

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Trevor Day
Procurement Commissioner

April 20, 2016

BID NUMBER: S7Z61960
TITLE: Conversion of Documents to Microfilm
DEPARTMENT: Various
DATE TO OPEN: May 25, 2016 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Please see the following attachments to be included with the bid.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.



L.C. Henderson, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LCH/cw

ATTACHMENT "A"

SAMPLE OF LABELING MICROFILM BOXES

SAMPLE OF LABELING ON MICROFILM BOXES

LABEL FOR TOP OF BOX

Reel #18301	Date 05/02/2004
READING ROOM	

LABEL FOR SIDE OF BOX

REEL #18301	DATE 05/02/2004
READING ROOM	
START DOC. ID#	50073833
END DOC. ID#	50074571
DATE ARCHIVED	05/09/2004
IMAGES	3351

ATTACHMENT "B"

SAMPLE OF LABELING ON STORAGE TICKET

SAMPLE OF STORAGE TICKET

COMPANY CITY OF PHILADELPHIA		ROLL NO. *****		
DEPARTMENT LOCATION RECORDS RM 111 C.H.		REDUCTION 28 : 1		
TITLE OR DESCRIPTION JTD CURRENT WORK				
DATE FILMED	DESTRUCTION DATE	ORG. REC. DESTROYED		
INDEX NO.	DESCRIPTION WORK OF **/**/2*** START ID: ***** END ID: ***** ARCHIVED: **/**/2*** IMAGES: ****			
DATE FILED	FILED BY	VAULT	SECTION	DRAWER
DATE DESTROYED		DESTROYED BY		