



BOONE COUNTY, MISSOURI
Request for Proposal #: 71-01DEC09 – Computer Output to Microfilm Services
Term and Supply

ADDENDUM #1 - Issued November 20, 2009

This addendum is issued in accordance with the Introduction and General Information of Bidding in the Request for Proposal 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 *Response/ Pricing Page*.

Specifications for the above noted Request for Proposal 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:

I. The County received the following questions and has provided the following responses:

Question 1: Will the over-size drawing be put together on separate reel of film?

Response: No. There are some plat book series that are only oversized documents. However, there are also oversized exhibits that are presented with our regular documents and they are not to be segregated to a separate roll of film. That is one of the components of specifying 35mm.

Question 2: Clarify if it is acceptable to store silver halide film along with silver halide film that has been brown toned. (Page 7, Paragraph 3.3.1.18)

Response: No. Film that has not been brown toned is to be stored separately from the film that has been treated with the brown toning.

Question 3: Note that equipment used to create this type of 35mm film is not a planetary camera (Page 7, Paragraph 3.3.1.21)

Response: You can specify equipment to be used.

Question 4: Do you want a detailed list of what "the contractor" has in storage for Boone County on an on-going basis? (Page 8, Paragraph 3.3.2.6)

Response: Yes.

Question 5: The County is requesting permanent storage of all microfilm rolls and aperture cards. Will you have aperture cards that you want a price to store as well? Please explain. (Page 9, Paragraph 3.3.2.11)

Response: Additional rolls of film and aperture cards are currently stored at another facility. We are requesting a price quote to determine if it is feasible to relocate everything to a combined location.

Question 6: Did you mean to say "permanent archival storage of microfilm from January 1, 2010? Or do you intend on having us store the past year as well (2009)? (Page 9, Paragraph 3.3.2.12)

Response: Yes, it should be January 1, 2010. However, because of contract timing, there may be some overlap of 2009. It is meant to cover all rolls that are generated under this contract and any renewals.

Question 7: Samples. Please provide sample images (1 or 2 days of records) so that we can send a sample film along with our RFP to help facilitate the process. (Page 10, Paragraph 3.3.5)

Response: Reference Page 10, Paragraph 3.3.4. County may request samples after review of proposals submitted.

Question 8: Please clarify. Are you asking for one (1) silver duplicate? (Page 18, Item #2)

Response: One master silver halide to be stored and one duplicate silver halide to be provided to the county.

Question: Please clarify. Are you requesting the master Silver Halide and another Silver duplicate here? (Page 18, Item #3)

Response: One master silver halide to be stored and one duplicate silver halide to be provided to the county.

Question 9: Would it be acceptable to microfilm to 16mm instead of 35mm?

Response: No.

Question 10: Do you anticipate sending approximately 50,000 images at a time?

Response: Per 3.3.1.20, files will be sent quarterly or at intervals to be determined. Images for a quarter currently total approximately 50,000. However, that number is based on the number of documents recorded and processed, so it will increase and decrease accordingly.

Question 11: Will the turnaround time be four (4) months?

Response: The duplicate roll of silver halide should be returned to the county within four (4) weeks for inspection.

Question 12: What is the required density?

Response: Refer to the State of Missouri Microfilm Guidelines which states: 'The acceptable range for density is 0.80 to 1.30.' The guidelines also refer to the consistency of density. Include the variance between images you will provide.

By: 
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal # 71-01DEC09 – Computer Output to Microfilm Services Term and Supply receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____