

Request for Proposal to Bid FY13-0429 Document Scanning & Imaging Conversion

Addendum No. 1 (herein referred to as "Addendum")

This Addendum revises the above-described procurement, and is hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents. Addendum posted on website at www.orangeburgcounty.org-Purchasing/Bids-Solicitations

The addendum is as follows: Question/Answer – April 25, 2013

Question 1. Is this a request for both digitally scanned and microfilm copies of? images.

Response 1 [We only need digital images](#)

Question 2. Do you expect the chosen vendor to be given permission to begin? the week following April 29th

Response 2. [Start dates will be discussed with awarded vendor.](#) However we would like to start as soon as possible after Notice to Proceed.

Question 3. On page 4 of the RFP it states "County is requiring duplex images." Should we understand this to mean scanning of both sides of the document and if so we traditionally delete scanned images less than 3500kb because we assume these images are of blank pages.

Response 3. [This would be scanning both sides and deleting blank pages. I am not aware of the methods used to determine blank pages, but it should be reliable and industry standard \(if there is such a standard\).](#)

Question 4. Can we arrange for FedEx shipment instead of pick up by vendor? employee?

Response 4 [No – if you are referring to the Property Tax Cards](#)

Question 5. Are we correct that there will be two files per account: Record Cards and correspondence?

Response 5. [Yes](#)

Question 6. Are the two types of files intermixed or filed by group?

Response 6. [Yes](#)

Question 7. How many characters are in Account Number?

Response 7 [I think the maximum is 9 \(including the leading alpha character on some of the records\)](#)

Question 8. Since you would like a lump sum price, can we specify “up to xxxxx images”?

Response 8 Yes. However, if all bids are over our budget we may reduce the work to scanning property record cards only (estimated 200,000 images). In this case, the correspondence would be kept in the folder when sent to the vendor, not scanned, but returned in the original folder.

Question 9. Are we correct that you require a paper-based proposal, not electronic?

Response 9 Yes, paper-based with all applicable forms.

Question 10 – Can the Close Date for FY13-0429 be extended?

Response 10 No

Question 11 How are the Tax Folders currently stored?

Response 11 Folders are in a Jeter rolling file system. They are in order by tax map number, However, we require the index to be by account number which is also on the outside of the folder

Question 12 Would the selected vendor or the County be responsible for providing boxes and packing the Tax Folders?

Response 12 Yes

Question 13 How many characters make up the account number?

Question 13 See response 7 above

Question 14 Would creating a PDF of the Tax Card and using the account number as the file name? Example: 123456.pdf

Question 14 Yes. However, I am not sure if pdf format meets State of SC archive standards.

Question 15. Would the same process work for correspondence by adding a C to the end of the account number? Example: 123456C.pdf

Question 15 Yes

Question 16. Is there a time frame for completion of project?

Question 16. June 30 2013

Vendor must acknowledge addendum on Invitation to Bid form. Vendor may be disqualified from this procurement unless vendor completes Addendum acknowledgment with vendor's bid.

