

**Addendum No. 1 to IFB#18-68**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding  
**IFB#18-68 Scanning and Digitization of Election Archives**

From: Thupten D. Chukhatsang

Date: 5/17/2018

Re: Pre-Bid Site Visit, Extension of Due Date, Revised Price Form, Revised Quality Requirements Form and Clarifications /Questions and Answers, Attachment: Table Identifying Scanning Resolution

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A Pre-Bid Site Visit is scheduled for **11:00 AM, Wednesday, May 23<sup>rd</sup>, 2018** at City Hall Annex, 50 Evergreen Avenue, Somerville, MA 02145.

Due date for bids is extended to **11:00 AM Tuesday, June 5<sup>th</sup>, 2018.**

Deadline for any additional questions is being extended to **12:00 PM, Thursday, May 24<sup>th</sup>, 2018.**

Questions and Answers

Attachment: Table Identifying Scanning Resolution

**Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:**\_\_\_\_\_

**CITY/STATE/ZIP:**\_\_\_\_\_

**TELEPHONE/FAX/EMAIL:**\_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:**\_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

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### **Questions & Answers:**

**1. What size are the books and individual pages?**

The books vary in size, most are approximate 12"x17", some may be up to 17"x 20". The vendor should be able to handle large format items.

**2. Should scanning be done in Black & White, Grayscale or Color?**

Color is preferred, gray scale is acceptable.

**3. Is indexing and delivery one file per book or some other grouping?**

One page per file is preferred, with books grouped by file naming conventions to group books.

**4. Are the pages double-sided? If so, do you want individual pages delivered or two-page spreads?**

The pages are in bound books, and they are double sided. Each page should be treated as a file, and should not be two page spreads.

**5. Are these documents to be scanned all in bound books?**

Yes.

**6. What estimation of documents are 8.5 X 11" in size?**

Very few, if any.

**7. What estimation of documents are greater than 11 X 17" in size?**

The majority of the documents are in this range.

**8. Is the chosen vendor required to maintain any color on the documents?**

Gray-scale is acceptable, but color is preferred.

**9. Are all documents to be returned, and if so, returned in the order as they were received?**

Yes the bound volumes should be returned in the order and condition they were received.

**10. Is the chosen vendor required to scan onsite at the City of Somerville, or at their own location?**

Vendors must scan at their own location.

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- 11. The Bid asks for the documents back on either a hard drive or via FTP. Does the City of Somerville have the need or requirement for a Document Management System for which to store and manage these files?**

No.

- 12. What are the maximum page dimensions of the records?**

17"x 20"

- 13. "The scans should be complete, reflect the tone and color of the original copy," Does this mean all scanning is to be full color?**

Gray scale is acceptable, but color is preferred.

- 14. "Digital images should be created to a quality level that will facilitate OCR conversion to a specified accuracy level." What is the specified accuracy level? Full color normally reduces OCR accuracy.**

While some of the documents will eventually be OCR'ed, most are handwritten pages. It is important to capture the original.

- 15. Can an example of the desired metadata be provided?**

We will only need the book title and page number as the title for each page.

- 16. What is the maximum thickness of the bound books?**

4 inches.

- 17. Can the agency describe and perhaps provide some sample pictures of the types and size distribution of assets to be scanned? It is unclear if this is primarily bound items, or loose items in folders. If staples will be present that may or may not be removed, if each page is encapsulated requiring a vendor to remove the page from the encapsulation, then replace it after scanning or if it is acceptable to scan through the encapsulation if it is logistically possible? Vendors need to know if this is a stack of loose 5x7 pages, very tightly bound newspaper sized book or individually encapsulated pages that are flaking apart. Each would require a different scanning strategy, perhaps a different device and a wide variance in throughput or prep prior to scanning. These would necessitate different scanning unit rates. Scanning a fold out map is significantly more time consuming than a loose 8x10.**

These records are in bound volumes and all are larger than 8x10. A Site Visit is being offered, allowing all interested bidders the opportunity to view the actual documents.

- 18. It seems that the agency is restricting any type of device that uses a sheet feeder which is clearly understandable, however there are some vendors who promote vacuum and conveyor systems as a safe archival solution on irreplaceable assets. Can the agency identify if automated, conveyor or robotic scanners are allowed for use on this effort?**

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Because these records are in bound volumes, some of which are fragile, vacuum and conveyor systems should not be used. We are basing our guidelines on those set out by the National Archives and Records Administration.

- 19. The IFB lists an embedded index to include: Titles, dates and page numbers however nothing is defined for vendors to properly attribute what this would take. It is unclear if vendors will be reading a document, the frequency of indexing and the total keystrokes. Typically this can be a vague guess by an agency but any guidance to what type of indexing will be expected and an estimated character count helps to define the commitment for the vendors. Is this more close to an entire book that Perhaps is titled "General Register 1921" or could the vendor be expected to key each name of 50 per page on a list of registered voters?**

The information that needs to be captured is the name of the volume including dates, and page number. All items to be scanned are bound volumes, and we will need to be able to recreate the order of each book based on the file name.

- 20. Award to the lowest priced vendor that meets the first three quality requirements listed on page 10 of the pdf? Can vendors list the minimum price to meet the states specs with optional services as appropriate and be evaluated on the minimum only?**

Yes, the contract is to be awarded to the lowest bid from a vendor that meets the quality requirements. Please do not list optional services as that will disqualify your bid submission.

- 21. Place of performance, reads that the city will designate. Does this mean that vendors will be scanning on site because it does not specifically list this as a requirement? Is on site scanning an option?**

On site scanning is not an option.

- 22. If there is more than one location this could require takedown and setup time, how is the vendor to be compensated for this time?**

As on site scanning is not an option takedown and setup time is not applicable.

- 23. Page 9 under completion speaks to bound volumes, which leads us to believe that much of the work will be from bound material. Are these mechanically bound items for which the vendor can remove the pages as necessary or are these glued and stitched?**

These are stitched; the vendor must not remove pages from the bound volumes.

- 24. Is the binding such that the text is down into the gutter and if so are vendors just required to capture the best image?**

This is variable. But a best image is the desired outcome.

- 25. Is there a clear margin around all edges?**

This is variable.

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**26. Is there commonly content on left and right facing pages of a bound book?**

Yes.

**27. Do most loose pages have content on the front and the back sides?**

There are no loose pages.

**28. Is the vendor expected to generate any derivatives as PDF/A or Jpeg?**

No.

**29. Scanning standards on page 9 refers to a table to identify the scanning resolution, however we are unable to find the table.**

The table identifying the scanning resolution is attached as part of this addendum.

**30. There is mention of OCR, however it is unclear if this is Agency OCR or if the vendor can propose an OCR solution and pricing?**

The vendor will not be providing OCR, but OCR is a consideration in the quality of the scans.

**31. So there is no misunderstanding, the pricing schedule lists “Unit cost per page scan” and the term page can have different meanings. Is the agency defining a “page” to mean one side of a piece of paper, where a piece of paper with content on the front and back would be two pages, two images and two “page scans”?**

Yes, a piece of paper with content on both sides would constitute 2 pages.

**32. Is the vendor able to scan at their own pace without restrictions on throughput associated with agency prep of assets, agency acceptance of digital assets or other impediments? Is there room to place more than one scanning device?**

Throughput devices should not be used. Scanning will not be done on site.

**33. Should the vendor expect to have a solution for cradle scanning for books and flat scanning for loose assets?**

Yes, since this is a project consisting of bound volumes, cradle scanning or flat scanning is the expected solution.

**34. RFP states documents are in “bound volumes.” Please elaborate. i.e. bound like encyclopedias?**

Yes, the records are bound books.

**35. Please clarify if there is any microfilm, micro fiche or photographs.**

No.

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**36. Will vendors have the opportunity to view the actual documents? Will samples be provided?**

Yes there is an opportunity to view the documents. Samples will not be provided because these are unique historical documents.

**37. In the IFB document, it is indicated that other locations are designated by the department point of contact. Are these designated locations predetermined, or are they based on a set of required criteria such as distance in miles from Somerville, MA? If so, what are the criteria to determine acceptable locations for the place of performance?**

Presumably the vendor would have an imaging lab that meets the requirements for handling the records. Distance was not set in the IFB.

**38. What is the percentage of two-sided vs. one-sided documents?**

Assume all the records are two sided. The documents are in bound volumes, which are not be unbound.

**39. Does the City of Somerville have any post scan QC requirements? Example: Manual deletion of blank pages.**

We are concerned with readability and maintaining color quality. The scans should be an accurate reflection of the originals.

**40. What are the conditions of the documents? Good, fair, or poor?**

The records are bound volumes from the 1890s-1970s. Bindings may have some deterioration, and may be fragile.

**41. What types of key indexing fields will be required for each document type? (Ex: First and Last Name, Dates, Titles, Page Numbers)**

Title of book and page number for each image as the file name.

**42. Are there any on-demand requests? If so what is the turnaround time required of vendors?**

No.

**Textual documents, graphic illustrations/artwork/originals, maps, plans, and oversized:**

Document Character - Original	Recommended Image Parameters	Alternative Minimum
<p>Clean, high-contrast documents with printed type (e.g. laser printed or typeset)</p>	<p>1-bit bitonal mode or 8-bit grayscale - adjust scan resolution to produce a QI of 8 for smallest significant character</p> <p style="text-align: center;">or</p> <p>1-bit bitonal mode - 600 ppi* for documents with smallest significant character of 1.0 mm or larger</p> <p style="text-align: center;">or</p> <p>8-bit grayscale mode – 400 ppi for documents with smallest significant character of 1.0 mm or larger</p> <p>NOTE: Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 6,000 lines for 1-bit files and 4,000 lines for 8-bit files</p> <p style="text-align: center;">*The 600 ppi 1-bit files can be produced via scanning or created/derived from 400 ppi, 8-bit grayscale images.</p>	<p>1-bit bitonal mode - 300 ppi* for documents with smallest significant character of 2.0 mm or larger</p> <p style="text-align: center;">or</p> <p>8-bit grayscale mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger</p> <p style="text-align: center;">*The 300 ppi 1-bit files can be produced via scanning or created/derived from 300 ppi, 8-bit grayscale images.</p>
<p>Documents with poor legibility or diffuse characters (e.g. carbon copies, Thermofax/Verifax, etc.), handwritten annotations or other markings, low inherent contrast, staining, fading, halftone illustrations, or photographs</p>	<p>8-bit grayscale mode - adjust scan resolution to produce a QI of 8 for smallest significant character</p> <p style="text-align: center;">or</p> <p>8-bit grayscale mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger</p> <p>NOTE: Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 4,000 lines for 8-bit files</p>	<p>8-bit grayscale mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger</p>
<p>Documents as described for grayscale scanning and/or where color is important to the interpretation of the information or content, or desire to produce the most accurate representation</p>	<p>24-bit color mode - adjust scan resolution to produce a QI of 8 for smallest significant character</p> <p style="text-align: center;">or</p> <p>24-bit RGB mode - 400 ppi for documents with smallest significant character of 1.0 mm or larger</p> <p>NOTE: Regardless of approach used, adjust scan resolution to produce a minimum pixel measurement across the long dimension of 4,000 lines for 24-bit files</p>	<p>24-bit RGB mode - 300 ppi for documents with smallest significant character of 1.5 mm or larger</p>