ADDENDUM NO. 1

Date: April 7, 2014
for

Request for Qualifications and Proposals
Blueprint and Document Scanning Services

South Orange County Community College District

General—All project documents including contract documents, drawings, and specifications, shall remain unchanged with the exception of those elements added, revised, deleted, or clarified by this addendum.

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ADDENDUM ITEMS

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1-1 Modification to the title of RFQ & P

Modify the title of the RFQ & P from:

Blueprint Scanning Services

To:

Blueprint and Document Scanning Services

This modification will clarify the intent to potentially include scanning of associated specifications, geological testing reports and other associated documents as identified by the district.

1-2 Questions and Answers

Q1: May companies from outside the United States apply for this?
A1: Yes

Q2: Is it necessary to be onsite or can we perform tasks related to the RFP outside USA?
A2: The scope of work involves being present onsite to evaluate which blueprints for existing buildings are in the archives and which will be necessary to obtain. Additionally, the successful proposer will be required to sort through and remove duplicate documents.

Q3: Can we submit proposals via email?
A3: No, hardcopies are necessary per RFP.

Q4: Can the agency identify the primary goal of the RFQ?
A4: Convert to digital all the facility documentation over a four month or shorter period.

Q5: Can you build a spreadsheet with an estimate of pages by sheet size, plus a line item for indexing at a cost per keystroke to facilitate pricing?

A5: The number of documents that will be required to be scanned is not yet known and will result from the efforts of the sorting and document identification process listed in the RFQ & P. Provide pricing to address the three tasks that are listed in the RFQ & P with the third task, implementation itemized in a manner that allows for flexibility in volume.

Q6: Is it possible to perform the scanning function at the document archive location or elsewhere on campus to reduce transportation needs?

A6: Provide proposal as if no scanning will be permitted on site. District reserve the right to make a determination to scan on site after award if it is in their best interest.