



Office of the County Purchasing Agent

COLLIN COUNTY, TEXAS

ADDENDUM No. ONE (1)

IFB No. 03460-09

REQUEST FOR PROPOSAL

FOR

SERVICES: HISTORICAL RECORDS RESTORATION AND PRESERVATION

DATE: APRIL 21, 2009

NOTICE TO ALL PROSPECTIVE OFFERORS:

PLEASE MAKE THE FOLLOWING CHANGES TO THE REQUEST FOR PROPOSAL:

1. SEE ATTACHED PRE-PROPOSAL QUESTIONS AND ATTENDEE LIST.
2. ADD DESCRIPTION OF MISCELLANEOUS ITEMS TO 5.11.23 AND ITEM 03460-09-1-23 ON THE BID SHEET.

5.11.23 Bond Record, Vol 4&5; Bond to Pay Claims or Liens Record Vol 1, Book - No name in plastic, Cash Book 1927 No. 1, Debtor Index to Financing Statements Nos. 3-7, Deed Record 142 Tax Deeds, Delinquent Tax Judgement Record Vol 4 & 6, Delinquent Tax Suits Vol 1, Execution Document Vol 1,3,3,4,5, File Record Vols. 8-13, File Register Vol 7 (2 books), General Index to Abstract of Judgement Record Vol 1, Index - No Name, Index Delinquent Tax Record Vol 5, Index to Marriage #10, Index to Assumed Names Vol 6, Index to Deed Record No 30, Index to Old Deeds, Index to Old Roads, Judges State Docket Vol F, Judges State Docket Vol G, Judgement Record Vol 2-8, Marriage License Record Vol 21, Minutes Board of Equalization, Minutes Commissioners' Court Equalization No. 19, Minutes of Tax Judgements Vol 1, Official Bond Record Vol 8-11, Record Fees and Commissions Reported Delinquent No 1, Records of Criminal Actions, Record of Liens on Progeny No 1, Record of Roads & Bridges 5 & 6, Record of Trust Funds Vol 2, Register of Assumed Names Vol 1, Register of Bonds Vol 12-13, Register of Bonds Vol 2, Register of Instruments File for Record Vol 1-6 & 14, Register of Instruments Filed Vol 2, Road Minutes 1926, Small Estates Record

Vol 1, Stat Motion Docket Vol 2-4, State Tax Lien Vol 1, Survey Record, Trust Fund Record.

3. ADD NEW LINE ITEM 03460-09-1-26 AND 5.11.25 TO INCLUDE PLAT BOOKS

5.11.25 Plat Books: – 8 books – Book #1 – 92 pages, Book #1 – 93 pages, Book #2 – 69 pages, Book #3 – 87 pages, Book #4 – 98 pages, Book #5 – 90 pages, Book #6 – 102 pages, Book #7 – 51 pages.

Plats will not be returned books, they will hang in plat cabinets provided by Collin County.

4. ADD SECTION 3.6 TO INSURANCE –

3.6 Vendor shall provide the appropriate property and casualty insurance coverage to cover books while in transit and while in vendor custody at limits of \$500,000 per occurrence and \$1,000,000 general aggregate.

ALL OTHER TERMS AND CONDITIONS OF THE PROPOSAL AND SPECIFICATIONS REMAIN THE SAME.

SINCERELY,  
FRANKLIN YBARBO  
PURCHASING AGENT

SEH

Tuesday, April 14, 2009

Pre-Proposal Meeting: Services: Historical Records Restoration and Preservation

1. Can I submit a price for new shelving? Answer - See item 5.12.1.2, vendor is open to providing optional items.
2. How does the County want to handle pick of up books, all at one time or partial pickups? Answer - County Clerk would prefer 200 books at a time.
3. Will Collin County get books ready for shipping? Answer - The vendor would be responsible for packing the books and making them ready for shipping and include all shipping supplies, i.e. pallets, shrink wrap etc. Vendor must also be prepared to protect books during shipping to protect against inside conditions when using a climate controlled truck.
4. Books may be returned to a different location.
5. Will the County require 4 sided sealed pockets? Answer is still pending.
6. Will County allow books to leave the Continental US? Answer - No
7. Is there a time limit to complete this project? Answer – The County would like the project to be completed within 24 months. Please include your timeline in your proposal.
8. Will subcontracting be allowed? Answer - The County will contract with one (1) vendor. That vendor may choose to subcontract out services but Collin County will hold the awarded vendor responsible. County reserves the right to approve and refuse subcontracted vendors proposed.
9. Will there be site visits? Answer - The County may or may not choose to go on vendor site visits.
10. Regarding section 3.1 will this include during transportation? To insure document during transportation an “inland marine while transit” policy is required. There is no request for said in the RFP. This is an Industry Standard. Answer – Vendor to provide property/casualty coverage to cover books during transportation.
11. Regarding section 3.1 while in vendor’s custody? To insure document during transportation a “property of others” policy is required. There is no request for said in the RFP. Industry standard requires this. Answer – Vendor to provide property/casualty coverage to cover books while in vendor’s custody.
12. Regarding section 5.6 Bond – Do you want transportation employees also insured and bonded? Industry standards require this. Answer - Yes
13. Regarding section 5.8.3 – Does this need to be included in transportation? Answer - Yes
14. Regarding section 5.8.4 – Does this need to be included in transportation? Answer – Yes, amend to the following “employed by the vendor or subcontractor” to this restoration project.
15. Regarding section 5.8.5 – Does this need to be included in transportation? Answer - Yes
16. Regarding section 5.8.11 – Does this need to be included in transportation? Answer - Yes
17. Regarding section 5.14 – How do you submit optional prices with the computer system? You can submit your pricing for optional items in designated section

03460-9-01-25. If you have more than one optional item or service just click on the button for alternate offers and it will let you add more offers to that line item.

Collin County will be adding plat books to the RFP.

Attendees:

Name:	Company
Chuck Ketterman	Brown's River
Fadi Yasin	Gill Digital Services
Adam Abukar	Gill Digital
Mitch Womble	The Windward Group
Scott Williams	Louisiana Binding Service, Inc.
Dan Carlson	AmCad
Stacey Kemp	Collin County
Margaret Anderson	Collin County
Brenda Cavender	Collin County
Paul "Tinker" Rosales	Collin County
Sara Hoglund	Collin County