



## ADDENDUM #2 to RFP#46-23SEP19

### Boone County Purchasing

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### BOONE COUNTY, MISSOURI

#### Request for Proposal 46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management

#### ADDENDUM # 2 - Issued September 10, 2019

Prospective offerors are hereby notified of the following revisions to Request for Proposal 46-23SEP19 - *NOTE: All revisions to existing RFP text are noted in bolded and italicized font:*

1. Paragraph 2.2.4 is **ADDED**:

2.2.4 All records are public files.

2. Paragraph 3.2.2 is **ADDED**:

3.2.2 File records do not have to be reassembled for on-site scanning. Materials must be returned to the box where originally contained but staples and other original attachments do not have to be reassembled by the contractor.

3. Paragraph 3.3.3 is **REVISED**:

3.3.3 All original documents must be returned to the County upon completion of the contractor's successful scanning of the material. *Materials must be returned to the box where originally contained but staples and other original attachments do not have to be reassembled by the contractor. The contractor shall coordinate with the authorized representative of the County Resource Management Department regarding return of the original materials prior to shipment to determine the actual location for return and other details relevant to the County to ensure safe return. The County will pay the quoted return fee, if any, as stated on the Vendor Response and Pricing Pages.*

4. Paragraph 3.3.5 is **REVISED**:

3.3.5 The contractor shall provide requested documents within three-to-five (3-5) business days of the County's request in the event the County has a request for original documentation that has been sent to the contractor for scanning *at no additional cost to the County*. The contractor has the option of sending back the original document or providing an electronic copy the County can use to meet the information

request posed by the third party. *The County estimates that no more than five (5) requests for return may be made monthly.*

5. Paragraph 3.4.2 is **REVISED**:

3.4.2 One permit shall be considered one record. The contractor must assign indexes to each record consisting of **permit #** (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value ); **scan date** (index #4 - 8 characters, YYYYMMDD Blank Fill, Left Adjust, Alpha/Numeric ); and **document type** (index #7 - 10 characters max, Blank Fill, Left Adjust, Alpha/Numeric). Resource Management personnel, or their designee, will provide instructions to the contractor for determining values to assign for the indexes. *The permit number must be on the first page in the scanned record.*

6. Paragraph 3.4.1 is **REVISED**:

3.4.1 The contractor shall scan each Resource Management record separately in accordance with directions provided by the Resource Management Department. *Records shall be scanned into searchable pdf formatted for use with Real Vision (RVI) software.* The same *document* shall not be scanned multiple times for a single record. The contractor shall understand and agree that the Resource Management Department will prioritize the scanning of all commercial permits and applications as follows, and that work identified as “Phase One” work will receive priority, followed by “Phase Two” work, and finally “Phase Three” work as County funding permits. For the purposes of the contract the following definitions shall apply:

7. Paragraph 3.5.5 is **REVISED** (text deleted and text added):

3.5.5 All costs for all equipment, hardware, software, materials, supplies, labor, project management and support, and required insurance to successfully perform scanning services including document preparation must be included in the per image price *quoted on the contract Vendor Response and Pricing Pages. For the purposes of the contract an “image” is the same as one-side of a page. For on-site scanning services, the County will reimburse for any shipping and freight costs that may be incurred, e.g., shipment of a thumb drive. For off-site scanning, all shipping, freight, and transportation costs must be built into quoted pricing; the County shall not pay any additional shipment, freight, and transportation costs except for the return fee costs quoted on the Vendor Response and Pricing Pages.*

8. Paragraph 3.5.13(d) is **REVISED**:

**d. Freight, Shipping and Handling Costs:** The contractor shall be responsible for all costs of shipping, handling and freight. *For on-site scanning services, all actual shipping, handling and freight costs will be reimbursed to the contractor by the County after submission of supporting documentation about said costs by the County.*

9. Paragraph 3.4.6 is **DELETED**.

10. Paragraph 3.1.5 is **ADDED**:

3.1.5 Original contracted scanning work (i.e., Phase 1, and possibly Phase 2 and Phase 3) work shall be completed no later than by 12/31/2020.

11. The pricing portion of the Vendor Response and Pricing Pages is **REVISED** and incorporated into this Addendum. The offeror must use the Updated Pricing Pages incorporated into Addendum #2 for submission of pricing. The balance of the Vendor Response and Pricing Pages published in the original RFP is to be used by the offeror to submit other detail relevant to the evaluation of proposals such as the vendor's prior experience, expertise, and approach to performing the work.

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12. The County received the following questions and is providing the following responses:

A: **“For off-site scanning, can all boxes be picked up at one time?”**

*Response: Yes – if the truck is large enough and if the County decides that it can afford to fund all three scanning phases at once.*

B: “For on-site scanning, the RFP says that the contractor has to provide all mobile scan center hardware/software, equipment and materials. Is there a place on-site where the scanning can be completed?”

*Response: Yes. Touring the archive site would provide the best description of available space for on-site scanning work.*

C: “The RFP states that the County will pay for all shipping. If we pick up boxes with our staff and vehicle, will the County pay us for mileage?”

*Response: No. All travel costs must be built into the per-image pricing for off-site scanning.*

D: “Is this a new contract? If not please provide the name and pricing of the current contractor.”

*Response: This will be a new contract.*

E: “Is there a budget for this project? If “Yes,” how much?”

*Response: There is a budget this Fiscal Year which runs January 1<sup>st</sup> through December 31<sup>st</sup> for this project however because the service is being competitively bid, the exact amount will not be disclosed. County bidding requirements require public competitive bidding when the estimated expenditure exceeds \$6,000.00 per quarter.*

F: “Do we need to apply any naming convention to the files.”

*Response: Yes. See RFP paragraph 3.4.2 and also Addendum #1 to the RFP, the response to question “C.”*

G: “Is there any fixed time frame to digitization?”

*Response: The County does not have a specific timeframe other than wanting work completed by 12/31/2020. The County is looking for offerors to identify how long they think the project will take*

*and that would be directive in terms of the length of the project - see the Vendor Response and Pricing Pages of the RFP, items 5.6.5 and 5.6.14.*

H: "Will there be any indexing required? If "Yes," then please provide an example of all fields."

*Response: Yes. See RFP paragraph 3.4.2 and also Addendum #1 to the RFP, the response to question "C."*

I: "Will anything handwritten on a plastic bag found in a file need to be scanned?"

*Response: No.*

J: "What is the file size limit for pdf files on the County's system?"

*Response: The County file size limit is 2G.*

K: "Does the County want greyscale?"

*Response: No. See RFP paragraph 3.4.3.*

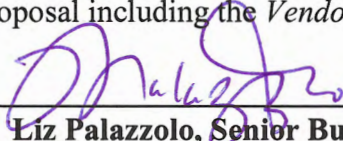
L: "Is there an index of all the records that Resource Management needs scanned?"

*Response: No. The closest thing to an index would be the listing provided in Addendum #1, Response "C."*

**NOTE – REVISED PRICING PAGES FOLLOW – OFFERORS MUST USE THE REVISED PRICING PAGES FOR SUBMISSION OF PRICING. USE THE REMAINDER OF THE VENDOR RESPONSE AND PRICING PAGES PROVIDED IN THE ORIGINAL RFP FOR SUBMISSION OF EXPERIENCE, EXPERTISE AND PERFORMANCE METHODOLOGY DETAIL.**

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By:

  
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**Liz Palazzolo, Senior Buyer**  
**Boone County Purchasing**

**The OFFEROR has examined Addendum #2 to Request for Proposal #46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management receipt of which is hereby acknowledged:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

**5.3 ORIGINAL CONTRACT PERIOD PRICING:**

*The offeror has the option of proposing pricing only for On-Site Scanning, only for Off-Site Scanning, or for both On-Site and Off-Site Scanning. Separate evaluations will be done, i.e., only on-site scanning proposals will be compared to each other; only off-site scanning proposals will be compared to each other; proposals offering both will be considered in both separate evaluations.*

**On-Site Scanning Services:** The offeror must price all line items. The offeror is advised not to include freight and shipping into any pricing quoted. The County will reimburse for actual freight and shipping.

Line Item	Description of Service <i>(Addendum #2 Note: Text has been deleted from items 5.3.1 – 5.3.5)</i>	Firm, Fixed Unit Price
5.3.1	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site  For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.2	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site  For all 11X17 pages
5.3.3	Total price per image to perform all on-site scanning services including document	

	preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site  For all 24X36 pages
5.3.4	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site  For all 24X42 pages
5.3.5	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site  For all 32X48 pages
5.3.6	Indexing	\$ _____ per image on-site  For all page sizes

5.3.7	Duplicate multiple document pages	\$ _____ per image on-site  For all page sizes
5.3.8	Mask unwanted documents	\$ _____ per image on-site  For all page sizes
5.3.9	Image enhancement	\$ _____ per image on-site  For all page sizes
5.3.10	Reverse dual polarity	\$ _____ per image on-site  For all page sizes
5.3.11	Per Diem Per Person – must include all travel, food, and lodging costs - for on-site consultation	\$ _____ per day per person for travel, food and lodging for on-site consultation
5.3.12	Project Management/Consultation	\$ _____ per hour
5.3.13	Data processing programming necessary for files interface	\$ _____ per hour



5.3.14	USB Thumb-drive	\$ _____ per each
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**Off-Site Scanning Services:** The offeror must price all line items. The offeror must submit firm, fixed pricing for each line item that includes all labor, materials, equipment, supplies, hardware and software, and other costs for provision of services as defined herein.

**The offeror must include freight, shipping, and transportation costs into quoted pricing with the exception of the added line items for Return Fees (items 5.3.29 - 5.3.31) which shall be all-inclusive of all costs to return original materials back to the County.**

Line Item	Description of Service <i>(Addendum #2 Note: Text has been deleted from items 5.3.15 – 5.3.19)</i>	Firm, Fixed Unit Price
5.3.15	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site  For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.16	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any	\$ _____ per image off-site  For all 11X17 pages

	other costs to perform services as described herein.	
5.3.17	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 24X36 pages</p>
5.3.18	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 24X42 pages</p>
5.3.19	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 32X48 pages</p>

5.3.20	Indexing	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.21	Duplicate multiple document pages	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.22	Mask unwanted documents	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.23	Image enhancement	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.24	Reverse dual polarity	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.25	Per Diem Per Person – must include all travel, food, and	

	lodging costs - for on-site consultation	\$ _____ per day per person for travel, food and lodging for on-site consultation
5.3.26	Project Management/Consultation	\$ _____ per hour
5.3.27	Data processing programming necessary for files interface	\$ _____ per hour
5.3.28	USB Thumb-drive	\$ _____ per each
5.3.29	Return Fee 725-type Banker's box – all-inclusive of all costs to return to the County:  Total firm, fixed price per each to return a 725-type Banker's Box to the County:	\$ _____ per each
5.3.30	Return Fee 705-type Banker's box - all-inclusive of all costs to return to the County:  Total firm, fixed price per each to return a 705-type Banker's Box to the County:	\$ _____ per each
5.3.31	Return Fee Rubbermaid 95-quart tub - all-inclusive of all costs to return to the County:  Total firm, fixed price per each to return Rubbermaid 95-quart tub to the County:	\$ _____ per each

## 5.4 Renewal Options:

*The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of two (2) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the original contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.*

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is not proposed (i.e., left blank), or if it is quoted as zero (0%), the County shall have the right to execute the option **at the same price(s) proposed for the initial contract period.**

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

**All percentages must be applied to the firm pricing quoted for the initial (i.e., the first) contract period.** The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

### 5.4.1 **Renewal Option Percentage Price Adjustment**

#### **1<sup>st</sup> Renewal Period**

\_\_\_\_\_ % Applied to Original Pricing

**Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period**

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_

OR Minimum Decrease: \_\_\_\_\_

### 5.4.2 **Renewal Option Percentage Price Adjustment**

#### **2<sup>nd</sup> Renewal Period**

\_\_\_\_\_ % Applied to Original Pricing

**Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period**

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_

OR Minimum Decrease: \_\_\_\_\_

**USE THE REMAINDER OF THE VENDOR RESPONSE AND PRICING PAGES PROVIDED IN THE ORIGINAL RFP FOR SUBMISSION OF EXPERIENCE, EXPERTISE AND PERFORMANCE METHODOLOGY DETAIL.**