



**ADDENDUM #2 to RFP#29-08JUL19
ON-SITE SCANNING SERVICE**

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@boonecountymo.org

BOONE COUNTY, MISSOURI

**Request for Proposal 29-08JUL19 ON-SITE SCANNING SERVICE
For the RESOURCE MANAGEMENT DEPARTMENT**

ADDENDUM # 2 - Issued July 3, 2019

Prospective offerors are hereby notified of the following revisions to Request for Proposal 29-08JUL19:

1. The **proposal submittal deadline** is extended:

FROM: 2:00 P.M. July 16, 2019

CHANGED TO: 2:00 P.M. Central Time July 30, 2019

Sealed proposals will be accepted until **2:00 P.M. Central Time on Tuesday, July 30, 2019** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

2. Paragraph 1.2 is **REVISED** as follows:

- 1.2 **Proposal Submission Deadline:** All proposals shall be **delivered before 2:00 P.M.**, Central Time, on **July 30, 2019** to:

Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460

3. Paragraph 1.5 is **REVISED** as follows:

- 1.5 **Proposal Opening:** Proposals will be opened publicly at 2:00 P.M. on **July 30, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

4. Paragraph 4.1.1(b) is **REVISED** as follows:

4.1.1(b) The proposals must be delivered no later than **2:00 P.M. on July 30, 2019**. Proposals will not be accepted after this date and time.

5. Paragraph 1.7 is **REVISED** as follows:

1.7 Guideline for Written Questions: *All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., July 18, 2019* (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymmo.org

6. Paragraph 1.9 is **REVISED** as follows:

1.9 Tour: ***Prior to July 19, 2019***, the offeror may schedule a site visit if the offeror would like to see the files stored on-site. To arrange a site visit, please contact the Buyer of Record, Liz Palazzolo at 573-886-4392. The County will attempt to accommodate the offeror's request but the offeror must understand that the County's decision to allow access when requested shall only occur during the County's normal business hours, and only if normal business operations are not disrupted.

7. **DELETE** line item 5.3.17 (Mask Unwanted Documents) from the Vendor Response and Pricing Pages. The offeror does not have to price this service.

NOTE: All revisions to the RFP are noted in ***bolded and italicized*** text.

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

a. RFP pricing asks for pricing for all different sizes of paper records. Are all of these sizes in their own respective batch, i.e., are all 8.5 X 11 batched together, 8.5 X 5.5 in another batch, etc.?

Response: No. Records are not segregated by paper size, e.g., some records contain mixed sizes of documents.

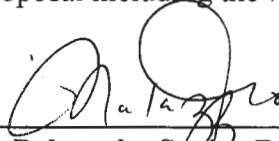
b. Please elaborate on masking unwanted documents as stated in item 5.3.17.

Response: This line item has been deleted from the RFP with Addendum 2.

c. Please explain what RVI is as referenced in paragraph 3.2.10.

Response: RVI stands for Real Vision Imaging which is an imaging software provided by Real Vision Software, Inc. <http://www.realvisionsoftware.com/>

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 #29-08JUL19 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: _____