”

Answer: Yes.

Question #82: “Are the files required to be reassembled or just put back in order as received – Rubber banded, paper clipped, etc.?”

Answer: Reassembled is preferred. The City may consider allowing them to just be put back in order as received.

Question #83: “4.3.8 asks contractor to provide an access system – Is an adobe searchable catalog adequate?”

Answer: Yes, that sounds acceptable. Please see Questions 33 and 74 for more clarification.

Question #84: “Is there any cropping required?”

Answer: Not knowing the contractor’s process, it is difficult to answer this question. There may be some cropping necessary.

Question #85: “4.3.1 Would you describe what is meant by “extensive image manipulation” and how it is measured?”

Answer: Please see Question 47 and 56.

Question #86: “Would you provide pictures or examples of the desired outcome in terms of image manipulation?”

Answer: No pictures are available. The desired outcome is an image that appears to be a sheet of paper with black type or text.

Question #87: “Is the microfiche master or duplicate?”

Answer: It is a master, and the only fiche in existence with that content. This is the reason the City is so concerned about handling of the fiche and shipping has to be extremely vigilant and accurate so no information is lost or misplaced.

Question #88: “4.3.3 Do you need bitonal or grayscale images?”

Answer: After researching the difference, it appears as if grayscale may be the best option; but the City is open to suggestions in proposals received from vendors.

Question #89: “4.3.4 Is vendor expected to come to client site to pick up the materials, or will you ship to a vendor?”

Answer: Please see Questions 23, 25, 26, 60 and 65.

Question #90: “4.3.5 Is the employee name always found in the fiche header?”

Answer: Yes.

Question #91: “4.3.5 Are multiple files contained on one fiche?”

Answer: Please see Questions 27 and 53.

Question #92: “4.3.8 Will you accept a searchable catalog in addition to multipage searchable PDF files?”

Answer: Please see Question 83.

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

All other conditions of subject remain the same.

Respectfully,

Susan Hyatt
City of Grand Junction, Colorado

ATTACHMENT A

SECTION 7.0: REVISED SOLICITATION RESPONSE FORM RFP-4506-18-SH Microfiche to Digital Conversion

Offeror must submit entire Form completed, dated and signed.
Only one pricing option is allowed.

Total lump sum cost to provide Microfiche Conversion per specifications: \$ _____ dollars.

WRITTEN: _____ dollars.

OR:

Cost per file per specifications: \$ _____ dollars.

WRITTEN: _____ dollars.

OR:

Cost per Microfiche card per specifications: \$ _____ dollars.

WRITTEN: _____ dollars.

The Owner reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the Owner.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the Owner are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms shall be Net 30 days.

- Prompt payment discount of _____ percent of the net dollar will be offered to the Owner if the invoice is paid within _____ days after the receipt of the invoice. Payment Terms _____.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____.

It is the responsibility of the Proposer to ensure all Addenda have been received and acknowledged.

Date: _____

Company Name – (Typed or Printed)

Authorized Individual – (Typed or Printed)

Authorized Individual Signature

Title

Address of Offeror

City, State, and Zip Code

Phone Number

E-mail Address of Agent