



ADDENDUM #2 to RFP#30-20JUL18

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

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BOONE COUNTY, MISSOURI

Request for Proposal 30-20JUL18 – On-Site Scanning Services

ADDENDUM #2 - Issued July 9, 2018

Prospective offerors are hereby notified of the following revisions to Request for Proposal 30-20JUL18:

1) Paragraph 3.3.4 shall be **REVISED** as follows:

3.3.4 **Contract Period:** The initial contract period shall run **Date of Award through June 30, 2019**. The contract shall have four (4), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.

2) Paragraph 4.5.7 shall be **REVISED** as follows (*NOTE – Text has been deleted*):

4.5.7 Samples: Boone County reserves the right to request samples as part of the evaluation process, i.e., before any contract award(s) is made. Boone County also reserves the right not to request a sample for evaluation if the County is otherwise familiar with the offeror's work or deems a sample unnecessary for further evaluation. The offeror must understand and agree that all samples must be furnished free of expense to the County, and that the sample will not be returned by the County.

3) The paragraph titled **Direct or Subcontracted Work** on the Vendor Response and Pricing Pages shall be **REVISED** as follows:

Direct or Subcontracted Work:

Address in the space provided if the *on-site scanning services as described herein* will be done by the vendor's staff or if the vendor intends to use a subcontractor(s) to perform any of the scanning services. If any subcontractors are to be used, then identify the subcontractor by name and location.

4) The following Attachments are **ADDED**:
Attachment One: Materials To Scan Description

Attachment Two: Photostats samples

5) Paragraph 2.1.2 is **REVISED** as follows:

2.1.2 Organization: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Work
- 4) Proposal Submission Information
- 5) Vendor Response/Pricing Page(s)
- 6) Certification Regarding Debarment
- 7) Certification Regarding Lobbying
- 8) Work Authorization Certification
- 9) "No Bid" Response Form
- 10) Boone County Standard Terms and Conditions
- 11) Attachments One and Two***

6) Paragraph 3.2.7 is **REVISED** as follows:

3.2.7 ***Final Work Product on USB Hard Drives: The final work product shall be the enhanced TIFF image from scanned documents.*** All formatted images, including single-page JPEG images, must be copied to two (2) sets of external USB hard drives and shipped back to the County when completed.

NOTE: All changes to original RFP text made as a result of this Addendum are noted in bolded and italicized font.

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

- a. Are on-site visits to review the condition of the items to be scanned allowed? If so, please elaborate on how to make arrangements. If an on-site visit is not allowed, can the County provide further details about the page sizes for each type of book to be scanned in each project?

Response: Yes, on-site visits are allowed; please contact the Buyer of Record, Liz Palazzolo to schedule a visit. The cut-off for visits is July 19, 2018. Liz may be contacted at 573-886-4392 or lpalazzolo@boonecountymo.org. Please also see Attachment One for page sizes for materials that are intended for scanning.

- b. Will the on-line inventory need to include volumes not listed in the RFP?

Response: The on-line inventory will only include the volumes that are scanned as part of this RFP.

- c. The RFP refers to “Mechanical Binders.” Are these binders that hold loose page documents such as Enduro Indestructo models that allow for removal of the pages such that they can be scanned using a sheet fed scanner?

Response: Yes, mechanical binders can be opened, and loose pages removed for scanning.

- d. The specifications for “Pilot Images” indicate that a sample batch of images must be scanned, cropped, enhanced, grouped as documents, indexed by document #/book & page, and saved as multiple TIFs. Will it be acceptable to the County for the image processing other than scanning to be done off-site?

Response: Yes

- e. Please clarify the “initial contract period” in the RFP – the end date appears to precede the date of award.

Response: Please see the revision to paragraph 3.3.4 here in Addendum #1.

- f. The paragraphs describing “Samples” indicated that “the offeror must be able to convert the image to microfilm and return it to the County for inspection.” There are no other references in the RFP to inclusion of or creation of microfilm. Please clarify.

Response: Please see the revision to paragraph 4.5.7 here in Addendum #1.

- g. Can the County provide the maximum page size for the “Oversize Mechanical Books”? What are the different sizes of pages to be scanned?

Response: Please see Attachment One for page sizes of materials to be scanned.

- h. Are all 5 projects to be completed back-to-back or will we need to come on-site 5 different times? Related, will the County require that more than one project be executed at one time, or will the projects be approved sequentially, after the previous project is completed and delivered.

Response: It is likely to require more than one visit to conduct described scanning. Whether all projects are conducted simultaneously or back-to-back depends on pricing and available funds. It is anticipated that completing all five projects will cover multiple years.

- i. Are the marriage licenses stored in envelopes?

Response: Some are, whereas others are not. All are contained in metal drawers (canisters).

- j. Do the marriage licenses contain multiple sheets, fastened together with staples or other fasteners?

Response: Yes.

- k. Are the marriage licenses numbered or is there some other index criteria for line item 58 and 59?

Response: Marriage licenses are issued an 8-digit document number, and a book/page. The document number begins with the 4-digit year and ends with the sequential license number for that year. For example, 20170016 would be the 16th license issued in 2017.

- l. The paragraph on the Vendor Response and Pricing Pages under “Subcontracted Work” mentions “painting services.” Please clarify.

Response: Please see the revision to Direct or Subcontracted Work paragraph under section 5.5 on the Vendor Response and Pricing Pages here in Addendum #1.

- m. Paragraph 3.1.2 reads “...scanning on-site or on-premise 24 hours per days, 7 days per week.” Does this mean that we *can* scan 24/7 or that we *have* to scan 24/7?

Response: It means that the option exists if the vendor prefers to scan 24X7; it is not required by the County.

- n. What is the reason to scan in color and/or in Grayscale if the images are to be converted to black and white as per paragraph 3.2.6?

Response: This allows the County to compare the TIFF image to the colored JPEG image for quality inspection.

- o. Are you requesting a copy of the unenhanced scans as well as the final “cleaned-up” scans?

Response: This depends on the amount of time before the cleaned-up image can be provided.

- p. Is the final deliverable to be (1) unenhanced TIFF images (2) enhanced TIFF images and (3) JPEG images?

Response: The final deliverable is the enhanced TIFF image. Please also see revised paragraph 3.2.7.

- q. Can you provide a sample of the document number (it is alpha-numeric, how many characters)?

Response: The County’s land records document numbers are 10-digit numbers, starting with the 4-digit year, and ending with the sequential document number for that year, filled-in with zeroes. For example, 2018000025 would be assigned to the 25th document recorded in 2018.

- r. Is access to the books limited to one-time only? (If the County is not satisfied with an image, we can often obtain better results by changing the scanner setting rather than trying to re-edit the back-up image.)

Response: No - Access is not limited to one-time. The County will provide whatever access the vendor requires within reason.

- s. Can you provide a picture of the Dual-Polarity and Photostat pages?

Response: Please see Attachment Two.

- t. What shipping costs does the County anticipate? Isn’t the vendor responsible for these costs?

Response: The costs of sending the memory sticks containing the enhanced images to the County. Also see RFP paragraph 3.3.8(d).

- u. Based on my reading of the RFP, it seems that the vendor is to come on-site just to scan, but all processing and image enhancement is to be done at the vendor's facility...is this correct?

Response: Yes, the intent is that enhancement is done off-site. If the vendor believes that they want to conduct enhancement of the image on-site, the proposal should state this. Space may be available on-site.

- v. Who wrote the specifications for the RFP?

Response: The Records Office developed RFP specifications based on input from multiple vendors prior to going into bid.

- w. Comment on the condition of bound books.

Response: The condition of bound books varies. A few of the very old books are in bad condition, but many of the books are in fair to good condition.

- x. Can a book in bad condition be taken apart and re-bound?

Response: Yes, as needed.

- y. What commercially-available software will be used to import index book images into the i-County system?

Response: This RFP is only for scanning services. Importing the images will be handled separately by the County in another project. It is not part of this RFP.

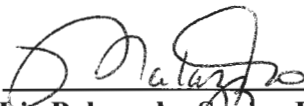
- z. Does the index books' structure change over the years?

Response: Yes, the early index books (prior to 1960) are in books which each contain the entire alphabet for a brief period of time (1-3 years). From 1960-1984, Cott index books are used which contain the standard system of breaking the alphabet into small chunks.

- aa. Is Boone County open to dropping the scanned images into a formalized index book software structure in the future?

Response: Yes, the County anticipates this as the next project that will be conducted either in-house or through a vendor. It is not part of this RFP.

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: 
Liz Palazzolo, Senior Buyer
Boone County Purchasing

The OFFEROR has examined **Addendum #2** to Request for Proposal #30-20JUL18 – **On-Site Scanning Services**, 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: _____

RFP 30-20JUL18 - ATTACHMENT ONE

Description	Date Range	No of Books	Sheet Size	Binder Style
Index A Inverted	1821-1852	1	15x11	Bound
Index A Direct	1821-1852	1	11x8.5	Loose
Index B Inverted	1852-1863	1	15.5x10	Loose
Index B Direct	1852-1863	1	15.5x10	Bound
Index C	1864-1870	2	15.5x10	Bound
Index D	1871-1881	2	15.5x10	Bound
Index E	1882-1890	2	15.5x10	Bound
Index F	1891-1900	2	15.5x10	Bound
Index G	1901-1906	2	15.5x10	Bound
Index H	1907-1910	2	15.5x10	Bound
Index I	1911-1915	2	15.5x10	Bound
Index J	1916-1920	2	15.5x10	Bound
Index K	1921-1924	2	15.5x10	Bound
Index L	1925-1928	2	15.5x10	Bound
Index M	1929-1932	2	15.5x10	Bound
Index N	1932-1936	2	15.5x10	Bound
Index O	1937-1940	2	15.5x10	Bound
Index P	1940-1943	2	15.5x10	Bound
Index Q	1944-1946	2	15.5x10	Bound
Index R	1947-1950	2	15.5x10	Bound
Index S	1951-1954	2	15.5x10	Bound
Index T	1954-1957	2	15.5x10	Bound
Index U	1958-1959	2	15.5x10	Bound
Cott Index Books	1960-1984	30	18x15	Loose
Deed Books A-W		1	16.5x10.5	Bound
Deed Book X		1	16.5x10.5	Loose
Deed Books Y-Z		2	16.5x10.5	Bound
Deed Books 27-171		145	16.5x10.5	Bound
Deed Books 172-212		41	18x11.5	Bound
Deed Books 213,215,217,218,220-307		92	18x11.5	Loose
Deed Books 214,216,219		3	18x11.5	Bound
Deed Books 308-373		66	15x10.5	Loose
Marriage Index	1821-1841	1	16x10.5	Loose
Marriage Index A		1	15x10.5	Loose
Marriage Index B		1	15x9.5	Loose
Marriage Index	1872-80	1	16x10.5	Bound
Marriage Books 1-5		5	16x10.5	Bound
Marriage Books 6,7,9,11		4	15.5x10	Loose
Marriage Books 8,10,12		3	16x10.5	Bound
Marriage Books 13-18		6	15.5x10	Bound
Marriage Books 19		1	18x12	Bound
Marriage Books 20-27		8	18x11.5	Loose

RFP 30-20JUL18 - ATTACHMENT ONE

Marriage Book 28	1	15x10.5	Loose
Deeds of Trust 1-202	202	17.5x11.5	Bound
DT 203-316	114	17.5x11.5	Loose
DT 317-388	72	15x10.5	Loose

**THE DIVISION OF HEALTH OF MISSOURI
STANDARD CERTIFICATE OF DEATH**

DEATH NO. 14 COUNTY REG. DIST. NO. 35 COUNTY Boone

1 PLACE OF DEATH Harrisburg 2 USUAL RESIDENCE Boone

3 FULL NAME OF DECEASED Charles Dan'leon Hubbard 4 SEX Male 5 RACE White 6 DATE OF BIRTH Feb. 15, 1886

7 OCCUPATION Farmer 8 BIRTHPLACE Boone Co. Mo. 9 CITIZENSHIP USA

10 FATHER'S NAME Silas Hubbard 11 MOTHER'S NAME Mary Hoyle 12 NAME OF WIFE OR WIFE Ida Cordelia Watson

13 HAS DECLARED EVER IN NO 14 SOCIAL SECURITY NO. None 15 INFORMANT'S SIGNATURE OR NAME Ida Lucilas Nichols ADDRESS Boone City, Mo.

16 CAUSE OF DEATH Metastatic Carcinoma of Bowel 17 MEDICAL CERTIFICATION Carcinoma of Bowel

18 ANTECEDENT CAUSE Carcinoma of Bowel?

19 DATE OF DEATH 2-15-56 20 PLACE OF BIRTH Boone Co. Mo. 21 CITY, TOWN OR TOWNSHIP Harrisburg 22 COUNTY Boone 23 STATE Mo.

24 TIME OF DEATH 1:15 P.M. 25 HOW AND INJURY OCCURRED None

26 I hereby certify that I received this certificate on 2-15-56 at Harrisburg, Mo. that I last saw the deceased on 2-15-56 from the cause and on the date stated above.

27 SIGNATURE Mary A. Skelton 28 DATE SIGNED 2-18-56

29 BIRTHPLACE Boone Co. Mo. 30 LOCATION (CITY, TOWN, OR COUNTY) Harrisburg, Boone Co. Mo.

31 REGISTERED BY LOCAL HEALTH OFFICER'S SIGNATURE Mary A. Skelton 32 REGISTERED BY LOCAL HEALTH OFFICER'S NAME Mary A. Skelton 33 REGISTERED BY LOCAL HEALTH OFFICER'S TITLE Health Officer

THIS IS A CERTIFIED COPY OF AN ORIGINAL DOCUMENT
(Do not accept if rephotographed, or if seal impression cannot be felt.)

STATE OF MISSOURI }
CITY OF JEFFERSON } ss. I HEREBY CERTIFY that the above is an exact photostatic reproduction of the certificate for the person named therein as it now appears in the permanent records of the Department of Public Health and Welfare of Missouri.

Witness my hand as State Registrar of Vital Statistics and the Seal of the Division of Health of said Department this date of FEB 1 1961 Antoniechka M.D. State Registrar of Vital Statistics

State of Missouri, }
County of Boone } ss.

I, the undersigned, Recorder for said County and State do hereby certify that the foregoing instrument of writing was filed for record in my office on the 20th day of February A. D., 1961, at 1 o'clock and 24 minutes P.M. and is truly recorded in Book 30B page 14.

Witness my hand and official seal on the day and year aforesaid.

Petty Saunders Recorder
By Barbara Spiegel Deputy Recorder

10. Lands, properties or interests, ownership of or legal rights in which are claimed by CLYDE L. SHEPARD and EVELYN SHEPARD, to-wit:

10.10 An easement for right of way for U.S. Interstate Highway Route 70 (with all direct access from abutting property to the thruway and ramps of which being prohibited, but with the usual right of direct access being allowed to any outer roadway except as herein set out), across a parcel of land in the NW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Sec. 12, T 48 N, R 12 W, Boone County, Missouri, described as: All the land of said Defendants which lies within the following described strips: A strip of land lying on the left or north side of and adjoining the centerline of said highway, being 157 feet wide at Station 1019+94 and widening on a direct line to a strip of land 167 feet wide at Station 1020+94, a distance of 100 feet; thence a strip of land 167 feet wide, parallel to and adjoining said centerline, from Station 1020+94 to Station 1025+93, a distance of 499 feet. Containing 0.05 of an acre new right of way, more or less.

10.11 The centerline of said highway is described as follows: From the SW corner of the NW $\frac{1}{4}$ of Sec. 7, T 48 N, R 11 W; thence N 18° 38' 45" W, a distance of 626.2 feet; thence N 3° 06' 15" E, a distance of 600 feet to Station 1064+00; thence S 83° 06' 15" W, a distance of 600.9 feet; thence on a 1° curve to the right, a distance of 1111.6 feet; thence N 85° 46' 30" W, a distance of 1939.9 feet; thence on a 2173.33 foot 0° 30' curve to the left, a distance of 154.6 feet to Station 1025+93, the point of beginning; thence continuing on said 0° 30' curve to the left, a distance of 599 feet to Station 1019+94.

One Hundred Ten and no/100 DOLLARS (\$ 110.00)

was awarded by the commission as net damages to the above tract of land.

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11. Lands, properties or interests, ownership of or legal rights in which are claimed by CLYDE L. SHEPARD, EVELYN SHEPARD, JOHN A. HANSON, ARLENE HANSON, MARK S. GIBSON and MARJORIE H. GIBSON, to-wit:

11.10 An easement for right of way for U.S. Interstate Highway Route 70 (with all direct access from abutting property to the thruway and ramps of which being prohibited, but with the usual right of direct access being allowed to any outer roadway except as herein set out), across a parcel of land in the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Sec. 12, T 48 N, R 12 W, Boone County, Missouri, described as: All the land of said Defendants which lies within the following described strips: A strip of land lying on the left or north side of and adjoining the centerline of said highway, being 165 feet wide at Station 1029+90 and widening uniformly to a strip of land 182 feet wide at Station 1030+90, a distance of 100 feet; thence a strip of land 182 feet wide, parallel to and adjoining said centerline, from Station 1030+90 to Station 1033+90, a distance of 300 feet; thence narrowing uniformly to a strip of land 165 feet wide at Station 1034+90, a distance of 100 feet. Containing 0.17 of an acre new right of way, more or less.