



Greg Horn, District Engineer

**ADDENDUM 002
REQUEST FOR QUOTATION
SL14-120-R7 Scanning Services**

Bidders shall acknowledge receipt of Addendum 002 (TWO) by signing and including it with original bid. The due date for receipt of this bid **does NOT change** by this Addendum. Accordingly, the following clarifications, additions/deletions, questions and answers are believed to be of general interest to all potential bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Stephanie Austin Rashid, CPPB General Services Specialist
Bidder Signature	Department of Transportation <i>Stephanie Austin Rashid</i>
<input type="text" value="Signature of person authorized to sign"/>	<input type="text" value="Authorizing Signature"/>
Date Signed:	Date Signed: April 7, 2014

QUESTION 1: Since the definition of a page can be ambiguous (i.e. a page can mean a single piece of paper having two sides and creating two images, or it could mean a single sheet with two pages one on the front and one on the back) can the agency change the units in the pricing page from “page” to “image”?

ANSWER: No. Page is defined as a one side of a leaf of paper. A piece of paper that is double sided will be considered two pages for the purposes of bidding.

QUESTION 2: Are we to understand that the agency wants a single pdf for each project number with a bookmark for each parcel, named by the actual parcel number, not just a sequentially increasing parcel number?

ANSWER: Yes, the parcel numbers are assigned during the design stage of the project and these parcel numbers stay with that piece of land for the duration of the project and do not change, even if we may remove a parcel and no longer acquire that piece of land. Within each project file that we give to be scanned, each document will be clearly identified as to what it’s parcel number is and we will have what we call index sheets at the beginning of each project file that will clearly show all the parcels within that project.

THIS PAGE MUST BE SIGNED AND RETURNED WITH ORIGINAL RFQ.

QUESTION 3: So we can understand how much indexing will be involved and how often we will have to remove and replace clips, can the agency identify how many projects and parcels we would be encountered in a box?

ANSWER: Not really. Some projects only have a couple of parcels with a few documents in each parcel. Other projects have a couple hundred parcels with 20 or 30 pages in some of the parcels. It can vary widely depending on the type of project, the distance covered by the project, and the negotiations. The company itself will not have to do much as far as organizing documents. We have them all organized and each parcel is grouped together with a paperclip and marked with a parcel number so all they have to do is scan and add in the bookmarks and then staple the papers together that were grouped by paperclip.

QUESTION 4: Any chance the agency would have a spreadsheet listing the project numbers and their associated parcels?

ANSWER: Each project has a spreadsheet with a list of their associated parcels and some additional information. This sheet is supposed to be scanned at the beginning of the pdf for the project and have its own bookmark. Otherwise, we were not planning on making one spreadsheet with a list of all of the projects and their respective parcels.

QUESTION 5: Regarding making the pages right reading, how common is it for pages to be landscape orientation in the original documentation?

ANSWER: Somewhat common, depending on the project, the year it was done, and various other factors. Each project will have plan sheets and these plan sheets will be landscape orientation. We have tried to put all of the plan sheets at the very end of the project file but sometimes that is not possible.

QUESTION 6: Since manual review of every page can increase cost considerably, can we propose using Optical Character Recognition to automatically correct orientation rather than manually reviewing every page? For OCR to work, the page would need to have machine printed text somewhere on each page.

ANSWER: For some projects, this might work. However, some may have handwritten negotiator's reports and the plan sheets are not always machine printed, especially with the older documents. The negotiator's reports will not usually have landscape orientation. Also, writing may go in more than one direction and for a human eye looking at the document, it should be pretty obvious which orientation the document should have. We are not sure if the OCR would be able to pick up on this. For bidders that want to list optional pricing for OCR, please list pricing increase/reduction below:

Price Increase Per Page using OCR _____

Price Decrease Per Page using OCR _____

QUESTION 7: Can we propose an option to scan everything in grayscale just to ensure every page is captured legibly? Often times this can be less costly then starting and stopping the scanner or going back to rescan items that are too light.

ANSWER: No. Winning bidder to scan in grayscale only when needed.