

Missouri Department of Transportation
David B. Nichols, Director

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Lee's Summit, Missouri 64086

ADDENDUM 001
REQUEST FOR BIDS/PROPOSALS
Digitize MoDOT Microfiche Collection PDF Format on DVD
Request for Bid KC-B13-030

Bidders should acknowledge receipt of Addendum 001 (ONE) by **signing** and **including it** with the original bid. The **due date for receipt of proposals has been changed from November 19, 2013 to December 4, 2013** by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Judy M. Franke, CPPB Senior Procurement Agent
Contractor/Offeror Signature _____ (Signature of person authorized to sign)	Department of Transportation <i>Judy M. Franke, CPPB</i> (Authorizing Signature)
Date Signed:	Date Signed: November 15, 2013

RFB QUESTIONS AND ANSWERS

The answer to each question immediately follows the question.

QUESTION 1: Will "Out-of-State" vendors be considered?

RESPONSE 1: YES

QUESTION 2: Will the Vendor be responsible for packaging the Microfiche and Microfilm for shipment to Vendor facility?

RESPONSE 2: In reference to Sections G and H on page 5, in addition to, Section F on page 4, which further explains "All materials quoted are F.O.B. Destination" indicating pickup at 600 NE Colbern Road, Lee's Summit, MO 64086 (actual shipping and receiving address (General Services Warehouse): 2050 INDEPENDENCE AVE, LEE'S SUMMIT, MO 64064), MoDOT will allow the following options in order to have open and fair competition within the bidding process, as long as the vendor is responsible for any shipping charges in which MoDOT incurs from freight companies. Packaging and Handling by MoDOT staff will be no charge! One of two options would be acceptable:

1. Awarded vendor would supply MoDOT "their" UPS or FedEx Account Number to be utilized for on-line shipment processing where the Awarded Vendor would incur direct charges (or)



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2. After packaging processes are completed and weighed, a MoDOT Representative would email a "Vendor Representative" the # of pounds, per package, to assist the vendor with authorizing a "Call Tag" to have the packages picked up at 2050 NE Independence Ave, Lee's Summit, MO 64064. As a reminder, no cost will be added for labor to pack the boxes.

Same process and cost will apply to the shipments while performing "Quality Control" in Section F on page 4.

If other arrangements are found to be more efficient, and cost effective for MoDOT, once the contract is awarded and the shipping address is known, then both parties must agree on shipping and/or pickup procedures prior to a "Notice to Proceed" and/or a "Purchase Order" being issued.

Take into account either of the above shipping methods when entering your unit cost, per image, as no shipping costs can be listed as a separate line item.

As a reminder, the vendor is also responsible for all costs to return the materials to MoDOT.

QUESTION 3: Will MoDOT consider releasing all the Microfiche and Microfilm at one time to the Vendor?

RESPONSE 3: NO

QUESTION 4: If the Microfiche and Microfilm will not be released at one time, what amount will be released per pickup?

RESPONSE 4: MoDOT will allow ONLY releasing half of the allotted images at a time.

QUESTION 5: How often will MoDOT request pickups?

RESPONSE 5: If question 5 relates to question 4, then the number of pickups and/or shipments would be two. If other arrangements are made, and agreed upon by both parties, where more than two shipments or pickups are made, then the number of pickups and/or deliveries would change accordingly.

QUESTION 6: What are the staffing hours for this project?

RESPONSE 6: MoDOT's core work hours for receiving shipments and/or in-person pickups are from 8:00 AM to 3:00 PM Monday through Friday.

It is the sole responsibility for all Offerors to check the website for any and all addendums throughout the procurement process.

THIS PAGE MUST BE SIGNED AND RETURNED WITH ORIGINAL RFB