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**ADDENDUM 001  
REQUEST FOR BID  
Digital Format Conversion Project  
RFB B4-09-012**

Bidders shall acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original bid. **The due date for receipt of bids has changed to August 30, 2009 by 1:00 PM CST.** 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  Robin Warren Sr. Procurement Agent
Bidder/Offeror Signature	Department of Transportation  
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: August 20, 2009

NOTES:

- Replace page 1 of bid document with the attached Request for Bid page.
- Reference changes and clarifications to specifications on attached Addendum to Specifications for B4-09-012.
- Replace Pricing Table in bid document with the attached Pricing Table.



**MISSOURI DEPARTMENT OF TRANSPORTATION  
 BID GUIDELINES AND DOCUMENTATION**

**THIS IS NOT AN ORDER**

**REQUEST FOR BID**

**\*\*\*THIS DOCUMENT MUST BE RETURNED AS A SEALED BID\*\*\***

It is the vendor's responsibility to read and comply with all conditions, specifications, and instructions outlined in this document. This document and any subsequent attachments shall supersede all confirmation forms, receipts, or any other paperwork needed to secure materials, equipment, or services.

TODAY'S DATE: 07-31-2009 08-20-2009 (ADDENDUM DATE)	<b>BID DUE BY (DATE AND TIME):</b> <del>08-25-2009 By 1:00 PM CST</del> <b>08-30-2009 By 1:00 PM CST</b>	F.O.B. REQUIREMENTS: DESTINATION (SEE DELIVERY LOCATIONS BELOW)
TO BE COMPLETED BY:  <p style="text-align: center;"><del>3 TO 4 MONTHS ARO</del>  <b>6 MONTHS ARO</b></p>	<b>BID #: B4-09-012</b> THIS BID # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE. <b>***SEALED BID***</b>	BUYER NAME:  <p style="text-align: center;">ROBIN WARREN          816-622-0054</p>
District Mailing Address: Missouri Department of Transportation – District 4 General Services Procurement Division 600 NE Colbern Road Lee's Summit, MO 64086		Project Locations:  <p style="text-align: center;">See Attached Scope of Work</p>

**ALL BIDS SHOULD BE EXTENDED AND TOTALED. DELIVERY TIME MUST BE LISTED**

Quantity	U/M	DESCRIPTION (including size and/or part #'s)	Total Cost for Project	COMPLETION TIME

**ALL PRICING TO BE ENTERED ON PRICING TABLE**

## ADDENDUM to SPECIFICATIONS for B4-09-012

Sections 1.1, 2.1, 3.1, 4.1, 5.1, 6.1 Clarification of unit of measure – The unit of measure for payment is each scanned image, not the number of .pdf or .tif files delivered. If an original document has many pages, each page is paid for as 1 unit, but the deliverable might be only one multipage pdf file. The number of records in the index shall match the number of deliverable files.

Sections 1.8, 2.8, 3.8, 4.8, 5.8, 6.8. Changes and Clarification of payment for sample images in General Specifications. In the fourth full sentence, change the word “image” between words “given” and “to” to the word “original”. The fourth sentence now reads, “The pilot samples shall be considered incidental work, with only 1 image of a given original to be used to quantify pay items. Upon completion and acceptance of a pilot sample, the remainder of items for Item 4 will be converted to the agreed upon specifications.” This means that for pilot sample images scanned, the sample originals may be scanned several times in order to come to agreement on the specification adjustments, but payment will be made only for the final agreed upon deliverable image. It is the MoDOT intention to have the contractor scan samples at various specifications until quality is agreed upon. MoDOT intends this to be in the range of 2-5 scans of each sample image.

Section 1.6 Clarification and changes for index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay item). Each record in the index shall contain items as described in 1.6.1 and 1.6.2. Index field clarifications:

DOC\_ID – An auto number integer, no key-in should be needed if the database is structured correctly.

DOC\_NAME – See Section 1.7 and Section 8, typically 8-15 characters

DOC\_TYPE – Always will be FINAL PLANS, 11 characters

COUNTY – Limited to range listed in Section 8, (average of 6-7 characters

ROUTE – Typically 1 to 3 characters. List of possible values:1, 10, BU10(denotes Business Route 10), SP10(denotes Spur 10), 12, 127, 13, 131, 150, 152, 169, SP169(denotes Spur 169), 18, 2, 20, 210, 213, 224, 23, 24, 269, 273, 283, 29, 291, 33, 35, 350, 371, 40, 435, 45, SP45 (denotes Spur 45), 470, 50, BU50 (denotes Business Route 50), 52, SP52(denotes Spur 52), 58, 635, 65, 670, 69, SP69 (denotes Spur 69), 7, BU7(denotes Business Route 7), 70, 71, 78, 9, SP9(denotes Spur 9), 92, SP92 (denotes Spur 9), A, AA, AB, AC, B, BB, C, CC, D, DD, E, EE, F, FF, H, HH, J, JJ, K, KK, M, MM, N, NN, O, OO, P, PP, RA, T, TT, U, UU, V, VV, W, WW, Y, YY, Z, ZZ. Other values are remotely possible but not likely.

JOB\_NUM – Typically as in Section 8, typically 8 or 13 characters

PROJ\_NUM – Typically as in Section 8, typically 11-19 characters

ROLL\_NUM – Typically 4-5 digit integer

BEG\_FRAME – Typically 3-4 digit integer

END\_FRAME – Typically 3-4 digit integer

## **ADDENDUM to SPECIFICATIONS for B4-09-012**

Section 2.6.1 Clarification and changes for index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay item). Each record in the index shall contain items as described in 2.6.1. Index field clarifications:

DOC\_NAME – See Section 2.7 and Section 8, typically 8-15 characters  
DOC\_TYPE – Always will be RESURFACING PLANS, 17 characters  
DOC\_ID, COUNTY, ROUTE, JOB\_NUM (if on the plans), PROJ\_NUM (if on plans), ROLL\_NUM, BEG\_FRAME, and END\_FRAME same as described in Section 1.6 Clarifications above.

Section 3.6.1 Clarification and changes for index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay item). Each record in the index shall contain items as described in 3.6.1. Index field clarifications:

DOC\_NAME – See Section 3.7 and Section 8, typically 8-15 characters  
DOC\_TYPE – Always will be DEED (4 characters)  
DOC\_ID, COUNTY, ROUTE, JOB\_NUM (if on the plans), PROJ\_NUM (if on plans), ROLL\_NUM, BEG\_FRAME, and END\_FRAME same as described in Section 1.6 Clarifications above.  
TRACT\_NUM – See Figure 6, typically 1-3 digit integer or character

Section 4.6.1 Clarification and changes for index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay item). Each record in the index shall contain items as described in 4.6.1. Index field clarifications:

DOC\_NAME – Except for Permit Files, this is no longer a required field since it is redundant with DOC\_ID  
DOC\_TYPE – Possible values: AGREEMENT, CRSR, ON CALL CONTRACT, or as directed by MoDOT, typically 4, 9, or 16 characters  
DOC\_SUBTYPE – Only for DOC\_TYPE with value of AGREEMENTS, Possible values: CONSULTANT, COST SHARE, MAINTENANCE, MUNICIPAL, URBAN, UTILITY, OTHER  
DOC\_ID, COUNTY, ROUTE same as described in Section 1.6 Clarifications above.

Section 5.6.1 Clarification of index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay item). Each record in the index shall contain items as described in 5.6.1. Index field clarifications:

DOC\_NAME – This is no longer a required field since it is redundant with DOC\_ID  
DOC\_TYPE – This field will be specified by MoDOT upon delivery of originals, typically one to two words similar to Section 4.6.1 Clarifications above.  
DOC\_ID, COUNTY, ROUTE, JOB\_NUM (if applicable) same as described in Section 1.6 Clarifications above.

Section 6.6.1 Clarification and changes for index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay

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item). Each record in the index shall contain items as described in 6.6.1. Index field clarifications:

DOC\_NAME – This is no longer a required field since it is redundant with DOC\_ID  
DOC\_TYPE – Almost always will be AERIAL PHOTO INDEX, 18 characters  
DOC\_ID, COUNTY same as described in Section 1.6 Clarifications above.  
BEG\_YEAR – yyyy format, always 4-digit number (i.e. 1964, 1998, 2005)  
END\_YEAR – yyyy format, 4-digit number (i.e. 1964, 1998, 2005), can be null  
SHEET\_NUM – 1 or 2 digit integer

Section 7.6.1 Clarification and changes for index fields, number of characters typical for each record. There will be one index record for each deliverable item (different than pay item). Each record in the index shall contain items as described in 7.6.1. Index field clarifications:

DOC\_ID, DOC\_NAME, DOC\_TYPE, COUNTY, ROUTE, JOB\_NUM (if on the plans), PROJ\_NUM (if on plans) same as described in Section 1.6 Clarifications above.

Section 9.1 – Add the word “to” to the first full sentence: All MoDOT original documents will be picked up and delivered to the MoDOT District 4 Office at 600 NE Colbern Rd. Lee’s Summit, MO.

Changes to Section 3 – Changed estimated quantities

3.3 Quantity: There are approximately 246 rolls of approximately 2000 – 2400 film panes each roll. Approximately 99% of those are letter size and 1% legal or tabloid size. All legal and letter sizes are portrait in orientation, the tabloid sheets are split into two film panes. Approximately one third of the documents range from 2-5 sheets for deed only documents and two thirds of the documents consist of 7-10 sheets for deed and title commitment documents. The quantity of scanned images will be approximately 490,000 – 590,000 film panes contained in 350-500 documents to be converted to .pdf files accompanied by an index with an equal number of records according to Section 3 and Section 8. Approximately 90% of the originals are high enough quality line art to convert using black and white conversion.

Section 15

### **Item 8: Document Scanning: Paper Files (Deeds and Title Commitments and R/W Excess Files)**

15.1 Units of Measure for Payment:

15.1.1 One digitally scanned image and OCR file as part of a multipage .pdf file, each image representing one deed or working file for one tract or parcel of a given job number contained in one original bound paper file or one Excess R/W working file for one tract or parcel of a given job number contained in one original bound paper file. Index according to Section 15 and Section 8 is included in Item 8. The unit of measure for payment is each scanned image, not the number of .pdf or .tif files delivered. So if an original document has many pages, each page is paid for as 1 unit, but the deliverable might be only

## **ADDENDUM to SPECIFICATIONS for B4-09-012**

one multipage pdf. The number of records in the index shall match the number of deliverable files.

- 15.2 Description: Originals to be converted are letter, legal, and B-size paper documents contained in a bound at the top file folder. Bindings are prong fasteners. Documents consist of Deeds, Title Commitments, and other legal real estate documents or working files. Each document consists of approximately 25-200 sheets per deed or file. Deed and Title Commitment originals were produced by typewriter or word processor, title company forms, stamped information regarding county recorder office book and page numbers, notary stamps, recorder's stamps, signatures, typed information about agreement details, typed information about legal descriptions, and other information. There may be miscellaneous correspondence included, with title information including a common Job Number, County, Route Name, and Tract Number. Sample originals are available for examination by bidders as described in Section 12.
- 15.3 Quantity: There are approximately 80-100 bound folders containing 25-125 paper sheets in each original. Approximately 50% of the originals are letter size portrait, 25% are legal size portrait, and 25% are tabloid (B-size) portrait or landscape documents. The sizes vary in order and are not grouped according to size. The quantity of scanned images (pay unit) will be approximately 2,000 – 3,000 images contained in 80-100 deliverable files. All .pdf deliverable files shall be accompanied by an index with an equal number of records according to Section 15 and Section 8. Approximately 85% of the non-text originals are high enough quality line art to convert using black and white conversion or with minimal image enhancement.
- 15.4 Deliverables: The deliverable digital files for Item 9 includes all image files and index files according to Section 15 and Section 8. The files will be delivered to MoDOT via MoDOT provided USB external hard drive, uploaded to the MoDOT password protected public ftp site, or as mutually agreed upon by MoDOT and Contractor. It is the intent of MoDOT to have deliverable .pdf files contain pages of varying size oriented properly throughout the .pdf file.
- 15.4.1 One image-and-OCR full text searchable multipage .pdf file per document set, one original per .pdf page. Each .pdf will include all images and OCR content common to the composite key of Job Number and Tract Number in accordance with Section 15 and Section 8.
- 15.4.2 Index files according to Section 15.6 and Section 8 for each multipage .pdf in Section 15.4.1.
- 15.5 Specifications: The original pages may require manual review. Output spatial resolution will be no less than 300 dots per inch (dpi) at a letter size print or plot. Output image type will be Black and White (1-bit) or Grayscale (8-bit). It is the intention of MoDOT to collaborate with the Contractor to decide on an acceptable industry standard or better scan quality, legibility, and readability which may include decisions regarding whether to convert to black and white or grayscale, resolution, cleanup processes, and any other specifications that may be adjusted to improve quality. Scanning process of image conversion will be a transmitted light

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scanning process or comparable industry standard. Production of deliverables will be standard compression .tif files then conversion to .pdf format. Lossless compression .jpeg or .jpg files may be used to convert to .pdf files for images not being delivered as .tif files if improved quality or efficiency of file size is achieved. The contractor will perform scan capture to ensure OCR quality consistent with industry standards of readability and legibility as might be acquired through OCR software that includes character training technology, a character and word voting engine, character confidence technology, or comparable technologies. Readability to general industry standards in place currently such as might be found using current OmniPage software, ABBYY Finereader software, PrimeOCR, Caere/Calera/ScanSoft, ExperVision, and NewSoft, or Kofax software. Character accuracy will be no less than 98% and word accuracy will be no less than 98%. OCR will not be included for non-text sheets such as diagrams, drawings, survey sketches, etc. Bidders may suggest changes to these specifications as described in Section 11.

15.6 Index Requirements: Index components for this item will include a database file for .pdf files. Also required is the inclusion of .pdf custom properties and/or windows custom file properties. Index information for the database file, .pdf custom properties, and windows custom file properties shall be keyed-in by full time permanent employees of the Contractor and shall be double verified and accurate to 99% or greater character accuracy. All index information will be subject to a MoDOT Quality Assurance/Quality Control (QA/QC) check until accepted according to specifications. Automation of the creation of index information is acceptable if all other specifications are satisfied.

15.6.1 Database file for .pdf files: For .pdf files, a database index will be created and delivered as one or more ODBC Compliant Microsoft Access 2000 (version 9.0) (.mdb) compatible file with field names and field definitions according to Section 8. The file name of the database will be D4\_Plans\_Archive.mdb or named as directed by MoDOT. Each record represents one set of real estate Deed and Title Commitment document or one Working File for each Tract in each Job Number as described in Section 15.2. Each deliverable set of documents will have a common composite key of Job Number and Tract Number in each record. The record accuracy shall be 99% or greater, meaning the fields in each record shall have correct values for all fields required for that record. Zone capture of OCR for Index purposes is acceptable if the Contractor meets other requirements for accuracy for the index records according to Section 15.6. The index character and record accuracy will be subject to a MoDOT QA/QC check until accepted according to specifications. Fields required for database index records for .pdf files are: DOC\_ID, DOC\_NAME, DOC\_TYPE, COUNTY, ROUTE, JOB\_NUM, and TRACT\_NUM, according to Section 8. Typical details of Deed and Title Commitment documents are shown in Figure 6. These show typical quality of the title block (which could be anywhere on the film pane, but usually at the top. Roll Number, and Frame Number are located similar to that shown in Figure 4. Index information for

## **ADDENDUM to SPECIFICATIONS for B4-09-012**

R/W Excess files and other working files will be DOC\_ID, DOC\_NAME, COUNTY, ROUTE, and TRACT\_NUM and will be contained in a post-it note or plainly written on the front of each file folder.

- 15.6.2 Windows File Properties: For all deliverable files, file properties will be attached to each file in Item 8. At a minimum, this includes the file name, file type, creation date (date final image was produced after editing and all production by Contractor).
- 15.6.3 PDF File Properties: All .pdf files (version 7.0 compatible files), in Item 8, in addition to Windows File Properties according to Section 15.6.2, will include PDF Document Properties for the following as part of the deliverable image file:

PDF Document Property: Description/Author

Value: Company Name of Contractor

PDF Document Property: Description/Created

Value: long date (automatically created upon file creation is acceptable)

PDF Document Property: Advanced/PDF Producer

Value: Software application used to create the file (automatically created upon file creation is acceptable)

PDF Document Property: Advanced/PDF Version

Value: Version of PDF standard (automatically created upon file creation is acceptable)

PDF Document Property: Advanced/Number of Pages

Value: Number of pages in the multipage .pdf (automatically created upon file creation is acceptable)

- 15.7 File naming Requirements: File naming for .pdf files will be the same as in Section 3 for Deeds and Title files. For other working files, the file name will be the name of the primary person or entity of the real estate or R/W transaction. Examples are John Doe and Jane Doe or ABC123 Company, LLC, or John Doe, et al. The general location of the index information for Deeds and Title files is shown in Figure 6. The Job Number and Tract Number formats are further described in Section 8. An example filename for Deed and Title documents, for Figure 6, would be J4S1057C\_03.pdf.

- 15.8 General Considerations: Contractor will perform a pilot sample conversion of originals in Item 8 to determine acceptable specifications prior to completion of the remainder the items in Item 8. It is the intention of MoDOT for the Contractor to provide 1-2 pilot samples each of converted files for Deeds and Title Commitments and R/W Working File Archive to MoDOT to determine the soundness of the specifications and to adjust the specifications to achieve acceptable image quality, legibility, and readability. See Section 11 for information regarding changing the specifications. The pilot samples shall be considered incidental work, with only 1 image of a given image to be used to quantify pay items. Upon completion and acceptance of a pilot sample, the remainder of items for Item 8 will be converted to

## ADDENDUM to SPECIFICATIONS for B4-09-012

the agreed upon specifications. The number of pilot samples is unrelated to the number of QA/QC samples described in Section 15.9.

15.9 Quality Assurance/Quality Control (QAQC): MoDOT reserves the right to examine images to ensure specifications for image quality for all items in Item 8 and have the right to reject any or all of the images based on the specifications. It is the intent of MoDOT to perform a random quality check of scanned images in Item 8 for a QA/QC sample of five (1) to ten (5) deliverable files, comprising of 50-100 images.

### Section 16

#### **Item 9: Document Scanning: Paper Files (Permit Files)**

(Specifications for Item 9 are generally the same as Item 4 except without OCR)

##### 16.1 Units of Measure for Payment:

16.1.1 One digitally scanned image and OCR file as part of a multipage .pdf file, each image representing one letter, legal, or tabloid size piece of paper contained in various formats as described in Section 16.2 Index according to Section 16 and Section 8 is included in Item 9. The unit of measure for payment is each scanned image, not the number of .pdf or .tif files delivered. So if an original document has many pages, each page is paid for as 1 unit, but the deliverable might be only one multipage pdf. The number of records in the index shall match the number of deliverable files.

16.2 Description: Original documents consist of typed or word processor produced text on bond paper or white or yellow trace paper. Originals consist of Permit Application and supporting Files. Some documents may contain signatures, embossed stamps, notary stamps, and other items that are not pure text in nature. Index information is included on the first page as a stamped number. Sample originals are available for examination by bidders as described in Section 12. Permit Documents consist of 1-2 letter size paper documents and some larger format maps, diagrams, and plans that range from B-size through E-size, most of them being D or E size.

16.3 Quantity: There are approximately 1200-1300 Permit deliverable files each containing approximately 3-5 letter size portrait sheets and 1-20 large format size sheets. The total number of images (pay items) for Item 9 (Permits) is approximately 10,000 images. The number of deliverables is approximately 1200 .pdf files.

16.4 Deliverables: The deliverable digital files for Item 9 includes all image files and index files according to Section 16 and Section 8. The files will be delivered to MoDOT via MoDOT provided USB external hard drive, uploaded to the MoDOT password protected public ftp site, or as mutually agreed upon by MoDOT and Contractor. Legal, Tabloid (B-size), and other larger format sizes (usually D or E size) originals will be converted to full size pages and included in multipage .pdf files as a single page. Each document as described in Section 16.2 will be converted to a multipage .pdf file. Index will be included according to Section 16.6 and

## ADDENDUM to SPECIFICATIONS for B4-09-012

Section 8. One document is defined as all paper sheets in a stapled set or folder as marked by MoDOT upon delivery for to Contractor for conversion (MoDOT intends to deliver originals in groups for easy identification of what to include in deliverable files and database index records. This may be by marked or Post-It type notes on folders, Post-It type notes between records, marked full sheet tabs between records or some other method mutually acceptable to MoDOT and the Contractor. Each record will have the unique DOC\_ID as described in Section 8 to establish uniqueness of a deliverable file and in the index.

16.4.1 One image-only multipage .pdf file per document, one portrait paper sheet (or legal or tabloid or other size if needed) per .pdf page. Each .pdf will include all image content common to the record breaks provided by MoDOT as described in this Section.

16.4.2 Index files according to Section 16.6 and Section 8 for each multipage .pdf in Section 16.4.1.

16.5 Specifications: The large format pages of the originals in Item 9 may require manual review. As they are recently created originals (5yrs old or less), few should, but all may, require cleaning, de-speckling, de-stippling, de-skewing, rebalancing, and other digital image cleanup in accordance to specifications in Section 8 to achieve acceptable readability and legibility. Output spatial resolution will be no less than 300 dots per inch (dpi) at a letter size print or plot. Output image type will be Black and White (1-bit) or Grayscale (8-bit). It is the intention of MoDOT to collaborate with the Contractor to decide on an acceptable industry standard or better scan quality, legibility, and readability which may include decisions regarding whether to convert to black and white or grayscale, resolution, cleanup processes, and any other specifications that may be adjusted to improve quality. Scanning process of image conversion will be a transmitted light scanning process or comparable industry standard. Production of deliverables will be standard compression .tif files then conversion to .pdf format. Lossless compression .jpeg or .jpg files may be used to convert to .pdf files for images not being delivered as .tif files if improved quality or efficiency of file size is achieved. Bidders may suggest changes to these specifications as described in Section 11.

16.6 Index Requirements: Index components for this item will include a database file for .pdf files. Also required is the inclusion of .pdf custom properties and/or windows custom file properties. Index information for the database file, .pdf custom properties, and windows custom file properties shall be keyed-in by full time permanent employees of the Contractor and shall be double verified and accurate to 99% or greater character accuracy. All index information will be subject to a MoDOT Quality Assurance/Quality Control (QA/QC) check until accepted according to specifications. Automation of the creation of index information is acceptable if all other specifications are satisfied.

16.6.1 Database file for .pdf files: For .pdf files, a database index will be created and delivered as one or more ODBC Compliant Microsoft Access 2000 (version 9.0) (.mdb) compatible file with field names and field definitions according to Section 8. The file name of the database will be D4\_Plans\_Archive.mdb or named as directed by MoDOT. Each record

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represents one document as defined and marked by MoDOT upon delivery to the Contractor for conversion. The record accuracy shall be 99% or greater, meaning the fields in each record shall have correct values for all fields required for that record. Zone capture of OCR for Index purposes is acceptable if the Contractor meets other requirements for accuracy for the index records according to Section 16.6. The index character and record accuracy will be subject to a MoDOT QA/QC check until accepted according to specifications. Fields required for database index records for .pdf files are: DOC\_ID and DOC\_NAME according to Section 8.

16.6.2 Windows File Properties: For all deliverable files, file properties will be attached to each file in Item 4. At a minimum, this includes the file name, file type, creation date (date final image was produced after editing and all production by Contractor).

16.6.3 PDF File Properties: All .pdf files (version 7.0 compatible files), in Item 10, in addition to Windows File Properties according to Section 4.6.2, will include PDF Document Properties for the following as part of the deliverable image file: PDF Document Property: Description/Author

Value: Company Name of Contractor

PDF Document Property: Description/Created

Value: long date (automatically created upon file creation is acceptable)

PDF Document Property: Advanced/PDF Producer

Value: Software application used to create the file (automatically created upon file creation is acceptable)

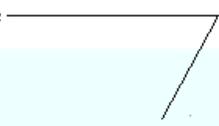
PDF Document Property: Advanced/PDF Version

Value: Version of PDF standard (automatically created upon file creation is acceptable)

PDF Document Property: Advanced/Number of Pages

Value: Number of pages in the multipage .pdf (automatically created upon file creation is acceptable)

16.7 File naming Requirements: File naming for .pdf files for Item 9 will be the same as the stamped Permit number as shown in Figure 7. The format for the name will always be 4-04-XXXXX, where XXXXX is a sequential integer number.

Stamped Document Name 

4-04-00001

Extend 3mo. from  
to day Sat. 4/29/30  
Rel. Sat. 12/22/04

Form No. M-450 (Rev. 10-94, Rev. 6-00)

**MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION  
PERMIT APPLICATION**

Date	<u>12/30/2003</u>	Permit No.	<u>04-04-00001 U</u>
District	<u>4</u>	Permit Type:	<u>Utility</u>
		Route:	<u>152</u>

## **ADDENDUM to SPECIFICATIONS for B4-09-012**

Figure 7. Index Information from header on the first page of each Permit File.

- 16.8 General Considerations: Contractor will perform a pilot sample conversion of film panes in Item 9 to determine acceptable specifications prior to completion of the remainder the items in Item 9. It is the intention of MoDOT for the Contractor to provide 5-10 pilot samples of converted files for Item 9 to MoDOT to determine the soundness of the specifications and to adjust the specifications to achieve and acceptable image quality, legibility, and readability. See Section 11 for information regarding changing the specifications. The pilot samples shall be considered incidental work, with only 1 image of a given original to be used to quantify pay items. Upon completion and acceptance of a pilot sample, the remainder of items for Item 4 will be converted to the agreed upon specifications. The number of pilot samples is unrelated to the number of QA/QC samples described in Section 16.9.
- 16.9 Quality Assurance/Quality Control (QAQC): MoDOT reserves the right to examine images to ensure specifications for image quality for all items in Item 9 and have the right to reject any or all of the images based on the specifications. It is the intent of MoDOT to perform a random quality check of scanned images in Item 9 for a QA/QC sample of two-hundred (200) images.

# SPECIFICATIONS FOR CONVERSION OF PLANS AND DOCUMENTS TO DIGITAL FORMAT

## Pricing Table for B4-09-012

Item Number	Quantity	U/M	Description	Unit Price	Unit Price Extension	Total
1	35,000	1 scanned image	Document Scanning: Microfilm/Microfiche Jacketed Sheets of As Built Plans			\$
2	4,000	1 scanned image	Document Scanning: Microfilm Rolls (Resurfacing Plans)			\$
3	490,000	1 scanned image	Document Scanning: Microfilm Rolls (Deeds and Title Commitments)			\$
4	5,000	1 scanned image	Document Scanning: Letter and Legal Size Paper Documents (Agreements and Correspondence)			\$
5	2,100	1 scanned image	Document Scanning: Tabloid size paper documents			\$
6	75	1 scanned image	Document Scanning: C-Size Paper and Laminated Documents			\$
7	200	1 scanned image	Document Scanning: Oversized Documents: D-size Plans, Blueprints, Diagrams, Maps, Drawings, etc.			\$
8	8,000	1 scanned image	Document Scanning: Paper Files (Deeds and Title Commitments and R/W Excess Files)			\$
9	10,000	1 scanned image	Document Scanning: Paper Files (Permit Files)			\$

\*\*\*The quantities identified on the Pricing Table are estimates. The successful bidder may be requested to furnish more or less of the estimated quantities.