

ADDENDUM NO. 1

**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.

Replace pages 8 & 33 with the attached pages.

City of Fresno



DIANA REYNOLDS
BUYER II

The bidder shall sign below indicating he/she has thoroughly read and understands the contents of this Addendum No.1.

Signed: _____

Company: _____ Date: _____

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

Addenda to date: 1
December 30, 2015

Proposer's Name _____

REQUEST FOR PROPOSAL FOR MICROFILMING SERVICES

REQUEST FOR PROPOSAL NO. 9353

INTRODUCTION

TO THE PURCHASING MANAGER, CITY OF FRESNO

COST PROPOSAL

Having carefully examined the Request for Proposal, attachments and related documents, the undersigned proposes and agrees to provide to the City of Fresno, in accordance with the Specifications annexed hereto and made a part thereof, the following services at the following rates:

SECTION I

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
1.	<u>376,200 Images</u>	<u>MICROFILMING SERVICES</u> <u>(Price per image)</u>	<u>\$ _____</u>	<u>\$ _____</u>

~~SECTION II ADD ALTERNATE - DELETE LINE ITEM 2~~

<u>2.</u>	<u>200 Rolls</u>	<u>MICROFILM IMAGES TO SERCHABLE</u>	<u>\$ _____</u>	<u>\$ _____</u>
		<u>DIGITAL FORMAT</u>		

TOTAL NET AMOUNT: \$

Total Net Bid Amount is: _____ Dollars

and _____ Cents.

The above amount shall include any and all applicable taxes.

The quantities listed on the proposal page(s) are estimates. The actual requirement of the City may be more or less than the quantities specified. The City will pay for only those items which it actually delivered or received during the term of the Contract.

NOTE: This is an informal request for service for under \$50,000 an award of a contract for more than that amount cannot be made on the basis of this proposal. If your proposal amount exceeds \$50,000.00 please indicate so rather than disclosing your actual bid amount

The City reserves the right to reject any and all proposals.

Experience/Qualifications

- Must have a minimum 5 years' experience
- Must state number of years specifically microfilming for government agencies
- Provide resumes of key personnel, and years with firm
- Provide references of government agencies that you have microfilmed for
- Describe your quality control procedures

Work Product Sample

Any contractor responding to this proposal will be provided a sample set of documents. Each set of documents should be converted to microfilm. The sample set of documents and microfilm must be returned on or before the RFP due date with the Title and bid file number clearly marked on the package. Contact the buyer on this project for the set of documents.

~~The award of this contract will be based on Section I Microfilm Services only. You do not have to bid both sections to be considered for award but you must bid on Section I.~~

Section II

MICROFILM IMAGES TO SEARCHABLE DIGITAL FORMAT

~~This line item will be used for budgetary purposes to determine if this option will be feasible for the next fiscal year.~~

Prevailing wages may apply to this project.



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>1</u> DATE: <u>12/28</u> REVIEWED BY: <u>DM</u> RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY <input type="checkbox"/> CONSULTANT
FROM: COMPANY: <u>Progro</u> CONTACT PERSON: <u>Allison Mizer</u>	DATE: <u>12/28/2015</u> PHONE No: <u>309-786-5800</u> FAX No: <u>309-786-5900</u>
QUESTION: <u>Upon completion of the microfilming will the paper be returned to the City or securely destroyed?</u> _____ _____ _____ _____ _____	
ANSWER: <u>Please return the paper to the City.</u> _____ _____ _____ _____	
RESPONSE BY: <u>Yvonne Sene</u> INCLUDED IN ADDENDUM NO. <u>1</u>	DATE: <u>12/29/15</u> DATE: <u>12/30</u>

Duplicate as Necessary, one sheet per question.



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BID QUESTIONS FOR: MICROFILMING SERVICES RFP NUMBER: 9353 ATTENTION: DIANA REYNOLDS, BUYER II	(FOR CITY OF FRESNO USE ONLY) QUESTION No: <u>2</u> DATE: <u>12/28</u> REVIEWED BY: <u>DR</u> RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY <input type="checkbox"/> CONSULTANT
FROM: COMPANY: <u>Progrio</u> CONTACT PERSON: <u>Allison Mizer</u>	DATE: <u>12/28/2015</u> PHONE No: <u>309-786-5800</u> FAX No: <u>309-786-5900</u>
QUESTION: <u>The City estimates 3000 documents per box. Should this be an estimate of the number of pages, not documents?</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
ANSWER: <u>They are one and the same.</u> <hr/> <hr/> <hr/> <hr/>	
RESPONSE BY: <u>Gyvanne Zance</u> INCLUDED IN ADDENDUM NO. <u>1</u>	
DATE: <u>12/29/15</u> DATE: <u>12/30</u>	

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BID QUESTIONS FOR: MICROFILMING SERVICES RFP NUMBER: 9353 ATTENTION: DIANA REYNOLDS, BUYER II	(FOR CITY OF FRESNO USE ONLY) QUESTION No: <u>3</u> DATE: <u>12/28</u> REVIEWED BY: <u>[Signature]</u> RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY <input type="checkbox"/> CONSULTANT
FROM: COMPANY: <u>Progro</u> CONTACT PERSON: <u>Allison Mizer</u>	DATE: <u>12/28/2015</u> PHONE No: <u>309-786-5800</u> FAX No: <u>309-786-5900</u>
QUESTION: <u>Can the City provide an estimate on the number of pages that have information on the backsides?</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
ANSWER: <u>Approximately 10%.</u> <hr/> <hr/> <hr/>	
RESPONSE BY: <u>[Signature]</u> INCLUDED IN ADDENDUM NO. <u>1</u>	
DATE: <u>12/29/15</u> DATE: <u>12/30</u>	

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BID QUESTIONS FOR: MICROFILMING SERVICES RFP NUMBER: 9353 ATTENTION: DIANA REYNOLDS, BUYER II	(FOR CITY OF FRESNO USE ONLY) QUESTION No: <u>4</u> DATE: <u>12/28</u> REVIEWED BY: <u>MC</u> RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY <input type="checkbox"/> CONSULTANT
FROM: COMPANY: <u>Progrio</u> CONTACT PERSON: <u>Allison Mizer</u>	DATE: <u>12/28/2015</u> PHONE No: <u>309-786-5800</u> FAX No: <u>309-786-5900</u>
QUESTION: <u>What is the reduction ratio required for microfilming?</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
ANSWER: <u>24:1</u> <hr/> <hr/> <hr/> <hr/>	
RESPONSE BY: <u>Gloria Sance</u> INCLUDED IN ADDENDUM NO. <u>1</u>	
DATE: <u>12/29/15</u> DATE: <u>12/30</u>	

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BID QUESTIONS FOR: MICROFILMING SERVICES RFP NUMBER: 9353 ATTENTION: DIANA REYNOLDS, BUYER II	(FOR CITY OF FRESNO USE ONLY) QUESTION No: <u>5</u> DATE: <u>12/28</u> REVIEWED BY: <u>[Signature]</u> RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY <input type="checkbox"/> CONSULTANT
FROM: COMPANY: <u>Prorio</u> CONTACT PERSON: <u>Allison Mizer</u>	DATE: <u>12/28/2015</u> PHONE No: <u>309-786-5800</u> FAX No: <u>309-786-5900</u>
QUESTION: <u>The City references picking up the documents on an agreed upon schedule. Can a</u> <u>third party such as FedEx or UPS be used in shipping the documents to the vendor?</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
ANSWER: <u>No, we would prefer the number of hands that touches</u> <u>the boxes be limited to the City and the vendor.</u> <hr/> <hr/> <hr/> <hr/>	
RESPONSE BY: <u>[Signature]</u> INCLUDED IN ADDENDUM NO. <u>1</u>	
DATE: <u>12/29/15</u> DATE: <u>12/30</u>	

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FROM: COMPANY: <u>Prorio</u> CONTACT PERSON: <u>Allison Mizer</u>	DATE: <u>12/28/2015</u> PHONE No: <u>309-786-5800</u> FAX No: <u>309-786-5900</u>
QUESTION: <u>The Cost Proposal for the RFP lists quantities as 200 boxes or 200 rolls. Would the City consider a per image price knowing that the amount of images per box can change from box to box?</u> <hr/> <hr/> <hr/> <hr/> <hr/>	
ANSWER: <u>Yes, make the cost per image.</u> <hr/> <hr/> <hr/> <hr/>	
RESPONSE BY: <u>Yvonne Spence</u> INCLUDED IN ADDENDUM NO. <u>1</u>	
DATE: <u>12/29/15</u> DATE: <u>12/30</u>	

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