



WINNEBAGO COUNTY

— ILLINOIS —

August 18, 2023

ADDENDUM ONE

23P-2295 OFF-SITE SCANNING SERVICES FOR DOCUMENT IMAGING

This addendum is issued to modify, clarify, or correct the original Bid Solicitation and is hereby made part of the contract documents. **Acknowledgement of this addendum is required on the Proposal Signature Form, Page 25 of the solicitation.**

NOTE: Part of this ADDENDUM includes a separate updated Pricing Page which MUST be used instead of the original page, as well as, an updated Spec sheet by department. The following questions were submitted, followed by their answers.

1. After all the scanning is completed, do you want us to put it on microfilm and use the browning solution to protect it and complete the other parts for your longevity protections of the work?
 - a. It is a detailed job and has to have a lab that is approved. Are we allowed to subcontract this part?
Browning is not necessary. Please provide us with an original roll of archive microfilm and a silver duplicate.
2. The specifications show low or n/a or >25% for the microfilming, is there actually some in the work? Or is this put into the RFP just in case?
Disregard this question, inappropriately added to the RFP.
3. It has been brought to my attention that 16mm 217 is being completely phased out and will be gone by the end of the year. 30 ft reels are what is now being used everywhere in the microfilm industry. If you have very old machines, how will you look at this information?
 - a. **New microfilm lengths are acceptable**
4. Brown toning was gone last year. (even with the use of brown toning you can get vinegar spots unless you store your reels in a cold facility). Fuji has reels that are treated so you do not need brown toning and the reels will last 500 years. This means we can go digital to microfilm without finishing with the browning solution, do you agree?
Browning is not necessary. Please provide us with an original roll of archive microfilm and a silver duplicate.

5. Can companies from outside USA can apply for this? (like, from India or Canada)? If so, do we need to come over there for meetings?

No

6. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Can we submit the proposals via email?

No

7. Are you sure that you need this work microfilmed? We can return everything via an FTP or Dropbox with backups on USB sticks or external hard drives for the various individual departments along with everything on a backup external drive.

Yes

8. If you do want microfilming, can we subcontract that part out after we have scanned everything? Does the subcontractor have to fill out a complete bid or just have various certificates to show they are qualified with a lab that inspects them?

No

9. When we are scanning and we come across evidence, wills, judges' notes, damaged documents, and exhibits, do you want these items scanned and then returned or do you want them returned and not scanned? CDs will be returned with no extraction.

Circuit Clerks Office- Return to client

State's Attorney's Office- Evidence does not need to be scanned – please note the case number where the evidence was found and return. CDs will be returned and do not need to be scanned or copied. Exhibits can be returned without scanning. All other documents related to the SAO should be scanned.

10. How many boxes do you need to have done in a week, or more importantly how soon do you need to have this project finished?

The vendor should tell us how long it will take them to finish the project

11. If you need everything out of the warehouse quickly - no later than April 2024- we would like to know if you want us to pick up everything at once or the most critical information, Circuit, and State attorney, and the HR and Regional Planning and get that done first and out of the warehouse? Can we pick up the HR file cabinets as is and scan and return documents in the same order and bring the files back to you and put them into the Admin Building. This would save the cost of our teaching how to pack and the time wasted by your employees having to pack these file cabinets not to mention the cost of boxes.

Will be determined at a later date

12. Can we scan all of your work into a PDF file including Circuit Court or does that one job have to be a TIF and perhaps everything else in PDF?

You can do either.

13. Can we bill you monthly and how long before you pay? Can we receive a start-up deposit? Since we have to give you a total to do the job it will be easy to figure and then be subtracted from the grand total at the end of the job.

You can bill monthly for work received and reviewed by the county. Absolutely no startup deposit

14. Can you change the cost of prepping to per box not per hour as we pay per the box prepped?

No

15. The total number of boxes to be done per week is hard to figure. If there are boxes, we have to stop scanning to take evidence, judge notes, or perhaps align the document to make sure it is easy to read. If a document is damaged and we can tape it and make a copy that will become a good scan, it will take the time to do this. If a document is faded we will make copies until it becomes easier to read and then scan it. If we are doing the HR file cabinets we have to stop after each folder to reassemble and put it back into the file cabinet in the same order as we got it. All this takes away from the scanning of the boxes. So, what would you foresee as the least number of boxes acceptable to most boxes when everything is perfect? Would you like that count and will that work? Perhaps just having a deadline would work better example June 1st, 2024 or by the end of the 2024 year.

N/A

16. Figuring the counts per multi-part forms can you tell us how parts are in a form and how many different forms are in a group so we can figure the pricing? On computer sheets how do we know how many sheets and do we throw away the duplicates or return them? We have to separate them do you want the duplicates back for HR?

Return all

17. It would be easier if we had a standard page count such as we use in our business:

- a. loose paper = 150 - 180 pages per inch
- b. Regular Banker box = 2000 - 2500 pages
- c. Legal size box = 4500 - 5000 pages
- d. Vertical file drawer 18" = 3000 - 3600 pages
- e. Vertical File Drawer 24" = 4500- 5000 pages
- f. Lateral File Drawer 36" = 7000 - 7500 pages
- g. Paper Box 17.5 x 9.75 x 11.5" = 1800 - 2200 page

Please use above count for reference

18. Do all our references have to be from Illinois? We do a great deal of work for Wisconsin Government Departments along with Illinois businesses.

All references are accepted

19. If a facility is not free-standing but has sprinkler systems and monitoring and cement walls between offices is that ok? We are 2 blocks from the fire station.

The concern is whether the adjoining building has active fire suppression

20. Per the Request Cover page, is there any sort of Bond required with this Request for the Proposal response?

None

21. Will the Human Resources Records currently in Filing Cabinets be placed in boxes?

No

22. Please confirm the Microfilm requirement for this project?

- a. Is microfilm requested? Yes
- b. Is brown toning required? No

23. Under Section One: Page 5, Prompt Payment Act, can you provide the details around this requirement?

The County is on a Net 60 payment term per the Illinois Prompt Payment Act.

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=725&ChapterID=11>

24. Under Section Four: Page 13, Scope of Work, All documents must be scanned at a 300 dpi Multi-page pdf image format, in the Additional Clarification Questions, Question 9, the Response states *The Clerk prefers TIFF TIFF or PDF is acceptable*

- a. Does Each Department have a different Image Format Requirement?
 - i. Circuit Clerk Multi-Page Tiff
 - ii. Human Resources?
 - iii. Regional Planning & Zoning?
 - iv. States Attorney?

The State's Attorney requires PDF format. Scanning resolution must be adequate to ensure that no information is lost. A scanning resolution with a minimum of 200 dots per inch is required for recording documents that contain no type font smaller than 6 point. A minimum scanning resolution of 300 dots per inch is required for engineering drawings, maps and other documents with a type font smaller than 6 point or with background detail.

25. Under Section Four: Page 15, Vendor Off-site Facility Requirements, ... *Your Facility must pass a site inspection by County Officials...*, When will this Site inspection occur?

Looking for past inspections

26. Under Vendor Response requirements: Page 21, Document Prep & Procedure Training and Support:

- a. *Please describe what training you will provide the County personnel on how to prep and prepare our department files. Most departments have not ever had scanning done and are new to the process.*
- b. Can you expand on what you anticipate for training and Support?
 - i. For example, are you referring to providing Information on Best practices for Boxing of records, labeling boxes and also offering support for best Practices for Indexing and foldering of images?

State's Attorney's Office- The SAO will box their files prior to pick up. All folders within the box are labeled with the case number which should be the number used to name the final scanned file. The SAO will want to confer with the scanning company to ensure both are on the same page.

27. Does each Department have an anticipated schedule for Record Pick up after award?

State's Attorney's Office- SAO files in 720 can be picked up as needed by the bid winner. For SAO files in the courthouse, bid winner will need to coordinate a pickup time with the SAO. The SAO will need a minimum of 3 weeks' notice to prepare boxes for pickup.

28. Will each Department provide an electronic Copy (excel, text or word document) of their Inventory to be scanned, if so, will this be by Box ID or File?

State's Attorney's Office- No. We do not have an electronic inventory of files to be scanned. Files should be named with the case number noted on the case file.

29. Will each Department provide an electronic Copy (excel, text or word document) of their Files to be scanned, if so will this include all indexing information, for example, The File Name?

State's Attorney's Office- No. We do not have an electronic inventory of files to be scanned. Files should be named with the case number noted on the case file.

30. Will each Department provide an electronic Copy (excel, text or word document) of their Files to be Shredded or Returned if so will this be by Box ID or File?

State's Attorney's Office The SAO expects to shred all files that are scanned. However, for final approval for shredding, the SAO will need to review the list of files scanned and review the quality of scans. Items such as evidence that are not shredded should all be returned.

31. Within the Additional Clarification Questions, Question 19, the Response states Is a 3-part scan allowable (bitonal, color, confidential)? Answer: Yes

a. Can you please expand on what this Question and Answer mean to the County?

N/A

32. Follow up to Question 19, Does the County require any other Scanning Requirement than Black & White?

a. Question 19 appears to reference, Bitonal and Color Scanning, is this required?

b. If Color and Bitonal Scanning are required, does the County wish to see separate Price points for this?

State's Attorney's Office-Yes, SAO office will want this. The vast majority of documents owned by the SAO will be scanned in Black and White. If there are photos in case files. These will need to be scanned in color.

33. For Regional Planning and Zoning Drawings, is there any requirement for Shading of Raised Seals prior to scanning?

No requirement, they are not raised, just stamped

34. For the States Attorney, will any of the Large Oversized Posters or Exhibits require imaging?

No. If found, oversized poster and exhibits can be returned. We do not anticipate more than a few of these to be found.

35. For the States Attorney inventory, will the records need to be transported / carried down a staircase prior to utilizing an elevator for loading?

The SAO has 67 Large boxes and 25 small boxes of files that are currently located on the 9th floor of the courthouse. The courthouse elevator only goes up to the 8th floor so these boxes will need to be transported down to the 8th floor prior to utilizing the elevator.

36. Are we to assume all records scanned will need to be microfilmed? Both court records and all other potential document types?

The SAO does not require any microfilm.

37. Is brown-toning required for all microfilm created? This is a very toxic and hazardous process that is only done by a few microfilmmers in the United States and will severely limit responses to your RFP.

No

38. In order to meet the requirements of the RFP with multiple locations, are 2 companies allowed to respond as a partnership?

No

39. Is this a mandatory requirement? Even if we have one company separated by a concrete wall?
“Vendor facility must not be a part of or connected to any other business or a part of another building or business due to fire or intrusion risks”
No it is not mandatory, but please provide the information if your facility is connected to another business.
40. The minimum amount of boxes per week is listed as 500 boxes, but in exhibit A it only lists a total of 2,468 boxes. Is the goal of the project to scan ~2,500 boxes in 5 weeks?
Please respond with the length of time the entire project will take to complete.
41. If for example we scanned 250 boxes per week (instead of 500), but at a lower price, would this be an acceptable option?
No, we want a total amount for the project.
42. Are there additional boxes not included in exhibit A?
Potentially
43. Since many of the Case Files are very old, are the case files being scanned as a single file/pdf to keep pricing lower? Or should pricing be based on document typing all documents scanned?
Requirement: “...identifying documents within a case file such as alcohol evaluations, wills, evidence, docket sheets, impounded records, Judges notes, impounded or sealed documents and any other document type within the case that may need to be identified”
For the SAO, all sheets within a file can be scanned to the same PDF. Individual documents do not need to be identified.
44. Under the Letter of Transmittal Page 19 (Section 2)
a. The transmittal letter shall:
b. Provide the original signature of the person authorized to contractually obligate the organization.
Is an original Ink Signature Required on each of the six paper Copies?
No, an original ink signature is not required on all of the copies.
45. Under Pricing on page 22. What is meant by Price for Multi-Part Form?
a. Can you specify what this means and is there a department with a Multi-Part form requiring scanning?
SAO has no multipart forms.
46. Who is responsible for generating the New Case file Bar-Code Sheet? If this is the vendor's responsibility, what are the specifications for the barcode?
We will not be providing the bar code sheet. If it is needed, it will be created by the vendor.

47. What is the required frequency for pick-ups and deliveries?

To be determined

48. Is a Bid Bond and Performance Bond required for this RFP?

No

49. We do not have contracts within Illinois, but we do have multiple circuit court scanning and microfilming contracts for jurisdictions not located in Illinois including Federal contracts. Will this eliminate us as a possible vendor?

All references are accepted

END OF ADDENDUM ONE