



TWIN RIVERS USD
REQUEST FOR PROPOSALS FOR FACILITIES PROJECTS DOCUMENT
SCANNING AND DIGITAL PLAN ROOM SERVICES
RFP 22-021

ADDENDUM NO. 2– DATED APRIL 19, 2022

I. RESPONSES TO REQUESTS FOR INFORMATION (“RFI”)

Below are questions received by the April 15 due date, with the District’s responses shown in red. All vendors have been provided the same information through this RFP. Further information is not available. As such, prospective vendors are instructed to submit their proposals based on the information provided. Proposals are due by 3:00 p.m. April 25, 2022. Please acknowledge your receipt of both Addenda, in your proposal submission.

1. The RFP states the vendor will need to perform a pack-out of the records for transport to the vendor’s facility. Can all the records be packed-out at one time and transported to the facility? Will the district allow the records to be out of their possession during the project? **They can be packed out at one time, but must be indexed by vendor prior to transporting so that at any time the District needs a document pulled it can be easily located and a copy scanned to the District.**
2. The district indicates the project must be complete by 12/31/2022. Will the district allow for any prebilling by this date even if the project is not complete? **Progress billing is ok.**
3. The RFP states 100,000 Large Format Drawings. Are these 100,000 large Format Drawing Sheets or 100,000 Large Format Drawing Packets? **100,000 is just an estimate, but are "sets" and not "sheets".**
4. What are the sizes (A-Size, B-Size, C-Size, D-Size or E-Size) of the Large Format Drawings? **Varies**
5. The records are inside the 150 boxes - **Not yet boxed, to be boxed & indexed by vendor**
 - a. Are these records in file folders? **No**
 - b. On average, how many file folders are contained within a box? **Unknown**
 - c. Is a file folder level index sufficient for these records (i.e., the contents of each file folder will be a single multi-page image file)? **Yes**
 - d. Where will the required index fields be the location (file folder tab, first page of each file)? **Please clarify question.**
 - e. Are there any pages within these records larger than 11” X 17”? **No**
6. Are there any requirements for color scanning? If so, what is the estimated percentage? **Some documents require color. % is unknown.**
7. Are there any stipulations by the district on where the document scanning services can take place? **Prefer local.**
8. What is the estimated activity level on these records? How active are they? **Minimal activity. Closed projects.**
9. Are all the records located at a single location? **Yes**
10. Is there a Loading dock at the location where the records will be picked up? **Yes, but records are in a room to be packaged/boxed by vendor.**

11. The district mentioned the return of hard copies or shredding. Can the district confirm which documents need to be returned and which documents need to be destroyed? **Documents will not need to be returned. Vendor will destroy up on acceptance by District of scanned documents.**
12. Please confirm the due date – April 21 or April 25 (RFP page 6)? **This is done. An Addendum was issued Thurs. 4/14.**
13. Can bidders use DocuSign on forms? **Yes**
14. Given the information requested in the RFP, a 5-page limitation is difficult to work within. Would the District consider expanding the page limitation to 15 pages? **The District will accept 10 pages maximum. Please do not submit marketing material or brochures.**
15. Will the District or the vendor be responsible to provide boxes? **Vendor**
16. Will the District provide data files containing the index fields to be populated? **No**
17. Can vendors remove all documents to be scanned at once? **They can be packed out at one time, but must be indexed by vendor prior to transporting so that at any time the District needs a document pulled it can be easily located and a copy scanned to the District.**
18. What is the volume of documents to be securely shredded? **Unknown**
19. Is there an existing system used to view images? **No existing system.** What output format is required? **jpg and pdf**
20. Regarding specialized services:
 - How many users will require access to the platform? How many concurrent users? **# of users unknown as all design team and contractors will have access.**
 - What is the contract length specific to the digital platform? **Contract awards are typically up to 3 years. Possibly renewable for another 2 years - all terms at District's option.**
 - Are there images from past document imaging projects that are expected to be imported into this new DMS system? If yes what is the volume? Who will be responsible for upload/migration tasks? **Volume unknown. District to upload.**
10. Regarding the “ability to order prints directly from document storage system and have delivered to specific location” requirement:
 - Please confirm – is this public access to request document sets? **Yes**
 - If public access is in scope, how many public users are anticipated? **Unknown – typical construction bid could have 20-25**
 - Please provide detail regarding “delivered to a specific location.” **Delivery address could be the District, architect or contractor.**
 - If applicable, please explain how the District will handle payments for this type of service. **Requestor to be billed, unless authorized by District to be paid by District**
11. Has the District previewed or demo'd any digital storage solutions prior to RFP release? If yes, which ones? **SkySite and DocuDoc**
12. Would the District be willing to provide a standardized pricing grid or format to be used by all bidders? The use of standardized unit pricing will prove helpful with District evaluation/scoring. **No, this is not available. This is a request for proposals for services; pricing is one factor in evaluation of proposals, along with other criteria, laid out in Sec. VI of the RFP.**
13. Is there an incumbent already doing this work? If there is an incumbent, can you attach the existing contract? **ARC does document reproduction, but this RFP increases the scope and identifies additional District needs.**

14. What is the anticipated budget for this project? **\$150K**
15. Please provide more details regarding document re-assembly from page 4 of the RFP. What are the District's expectations of re-assembly? **As documents will not be returned, re-assembly will not be necessary.**
16. What % of documents are part of "active" projects? Are documents only scanned once a project is completed for day forward? Or as the documents are produced, is the expectation that they will be scanned and available in a short timeframe? **Scanning will only be required for the archived projects. New projects should already be submitted in digital format to be uploaded to digital archive system.**
17. For the 100,000 large format drawings, does that refer to "sets" of drawings? If yes, how many average pages does each set contain? Total pages? **Yes, this refers to sets. Pages unknown.**
18. Please verify the small format documents volume. Is the 525,000 images the assumed "image" count? Or is that the number of physical pieces of paper? **Estimated number of physical pages.**
19. Please describe the binders and folders referred to on page 4. Section A, bullet 5. Small Format documents appear to be stored in these binders or folders. Describe the fastener system or binding system. **3-ring binder, spiral bound and screw bound.**

/END OF ADDENDUM 2