



# CITY OF STOCKTON

## PUBLIC WORKS DEPARTMENT

22 East Weber Avenue, Room 301 • Stockton, CA 95202-2317 • 209 / 937-8411 • Fax 209 / 937-8277  
www.stocktonca.gov

### LETTER OF CLARIFICATION NO. 3

#### FILE ROOM SCANNING AND DIGITAL STORAGE PROJECT NO. SEB-23-003

TO ALL PROSPECTIVE BIDDERS

DATE: August 2, 2023

Letter of Clarification No. 3 for the above project consists of the following:

1. This acknowledgement form (see important notice at the end of this document).

#### NOTICE INVITING PROPOSALS:

2. **UPDATE** the following:

The City of Stockton, California, will receive sealed proposals until Wednesday, August 9, 2023 **August 16, 2023**, for the File Room Scanning and Digital Storage, Project No. SEB-23-003.

The proposal (not including costs) should be submitted electronically to Wes Johnson at [Wes.Johnson@stocktonca.gov](mailto:Wes.Johnson@stocktonca.gov). The cost proposal should be submitted electronically under separate email to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov).

The pricing shall be submitted under separate email to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov).

3. **REMOVE** the following:

~~Each sealed proposal shall be marked "PROPOSAL" and shall indicate the project name, number, and proposal opening date, and shall be mailed or delivered to Public Works, 22 E. Weber Avenue, Room 301, Stockton, California 95202, at or before the hour stated.~~



**REQUEST FOR PROPOSALS:**

4. "Title Page":

**UPDATE** the follow to extend the due dates:

Date Proposals Due: ~~Wednesday, August 9, 2023,~~ **August 16, 2023**

5. Page 4, Section 5.1, "Proposal Submission:"

**UPDATE** the following:

The proposal (not including costs) should be submitted electronically to Wes Johnson at [Wes.Johnson@stocktonca.gov](mailto:Wes.Johnson@stocktonca.gov). no later than 3:00 p.m. on ~~August 9, 2023~~ **August 16, 2023.**

6. Page 8, Section 7.0, "Proposals Evaluation":

**UPDATE** the following:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	June 28, 2023
Written Questions submitted by	<del>August 2, 2023</del> <b>August 7, 2023</b>
Response to Written Questions	<del>August 7, 2023</del> <b>August 14, 2023</b>
Proposals Due	<del>August 9, 2023</del> <b>August 16, 2023</b>
Negotiations	<del>August 21-25, 2023</del> <b>August 28-31, 2023</b>
City Council Approval	October 2023


7. Page 9, ATTACHMENTS:

**ADD** the following:

Attachment D – Total Recall Inventory Files  
Attachment E – Sample OnBase Keyword Structure

**QUESTIONS & ANSWERS:**

8. Please review all Questions and Answers for this project.

*For*   
JODI ALMASSY, DIRECTOR  
PUBLIC WORKS DEPARTMENT

JLA:EA:WJ:cal

**NOTICE: THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO INCLUDE OR ACKNOWLEDGE A CLARIFICATION MAY RESULT IN THE BID BEING REJECTED AS NOT RESPONSIVE.**

CONTRACTOR: \_\_\_\_\_

BIDDER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_