

THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

August 31, 2015

RE: ADDENDUM #1
BID #B152024, Indexing Project Services for County Clerk

To All Prospective Bidders,

The following information is being provided to aid in preparation of your bid submittal(s):

OPENING DATE AMENDED:

Bid #B152024, Indexing Project Services for County Clerk, originally scheduled to be opened on Thursday, September 3, 2015 at 2:30 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

Date: Tuesday, September 8, 2015
Time: 2:30 P.M.

Question #1: *What is the average number of characters per index field?*

Response: This number is unknown. The characters vary widely between documents. We are at the will of what is filed. Based on the specs this is the reason we are asking for pricing based on a per document basis.

Question #2: *In the Scope of Services & Deliverables, 1) 10 total index fields are indicated, but the lettered list that follows only contains 7 items. Is it correct to assume that letter (d) Legal Description is actually listing four separate index fields; Lot, Block, Section, and Subdivision?*

Response: Yes, there are a total of 10 index fields. Lot, block, section, and subdivision are each separate index fields.

Question #3: *Is double blind re-keying required for all index fields?*

Response: Yes, we are requiring the services of blind re-key on each index field.

Question #4: *On page 19, Special Provisions, Contract Term section states the contract will be for a one year period with a renewal for two years in one year increments. On the same page, the Scope of Services Deliverables indicates 5) must be completed between 2 weeks. However, the contract page for contract CM15242 indicates a 3year contract with 2 one year extensions, and the term of completion does not indicate a two week completion term. Please clarify whether the project must be completed in two weeks, and whether there is additional volume to be processed throughout the next three to five years.*

Response: The scope of the project has a deadline of 2 weeks from beginning to completion.

Question #5: *Will all questions and answers for this bid be posted publicly, and if so, when can answers be expected?*

Response: All questions and responses will be addressed by addendum and posted publicly.

Question #6: *(PG 19) Special Provisions Scope of Services & Deliverables, first bullet, #2 "...Indexing must include double key entry, including initial keying by person one and blind re-keying by person two, at a minimum." Can person one be the same as person two as long as it is a blind re-keying of the document?*

Response: We are requesting that the blind re-keying be done by at least two people.

Question #7: *(PG 19) Special Provisions Scope of Services & Deliverables, first bullet, #5: "Must be completed between 2 weeks." Can Galveston County please clarify the timeframe for completion for scanning, double-key entry, and processing of 111,405 documents?*

Response: We are requesting completion of the documents within a two week period.

Question#8: *(PG 19) Special Provisions Scope of Services & Deliverables, first bullet, #7: "Pricing should be quoted by per document." What is the average number of pages (including backsides, if applicable) per document?*

Response: The average number of pages varies widely and can be extensive. Generally the information needed to index the document is in the first or second page.

Question #9: *Are the pages double-sided?*

Response: Pages are not double sided

Question #10: *Is there any regroup of the documents required? If so, to what extent are the documents to be reprep'd?*

Response: Everything will be sent over as digital documents. There should not be any reprep by the bidder

Question #11: *What are the scanning requirements for the documents? (i.e. resolution, black and white/grayscale/color)?*

Response: There will be no scanning.

Question #12: *Who is the incumbent?*

Response: There is no incumbent contract.

Question #13: *What is the incumbent's contract number with Galveston County?*

Response: See response to question #12.

Question #14: *What is the incumbent's contracted pricing with Galveston County?*

Response: See response to question #12.

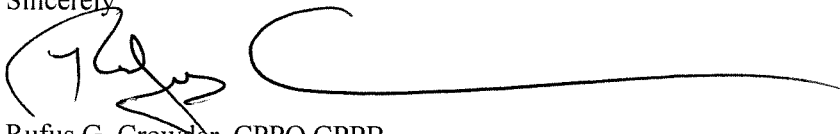
As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus G. Crowder', followed by a long horizontal flourish.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County