

PURCHASING DEPARTMENT

The bid listed below has had addenda issued. Documents are available over the Internet at <http://www.norwalkct.org> Adobe Acrobat reader is required to view this document. If you do not have this software you may download it free from Adobe. The document number to request will be the same as the project number indicated below.

Project #	Addendum #	# of pages	Original Issue Date
3662	2	3	July 1, 2016

Date	July 25, 2016		
Project Number	3662		
Addenda Number	2		
Deadline	2:00 PM	July 29, 2016	
Project Title	Digital Conversion of Microfilmed images of Norwalk Newspaper Publications		

This Addendum is a contract document modifying previously issued documents, which remain in full force except as specifically modified below.

Quotations appearing on the Proposal are to reflect the provisions of this Addendum. Failure to acknowledge receipt of this Addendum in the space provided on the response sheet may subject candidate to disqualification.

RESPONSE TO QUESTIONS:

1. **Question:** Can you please provide the correct link indicated in Section 3-General Information? The link provided takes you to the information for Construction.

Response: Here is the information and correct link for Section 3-General Information:

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 08082013, or later on file you may obtain a copy over the Internet at <http://www.norwalkct.org>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

Document number 1002. <http://www.norwalkct.org/documentcenter/view/868>

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2. **Question:** Is Section 4–City of Norwalk General Specifications for Constructions applicable to this Request for Proposal (RFP)

Response: It is not applicable to this Request for Proposal (RFP), please rescind the page Section 4–City of Norwalk General Specifications for Construction

3. **Question:** Is it possible to get a sample to view how badly the images are skewed?

Response: The Library could possibly copy an image from one of the reels, but the process of doing that would affect the quality of the image that is created. Additionally, it may not be a true reflection on the remaining images on 200+ other rolls of microfilm.

4. **Question:** Can you please interpret what is being asked here is this referring to verifying the OCR or are you asking for something else?

- f. The library will receive: I. TIFF archive files – Important for future derivative creation and long term preservation.
- ii. OCR'd Derivative files. (PDF)
- iii. Checksum verification completed to verify data integrity

Response: The specification is from the Conn. State Library based on Library of Congress digital preservation standards.

5. **Question:** Would you please check with you insurance department to let us know if our coverage is adequate? We have \$1,000,000 Professional Liability, but not \$2,000,000 aggregate.

Response: Professional Liability Insurance with \$1,000,000 per Claim and \$1,000,000 Aggregate limits are acceptable to the City of Norwalk

6. **Question:** Would you please check with you insurance department to let us know if our coverage is adequate? The work will be done in another state where we have Subrogation of Liability; however, we do not have it in Connecticut.

Response: Waiver of Subrogation will be required in all City contracts on all coverages. A Certificate of Liability Insurance should be provided with your bid response to show all applicable insurance coverages and limits plus additional coverage like Waiver of Subrogation status

7. **Question:** We are a small business with one owner and no shareholders and our financials are not audited. Would a financial statement and balance sheet suffice?

Response: Although it is preferred to have audited financial statements, the supporting documentation submitted must represent the current circumstance which surrounds the financial position of the bidding organization.

END OF ADDENDUM #2

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