

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

January 19, 2012

BID NUMBER: S2Z58210
TITLE: Conversion of Documents to Microfilm
DEPARTMENT: Various
DATE TO OPEN: January 23, 2012 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

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

Bid Opening Date has been postponed until February 01, 2012 at 10:30 AM

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, A. Campfield

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/sj

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

January 27, 2012

BID NUMBER: S2Z58210
TITLE: Conversion of Documents to Microfilm
DEPARTMENT: Various
DATE TO OPEN: February 01, 2012 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

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

Bid #S2Z58210 has been postponed until further notice.

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.

A. Campfield
Buyer, A. Campfield

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE
AC/sj

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

February 10, 2012

BID NUMBER: S2Z58210
TITLE: Conversion of Documents to Microfilm
DEPARTMENT: Various
DATE TO OPEN: February 01, 2012 at 10:30 AM

ADDENDUM # 3

TO ALL BIDDERS:

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

Subject bid will now open on Wednesday, February 29, 2012 at 10:30 A.M.

The City reserves the right not to accept any additional questions at this time for Subject Bid #S2Z58210.

The attached questions and answers arising from the Non-Mandatory Pre-Bid Meeting, held on Monday, January 9, 2012 at 1:00 P.M., are made part of this Invitation and Bid.

QUESTIONS AND ANSWERS
Conversion of Documents to Microfilm
INVITATION AND BID NO. #S2Z58210
NON-MANDATORY PRE-BID MEETING OF JANUARY 9, 2012

1. What percentage of the bid is needed for bid bond?

Answer: The required bid security fee will be based upon the cumulative bid amount as noted in section 5, Pricing. This fee must be submitted in accordance with Paragraph 2 of the City's Terms and Conditions of Bidding and Contract.

2. Who is currently doing the work and for how long?

Answer: Alternative Micrographics Inc. since 2008.

3. Master Bid Security is \$120 Or \$50 as paragraph 3.2.3 says \$50.... Who do we send this to? Is there a bid processing fee?

Answer: As noted in section 1.7.2, the fee to join the Master Bid Security Program is \$120. This fee must be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the bid opening. Or, if bidder chooses to submit the check for the Master Bid Security Program with their bid, the check must be in the form of a certified, Treasurer's or Cashier's check, bank or U.S. Postal money order.

Paragraph 3.2.3 pertains to the performance security fee. This fee will be based upon the total amount of the contract award. The amount of this fee, along with instructions for its submittal, will be noted in the City's official letter of award.

All bids submitted with a bid total greater than \$30,000 must be accompanied by the proper bid processing fee. This fee must be submitted in accordance with Paragraph 3 of the City's Terms and Conditions of Bidding and Contract.

4. Does a local vendor get 5% local preference and another 5% on minority status?

Answer: In order to receive the 5% local bid preference, the bidder or his subcontractor must be certified at the time of the bid opening and must submit with the bid the Local Business Entity Certification number as issued by the Procurement Department. There will be no preference given for a vendor's minority status.

5. Financial information, we assume would be considered confidential and not shared.

Answer: All financial information submitted will be confidential.

6. Price sheet shows 1,300 boxes a year to be shredded...is that correct?

Answer: Yes. Please be advised that quantities listed may be increased or decreased to meet the requirements of the City during the period of the contract that results from this Invitation and Bid.

7. Joint venture-minority certified company does 20% of work partner company receives 5% preference?

Answer: In order to receive the 5% preference, the vendor or its subcontractor must be certified by the Procurement Department as a certified local business entity. Please see the answer to question #4 above.

8. Item 2.2.2 Say Records department pays for the FedEx type of shipping that is setup by the vendor yet 2.2.3 says Vendors shipper will pickup and as often as daily?

Answer: The vendor must set up an account with a shipper, preferably FedEx. The Department of Records will use this shipper to send the microfilm to be processed and receive the completed work. The Department of Records will pay for the use of the shipper. The volume of work for filming from source documents will vary depending upon the particular projects at any one time.

9. Item 2.2.5 Talks about Vendors shipper accompanying Records employee to a room to pickup?

Answer: Yes, vendor's shipper should report to Room 156 City Hall.

10. Item 2.4.2, Pick-Up and Delivery: Furthest location? All in Center City Philadelphia?

Answer: Pickup and delivery may be required at any City government facility and will be described in the PO issued in the contract.

11. Item 2.4.3.1: How many boxes, minimum or maximum, will the Vendor need to pick up for filming and will the 7 day turnaround requirement be enforced no matter how many boxes?

Answer: The volume will vary depending upon the project. Consideration for turn around will be given depending on the number of boxes and filming to be completed.

12. Item 2.4.3.6: what is the size of the largest map, chart or illustrations as mentioned in this paragraph?

Answer: The sizes will vary and we cannot anticipate every size.

13. Item 2.4.3.6, Maps on same roll with reduction changed for the single shot then changed back to 24X:

How often does this happen?

Answer: This reduction would apply to exceptions to the variety of standard sizes and usually applies to an insert or attachment to one particular document with a non-standard size insert or attachment. This could be accomplished by doing the following: If a document larger than the standard field had to be included on the roll the operator would raise the camera head up resulting in a smaller reduction ratio, then reset the camera afterward for the normal sized documents. Time spent to do this was minimal, less than one minute.

Percentage of large format? Historically?

Answer: Historically, the volume has been low but it is possible for this to change in the future.

14. Item 2.4.3.8, Prep and Re-prep:

How often is there re-prep?

Answer: Re-prep is not often. Respondent should price re-prep in the same way the company prices prep.

Percentage of prep needing re-prep? If not in all cases, how do we price re-prep?

Answer: The vendor should list the cost to re-prep by factoring various document sizes, the time to either clip, or re-staple. In this way, the various possibilities are covered.

15. Item 2.4.3.8 states documents get re-stapled yet 2.6.1 talks about destruction. What volume is actually re-prepped and is the re-fastening exactly as received or just one clip to keep the file intact.....

Answer: This varies. There is no one answer. It depends upon the source material and needs of a specific project/collection. As for reprep, the vendor will need to reprep in the same manner of the original source material unless otherwise directed.

16. Item 2.5.1 and 2.5.3: What is the actual volume of copies being sold by the vendor to other departments as the price sheet shows ten

Answer: None have been sold to other City agencies but this can vary depending upon the type of document and the need.

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17. Item 2.5.4: How many rolls were purchased in the previous year?

Answer: 18-24 rolls per month average.

18. Item 2.5.3, \$1.00/roll for non City customers that we can utilize the Contract to perform services:
Please elaborate on this point?

Answer: The vendor will include \$1.00 per roll in its price and that \$1.00 per roll will be paid to the City by the microfilm vendor.

Historic volumes per year?

Answer: Please see question #17 above.

19. At the bid meeting, no one from Records Department was present and it was assumed we would get an opportunity to review files, which didn't happen...How is this being addressed?

Answer: Vendors that attended the non-mandatory pre-bid meeting were advised to submit questions regarding services to be provided to the Department of Records. At no time were meeting participants told that they would be given the opportunity to review files.

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.

A. Campfield
Buyer, A. Campfield

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