

QUESTIONS ASKED AT PRE-PROPOSAL MEETING
OF 8/2/2021

- 1) How will the folders be identified by?
They will be identified by their address.
- 2) Do you care what order the blueprints are scanned into the file?
**No as long as they are with the documents
In the file.**
- 3) Who will provide the boxes?
**There is a spot for that information in the FEE
PROSPOSAL.**
- 4) Who will load the boxes?
**The Township will load the boxes once dropped off.
When they are ready to go we can contact you.**
- 5) How much are we taking at one time?
**It is most important to get the small building permit files
into Laserfiche. You can start with all of them and come
back for the larger blueprint files.**
- 6) If we take them all at once and you need to see one how will that be dealt with?
**There is a spot on the FEE PROPOSAL that will allow for
this “search and retrieve” service.**
- 7) Who will take out paper clips, staples, etc.
**There is a spot on the FEE PROPOSAL that will allow for
this “document preparation” service.**
- 8) Do these need to be returned to you in the same order they came to us in?
**No – once they are all scanned in and filed into Laserfiche
we will not need them back.**

8) Do these need to be returned to you in the same order they came to us in?

No – once they are all scanned in and filed into Laserfiche we will not need them back.

9) Can we just recycle the documents?

No many of the documents have information on them that will require shredding – personal phone numbers, drivers license numbers, etc. they will need to be destroyed.

10) Will there be a cover sheet on each of the files?

Yes, the Township will provide a cover sheet to be used by Laserfiche Quick Fields to create the file.

11) Do you want us to scan in the cover page of each jacket.

Yes.

12) Will you send us an example of what one of the Building Department Files looks like now in Laserfiche.

YES to be attached to this response.

13) How many parcel ID numbers does the township have?

17,605 real parcel identification numbers

1,200 personal parcel identification numbers

200 exempt properties

14) Can Bryan Fatka get us a layout of the file system?

I will forward Bryan's response.

15) If a blueprint consist of 150 pages, for example, do you want that all in one file, or 150 separate files?

All in one file.

16) If there are bindings on books/catalogues can we cut those off?

Yes.

17) What happens if we have to scan documents into JPEG - can we then convert them into a TIFF?

Yes this can be done.

18) Do you want all files for one address in the same one big file or all different? For example, if there is an address that has one permit for a house, one permit for a pool, one permit for a shed, and one permit for an addition do you want these scanned as one file - one address - or all separate files inside the address file?

All separate files within the large file.

For example

Main File - 12345 Smith Street

Sub folders

a.

b.

c.

d.

19) Do you want the files scanned in color:

YES.

Good Morning,

Can you please review the list of questions from one of the vendors that was at that meeting Monday and answer the ones I have highlighted in RED. Also, if you see anything that appears incorrect on the other questions please let me know. Thanks, c

From: Kelly Harrison <Kelly.Harrison@meimailservices.com>

Sent: Wednesday, August 4, 2021 9:16 AM

To: Cindy Berry <CBerry@chesterfieldtwp.org>; Cindi Greenia <cgreenia@chesterfieldtwp.org>

Subject: Questions for RFP 2021-CK-49

Good morning,

I hope this email finds you well.

Here is a list of questions for RFP 2021-CK-49

1. Is it The Township's intent to have all staples, paper clips etc. removed from the documents prior to the vendor picking up the documents or would they prefer the vendor prepare the documents for scanning?

Yes we have asked for the cost to do the prep work on this project.

2. What is the total volume of documents The Township needs scanned?

We had given out a rough estimate when we first investigated this project, but that is why we had the pre-proposal meeting. I was actually surprised that nobody seemed to be counting drawers and figuring amounts. I can give you those numbers but honestly I cannot guarantee that would be the number.

Our numbers look like this

Approximately 3,250,000 regular sized documents – some double sided

Approximately 100,000 pages of blue prints – some double sided

3. What is the estimated total number of files to be indexed?

We estimated that we had 241 drawers, 129 average file count in each drawer for small sized documents (sometimes have a blue print)

We estimated 56 drawers with blue prints in them – 15 blueprints to a drawer and an average of 76 pages each blueprint (big commercial sized blueprints pages) - there were also some

Blueprints from old houses in smaller drawers – 3 files an average of 10 per drawer

4. What type of file naming (indexing) is required?

We will be indexing them via Laserfiche Quick Fields – they will be indexed by address.

5. How many fields will be contained in the index?

Quick Fields

6. What are the maximum characters for each of those fields?

Quick Fields

7. Will all the fields be alphanumeric?

The initial field will be – for example – 12345 Smith Street

8. If there are non-alphanumeric fields, how many fields will there be?

Please see above.

9. What is the total number of blue print size documents The Township needs scanned?

Refer to question 3 please.

10. What type of indexing does The Township require on documents and blue prints? **I will respond later today to this question.**

11. Do any of the documents have hand written note or sticky notes attached? If yes do these notes need to be scanned?

Yes I believe they do. The older files (1970 – 2000) will have some hand written jacket covers - and there will be a few hand written notes inside the others.

12. Will any hand written notes be required for OCR as well?

Yes, we will want everything OCR'd.

13. If documents are in folders will the folders be required to be scanned as well?

Yes.

14. Is the microfilm blipped for document separation?

I do not believe we have any microfilm.

15. What is the condition of mentioned documents/blue prints?

Most of the documents are in good shape – some of the older documents will need careful handling.

16. Are any of the documents damaged? If so can you please provide an estimate of damage and type of damage?

5 to 10% - basic wear and tear.

17. How long will The Township require storage of hard copy documents after scanning is completed and received?

I believe 120 days.

18. What percentage of documents will be ready for shredding once the scanning is completed and the documents have been released by The Township?

All can be shredded once they have been verified to be scanned.

19. Can all documents be picked up at one time?

Yes.

20. Approximately what percent of the documents are in color?

Blue prints – 70 to 75% have some color on them.
Regular sized documents – 25-30% have color on them.

21. If The Township boxes up the documents, will there be an electronic manifest in each box?

I am sorry but I am not 100% sure what you are looking for here. Can you please explain further?

22. Will all documents be picked up in the same location?

Yes.

23. If The Township decides to receive hard copies back can all be delivered upon completion of the project?

We will not be receiving the documents in return. They will all be cleared for destruction once we get to review the electronic files.

24. What is the expected date of the award?

We will shoot for sometime in late September or early October.

THANK YOU FOR YOUR INTEREST! C

Best,

Kelly Harrison
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