

# ADDENDUM No. 1

## RFP No. 18-20

### Digital Scanning Services for Permits, Plans and Projects

**Due Date: May 3, 2018 by 2:00 p.m. (local time)**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Digital Scanning Services for Permits, Plans and Projects, RFP No. 18-20, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes twenty-three (23) pages.**

**The Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document must be included in submitted proposal:**

- **Attachment B – Declaration of Compliance Non-Discrimination Ordinance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in their review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Are there any regional limitations to how far the physical and digital data can travel for conversion?

Answer 1: No, there is not a specific standard or limitation however; staff does reserve the right to determine what is reasonable.

Question 2: Can the agency consider an onsite or near site scanning solution in addition to offsite?

Answer 2: Yes.

Question 3: What is the frequency the agency expects to request a document from paper or microfilm/microfiche and is a digital version within 24hrs an acceptable response time?

Answer 3: Depends on the amount of inventory taken for scanning at one time by the vendor. 4 to 5 business days would be a general standard for the return of the original products.

- Question 4: It is more common in the industry to list unit rates for scanning and indexing and hourly rates for prep (to remove binding). Are the vendors limited to a proposal where we list only fully loaded labor rates? Should vendors be inquiring for specification details so that we can estimate a total project cost, or is the agency just looking for rates by staff class?
- Answer 4: Yes; the City wishes to have an estimated total project cost and offerors are encouraged to include rates by staff class within the Fee Proposal.
- Question 5: Please confirm that all of the small format originals are on microfilm so the vendor will only be scanning large format paper originals.
- Answer 5: No, some of the large format paper docs have smaller size docs attached to them. Those docs will have to be scanned as well.
- Question 6: Please confirm there is no 35mm fiche or film
- Answer 6: There is no 35mm fiche or film.
- Question 7: Is this a mix of commercial and residential permits and if so are they stored together or separately? Other than grouping by film, fiche or plans are the items grouped or segregated any other way?
- Answer 7: Stored together; Paper and fiche are sorted mainly by project number, film mainly by address.
- Question 8: Is there a reason why some items are on fiche and other on film?
- Answer 8: Unknown. It would have been the decision of the City staff at that time.
- Question 9: Is the street address listed on the title bar of the microfiche?
- Answer 9: Rarely. Typically only the project name and project number.
- Question 10: On the microfilm is it easy for vendors to recognize the start of a new address. For example, did the agency film the folder, is there a unique document at the start of each address, does the film have a large blip at the start or is there a gap of blank film or target preceding each new address? If not would the vendor just need to read each page to determine if the address changes?
- Answer 10: The address of each site was written on a piece of paper and was converted into film and used as a separator between the documents. There is a B# referenced in the hard copy index binders (see attached photos) that may speak to a blip or total count of images per address.
- Question 11: Is there any need to scan the hardcopy drawings in color or is gray or monochrome acceptable?
- Answer 11: Grayscale is acceptable for all scanning.
- Question 12: Is the agency looking to have files for the same address merged into a single pdf? What if it is two separate projects at the same address? If not how will the vendor know how to split or name files for the same address?
- Answer 12: No; Scan each project or permit as individual doc regardless if they share a common address, project/permit number. Please note: that some projects have a fiche component along with a large paper component for the same project. The City does not require the chosen vendor to merge these into one digital file.
- Question 13: Can courier services such as FedEx or UPS be used to transport originals and can vendor transport with their staff in controlled vehicles?
- Answer 13: Yes.

Question 14: If a vendor can facilitate same day or next day requests for documents, can a large portion or potentially the entire back file be transported at once?

Answer 14: Yes.

Question 15: Is it envisioned that the check in/check out process would be at the box level or would vendor need to create an onsite inventory of each fiche, roll or drawing prior to taking assets offsite?

Answer 15: Box level is fine as long as the City knows the range of products taken (i.e. Roll #001 thru #100, project files A001 thru D999, etc.)

Question 16: Please confirm the agency is asking for four fields as follows:

- a) Type
- b) Location
- c) Date
- d) Permit number, plan or project

Answer 16: Please see the example of the digital index fields (Section #2) that will need to be keyed in.

Question 17: For type is the agency looking for a general type like residential, commercial or rental property, or are they looking for a document type that might list mechanical, electrical, septic inspection, etc.?

Answer 17: Document type.

Question 18: Does the agency have a sense for how many permits or projects will span the various collections or can they assess a small representative sample (like 200 drawings, 200 fiche and the first 400 pages on a reel)?

Answer 18: Using the estimated amount of products in listed in RFP:  
Each fiche sleeve would be an individual digital doc (except those project/plans that span multiple sleeves)  
Each project folder of hard copy paper may have multiple paper docs in it.  
Each roll of film has an estimated 215 individual addresses on it.

Question 19: Large format is typically anything over 11x17/Tabloid. Can the agency identify a rough distribution of sheet sizes (like 80% 24x36 with some 42x30, some 18x22 and a handful of large rolls that can be 40x100)?

Answer 19: Not at this time.

Question 20: Can the Agency consider making the pre-bid accessible by phone as this commonly allows for vendors to ask questions in an open forum and eliminate any confusion in a question asked for which the agency is unsure how to answer? E.g. if a vendor asks is the microfilm blipped and the agency does not know what blipping is the group can advise rather than the agency just answering "unknown"

Answer 20: No, but the City will include some photographic examples of the products displayed at pre-bid meeting in the Addendum.

Question 21: If the agency response to questions the week of 4/23 creates new questions or contradicts the spec, will vendors have an opportunity to clarify critical items?

Answer 21: Yes, if warranted, additional Addenda may be published prior to the due date for proposals.

Question 22: The pricing being only 10% of the award can lead vendors to propose only the best solution at any cost. Can vendors propose cost saving strategies or alternate procedures without risking a lower evaluation for doing so?

Answer 22: Yes.

- Question 23: Is there any local vendor preference, has a local vendor scanned for the agency in the past and has any vendor assisted with any of the specification?  
Answer 23: No local vendor of preference. Local vendors have done scanning work for the City, but nothing at this scale or involving film or fiche. No vendor assisted with the RFP creation.
- Question 24: We understand the agency is scanning paper assets currently. Has the agency tested any scanning for the microfiche/microfilm?  
Answer 24: Nothing on a large scale has been tested.
- Question 25: Will someone from The City of Ann Arbor be uploading the scanned documents into OnBase? Or is that service needed as well?  
Answer 25: The City has IT staff to upload the documents into OnBase; That service will not be needed.
- Question 26: What system will you be using to view the scanned in material?  
Answer 26: OnBase.
- Question 27: We are interested in submitting a response for RFP 18-20 Digital Scanning Services but wanted to confirm that vendors outside the state of Michigan are allowed to participate?  
Answer 27: Yes.
- Question 28: What are the post scan requirements?  
Answer 28: Return the deliverables and originals to the City.
- Question 29: Are there any color documents that must be scanned in color?  
Answer 29: Some paper documents contain color, but they can be scanned at Grayscale.
- Question 30: Estimated document sizes?  
Answer 30: Anything from 8.5x11 to possibly 48x48.
- Question 31: Film - Condition?  
Answer 31: Fair. Many of the cartridges are difficult to reel, but the images are fair to good in quality.
- Question 32: Fiche - Condition?  
Answer 32: Very good.
- Question 33: Silver or Diazo Film and Fiche?  
Answer 33: Diazo
- Question 34: Reduction Ratio: 24:1, 42:1, 48:1?  
Answer 34: Unknown.
- Question 35: Film - loaded in Spools, Cartridges?  
Answer 35: Cartridges.
- Question 36: Film - Simplex or Duplex?  
Answer 36: Simplex.
- Question 37: Film - Is there a Blip? If yes what Level?  
Answer 37: See answer to question #10.
- Question 38: Fiche Cut and Rejacket?  
Answer 38: Yes.

- Question 39: Any on demand requests?  
Answer 39: See answer to question #3.
- Question 40: Are the materials able to be packed and shipped via commercial shipper (FedEx, UPS) to the vendor's location within the continental US?  
Answer 40: See answer to question #13.
- Question 41: Will the RFP be awarded to one vendor or multiple vendors? May the vendor work with a contractor to outsource a portion of the project?  
Answer 41: Yes.
- Question 42: For PDF derivatives – when OCR is to be created, is the client expecting the OCR to be re-keyed or corrected?  
Answer 42: No.
- Question 43: Can the library share photos of the materials to the vendors?  
Answer 43: Yes, some are included in this Addendum.
- Question 44: Would the city be able to send a sampling of materials to the vendor during the pre-bid period?  
Answer 44: No.
- Question 45: Please provide condition reports of the original materials to be digitized? Should the vendor assume the materials are rare, valuable or fragile and propose non-destructive scanning methods?  
Answer 45: Please see answer to questions #31, #32 and the photos provided; Yes.
- Question 46: The items are described as large format, typically larger than tabloid size. Tabloid size is generally 17" wide x 11" high. If larger, can the city provide the largest size, width and height in inches?  
Answer 46: Estimated that 48x48 inches is the largest size paper doc.
- Question 47: The documents are described as 20 pages each. Are these bound? If bound, can you elaborate on the binding, can they open and lay flat? Must the items remain bound? What is the full two-page spread measurement or should we assume, 34" wide x 11" high?  
Answer 47: Yes; typically stapled (large and/or small staples) or clipped binding; they can unfold and lay relatively flat; No, but they must be returned bound; Unknown, but largest single page size may be 48x48.
- Question 48: The items are described as folded or rolled – once unfolded/unrolled will they lay flat or require an approach that includes flattening?  
Answer 48: Some of the paper documents have been around since the 1960's so they may need appropriate handling to get them unfolded/unrolled before scanning.
- Question 49: Please elaborate on the condition of the microfilm and microfiche. Are they polyester based or are they acetate and showing signs of deterioration?  
Answer 49: Please see answer to questions #31, #32 and the photos provided; Acetate based with the film showing more signs of deterioration than the fiche.
- Question 50: The microfiche are described as jackets containing 40 pages each. Microfiche jackets can vary from two to five channels for 16mm or 35mm film. Can the city provide more details on the columns and film format of the 40 pages?  
Answer 50: 5 channels; See included photos as well.

- Question 51: Does an electronic copy of the collection inventory exist?  
Answer 51: Only for the contents of the paper documents currently stored at Fire Station #2 (aka the Vault) in an Excel format.
- Question 52: Please confirm the city will provide all of the metadata, including the address, and if this information will be provided electronically?  
Answer 52: Besides an Excel spreadsheet for the Vault contents there are multiple hard copy index binders with some limited information for the film and index cards for the fiche and paper documents.
- Question 53: We understand that the PDF grouping is to be done by the site address. Is it safe to assume that one hard document, 40 pages equals on site address? Similarly, is one fiche a site address?  
Answer 53: There may be more than one physical paper document for each project site, each containing multiple pages, but they will be in the same folder as they are stored. A very minimal amount of fiche projects may be stored over more than one jacket. If so, the fiche header will have it denoted on the title of the sleeve (i.e. 1 of 2).
- Question 54: Will the client accept an alternative workflow and methodology to digitize the collection than outlined in the RFP?  
Answer 54: Yes.
- Question 55: The timeline in the RFP doesn't include a timeline for completing the digitization of the material. Has the city defined the timeline for completing the project? May the vendor suggest a timeline? If so, are there are restrictions for the amount of materials that can be at the vendor's facility at any time?  
Answer 55: No; It is expected that a schedule be provided by the vendor; See answer to question #3.
- Question 56: Can vendors outside the state of Michigan participate in the RFP?  
Answer 56: See answer to question #27.
- Question 57: Is OCR processing required?  
Answer 57: Searchable PDF is required where possible. The City understands that it may not be possible for all of our products.
- Question 58: For the 16mm microfilm rolls can the City provide the average number of pages per document and how many doc's per roll  
Answer 58: See answer to question #18.
- Question 59: What is the maximum amount of large format plans that can be taken offsite at a time?  
Answer 59: Undetermined at this time.
- Question 60: What is the maximum amount of microfilm and microfiche that can be taken offsite at a time?  
Answer 60: See answer to question #59.
- Question 61: Some of the Large format plans contain standard size pages. Can the small pages be grouped together a placed at the end of the digitized PDF file or will the pages need to be scanned in the order found?  
Answer 61: Pages need to be saved in the order they were found for all media types (paper, film and fiche).

Question 62: Will large format plans and microfilm images that share the same address/permit number be required to be merged together into a single pdf document?

Answer 62: See answer to question #12.

Question 63: Will the City accept electronic copy's for files requested during the project?

Answer 63: Yes.

Question 64: Is there a completion timeline for the project?

Answer 64: See answer to question #55.

Question 65: Can you please specify the size of different document types?

Answer 65: See answer to question #30.

Question 66: Do we need to scan in black & white?

Answer 66: See answer to question #11.

Question 67: Are there double sided documents?

Answer 67: See answer to question #36.

Question 68: Do we need to rebind the documents?

Answer 68: Yes.

Question 69: What is the size of micro film/fiche?

Answer 69: See attached photos in Addendum #1.

Question 70: How many Microfilm and Microfiche roll, Large Format Documents, Microfilm do you currently have?

Answer 70: Those estimated numbers are posted in the RFP.

Question 71: Does the County require all formats to be converted into OCR... Microfilm, Fiche documents?

Answer 71: See answer to question #57.

Question 72: Is budget for this RFP already available?

Answer 72: Funding has been appropriated, but given the size of the project City Council approval must happen.

Question 73: Is this a new requirement? If not, can you please provide the name of the vendor, the current contract value and eligibility criteria to re-compete?

Answer 73: Yes.

# Digital Index fields to be keyed:

Fields highlighted in RED must be captured:

Permits from Film:

<b>Permit Type</b>	<b>Location/Address</b>	<b>Permit Date</b>	<b>Permit Number</b>	<b>Roll Number</b>	<b>PDF File name</b>
Text field	Text field	Date field	Text field	Text field	Text field

Plans from Fiche and/or Paper:

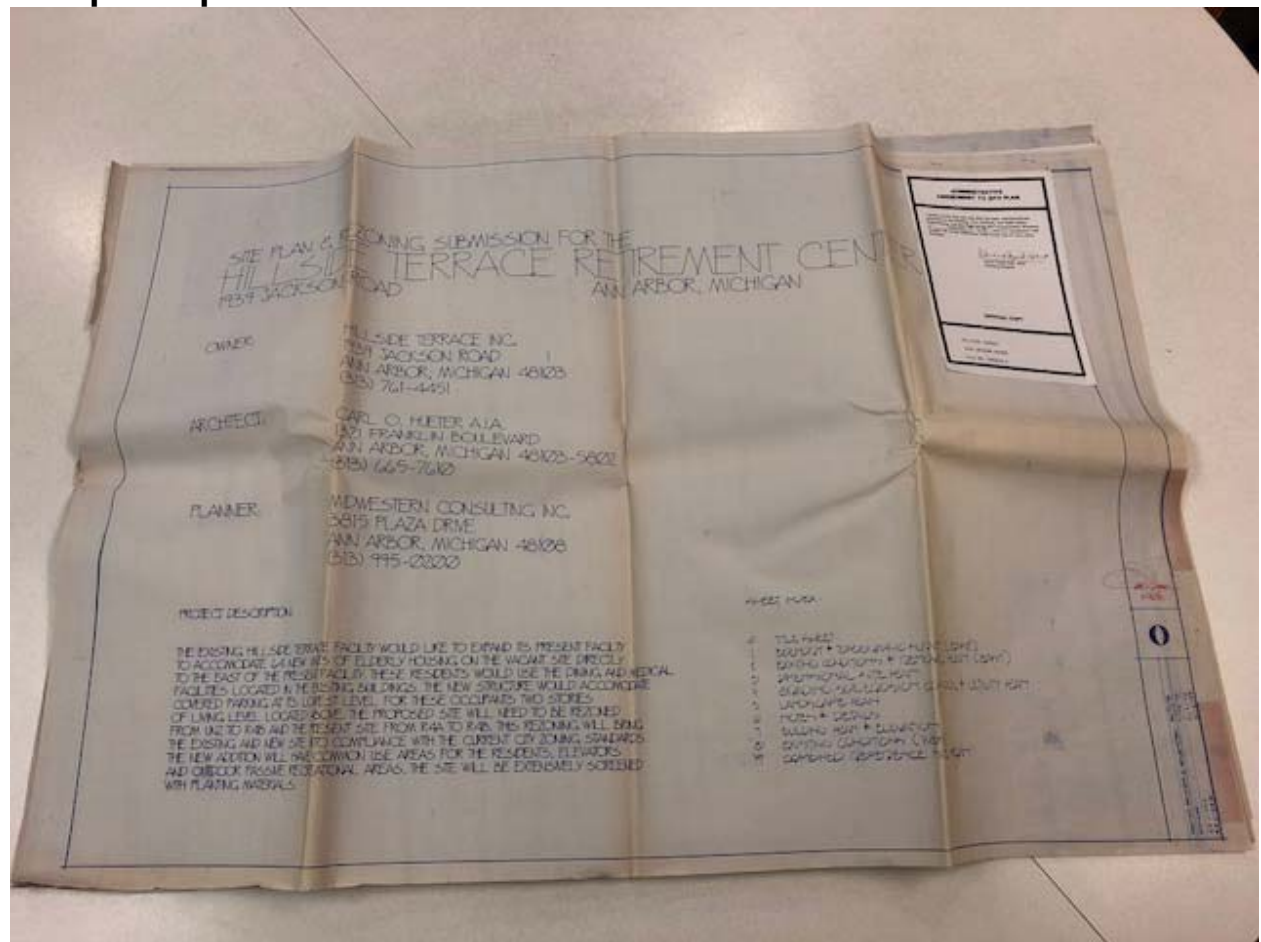
<b>Project/Plan Type</b>	<b>Location/Address</b>	<b>Project/Plan Name</b>	<b>Project/Plan Number</b>	<b>Project/Plan Date</b>	<b>PDF Filename</b>
Text field	Text field	Text field	Text field	Date field	Text field



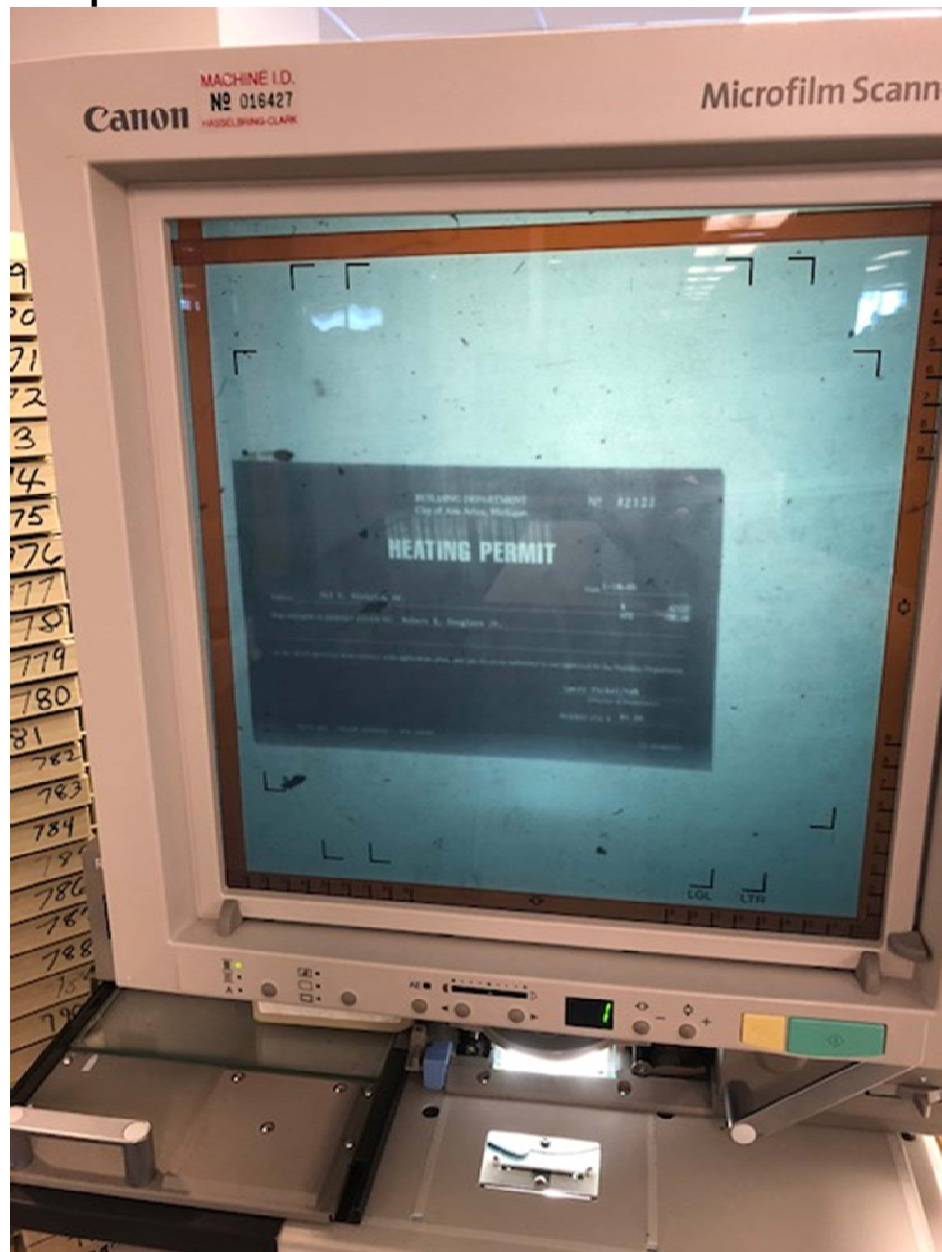
**Sample Fiche:**



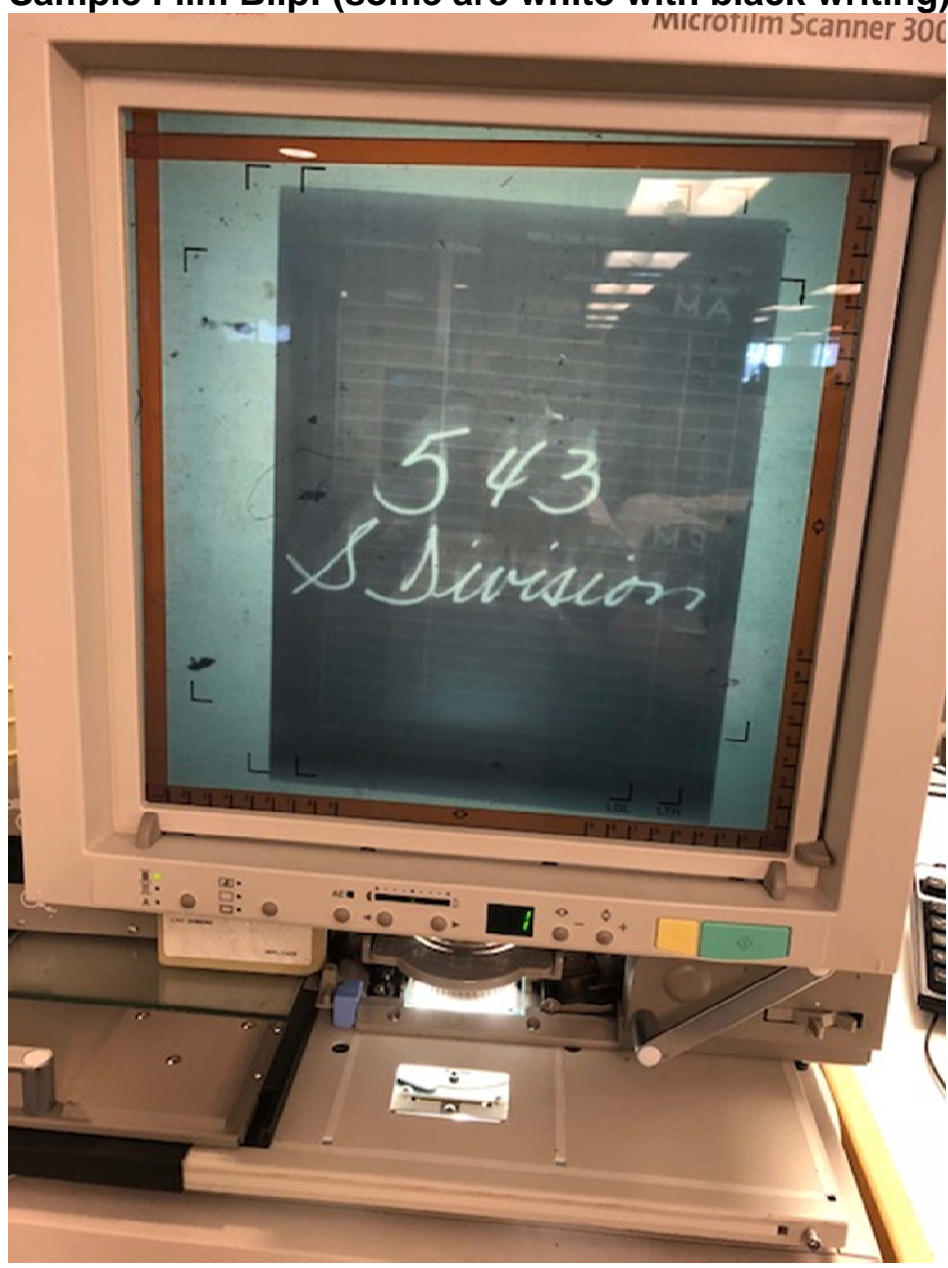
Sample Paper:



**Sample Film contents:**



Sample Film Blip: (some are white with black writing):



**Sample Paper file drawer (1 of 36 drawers like this):**



**Film collection:**



**Collection of hard copy index binders for Film:**



Sample page from hard copy index binder for Film:

Page 11

R/#	S/#	Address	R/#	S/#	Address
323	1376	564 S. Ashley St.	323	1697	364 AcSable
	1415	614 S. Ashley St.			
	1473	616 S. Ashley St.		1700	1901 Austin Ave.
	1480	622 S. Ashley St.		1703	1904 Austin Ave.
	1506	628 S. Ashley St.		1707	1908 Austin Ave.
				1713	1911 Austin Ave.
	1528	1907 Aston		1716	1912 Austin Ave.
				1725	1915 Austin Ave.
	1531	1201 Astor Ave.			
	1534	1203 Astor Ave.		1737	3444 Autumn Lane
	1537	1210 Astor Ave.			
	1540	1225 Astor Ave.		1764	2200 Avalon Pl.
	1543	1235 Astor Ave.		1746	2211 Avalon Pl.
	1546	1245 Astor Ave.		1773	2214 Avalon Pl.
	1551	1270 Astor Ave.			
	1553	1280 Astor Ave.		1785	700 Avon Rd.
	1556	1290 Astor Ave.		1788	816 Avon Rd.
	1559	1315-1335 Astor Ave.		1794	819 Avon Rd.
	1584	1330 Astor Ave.		1799	831 Avon Rd.
	1587	1350 Astor Ave.		1801	901 Avon Rd.
	1590	1402 Astor Ave.		1804	905 Avon Rd.
	1594	1412 Astor Ave.		1815	1006 Avon Rd.
	1606	1456 Astor Ave.			
				1821	1411 Avondale Ave.
	1609	2074 Atterbury		1827	1601 Avondale Ave.
				1830	1618 Avondale Ave.
	1612	2740 Aurora St.		1859	1647 Avondale Ave.
	1618	2741 Aurora St.		1867	1651 Avondale Ave.
	1633	2847 Aurora St.		1877	1701 Avondale Ave.
	1639	2858 Aurora St.		1883	1707 Avondale Ave.
	1645	2859 Aurora St.		1891	1720 Avondale Ave.
	1651	2870 Aurora St.		1896	1727 Avondale Ave.
	1657	2883 Aurora St.		1904	1801 Avondale Ave.
	1667	2925 Aurora St.		1912	1807 Avondale Ave.
	1673	2936 Aurora St.		1918	1810 Avondale Ave.
	1679	2956 Aurora St.		1921	1811 Avondale Ave.
	1686	2970 Aurora St.		1926	1817 Avondale Ave.



**Index card collection for Paper and Fiche:**



**Sample Fiche sled 1 of 12 (not 16 as previously stated):**



**Assorted Vault pictures:**









### Sample of Excel Inventory of Vault:

ADDRESS	FOLDED	DATE	ROLLED	DATE	HISTORIC	COMMENTS
Abbott 1709	Res-A	2006				
Abbott 1806			A-C Res	2004		
Abbott 1808			A-C Res	2002		
Aberdeen 789	Res-A	2011				
Aberdeen 928	Res-A (5)	2003, 2004, 2005				
Aberdeen 933			A-C Res	2006		

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.