May 29, 2024

**ADDENDUM NO. 02**

Your reference is directed to RFx Number 3000022951 for the Invitation to Bid (ITB) for the State of Louisiana – Microfiche and Microfilm Transfer for DNR, which is currently scheduled to open at 10:00 AM CT on 05/29/24.

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**Questions from the Vendor and State’s Responses:**

**Vendor Question 1.** Please provide the average number of Wells per microfilm roll? Is it safe to assume since the microfiche averages 30 images we can assume each well on the microfilm will consist of 30 images?

***State’s Response:*** *The number of wells and associated images on the microfilm varies per reel and serial number.*

**Vendor Question 2.** Can you please indicate what kind of microfilm that you have?

***State’s Response:*** *16 mm 100' simplex film without blips.*

**Vendor Question 3.** Can you please indicate what kind of Microfiche that you have?

***State’s Response:*** *16mm microfiche jackets.*

**Vendor Question 4.** Can you please indicate how many characters are in the average Well File Name? Well Serial Numbers are usually 5-6 characters long (Ex. 35001, 220628, etc.).

***State’s Response:*** *Files created should be named according to the relevant serial number as listed in the Specifications Sheet (Ex. 35001.pdf, 220628.pdf, etc.).*

**Vendor Question 5.** Is the microfiche and microfilm currently stored in a temperature and humidity-controlled environment? If so, what is the average temperature and humidity level?

***State’s Response:*** *No.*

**Vendor Question 6.** Does the Microfilm/fiche have any known issues such as vinegar syndrome or redox issues which may affect the image quality?

***State’s Response:*** *A certain percentage of the films have degraded due to vinegar syndrome, but the actual affected quantity is undetermined.*

**Vendor Question 7.** Will the Microfilm/Fiche be in a film box or fiche sleeve?

***State’s Response:*** *Microfilm - 16mm open-reel film in film box; Microfiche - 16mm microfiche jackets*

**Vendor Question 8.** What is the percentage of Microfiche considered to be in good to excellent condition?

***State’s Response:*** *A certain percentage of fiche cards have degraded due to vinegar syndrome, but the actual affected quantity is undetermined.*

**Vendor Question 9.** What is the percentage of Microfilm considered in good to excellent condition?

***State’s Response:*** *The microfilm collection does not currently suffer from degradation.*

**Vendor Question 10.** Is there an expectation that any Microfiche or Microfilm will need special prep/handling prior to scan. If so, can you provide percentage and number?

***State’s Response:*** *No.*

**Vendor Question 11.** Do you require the vendor to do any manifesting or packaging of materials during pickup?

***State’s Response:*** *No.*

**Vendor Question 12.** Can various unit prices be supplied based on the condition of the material?

***State’s Response:*** *Unit prices should be provided per reel/card of film. Films suffering from vinegar syndrome will be excluded from this project and considered for future proposals.*

**Vendor Question 13.** On the USB drive connecter type. Is USB A required or can USB C be used? It is not specified in the Microfiche and microfilm transfer specifications.

***State’s Response:*** *No preference Either USB-A or USB-C may be utilized.*

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The following change is to be made to the referenced solicitation.

RFx Currently Reads: Scheduled to open at 10:00 AM on May 29, 2024.

RFx Changed to Read: Scheduled to open at 10:00 AM on June 5, 2024.

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All else remains as on original Invitation to Bid.

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

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756, and indicate the RFx number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

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

Revision:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Kafayat Alli- Balogun

 Office of State Procurement

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