



**GILA COUNTY:  
DOCUMENT SCAN CONVERSION FOR THE GILA COUNTY RECORDER'S OFFICE  
REQUEST FOR PROPOSALS NO. 042815**

**ADDENDUM #1:**

**DATE: 6/11/2015**

**CLARIFICATIONS:** Below are answers to the questions raised by vendors regarding RFP No. 042815.

1. Will the film have to be returned to the Michigan location after scanning is completed?  
**Yes**
2. Regarding Microfiche Scanning-Are the images on microfilm reels or microfiche cards or both?
  - a. If they are on reels, are the mages on 100' reels at 24x reduction?  
**All images are stored on fiche cards.**
  - b. If they are on cards, what is the average number of images per card?  
**Due to different size of images, complete, and not complete cards we cannot give an estimate on average images per card. This project is approximately 1,000,000 images – please see Scope.**
  - c. Are we scanning in color? Page 3 indicates gray scale scanning "Microfiche Scanning-The microfilm images will be scanned at 300 dpi in 256 shades of gray", Page 4 indicates color "Image Inspection-the images will be scanned to JPEG in both color and black and white. Each image color JPEG image will be compared to a black and while TIFF image to insure document accuracy, clarity and vital information; parties names, dates, legal description, signatures, are all captured".  
**We considered the 256 shades of grey color. There are no images in actual color.**
3. Image Format-Each image will be scanned in as JPEG and TIFF formats. Is the TIFF format indicated black and white images?  
**The images are in black and white. We specified the scanning in JPEG for a working copy then to be converted to TIFF for a smaller and clearer end product.**

4. Image Inspection-“the images will be scanned to JPEG in both color and black and white. Each image color JPEG image will be compared to a black and white TIFF image to insure document accuracy, clarity and vital information; parties names, dates, legal description, signatures, are all captured”.

a. Is this process performed to eliminate the color or grayscale image if the Black and White image is good?

The images are in black and white. We specified the scanning in JPEG for a working copy then to be converted to TIFF for a smaller and clearer end product.

5. What format(s) are required?

In Phase 1- Microfiche Scanning states images are to be scanned at 300 dpi, in 256 shades of gray and must be saved in JPEG format – period. But Image Format states images will be scanned “in as” JPEG and TIFF formats. “Each TIFF image borders will be cropped with optimum file compression”.

The images are in black and white. We specified the scanning in JPEG for a working copy then to be converted to TIFF for a smaller and clearer end product.

Further, in Image Format it states that “all images, JPEG and TIFF, will be copied to two USB hard drives and one will be shipped to Gila County for inspection of the first phase and backup.

The specifications state two (2) USB hard drives at the completion of each phase.

In Phase 2-Image Format again: “Both JPEG and TIFF files will be stored on USB hard drives”.

The specifications state two (2) USB hard drives at the completion of each phase.

Also in Phase 2-Image Inspection “images will be scanned to JPEG in both color and black and white. Each image color JPEG will be compared to a black and white TIFF (both scanned? Black and white and color?)

The images are in black and white. We specified the scanning in JPEG for a working copy then to be converted to TIFF for a smaller and clearer end product.

6. Importing to Tyler Technologies system, in GrayScale?

Yes.

7. Presumably the USB hard drives are to be supplied by the Contractor?

Yes.

8. All images – positive and negative to be scanned to provide positive results?

Yes.

9. Name of the storage vendor (for shipping purposes)

US Imaging  
400 S. Franklin St.  
Saginaw, MI 48607

10. Quantity that is stored there (number of fiche or boxes)

Boxes - 34 boxes to be precise.

11. The total quantity that needs to be completed in 30 days?

Phase 1- 1,000,000 images.

12. Phase 1 pricing-is it for 1,000 scanned images or 1,000 documents? If so, what is the actual number of images?

Estimated 1,000,000 (1 million) scanned images – Please see the Scope of Services.

13. Scope of Services states estimated 1,000,000 images but 56,458 fiche, (@55 images = estimated 3,105,190 images)  
Dockets: (676 rolls vs 18,149 fiche) either/or – correct? So take the rolls only?  
All fiche are in jacket form – no rolls. It is estimated number of images – some fiches are not completely full.
14. Is the microfiche 35MM as opposed to 16MM?  
16MM.
15. How many and what kind of storage containers will the microfilm/microfiche be in?  
Boxes - 34 boxes to be precise.
16. Phase I has a completion deadline of 30 days. Do Phase 2 and 3 have completion deadlines?  
Phase 2 – 4 to 6 months  
Phase 3 – 2- 3 months
17. Will the documents to be scanned be on both microfilm (on a spool) and microfiche (on a sheet), or just one of the two? Also, if it is both, is there a percentage estimate per type?  
All fiche are in jacket format, no rolls.
18. Are all 1,000,000 images from microfiche?  
Yes.
19. Is the microfiche COM or jacketed?  
Jacketed.
20. Are the microfiche filed by document type and book/page?  
Yes.
21. Please detail the expectations of Phase 1 in regard to image format? Is the County requesting groups of images to be grouped together by type? For example, all of Book 12 images would be in one folder. Or is the County requesting the images to be named by document type, books/page number and/or document range numbers? Specifically, indexed during this phase.  
Documents would be grouped together as Docket/Page with some referenced under Fee number.
22. What is the average number of images per document or estimated number of documents?  
The count is estimated by images not documents.
23. What is the output format?  
JPEG and TIFF – please see specifications in Phase 1, 2 and 3.
24. Please detail the expectations of Phase 3. Is the County requesting any images deemed unacceptable during Phase 1 & 2 by Gila County will be rescanned and redelivered?  
Exactly what is listed under Phase 3 specifications. No deviations.

25. Regarding Insurance Requirements Section A, Part 4, Cyber Data Coverage, why is there a three year requirement after termination of the agreement?  
**Cyber Data Coverage is a claims based coverage. The three year requirement will allow the County the ability to file a claim in the event a problem has occurred during the performance of this project.**
26. Is all media roll film (no microfiche)?  
**All media is on microfiche. No roll fill.**
27. What is the deliverable file format required for upload into Gila County's Recording system?  
**TIFF.**
28. Phase 2 image inspection refers to color format. Only grayscale and b/w format is available with film conversion. Confirm this to be acceptable?  
**Yes.**
29. For Phase 2 image inspection, is it acceptable if this inspection compares gray and b/w images instead?  
**Yes.**
30. Is any Optical Character Recognition (OCR) required?  
**No OCR required.**

**This concludes Addendum No. 1 to Request for Proposals No. 042815. Please note the deadline for submitting questions is Friday, June 12, 2015 at 3:00 P.M./MST. The Bid due date and time remain the same.**