

Administration

Purchasing Division

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Addendum 2

**#19406 Digital Conversion and Indexing Services
October 3, 2018**

Through internal discussions, as well as reviewing vendor questions; Scott County Recorder's Office has elected to remove the project objective (as identified in Section 1.0 – Executive Summary) which would have required that the selected vendor review, identify, and remove duplicate copies of records. The selected vendor will be expected to scan and index each media, but will have no requirement to review, identify, flag, or remove any duplicate images. It is expected that duplicate images may be delivered as part of the final accepted product(s).

Additionally, the Scott County Recorder's Office has opted to adjust the requirements for the index output (defined in Section 2.0 – Scope of Services). The requirement to index each land record by its legal description will be dropped, and the selected vendor is not expected to index any media using the legal description. Index requirements that are expected to be carried out, include:

- unique document (book/page) number
- 1 grantor and 1 grantee entry per land record **OR** Full name per single-sided media (Birth, Military Discharges, Trade Names, etc)
- File date
- Index Type
- Image Sequence (please see Addendum 1 for description of this index field)