

McHenry County Government Center  
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Administration Building Room 200  
Woodstock, IL 60098

April 26, 2019

## **ADDENDUM #2**

### **Bid #19-11 Services to Digitally Scan Jacketed Microfiche Records for the County of McHenry Due May 2, 2019 by 2:00PM (CST)**

#### **Additions & Clarifications to BID**

- Question #1: Can companies from Outside USA can apply for this? (like, from India or Canada)**  
Response: No
- Question #2: Whether we need to come over there for meetings?**  
Response: Possibly
- Question #3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)**  
Response: Each respondent will need to make that determination on their own.
- Question #4: Can we submit the proposals via email?**  
Response: No
- Question #5: Do you want a per image or a per tray price?**  
Response: Refer to Revised Bid Form, Addendum #1 (Per image)
- Question #6: Are the microfiche in envelopes?**  
Response: No
- Question #7: Do you know the total number of jackets or just the drawer measurements?**  
Response: No
- Question #8: Is the fiche master or duplicate?**  
Response: Master
- Question #9: Is the film negative or positive (black text/white background, white text/black background)?**  
Response: negative
- Question #10: Are there multiple documents per fiche – or one document is multipage?**  
Response: Could be up to two documents per fiche
- Question #11: Do you need grayscale or bitonal images?**  
Response: Bitonal
- Question #12: How many characters in a Permit Number?**  
Response: 5
- Question #13: Is there a need for OCR?**  
Response: No
- Question #14: What is your project timeline?**  
Response: Completed by November 30, 2019, end of Fiscal Yr for the County.

**All Other Terms and Conditions of the Bid Remain the Same**

**Question #15: Can the materials be shipped to the vendor via FedEx secure shipping?**

Response: Yes, shipping cost must be included in bid.

**Question #16: On P.11 – BID FORM you request cost by drawers – would you consider cost per image since there are varying amounts of images per jacket? This would allow vendors to provide the best possible pricing.**

Response: Refer to Revised Bid Form, Addendum #1 (Per image).

**Question #17: Can we pick up all the microfiche drawers at one time?**

Response: Yes, and must provide access to files while out.

**Question #18: Can you provide any pictures of the microfiche?**

Response: Refer to Addendum #1

**Question #19: Are there 16mm jacketed images (8.5"x11" documents) on the same fiche as 35mm large format documents? If so, how often is the case?**

Response: Yes, Possibly 25% 35 mm and 75% 16mm approx.

**Question #20: Are the fiche in paper sleeves?**

Response: No

**Question #21: Regarding turn around time, are you asking for the time frame to scan just one drawer at a time, or to scan the entire project - 5 drawers? 1 drawer at a time is preferred due to being able to access documents**

Response: Entire project with project ending on November 30, 2019.

**Question #22: Do you want a price for scanning per image for the 16mm jacketed fiche or a price by the drawer?**

Response: Refer to Revised Bid Form, Addendum #1 (Per image).

**Question #23: What size are the drawings on the 35mm jacketed fiche? Do they include drawings and schematics up to 36"x48"?**

Response: Mostly 24 x 36

**Question #24: How many digits are in the Permit Number?**

Response: 5

**Question #25: Is the Permit Number found ON the image as well as found on the title bar on the fiche?**

Response: on the first image

**Question #26: Can the work be completed at our facility in Minneapolis, MN?**

Response: Yes, with secure shipping which must be included in the bid.

**Question #27: Can our response be emailed?**

Response: Refer to Response #4

**Question #28: Will follow up questions be allowed?**

Response: No

**Question #29: What are your naming convention/index requirements for: Services to Digitally Scan Jacketed Microfiche Records for the County of McHenry, IL**

Response: By permit number; one letter, four numbers (example: H1234)

- Question #30: Is the permit number the only required index field? Is the applicant name required also?**  
Total number of indexing characters is what we are trying to estimate.  
Response: Yes only permit number. 5 characters
- Question #31: Is the permit number always found in the microfiche header?**  
Response: yes.
- Question #32: Is the permit number always a 6 character alpha-numeric permit number, for example E-5977?**  
Response: 5 characters (no dash)
- Question #33: You indicate that the images may be of varying quality – do you want grayscale images rather than bi-tonal images for the entire collection?**  
Response: bitonal
- Question #34: Is a final deliverable via portable hard drive acceptable?**  
Response: Yes
- Question #35: Are the drawers 100% full?**  
Response: Yes
- Question #36: In the 1 drawer that is mixed with 16mm and 35mm, what is the estimated % of 16mm vs 35mm?**  
Response: 25% 35 mm 75% 16mm
- Question #37: Are these the original jacketed microfiche or diazo (copies)?**  
Response: microfiche
- Question #38: What is the average character count we should assume for the permit number?**  
Response: 5
- Question #39: Will out of state vendors be considered?**  
Response: Yes, with secure shipping to be included in bid.
- Question #40: Is Fed Ex or other common courier an acceptable means of pick up and or Delivery?**  
Response: Yes, with secure shipping to be included in bid.
- Question #41: How many microfiche rolls will be released at one time to the vendor?**  
Response: There are no roll they are jacketed.
- Question #42: How often will the microfiche be released to the vendor?**  
Response: Can be drawer by drawer or entire project as long as we have access via email or other method of retrieving files.
- Question #43: Will the Vendor be responsible for packing the microfiche for transport to the vendor facility for scanning?**  
Response: Yes
- Question #44: What is the maximum number of microfiche that will be released at one time?**  
Response: Can be drawer by drawer or entire project as long as we have access via email or other method of retrieving files.
- Question #45: What is the minimum number of microfiche that will be released one time?**  
Response: Project may be scaled back based on available funding.

**All Other Terms and Conditions of the Bid Remain the Same**

**Question #46: Can all the microfiche be picked up at one time?**

Response: Yes

**Question #47: What location(s) will the vendor need to pick up from and deliver to? Is it one location or more than one location?**

Response: The Planning & Development department at the County's Administration Bldg. A single location.

**Question #48: Will the vendor need to come and pick up the items, or is the County willing to ship to the Vendor?**

Response: The vendor is responsible for picking up the items.

**Question #49: Is this the first time the County is requesting these services? If not can the current contract be provided?**

Response: There is no contract for previous services.

**Question #50: What is the requested turnaround or completion timeframe for this project?**

Response: Project to be completed by November 30, 2019, end of FY for County.

**Question #51: Is there other information such as company information or project approach; required to be submitted besides the mandatory bid forms?**

Response: No

**Question #52: Will the TIFF or PDF/A image files need to be named as the permit number and name or will a CSV file need to be provided?**

Response: CSV is not provided

**Question #53: Is there a budget for this project?**

Response: Budgetary information will be shared with the awarded bidder.

**Question #54: Can this project be performed at our facility in Minneapolis, MN? if so can the microfiche be transported to Minneapolis via 3rd party couriers such as, FedEx, UPS, DHL, etc?**

Response: Yes, with secure shipping to be included in bid.

**Question #55: For, Scope of County Records is 390 inches of jacketed microfiche accurate?**

Response: Question is unclear

**Question #56: What do you estimate the average number of jacketed microfiche per inch to be?**

Response: Unavailable.

**Question #57: What is the number of digits / key strokes of the Permit Number you require for the index?**

Response: 5 characters no dash