



CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND

**Addendum #1**  
**Request for Quote (RFQ) # 045/FY24**  
**DOCUMENT SCANNING**  
**June 5, 2024**

**ATTENTION ALL BIDDERS:**

The following addendum is being issued to amend and clarify certain information contained in the above named RFQ. All information contained herein is binding on all Proposers who respond to this RFQ. Specific parts of the RFQ have been amended. Proposers are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your proposal to disqualification. No provided answer to a question may in and of itself change any requirement of the RFQ. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double ~~strikeout~~ (ex. ~~language deleted~~).

**Revised RFQ Due Date – ~~FRIDAY, June 7, 2024 AT 2:00PM ET~~**  
**TUESDAY, JUNE 11, 2024 BY 2:00pm ET**

**The following questions were asked during the question period:**

- 1. Q: In Part II Section 2, the RFQ states the contract last till June 30<sup>th</sup> 2024. Was that meant to be 2025?**  
A: The City's fiscal year ends June 30<sup>th</sup>. This contract will run through June 30<sup>th</sup> (on a pro-rated basis) and then will have four one-year renewal options.
- 2. Q: What is the size of each batch of documents we would receive, as there is a 10 day limit to digitize files before returning them?**  
A: The size of each batch is flexible based on the ability of the contractor to complete the scanning within the timeframe.
- 3. Q: Can the documents be moved out of Maryland for scanning?**  
A: Yes.
- 4. Q: Are the documents to be returned after scanning or they need to be shredded?**  
A. All documents should be returned after scanning.
- 5. Q: What is the anticipated turn around time for project completion. Does city require it to be completed by June 30<sup>th</sup>?**

A: Turnaround time: by the end of calendar year 2024 or sooner. For June 30, 2024: work scope is pro-rated. This contract will run through June 30<sup>th</sup> (on a pro-rated basis) and then have four one-year renewal options. The work doesn't have to be completed by June 30, 2024. The date on the invoice needs to be June 30, 2024 or prior for the first pickups (provided the boxes/roll plans are picked up prior to June 30, 2024).

**6. Q: Can all the documents – 310,000 and 1550 pages be picked up at once? City has 6 trips in the quote page. What is that for please explain.**

A: Yes, all documents can be picked up at once. Throughout the year, we may have additional documents that need to be scanned, necessitating additional trips to pick up the files.

**7. Q: Can the City please confirm that “the contract lasts through June 30, 2024” per RFP Part 1, Section 1.c (page 4)? So following the RFP due date, the work must be completed within ten business days?**

A: This Request for Quote (RFQ 045/FY24) runs through the City's current fiscal year end of June 30, 2024 and has four one-year renewal options. Work scope for FY24 (through June 30, 2024) will be on a pro-rated basis.

**8. Q: Can prospective bidders visit the City for an onsite inspection of the files prior to the bid deadline?**

A: The City is open to this, but it does not appear that the timing will work out for this right now. We do not feel this is necessary though.

**9. Q: Was this work previously contracted? If so, who was the previous vendor and will the City provide a copy of that contract?**

A: The last time this service was solicited was in 2020 and the awarded vendor was ARC Document Solutions, LLC, Eddystone, PA. The dollar amount, less than \$30,000, did not require formal City contracts.

**10. Q: What is the annual projected budget for this project?**

A: The annual budget for this work scope is between \$15,000 and \$20,000.

**11. Q: What percentage of the pages are handwritten per RFP Part 1, Section 1.3D.vi (page 5)?**

A: Percentage is unknown, but relatively few. Most are typewritten/computer printed.

**12. Q: Please confirm the required Pricing, as RFP Part 1, Section 1.9.F requests pricing “based on a charge per banker’s box” but the pricing form is per page 1.9F**

A: 1.9.F requests pricing for the shredding. That lines up with #4 on the Pricing Form. The scanning price is per page.

**13. Q: What system will the files be uploaded into?**

A: Files will eventually be uploaded into our Sharepoint.

**14. Q: What is the preferred schedule of inventory pickups and deliveries. Will the City consider a one-time pickup to reduce overall costs?**

A: We have 20+ boxes and roll plans ready to be scanned now. As the year goes on, we will have additional boxes to be scanned and we will contact the vendor to pick them up. There is no set schedule.

**15. Q: While records are offsite, is the City willing to pay for any costs associated with ongoing ad hoc records requests?**

A: No.

**16. Q: The Bid Proposal lists a quantity of 6 for transportation. Are we able to pick up all documents at one time, and then deliver back once completed?**

A: Yes, although the City, throughout the year, may have more scanning than was ready for pick up at that initial time.

**17. Q: Under Section 1.6 of the RFQ it states that documents must be sent back within 10 days of receipt. Are you expecting this project to be completed within 10 days?**

A: No.

**18. Q: It also asks in the same section that you need 4-hour rapid retrieval of documents. Would 24 hours be okay?**

A: Yes.

**19. Q: Is there an average page count as to how many pages are in a rolled file?**

A: It can range from 20 pages to 150 pages.

**20. Q: Is the duration for the initial period of performance (through June 30, 2024) correct?**

A: The City's fiscal year ends June 30<sup>th</sup>. This contract will run through June 30<sup>th</sup> (on a pro-rated basis) and then have four one-year renewal options.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR QUOTE (RFQ).**

**Additionally, please be sure to submit all required forms with your proposal per this addendum and the solicitation instructions.**

**ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR QUOTE.**

**ISSUED BY: PAT RYAN, PRINCIPAL BUYER, 06/06/2024**

**NAME OF QUOTER: \_\_\_\_\_**

**PROPOSAL DUE DATE: (CHANGED) 2:00PM (ET),**

**TUESDAY, JUNE 11, 2024**