

PROCUREMENT DEPARTMENT
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CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

May 14, 2010

BID NUMBER: S1WJ7650
TITLE: Restoration and Digitization of Library Materials
DEPARTMENT: FREE LIBRARY OF PHILADELPHIA
DATE TO OPEN: May 19, 2010 at 10:30 AM

ADDENDUM # 1

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

QUESTIONS AND ANSWERS
RESTORATION AND DIGITIZATION OF LIBRARY MATERIALS
INVITATION AND BID NO. #S1-WJ765-0
MANDATORY PRE-BID MEETING OF MAY 5, 2010 – 12:00 PM

Question #1

Page 20, Item #5.1.7

What is the maximum poster size? 40" x 28.5" How are the posters affixed to the mat?

Answer:

Posters are currently not matted.

Question #2

Page 20, Item 5.1.8

Is the Library interested in having the posters rehoused in a matboard folder with a window opening? If not, how would the Library like the posters re-matted? When will the posters be re-matted versus placed in a box? What type of box would the Library prefer?

Answer:

No, Posters would not be matted, but encapsulated. No box will be necessary, except for transport, since posters will be housed after treatment in flat file drawers.

Question #3

Page 11, Item #2

Is the Library aware of the quantity of gold DVDs required to archive the number of images in question as well as the associated costs? If yes, can the creation of the DVDs be a line item in the bid?

Answer:

The creation of the archival dvds is not optional. It is expected that the successful vendor will save Archival TIFF and RAW images to archival quality "gold" DVDs and a portable hard drive as part of this process.

Question #4

Does the bid quantity and total dollar amount pertain to a specific time frame, i.e. one year, or does it pertain to a single shipment with multiple shipments possible during the course of the year? If it pertains to a timeframe only, how many shipments are anticipated during the timeframe?

Answer:

As stated in the Mandatory Pre-Bid Meeting, the estimated quantities are based on the initial the Contract Term (07/01/10 to 06/30/2011).

Question #5

How is the bid required to be delivered? Is a representative of the Company required to be at the bid opening?

Answer:

As stated in the Mandatory Pre-Bid Meeting, bidders may deliver their Invitation and Bid in person, via U.S. Mail, or by carrier service if they so choose, however, all Invitation and Bids must be submitted No Later than the Date and Time as indicated on the Invitation and Bid Cover Sheet (May 19, 2010 AT 10:30 AM) failure to submit an Invitation and Bid after the stated deadline will result in bidder disqualification. Bidders are permitted to attend the Bid Opening if they choose to do so however, their attendance is not a requirement.

Question #6

How many atlases and / or posters will be sent in a single shipment? If an atlas is determined to be too large to rebind in a single binder, will the shipment be reduced by the total number of additional binders to be made?

Answer:

Posters: From 1 to 10 items at a time. i.e., the range needs to start at 1 because we may send one item that is too large for our scanback out for preservation and digitization under this bid.

Atlases: The number of atlases sent currently sent out for preservation work is nine (9) books. If an atlas is determined to be too large to rebind in a single binder, the shipment sent at any one time would be dependent on the size of the approved PO.

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.

Buyer, K. Hanagan

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

KH/cs