



Purchasing Division (559) 621-1332 □ FAX (559) 488-1069 □ www.fresno.gov
2600 Fresno Street Room 2156
Fresno, California 93721

Finance
Michael Lima
Director of Finance

ADDENDUM NO. 2

RFP FOR MICROFILMING SERVICES BID FILE 9353

NOTICE TO ALL BIDDERS

This Addendum is attached to and made a part of the above entitled specifications for the City of Fresno with a scheduled bid opening of **2:00 pm Tuesday January 12, 2016.**

All changes and or clarifications will appear in **bold underlined type.**

See clarifications outlined on the following pages.

City of Fresno

A handwritten signature in blue ink, appearing to read "Diana Reynolds", written over the printed name.

DIANA REYNOLDS
BUYER II

The bidder shall sign below indicating he/she has thoroughly read and understands the contents of this Addendum No.2.

Signed: _____

Company: _____ Date: _____

This addendum is being distributed on Planet Bids only and will not be sent by U.S. Mail.

Addenda to date: 2
January 5, 2016



PURCHASING DIVISION
TELEPHONE # (559)621-1332
FAX # (559)488-1069

| | |
|--|---|
| BID QUESTIONS FOR: MICROFILMING SERVICES RFP NUMBER: 9353 ATTENTION: DIANA REYNOLDS, BUYER II | (FOR CITY OF FRESNO USE ONLY) QUESTION No: <u>17</u> DATE: <u>1/5</u> REVIEWED BY: <u>[Signature]</u> RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY <input type="checkbox"/> CONSULTANT |
| FROM: COMPANY: <u>DataBank</u> CONTACT PERSON: <u>Chris Gilbert</u> | DATE: <u>1/5/16</u> PHONE No: <u>530.908.3273</u> FAX No: <u>916.373.2297</u> |
| QUESTION: <u>1. Is filming of the documents a requirement for this RFP, or, is Archive Writing allowed?</u> <u>2. Are there any requirements for blipping the film?</u> <u>3. How would the City like to see the film cartridges labeled?</u> <u>4. There is an 11" x 17" map included with the sample packet. The RFP states the following:</u> <u>The Documents range in date from 1996 through 2014 and are 8.5" x 11".</u> <u>Question: Are there any documents larger than 11" x 17"? If yes, what is the size and qty?</u> | |
| ANSWER: <u>1. Filming is a requirement. 2. Blipping is required after each document. 3. Instructions will be provided with each box but the information will include document type, dates and roll number. 4. There should not be any documents larger than 11" x 17".</u> | |
| RESPONSE BY: <u>[Signature]</u> INCLUDED IN ADDENDUM NO. <u>2</u> <div style="text-align: right;"> DATE: <u>1/5/16</u> DATE: <u>1/5/16</u> </div> | |

Duplicate as Necessary, one sheet per question.