ADDENDUM NO. 2

Date: April 14, 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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Q1: Was this work previously contracted?
A1: No

Q2: What is the expected rough volume breakdown of the project between 11x17 documents, pamphlets, booklets, books and records?
A2: The focus of the work is blueprint scanning. If the associated specification sections are not already available electronically, and can be found, these will be added. We suggest you estimate 50% of the buildings will require these documents be scanned. There may also be “studies” or change documents that will be scanned to provide a comprehensive record of as-builts. These will be “one offs”.

Q3: Is the district open to any other interval options versus the 200 documents per day?
A3: Yes, the objective in identifying 200 documents/day is to indicate that time is of the essence and our goal is to have the work complete in approximately four months.

Q4: What locations for pick up are included in the SOW?
A4: There are two document locations: Saddleback College in Mission Viejo and Irvine Valley College in Irvine.

Q5: Is electronic transfer of the imaged files same day acceptable?
A5: This is a term that could be negotiated at the time of contract execution but likely to be favorable.

Q6: Would physical return of documents coinciding with the next pick-up be a potential?
A6: Yes, this is acceptable.
Q7: You request three digital copies to be supplied on thumb drives – can the use of these drives be rotated?

A7: The objective is to ensure that each of the colleges and the district obtain access to the electronic information. We are open to alternate suggestions for how this will happen.

Q8: What is the purpose and anticipated frequency of hard copy requirements (Printing and Copying).

A8: Hard copy printing is likely to comprise a minute part of the initial work scope. We would like firms to provide pricing for printing in the event that we determine it is in our best interest to maintain an ongoing printing relationship for small scope, occasional work.

Q9: It is very difficult to provide a competitive lump sum price for task 2 and 3 without knowing the volume and the condition of the plans. Can you propose an approach?

A9: Understood. We are interested in a lump sum so that we can perform an “apples to apples” comparison. Toward that end, let’s assume we have 55 buildings total (both campuses) with 250 sheets per building in assorted blue print sizes. Assume that 28 of those will require specification scanning. Be sure to include per sheet pricing in addition to the lump sum proposal. Include any information on pricing that you believe will assist us with making a decision.

Q10: How many items are estimated relative to “Compare list of facilities with items available for scanning and identify missing documents?”

A10: Assume there are 55 buildings between the two campuses. Each of the buildings may have multiple documents or none and it will be necessary to discern which of these is the latest information and which buildings have no information. The discovery of this is the work of task 2 and is not known at this time. To permit an “apples to apples” comparison. Let us assume that 33% of the buildings have plans that are easy to identify as final, 33% have numerous duplicates that require much wading through to ascertain file documents and 33% have no documents and that an additional step will be required to obtain this information. These numbers are for the purposes of responding to the RFQ & P and are not intended to reflect the actual conditions.

Q11: What is the process for obtaining the missing documents?
Q11: The first step will be to work with the Division of the State Architect to determine if they have a copy of the plans on file. If yes, then the district will pay to have them sent forward for scanning. If no, then information on the Division of the State Architect website may provide us with the name of the Architect as an additional possibility for re-acquiring the information.

Q12: What is the condition of the documents? Will we be repairing 1 in 100 documents or 1 in 100?

A12: The condition is unknown. Assume that you will be repairing 15% of the sheets scanned.