



ADDENDUM #3 to RFP#30-20JUL18

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymmo.org

BOONE COUNTY, MISSOURI

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

ADDENDUM #3 - Issued July 26, 2018

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

- 1) Paragraph 2.1.2 shall be **REVISED** as follows (*some text deleted*):
 - 2.1.2 **Purpose:** The purpose of this Request for Proposal (RFP) is to obtain a contractor or contractors to provide **On-Site Scanning Services** of Boone County records for the Boone County Recorder of Deed's Office. The ultimate goal is to increase efficiency, improve customer service, **and** preserve vital records from further damage for the Boone County Recorder's Office.
- 2) Paragraph 3.1.2 shall be **REVISED** as follows:
 - 3.1.2 The contractor shall provide all necessary **materials, supplies**, mobile scan center hardware, software, **and** staff including project managers to perform scanning on-site or on-premise. **The contractor has the option of performing on-site scanning 24 hours per day, 7 days a week in order to complete defined project scanning.**
- 3) Paragraph 3.1.3 shall be **REVISED** as follows:
 - 3.1.3 In order for the contractor to perform on-site scanning services described herein, the County will provide the contractor with a minimum 12' x 18' space in the Boone County Government Center near the records vault, **e.g., immediately outside the vault**, including access 24 hours per day, 7 days a week. The County will provide electricity, lighting and heat/air to allow on-site scanning. **Records shall not be allowed to leave the building.**
- 4) Paragraph 3.1.4 shall be **ADDED** as follows:
 - 3.1.4 The contractor shall consult with the Recorder's Office on an as needed basis in the event any document poses scanning challenges that require special processing/consideration, for example black ink hand notations on black backgrounds in photostat records. The contractor shall work with the Recorder's

Office to create a scan record of the original record that is as close to the original record as is technically possible.

5) Paragraph 3.2.1 shall be **DELETED** in its entirety.

6) Paragraph 3.2.4 shall be **REVISED** as follows:

3.2.4 **Book Scanning:** The contractor shall scan all books at a minimum 300 dpi in color, and save in industry-standard **TIFF or JPEG** format. ***If saving into JPEG***, then the image must be scanned with a minimum 85% quality compression. Photostat pages containing 256 shades of gray and must be scanned in Grayscale to minimize the JPEG file size. All JPEG images must be sequentially numbered by a zero filled 8-digit number and stored in folders named by the book number.

7) Paragraph 3.2.6 shall be **REVISED** as follows:

3.2.6 **JPEG to TIFF Conversion:** ***If the contractor has not initially scanned the documents into TIFF, then*** the contractor must convert all JPEG images to 300dpi single page black and white TIFF images with Group IV compression. Until image enhancement has been completed, ***all*** TIFF images must be sequentially numbered by a zero filled 8-digit number and stored in folders named by the book number (or document number range for approximately 1,000 documents if the book number is not present). Although these are not the final images, the County expects these images to be delivered on separate Hard Drive.

8) Paragraph 3.2.7 shall be **REVISED** as follows:

3.2.7 **USB Hard Drives:** All ***completed*** formatted images ***including the poor-quality image report*** must be copied to two (2) sets of external USB hard drives and shipped back to the County when completed.

9) Paragraph 3.2.9 shall be **REVISED** as follows:

3.2.9 **Automatic Image Enhancement:** ***As needed***, the contractor must automatically de-skew and remove solid black borders on each TIFF image for optimum file compression. De-speckling shall not be performed on scanned images.

10) Paragraph 3.2.11 shall be **REVISED** as follows:

3.2.11 **Double Inspect & Verify:** The contractor must visually inspect 100% of the TIFF images for poor quality. Because ***image quality*** is subjective, the contractor shall understand and agree that the County shall require a second-pass inspection by a second inspector that the contractor shall provide (***see also paragraph 3.2.15 herein***). The poor-quality images identified by the first and second inspector must be consolidated by the contractor into one report of poor quality images for the County's review and approval.

11) Paragraph 3.2.13 shall be **DELETED** in its entirety.

12) Paragraph 3.2.15 shall be **REVISED** as follows:


3.2.15 **Second Review, Index & Verify:** Manual grouping and indexing is prone to human errors, therefore the County is requiring *a second review with* indexing to help eliminate the errors, *i.e., the* contractor shall group and index 100% of the images a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer must be compared electronically, and any mismatches must be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.

13) Paragraph 3.2.19 shall be **REVISED** as follows:

3.2.19 **Marginal Notations:** Photostat books commonly contain a white border around the black page. The book-page number, reference book-page number, and release information is commonly located in this white border and referred to as "Marginal Notations." The contractor must have the ability to include these notations in the image and make all the background white, and all the text and handwriting black *subject to special-case situations addressed in paragraph 3.1.4.*

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

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 #3** 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: _____