

ADDENDUM #2

**TO REQUEST FOR BID - BOONE COUNTY, MISSOURI
Computer Output to Microfilm Services Term and Supply
Request for Bid Number: 17-18MAR03**

The following questions regarding this bid request have been raised and the following response is provided by Boone County. This addendum is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of the Bid Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Page* and Addendum Number One.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

BID DOCUMENTS:

1) CHANGE Section 4.7.1., Item #3, page 9 to:

Two (2) 35mm Silver Duplication per 100 foot roll.

2) ADD to Option One (one time back conversion of microfilm to Group 4 – Multi-page tiff files) paragraph 2.7.3. on page 5:

Approximate number of images to be converted from 35mm microfilm to TIFF images:

Real Estate: 197,000

Marriage: 36,000

3) ADD to section 2.8.1., page 5:

1774 rolls of microfilm are for *storage only* at this point in time.

There are approximately 265,000 aperture cards to be stored.

4) ADD to section 4.7.1., Item #8, page 9:

Normal retrieval process will be for document replacement only. For disaster recovery, the complete roll(s) will be requested.

5) ADD section 2.6.17., page 5:

The dimensions of the original records for the Real Estate, Marriages, and Tax Liens are as follows:

Images: The majority are 8 ½ x 11. Some are 8 ½ x 14 (less than 1%).

DPI: 300 dpi

The Oversized Plats size is typically 18 x 24 (approximately 75%) and can be up to 24 x 36.

6) ADD section 2.6.18, page 5:

The digitized images sent to the contractor to be converted to film are 8 ½ x 11 on CD. The County believes they should be comic (portrait) on microfilm. Please describe Bidder's recommendation for the best way to convert to 35 mm film (comic or cine).

7) ADD to section 2.6.3., page 5:

The index shall include the file names from the files put on the film. The index should state a date range from beginning to end.

8) ADD section 2.7.3., page 5:

The format of Boone County's 35mm film is on roll. Boone County is unable to determine the reduction size. There is one document on a frame. The image size is no greater than 8 ½ x 14.

9) ADD to section 2.3.6., page 4:

The amount of file space an image takes up per page average is 75KB to 100KB.

10) ADD to sections 2.6.11. and 2.6.12., page 5:

Add a resolution and density target at the beginning of each roll.

11) ADD to section 2.5.6., page 4:

Each document shall be indexed by "book page" in the TIFF image.

12) ADD to section 2.5.11., page 5:


Images shall be returned in the same sequence as received by the Contractor.

13) ADD to section 2.1.1. Background Information, page 3:

Boone County's current image system software has been written in-house. Our original imaging system was with Lanier. We then changed to Emedia then upgraded to Accorde.

PLEASE NOTE: This does not change the Bid submission address. Bids are due at the Boone County Purchasing Office, Johnson Building, 601 E. Walnut, Room 208, Columbia, Missouri, 65201-7731, no later than 1:25 p.m., Tuesday, April 1, 2003.

By:



Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copies of Addendum #2 to Bid Number 17-18MAR03 – Computer Output to Microfilm Services Term and Supply, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____