



ADDENDUM #1 to RFP 46-06DEC17

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

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BOONE COUNTY, MISSOURI

Request for Proposal 46-06DEC17 – *Computer Output to Microfilm, Microfilm Storage, and Scanning Service Term and Supply*

ADDENDUM # 1 - Issued November 21, 2017

Prospective bidders are hereby notified of the following revisions to Request for Bid #39-28SEP17:

- 1) **ADD** the following as paragraph 3.1.11:

3.1.11 If the microfilm order results in a partial roll, the contractor shall send the partial roll to the County. The County has discretion to send the partial roll for completion by the contractor when the specific County office requires additional images to be microfilmed in a later order for service.

- 2) **ADD** the following as paragraph 3.1.12:

3.1.12 Estimates: The quantities indicated in this Request for Proposal are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. Boone County makes no guarantees about single order quantities or total aggregate order quantities.

- 3) The following questions have been posed and the County offers answers for all offerors' benefit:

Question 1: Can services be performed outside the borders of the U.S.?

Answer 1: While there is no specific prohibition against performing service outside the borders of the U.S., the nature of performing work in this manner may pose challenges and risks that the County will consider in its evaluation of proposals.

Question 2: Is Fed Ex or other common carrier/service an acceptable means of pick-up and delivery?

Answer 2: Yes

Question 3: How many electronic files will be released at one time to the vendor?

Answer 3: The number of images that will be sent varies month to month. The RFP addresses annual estimates: paragraph 3.4.6 addresses estimated numbers for the Recorder's Office; paragraph 3.5.1 addresses estimated numbers for the Collector's Office; and paragraph 3.6.1 (a)-(i), 3.6.2, and 3.6.3 address estimated numbers for the Auditor's Office for Base Bid services. For Option Two services for the Auditor's Office, see Attachment Five.

Question 4: How many images per roll is the County requesting?

Answer 4: The number of images requested will vary; the County could request one image, one roll, or multiple rolls in the instance of a disaster recovery.

Question 5: Who is the Buyer of Record for the current contract? Can the Buyer's contact information or the current contract be provided?

Answer 5: The current contract is #71-01DEC09 and is made available on the Purchasing website.

The current contract and amendments may be viewed here:

Step 1:

<https://www.showmeboone.com/purchasing/bids/current-bids.asp>

Step 2:

Go to Bid Folder 40-16OCT17

Step 3:

Look at 71-01DEC09

Question 6: Can a sample, photo, or a Xerox copy (none of which will show information) be provided of the microfilm?

Answer 6: Yes upon request by contacting the current Buyer of Record, Liz Palazzolo.

Question 7: In Option One, is the County requesting the vendor to store and provide records and the rolls as needed?

Answer 7: Yes.

Question 8: In Option Two, would the County be willing to ship the hard copy documents by the County choice method of shipping or the vendor recommended method?

Answer 8: The County is open to the vendor's suggestions about shipping methods.

Question 9: In Option Two, will the County require the vendor to create duplicate and original [rolls and] then store the original and send the duplicate.

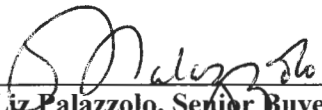
Answer 9: RFP paragraph 3.8.8 addresses this question.

Question 10: Since the County is requesting the rolls to be stored in the facility in Kansas, how is the vendor to provide the duplicate?

Answer 10: RFP paragraph 2.2.3(b) addresses this question. The vendor being acquired under this RFP does not store the duplicate roll for the Recorder's Office under Option One services.

Question 11: Would the County be acceptable to a storage facility near the vendor?
Answer 7: Yes. It is preferred that the storage center not be in Columbia, Missouri or Jefferson City, Missouri. The duplicate rolls for the three named County offices are already stored in Columbia, Missouri. The original rolls are stored for the Collector's Office and the Auditor's Office in Jefferson City, Missouri. Having geographic sites outside Columbia and Jefferson City ensures safe-keeping in the event of a natural or other disaster impacting the central Missouri locations.

This addendum is issued in accordance with the RFB Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*.

By: 
Liz Palazzolo, Senior Buyer
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid #46-06DEC17 – *Computer Output to Microfilm, Microfilm Storage, and Scanning Service 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: _____