



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2007 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Jerome Noble, Director



June 5, 2008

**Re: 08ITB61597A-DR, MICROFILMING, ARCHIVAL/PRINT/PLATS
SERVICE**

Dear Bidder(s):

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **08ITB61597A-DR, MICROFILMING, ARCHIVAL/PRINT/PLATS SERVICE**.

Except as provided herein, all terms and conditions in the **08ITB61597A-DR, MICROFILMING, ARCHIVAL/PRINT/PLATS SERVICE** referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

Donald R. Riley, CPPB
Assistant Purchasing Agent

08ITB61597A-DR, MICROFILMING, ARCHIVAL/PRINT/PLATS SERVICE
Addendum No. 2
Page Two

This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

The Pricing Section has been modified and all questions pertaining to this bid document has been reviewed and responded to accordingly.

For additional information regarding this addendum, contact Donald R. Riley, Assistant Purchasing Agent at (404) 730-7916.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the bid package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time **June 12, 2008 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2008.

Legal Name of Bidder

Signature of Authorized Representative

Title

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RFP Questions

1. Section X – ADDITIONAL SERVICES AND INSTRUCTIONS:

In lieu of capturing images with a camera and then creating the rolls of film, is it acceptable to scan the documents, create a digital copy, and then create the microfilm images from that?

Response: Yes, Vendors may scan the documents, create a digital copy of that document and then create the microfilm image from that document.

2. On the Section 10 Pricing Form, the form asks for total pricing for each of the 3 years. However, the columns above ask for unit pricing, and there are no expected quantities given for described deliverables. Can the County provide expected quantities for each of the deliverables, or remove the total pricing lines from the sheet?

Response: See modified Pricing Sheet attached.

1. In Section 1, Page 6, item number 8, you state “Any award made as a result of this bid will be from date of contract execution through December 31, 2008. Fulton County reserves the right to an option of two (2) additional one (1) year renewal periods pending availability”
In Section 10 Pricing Forms, you have asked for total pricing for Year 1, Year 2, and Year 3.

It is clear that Fulton County wants to get this contract on a calendar year billing cycle which in Section 1 addresses.

Question:

Based on the above, will all vendors respond with to Year 1 as just 6 months (July 2008-December 2008)? Perhaps you could specify a date range so that all vendors respond with the same date range for Year 1. You may further state that Year 2 and Year 3 will include 12 full months of service if this is your intentions.

Response: Year 1 is for 6 months (July 2008 to December 2008)
Year 2 is optional but it is for 12 months (Jan 2009 to Dec. 2009)
Year 3 is optional but it is for 12 months (Jan. 2010 to Dec. 2010)

2. Again, in section 10 Pricing Forms, you have 11 categories itemized for pricing. In order for Fulton County to effectively compare each vendors pricing, each category should include a projected total for each item listed. This will allow for totals to have the same projected base amounts times the dollar value per item to effectively compare total projected cost for the same periods specified.

Response: See attach pricing sheet.

3. Finally, in Section 2, Bid Form, Page 2, you state “The base bid is the amount upon which the bidder will be formally evaluated and which will be used to determine the lowest responsible bidder.”

Question:

Could you please define base bid timeframe? In other words, should this include the 6 months plus the two optional years as described above? Again, all vendors should be responding to the same amount of time in order for Fulton County to effectively compare pricing from each vendor.

Response: The base bid amount is 5% of the total bid amount which is (Year 1 that is 6 months lasting from July to Dec. 2008)

SECTION 10

PRICING FORMS

Proposer(s) shall submit pricing as follows for all services as outlined in this ITB.

		Jul-Dec, 2008 6 months	No. Ea/Pages/Rolls	Jan-Dec, 2009 1st Year	No. Ea/Pages/Rolls	Jan-Dec, 2010 2nd Year	No. Ea/Pages/Rolls
1.	Pages of documents with filmer	\$ /page	1,349,700	\$ /page	2,969,300	\$ /page	3,266,300
2.	Dup 35mm	\$ /roll	50	\$ /roll	50	\$ /roll	50
3.	16mm film with processing	\$ /roll	900	\$ /roll	1900	\$ /roll	2,100
4.	Dup film-16mm	\$ /roll	1,700	\$ /roll	3,800	\$ /roll	4,200
5.	Laminated plats	\$ /plat		\$ /plat		\$ /plat	
6.	Plat binders	\$ /each		\$ /each		\$ /each	
7.	Aperture cards	\$ /each		\$ /each		\$ /each	
8.	Index binders-(8.5" x 11.5")	\$ /each	50	\$ /each	50	\$ /each	50
9.	Index binders-(14" x 11")	\$ /each	50	\$ /each	50	\$ /each	50
10.	Fly sheets	\$ /each		\$ /each		\$ /each	
11.	Compact book binders	\$ /each		\$ /each		\$ /each	

Total Pricing for July - December 2008 _____

Total Pricing for January - December 2009 _____

Total Pricing for January - December 2010 _____