2023 Engineering Dept. Scanning Project
Addendum No. 1

Project Name: 2023 Engineering Dept. Scanning Project	Project No.:	RFP# *22-23-27*
Prepared By: Travis Welborn	Date:	1-25-2023

General Questions, Clarifications & Requirements:

Q: Whether companies from Outside USA can apply for this? (like, from India or Canada)

A: Companies should be based (or have offices) in the United States. All work shall be completed in the United States.

Q: Whether we need to come over there for meetings?

A: Any meetings should be able to be completed online via Microsoft Teams, however the contractor will have to come to the Public Works complex to pick up the documents for scanning and drop them back off upon completion.

Q: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: No. See #1 above.

Q: Can we submit the proposals via email?

A: Per the RFP (Instructions to Bidders Item #10) we will only accept sealed hard copies of proposals, no email proposals will be considered.

Q: Can we pick up all the documents in a single visit? Are there documents ready to pick up?

A: We will not have all of the documents ready when we issue a notice to proceed. Staff is currently working on preparing the documents (boxing and labeling). The contract does have a pay item for each individual pick up, and we will minimize those as much as possible in order to save the contractor time and the City money. The City will have a minimum of 30 boxes prepared for each pick up but may have up to 100 boxes prepared.

Q: Approximately when would you like the project to get started? And what turnaround time for completion would you like to have?

A: Per the bid document, Phase 1 would start approximately March 1 and end on June 30. Phase 2 would start shortly thereafter.

Q: Do we need to apply any naming convention to files?

A: Per the bid document, we have already established the naming convention and each file will be labeled by City staff prior to pick up.

Q: Do we need to provide the digitized documents in a specific folder structure?

A: Per the bid document, the digitized documents should be separated by Grid ID in folders. The Grid ID is on the label. All scanned files shall be placed in the appropriate Grid ID folder on the hard drive(s). There are approximately 1,150 Grid ID's.

Q: What DPI are you looking to scan the files at?

A: Please reference the bid document.

Q: Do you want to make the files text searchable (OCR)?

A: Please reference the bid document. All 8.5"x11" files shall be text searchable.

Q: What is the indexing requirements? Per Page, Per document, etc.? Per document (pdf).

A: Reference bid document.

Q: What is the ratio of the pages – single sided/double sided?

A: You may inspect the files prior to bidding if you wish per the bid document.

Q: What level of reassembly is required? (Do we need to apply fasteners, post-its and rearrange the documents in the same order after scanning?)

A: Large format files (24" x 36" or larger) do not have to be re-stapled prior to placing back in original folder. They should however be placed neatly back in the original folder in the correct order. Any files smaller than 24" x 36" shall be re-stapled or recombined in the same manner that they were received from the City prior to placing back in the original folder.

Q: Are you using any software to manage documents?

A: No

Q: Do you have a records management system in place for the electronic files? We do have the capability to support your initiatives in electronic records if needed.

A: Yes.

Q: Would you accept a bid form that specifies deviations from the specifications listed in the solicitation?

A: We will not accept a bid form that specifies any deviations from the specifications. Unfortunately that would not allow us to make an accurate comparison of bids received.

Q: For example, I am able to provide a price per estimated box vs a unit price per sheet. Also, I would request to test scan a specific number of boxes that include a comprehensive set of the file types to be scanned vs scanning 200 files.

A: As far as the test scan, we could certainly make sure that each of the different types or sizes of files are represented in the test scan. That is something the City would be willing to work through with the selected vendor since it does not affect the cost of the project.

Q: Will deviations be considered? If so, on what form should they be provided? Thank you.

A: We will not accept a bid form that specifies any deviations from the specifications. Unfortunately that would not allow us to make an accurate comparison of bids received.

Q: Handwritten OCR is usually specific to one person's handwriting. Not multiple people because you have to teach the software the individual style of the handwriting in order for it to recognize and OCR it properly. Is there more than one individual handwriting style on the documents?

A: Handwriting OCR is no longer a requirement of the contract. Text OCR for 8.5" x 11" documents is still required.

Q: The other is the de-speckling. You have to be very careful with it and is rarely used because it will also likely remove punctuation which is a problem.

A: De-speckling shall be included in all bids as stated in the RFP. Any issues that arise will be addressed during the test scans.

Q: Please confirm they are also wanting re-prep done (re-stapling, sorting, etc.) as this will add on to process time and labor costs.

A: Large format files (24" x 36" or larger) do not have to be re-stapled prior to placing back in original folder. They should however be placed neatly back in the original folder in the correct order. Any files smaller than 24" x 36" shall be re-stapled or recombined in the same manner that they were received from the City prior to placing back in the original folder.

Q: With so many index fields it would be important to know where to find them. Are they all on one document or does the information need to be located on multiple documents? This will be helpful to be better estimate the indexing cost.

A: City staff is printing a label with the exact file name for indexing and placing it on each individual file before it is picked up to be scanned. It should be very simple to find.

Q: The other concern is with so many index fields (8) and a PDF output, is that you have to be sure that it will not exceed 250 characters for all of the index values combined.

A: All file names are below 250 characters.

Q: They also need to clarify if they want regular PDF or PDF-a. There is a difference.

A: This is stated in the RFP on Sheet 7.

Q: Lastly, I read the line item mentioning the total cost not to exceed $100k for bonding purposes. The large drawings alone with a quantity of 102,500 will likely exceed that amount."

A: We have a budgeted amount that we must stay under, however if we are not able to complete all of the scanning in Phase 1 and Phase 2 within that budgeted amount we will likely readvertise for a new contract in 2024. Our estimates of number of files and numbers of sheets is just based on linear feet of shelf, so the actual number may come in below our estimates. The BID FORM has been revised to reflect Phase 1 and Phase 2, and the quantities have been updated based on the latest information available.

Q: There is a volume of 25k for file indexing. However, that only seems to cover the small format and not the large format scans (as there are over 100k large format plans which are generally indexed individually).

A: Our large format (24x36, 30x42, etc.) scans will mostly comprise of site plans and construction plans, which can consist of anywhere from one sheet to 100 sheets (or more) that are stapled together. We would consider each "set" of plans (everything that is stapled together) as one file, and therefore payment would be for one file regardless of how many sheets. Even though each sheet in these sets of plans may need to be scanned individually, they would need to be combined into one pdf and we would only pay for one indexing.

Q: Regarding indexing for small format, is the data located on the file folder? Assuming an estimate of 16 pages per folder?

A: Each individual file has a printed label with the exact file name. Each folder also has a label with the Grid ID on the outside. Number of files (or pages) per folder varies tremendously. Our estimates of number of files/sheets and indexing is based on the best available information that we had at the time. Recommend that you set up an appointment to inspect the files if you think it is necessary to complete an accurate bid.

Q: Noticed there is a request to replace staples. That is something we generally don't do as it's rarely worth the expense to the client. We can do it, but it'll significantly increase the time to process the work and add 20% to the total project cost for just this detail. Is that still of interest?

A: Large format files (24" x 36" or larger) do not have to be re-stapled prior to placing back in original folder. They should however be placed neatly back in the original folder in the correct order. Any files smaller than 24" x 36" shall be re-stapled or recombined in the same manner that they were received from the City prior to placing back in the original folder.

Q: Regarding reassembly, we can also save you by simply keeping the papers in order outside of the file folders. Replacing the documents back to the specific file folder (as opposed to documents in order followed by empty folders in order) slightly more than doubles the cost to return the documents to you. But, again, happy to do whatever is best. Just wanted to be clear on potential cost saving options.

A: Large format files (24" x 36" or larger) do not have to be re-stapled prior to placing back in original folder. They should however be placed neatly back in the original folder in the correct order. Any files smaller than 24" x 36" shall be re-stapled or recombined in the same manner that they were received from the City prior to placing back in the original folder.

Q: What kind of electronic file type would Greenville like to receive? Our standard is searchable PDF for both regular size and large format, but we can also do compressed TIF and other formats.

A: Per the bid document we would like everything in pdf (Level A conformance (PDF/A-1a)).

Q: Finally, there was a request for hand writing recognition.   Unless the hand writing is written into boxes and can be verified against a database (such as addresses or phone numbers) there is currently no way to accurately read handwriting. All files we scan in our standard file format (searchable PDF) will come OCR'd so that you can do a full text search on any document in addition to searching based on the file name.

A: Handwriting OCR is no longer a requirement of the contract. Text OCR for 8.5" x 11" documents is still required.

Q: Are all files in legal-sized folders or in standard 8.5"x11" folders?

A: Folder sizes/types vary however all files/folders are packaged into bankers boxes with the exception of a small amount of rolled sets of plans. Files to be scanned may be inspected by prospective bidders per the RFP.

Q: Would you consider 200 DPI if sufficient image quality can be demonstrated?

A: Per the RFP the minimum shall be 300 DPI.

Q: What is the approximate average number of pages per file for typical folders?

A: Files to be scanned may be inspected by prospective bidders per the RFP.

Q: Can you confirm that all boxes will be packed by City staff prior to pick-up (vendor will not be providing boxes or labor to pack boxes?)

A: All boxes will be packed by City staff prior to pick-up. Vendor does not need to provide boxes or labor to pack boxes with files. There will be a small amount of rolled plans that will likely not fit in boxes. Vendor will be responsible for providing labor for loading pre-packaged boxes into their vehicle for transportation and unloading upon completion of scanning.

Q: Can you confirm that file name information will be provided by City for each physical item to be scanned, or will vendor have to identify indexes and create naming convention based on info found within the actual records?

A: Each individual file will have a label attached to the first page with the exact file name to be given to the file once scanned. This will be completed by City staff prior to boxing and the vendor will not have to try and determine a name for the file other than copying the label. Recommend prospective bidders inspect files to be scanned prior to submitting a bid.

Q: Would it be possible to provide a database (a spreadsheet or csv file that lists all of the file names)? If file names have not been added to original files already, would it be possible to add a column to a database with sequential numbers? In this model, City staff could just identify the correct sequential number on each records and vendor can key just that number, then use the database to automatically populate the actual file name information.

A: This particular database is not available. The labels are printed and placed on each file but there is no log of each file name created. Sequential numbers are not part of the naming convention.

Q: Are files to be scanned as one multipage PDF per case folder, or will the vendor be required to subdivide by specific doc types?

A: Files consist of a wide range of number of sheets, from one single sided sheet to over 100 double sided sheets. Each individual file is either stapled, bound, or within a three ring binder or other form if the file consists of multiple pages. Only the first page of each file contains the file name label, and the entire contents of that file shall be combined into one multipage PDF. City staff is subdividing different document types as necessary when labeling and packaging files for scanning. Each folder may contain multiple files as well,

all documents within a folder are not considered one file unless they are all stapled together or bound by some other means.

Q: If creation of subdivisions or indexing by doc types is required for files, how many sections will need to be identified and split per file and/or how many doc types will the vendor have to recognize? In other words, are there only a few general sections, or will every single individual document need to be broken out and indexed by doc type, date, et cetera?

A: Naming of each file is based solely on the name label placed on each file. Each file shall be separated in folders by Grid ID once named. There are approximately 1,156 Grid ID's. The file label placed on each file will contain all necessary information for naming the file and placing it into the correct folder.

Q: For rolls of maps, are these to be scanned as multipage documents with just one set of indexing, or will separate indexes be required specific to each individual page? Can you elaborate if so?

A: Multipage rolled maps would be scanned as a single multipage document. Payment for scanning would be made based on the number of sheets but indexing would be paid at one unit per file (stapled sheets). The entire set of sheets would be combined into one PDF.

Q: Bid mentions reclipping, restapling. Is this essential for maps only? Or for standard records also? it is very unusual to require restapling of original records. Typically, they are kept in the original order within original folders but to restaple would be disruptive to work flow. Would this be sufficient here?

A: Large format files (24' x 36" or larger) do not have to be re-stapled prior to placing back in original folder. They should however be placed neatly back in the original folder in the correct order. Any files smaller than 24" x 36" shall be re-stapled or recombined in the same manner that they were received from the City prior to placing back in the original folder.

ADDITIONAL CLARIFICATIONS

1. Files with colored approval stamps do not need to be scanned in color if that is the only color element of the file.
2. Two sided (front and back) documents would be paid for two sheets for "Preparing & Scanning." Single sided documents will be paid for one sheet for "Preparing & Scanning."
3. File Indexing will be paid per PDF, not per sheet.
   > e.g., a 24" x 36" construction plan that is stapled together and consists of 12 single sided sheets would be paid for 12 units of "Prepare & Scan Files – 24" x 36"" and one unit of "File Indexing."
4. Quantity estimates were updated based on the latest information available. The "BID FORM" in the original RFP shall be replaced with the "ADDENDUM #1 BID FORM" as included in this Addendum (2 pages – Phase 1 and Phase 2).

City of Greenville
ADDENDUM #1 BID FORM
PHASE 1

*Quantities are based on Owner's best guess of file quantities. No unit price revisions will be approved for variations between estimated quantities and actual quantities. Payment shall be made based on bid price for actual sheet size regardless of final quantities.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT BID
1	Pick up pre-boxed files and transport to Vendor facility for scanning	3	Each		
2	Return scanned files back to Owner	3	Each		
3	Prepare & Scan Files – 8.5"x11" or less	150,000	Per Sheet		
4	Prepare & Scan Files – 8.5"x14"	750	Per Sheet		
5	Prepare & Scan Files – 11"x17"	1,000	Per Sheet		
6	Prepare & Scan Files – 18"x24" or 20"x24"	500	Per Sheet		
7	Prepare & Scan Files - 24"x36"	35,000	Per Sheet		
8	Prepare & Scan Files – 30"x42" or larger	750	Per Sheet		
9	OCR per file (8.5" x 11")	150,000	Per Sheet		
10	Add on for color scan, regardless of size	1,500	Per Sheet		
11	File Indexing (Naming of Digital Files)	10,000	Per PDF		

TOTAL BID FOR PHASE 1:_____

City of Greenville
ADDENDUM #1 BID FORM
PHASE 2

*Quantities are based on Owner's best guess of file quantities. No unit price revisions will be approved for variations between estimated quantities and actual quantities. Payment shall be made based on bid price for actual sheet size regardless of final quantities.

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT BID
1	Pick up pre-boxed files and transport to Vendor facility for scanning	3	Each		
2	Return scanned files back to Owner	3	Each		
3	Prepare & Scan Files – 8.5"x11" or less	150,000	Per Sheet		
4	Prepare & Scan Files – 8.5"x14"	750	Per Sheet		
5	Prepare & Scan Files – 11"x17"	1,000	Per Sheet		
6	Prepare & Scan Files – 18"x24" or 20"x24"	500	Per Sheet		
7	Prepare & Scan Files - 24"x36"	35,000	Per Sheet		
8	Prepare & Scan Files – 30"x42" or larger	750	Per Sheet		
9	OCR per file (8.5" x 11")	150,000	Per Sheet		
10	Add on for color scan, regardless of size	1,500	Per Sheet		
11	File Indexing (Naming of Digital Files)	10,000	Per PDF		

*TOTAL BID FOR PHASE 2:*_____

*TOTAL BID FOR PROJECT:*_____