

CITY OF PADUCAH, KENTUCKY
City Clerk's Office

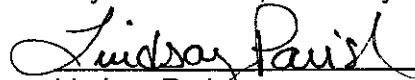
Ordinance and Minute Book Records
Digitization and Conversion to Microfilm Contract

ADDENDUM NO. 1 – March 14, 2019

This document is to answer questions about the Request for Bids for **Ordinance and Minute Book Records Digitization and Conversion to Microfilm Contract for the Paducah City Clerk's Office**. When the Addendum conflicts with the original Specifications, this Addendum shall govern.

1. Can companies from Outside USA enter a bid for this contract? Can vendors perform the tasks (related to RFP) outside USA?
Bid proposals for services will only be considered from bidders whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from bidders who use certified laboratories to process their microfilm. Vendor must provide both physical and electronic document access to the City Clerk's office for the entirety of the project whether records are off-site being converted, or on-site being converted.
2. Do bidders need to physically come to Paducah for meetings?
Yes. Vendors who wish to bid must physically inspect the records at the City Clerk's Office, Prior to the Submission of a bid. Please contact lparrish@paducahky.gov or cmeeks@paducahky.gov to schedule an inspection.
3. Can a vendor submit a proposal via email?
No. All bids must be submitted in a sealed envelope, plainly marked with the Bidder's Company Name, address, date and the Request for Bids title: "Bids for Digitization & Microfilm Contract". **All bids submitted by e-mail will be immediately disqualified.**
4. Image Quality Expectation
Images of records should be legible and able to be processed through OCR. They should be free of any scanner-generated speckle and show the completeness of the overall image area. Details such as punctuation should be legibly captured. Images should be captured in color whenever possible.

City of Paducah, Kentucky



Lindsay Parrish
City Clerk

CONFIRMATION

BIDDERS shall Acknowledge Receipt of This Addendum by Signing below and returning to this office via e-mail lparrish@paducahky.gov.

BIDDER: _____

BY: _____ DATE: _____

TITLE: _____