



City of Cambridge

PURCHASING DEPARTMENT

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TO: All Bidders

FROM: City of Cambridge

DATE: February 14, 2024

RE: File No. 11331 Scanning Services to Assist with the Digitization of the City Clerk's Permanent Documents - Addendum No. 4

This addendum is comprised of:

I. Revised Scope of Services

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Scope of Services

The City Clerk is the official record keeper for the City of Cambridge.

The City Clerk wishes to scan various legislative documents and make those documents available to the general public on the City's website. These documents are currently stored in archival quality boxes that have a basic description of the contents on the box label. With very few exceptions, the label also includes the number of documents in each box. Documents are often a few to several pages.

With only a few exceptions (approximately 10 boxes), documents range from 1960-2003, and are generally in good to very good condition.

The vendor will be responsible for scanning approximately 200 boxes of documents. A detailed list is provided as an attachment. All documents to be scanned, with the exception of one box of mixed documents that is currently being organized, appear on this listing. All documents will be available for inspections by interested vendors.

The vendor is responsible for returning documents in their original boxes, unless the vendor identifies misfiles which belong in a different box.

The vendor must follow established protocols, meet scheduling requirements, provide quick, responsive customer service, and ultimately deliver electronic files that have been prepared to City Clerk's protocols in such a way that they can be sorted and coded. In addition to electronic files being provided in pre-determined batches, a combined file must be provided at the end of the project.



The following criteria must be met:

Project Initiation

- Meet with City Clerk's staff to review existing protocols and requirements.
- Discuss and arrange with the City Clerk's staff a schedule for batch file pick-up, scanning time, and return to the City Clerk's office; and determine number of files per batch.

Standards

- All City documents in the possession of the bidder must be stored in a climate controlled safe and secure location, **that must be within three hours driving distance of the City of Cambridge.**
- The City must have access to all documents outsourced for scanning upon request, with a hard copy or electronic file provided within 24 hours.
- Resolution – 600 dpi.
- File type Single or Multi Page – PDF, TIFF, or JPG.
- Duplex scan documents to capture both front and back of document where needed.
- Images must be oriented correctly for viewing.
- Image Clean-up: the scanned document should be de-skewed and de-speckled, blank pages and black borders removed and background suppression where the image will be enhanced by such processes.
- Manual image quality adjustment and QA of every image for clarity, quality, cutoffs, or compression errors.
- **Documents indexed with up to 10 fields.** Indexing sources may include scan sheets, file folders, and/or image verification.
- Indexing and image information in XML and CSV format (documentation and sample available upon request).
- All scan dimensions must be the same size as the original document.

All other details remain the same.

Elizabeth Unger
Purchasing Agent

Addendum No. 4

