

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

ADDENDUM NO. 1
July 6, 2016

Your reference is directed to File No. 1000122177, Solicitation No. 3000005982 scheduled to be opened at 10:00 A.M. on July 21, 2016 for the Purchase of Microfilming Services for Department of Transportation and Development.

The following changes are to be made to the referenced solicitation:

- 1) Attached are the Vendor's Written Inquiries and State's Answers.
- 2) Change Attachment B – Specifications 3000005982, Number 38, page 6 to read:

Vendor must visit the DOTD Microfilm Facility located at 1700 Foss Drive, Baton Rouge, Louisiana, prior to submitting bid, to become familiar with all conditions surrounding fulfillment of the specifications for this project. Vendor must also submit completed job site visit certification form. See Attachment C – Job Site Visit Certification.

This addendum is hereby officially made a part of the referenced proposal.

ACKNOWLEDGMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, Louisiana 70802, or by fax to (225) 342-9756. The State reserves the right to request a completed Acknowledgment at any time. Failure to execute an Acknowledgment shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledgment/No changes:

For: _____

By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening in a sealed envelope marked with the file number, the proposal opening date and time either by mail to:

Office of State Procurement, P.O. Box 94095, Baton Rouge, La. 70804-9095, or by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

1. How many transportation visits to pick up documents are expected each month?

Answer: Once a month.

2. Item 2 – How many requests for files on demand should we expect each month?

Answer: Once every two (2) months.

3. Can these requests be addressed by emailing the images?

Answer: Sometimes, but occasionally original documents are needed.

4. Item 4 – May we create the control log after we move the files to our facility or must it be completed before they leave the DOTD facility?

Answer: You can create a control log after the files are moved.

5. Item 23 describes the naming convention which includes the file type. Will all documents in a file be of the same type or will we be required to separate documents within a file?

Answer: Samples of file type and indexing can be provided to you during your site visit. The files will be of the same type within a folder.

6. Will DOTD personnel place all files in boxes or will the vendor be required to pack boxes?

Answer: DOTD will be responsible for placing all files in the box.

7. What is the average number of pages in a file?

Answer: Approximately 25 to 50 pages.

8. What percentage of pages in a file are two sided?

Answer: Less than twenty-five (25) percent.

9. Are there any wide format documents to be digitized (greater than 11x17 inches)?

Answer: No.

10. If so, what percentage of the documents are wide format?

Answer: Not applicable.

11. May we visit the DOTD Microfilm Facility on July 14, 2016?

Answer: Yes, you may. Please contact (225) 379-1123 to schedule a job site visit.

12. Pricing all services, including transportation, destruction, etc. as a single unit price is very challenging, as there are multiple unknown variable cost factors. May we provide a la carte pricing for some of the items required?

Answer: No, pricing must be bid as requested.

13. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: While the specifications do not require companies to be located in the USA, the specifications do state that the vendor must:

- a.) Provide access to records twenty-four (24) hours/day, seven (7) days/week throughout the year, and provide overnight delivery of hard copy when requested.
- b.) Files will be picked up at DOTD Microfilm Unit located at 1700 Foss Drive, Baton Rouge, LA 70802, by vendor at vendor's cost. After microfilming, master negative, duplicate roll(s) and index to be **hand delivered** at vendor's cost to DOTD Microfilm Unit. Vendor will be required to make bi-monthly deliveries of the finished product.
- c.) Sub-contracting of any part of the microfilming and digitizing services listed herein is **strictly prohibited**.

14. Whether we need to come over there for meetings?

Answer: The only meeting required is the mandatory jobsite visit.

15. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: Answered by response to question #13.

16. Can we submit the proposals via email?????

Answer: No. See Attachment A – Terms and Conditions, “BID DELIVERY INSTRUCTIONS FOR STATE PROCUREMENT”.

**ATTACHMENT C:
JOB SITE VISIT CERTIFICATION**

Vendor should contact **Gilbert Bonnet or DeAndra Jenkins at (225) 379-1123** to schedule an inspection.

This signed statement certifies that the vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

Vendor's Company Name

Vendor's Signature

Louisiana Department of Transportation & Development

DOTD Agency Signature

Date

NOTE: This certification should be signed by vendor and DOTD representative and submitted with proposal.

A signed letter from the DOTD representative stating that vendor has visited the jobsite may be substituted for the above.

**** Current Vendor is Exempt from this Requirement.**