



PURCHASING

June 30, 2026

MEMO TO: Prospective Bidders
FROM: Kimberly Toon, Purchasing Manager
SUBJECT: **Addendum #1:** Personnel File Digitization Services

DUE DATE AND TIME: **JULY 23, 2026 at 2:00 p.m.**

1. The Bid Documents are hereby modified by this Addendum #1 dated June 30, 2026.
To include the following:

a. Q&A

2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum #1, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

a. Q&A Responses

- **Question:** Will the City pack the files to be ready for pick-up, or should the scanning vendor include pricing to pack the files?

Answer: The files are already packed in bankers' boxes and labeled.

- **Question:** Can the boxes be prepared for pick-up by a trucking company, or will the scanning vendor be required to perform the pick-up?

Answer: Scanning vendor will need to arrange for pickup and delivery of the boxes.

- **Question:** We see in the RFP that the standardized quantity of boxes for all respondents will be 300 boxes. Is there also a standardized quantity of images per box that we should assume?
 - We understand this would be an estimate only.
 - As you can imagine, a box containing 2,000 images would need to be priced differently than a box containing 3,000 images.
 - Would the City be willing to issue an addendum establishing a standardized quantity of 2,500 images per box for all vendors to use in their quantity and rate calculations?
 - If so, all vendors could use either 300 boxes as the standardized quantity or 750,000 images as the standardized quantity.

Answer: When this process started it was decided that we prefer them to price per box. All boxes are the same size.

- **Question:** Is the City willing to permit the vendor to deliver all electronic images and metadata via an FTP server in a non-proprietary format rather than directly uploading them into Laserfiche? This would give both the Laserfiche vendor and the City greater control without requiring the digitization vendor to be granted administrative access to Laserfiche.

Answer: Yes

- **Question:** We provide a records management software solution that competes with Laserfiche, in addition to offering all of the digitization services the City is seeking. Would the City like us to include any information about our software in our response to the digitization proposal?

Answer: No, we prefer Laserfiche.

Bidder Acknowledgement:

Bidder Name (Print): _____

Bidder Signature: _____

Date of Signature: _____