

**Texas Parks and Wildlife Department  
4200 Smith School Road  
Austin, Texas 78744**

**ADDENDUM**

Addendum Number: 01 Dated: April 10, 2024  
Solicitation Number: 802-24-47284  
Solicitation Title: Scanning Services  
Due Date/Deadline: **NEW: April 24 , 2024; 2:00pm C.T.**  
Purchaser: **Vanessa Contreras CTCM, CTCD**

**PURPOSE OF ADDENDUM: QUESTION & ANSWERS/SPECIFICATION CLARIFICATIONS/EXTENSION OF  
BID DUE DATE**

Except as provided herein, all terms and conditions of the document referenced herein remain unchanged and in full force and effect. The following are specifications to this solicitation. This Addendum may be attached to and form a part of the referenced solicitation and any resulting awarded contract and may be considered in your response.

**QUESTIONS & ANSWERS**

1. Please share photographs or samples of a historic damage control plate.  
Answer: *See Exhibit A*
2. The acid free folder contains the damage control plates. Kindly validate our understanding.  
Answer: *Clarification, current records are stored in acid free plastic sleeves. The damage control plates are in the acid free sleeves.*
3. How are the boxes currently stored. Answer: *Answer: The boxes are currently stored on shelving in our collection storage space. See Exhibit A*
4. Kindly explain the meaning of price per liner foot. Answer: *Historically, archival collections such as damage control plates are often measured in linear feet. This is how much space the collection takes up on a shelving unit.*
5. What does the vendor do with the documents after scanning.  
Answer: *The Contractor will return the documents back to TPWD after scanning.*
6. IFB 802-24-47284, Section 5.b.iii and iv (page 3/4) suggests that the large documents are currently folded for storage. The text is "Files are organized in 7 bankers boxes size 12" x 15" x 10" and 1 legal size document box size 10 ¼" x 5" x 2 ½"." and then "Documents are approximately 60" x 22." Please confirm whether the documents are folded. Answer: *Yes, documents are folded.*

7. IFB 802-24-47284, Section 5.b.iii and iv (page 3/4) This text suggests the documents are folded. Please consider providing photos to show document and storage condition. **Answer: See Exhibits below.**
8. IFB 802-24-47284, Section 5.c.iii (page 4) describes a file naming format that ends in "topic." Please clarify if the awarded vendor will be given a list of the topics and if not, please clarify how the awarded vendor will obtain the topics. **Answer: Clarification, TPWD prefers Contractor use "title" rather than topic. Titles will come from damage control plates themselves.**
9. IFB 802-24-47284, Section 5, please note there is no section, page number, or text reference for this one as it is an omission. Please provide specifications on the image file format that the awarded vendor will deliver to the State. **Answer: TPWD requests Contractor saves images a JPGS.**
10. IFB 802-24-47284, Section 3 (page 3) states, "Work can be conducted outside of traditional TPWD work hours." This suggests that the State would like these documents to be scanned on-site; however, ITB 802-24-47284, Section 5.e (page 4) states, "Contractor is responsible for picking up documents and returning them to Battleship TEXAS" and Section 6 (page 15) states the "Delivery shall be made during normal working hours." This suggests the State would like off-site scanning. Please clarify if bidders should propose on-site scanning, off-site scanning, or both options. **Answer: TPWD is only interested in off site scanning. The above statement refers to the time allowable for the Contractor to gather the documents from the actual site.**
11. The contract end date is listed as both August 31, 2024 and August 31, 2025. Can you clarify which date is correct, as it impacts our team's ability to meet the project schedule? **Answer: The project identified on the scope is to be completed by August 31, 2024, although if the end user wants to add any additional services this is a blanket contract for that to exist through August of 2025.**

#### **EXTENSION OF BID DUE DATE**

The bid due date for this solicitation 802-24-47284 is being extended as follows:

**NEW: April 24, 2024; 2:00 PM C.T.**

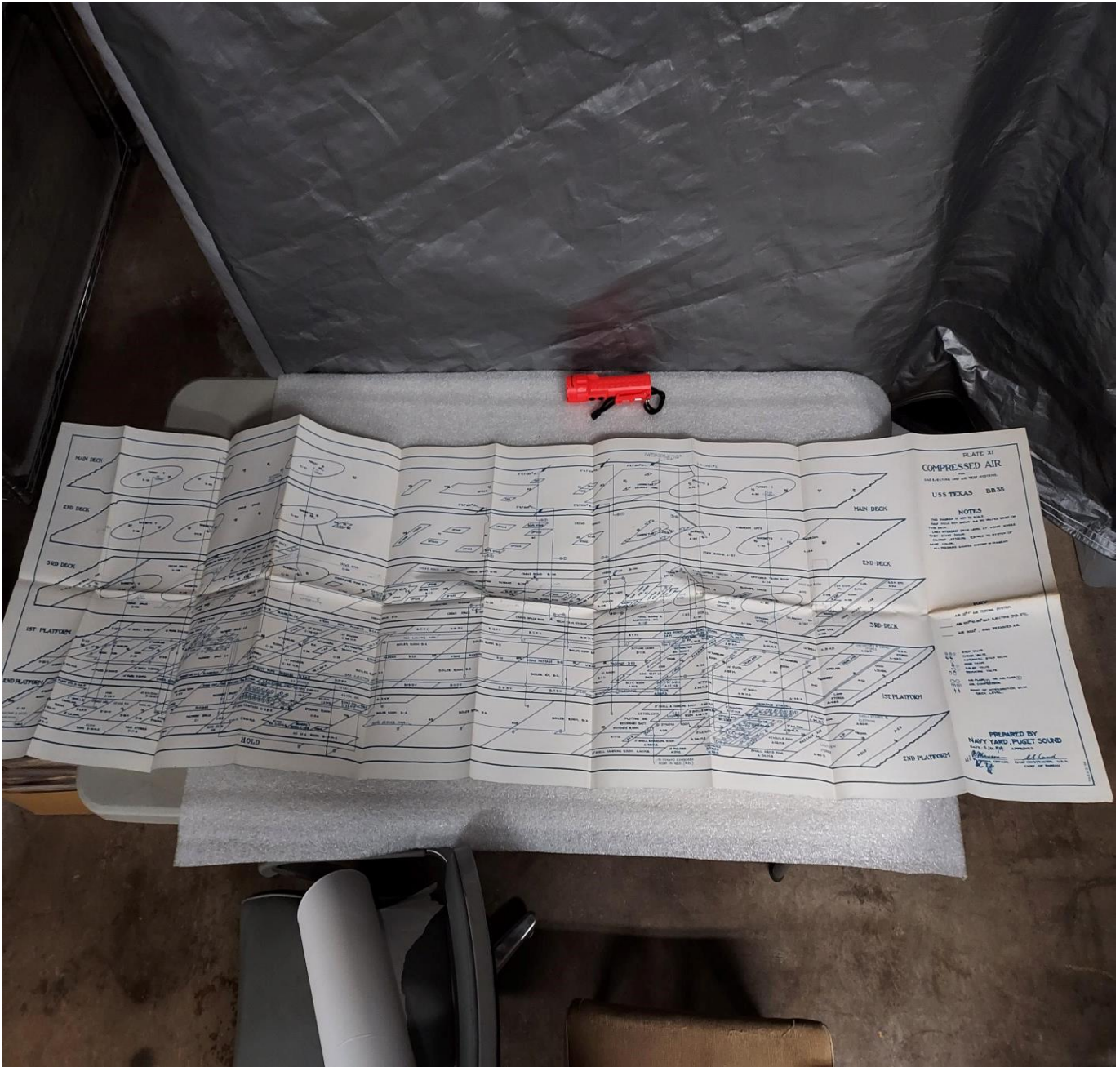
Exhibit A- Damage Control Plate 1



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Exhibit A- Damage Control Plate 2

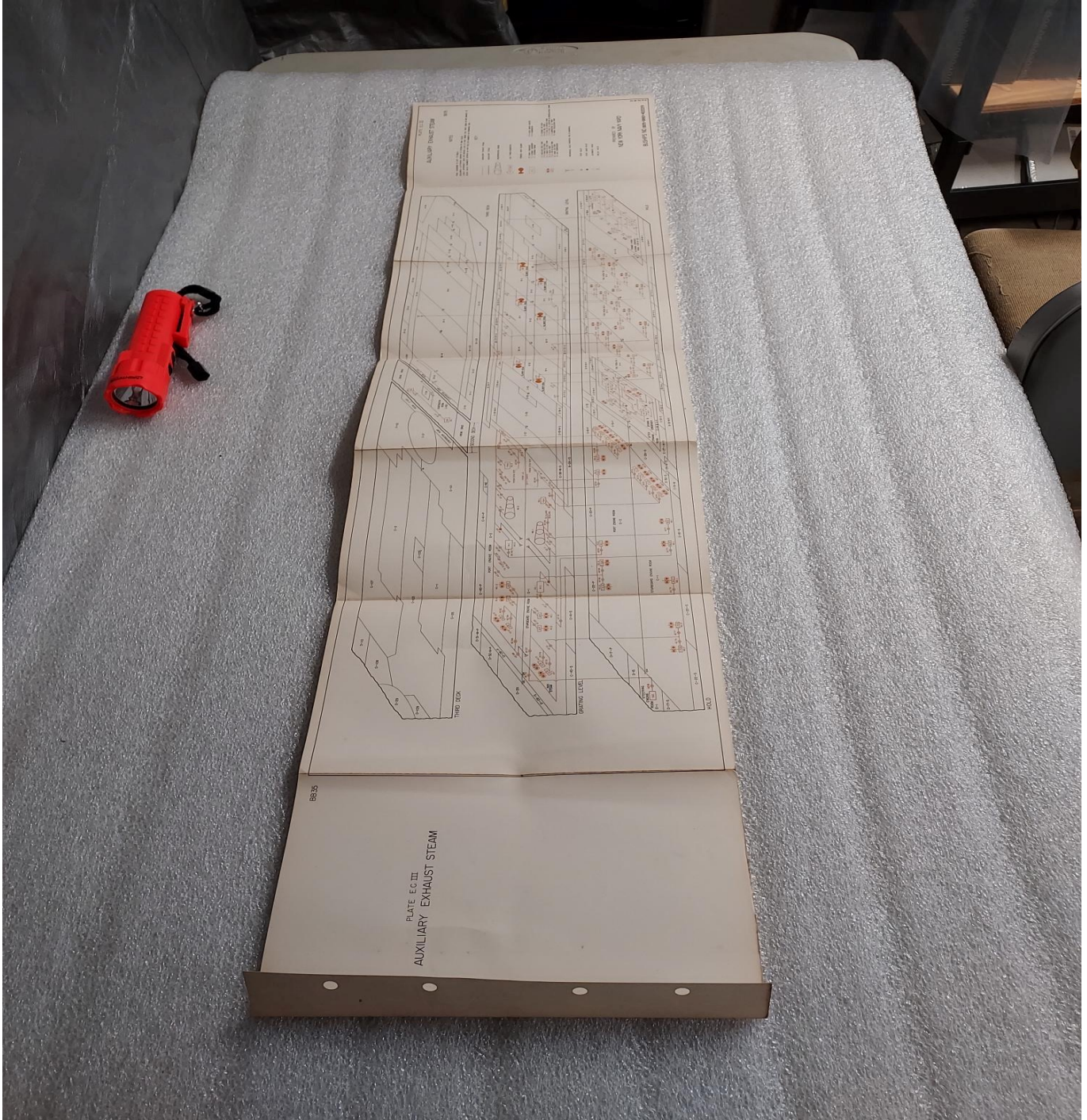
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Exhibit A- Damage Control Plate 3

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Exhibit A- Damage Control Plate Storage 1

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Exhibit A- Damage Control Plate Storage 1



Respondents are to acknowledge receipt of this addendum. Return a signed copy of this notice with your proposal submission.

I acknowledge receipt of this addendum.

\_\_\_\_\_  
Respondent's Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name