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QUESTIONS AND ANSWERS FOR
RFPS 2022-005, 2022-006, & 2022-007

2022-005	MTG Books 587 – 1155
2022-006	MTG Books 5 – 586
2022-007	Mitigated MTG Books

1. Public Bid Opening – Monday 10/24/2022. We are working to secure a location for our opening meeting. We have scheduled the meeting for 10:00 am. Once a location is secured I will update everyone with the location. It will be in the courthouse or in a meeting room within the immediate vicinity of the courthouse.
2. RFP 2022-006 on page 13 in the scope has a typo

DOCUMENT DETAILS

Mortgage Books 5 - 378 (5/7/1901 thru 12/18/1958)
Mostly typed on double-sided pages.
Total Volumes 373 (loose leaf) 640 pages per book.
Size 18 x 11

Mortgage Books 379 – 586 (9/30/1966 thru 10/6/1966)
Mostly typed on double-sided pages.
Total Volumes ~~13~~ (loose leaf) 640 pages per book.
Should read Total Volumes 207 (loose leaf) 640 pages per book.
Size 18 x 11

3. The first page of each of the RFP documents has a typo for the clerk's phone number.
The correct phone number is 337-437-3550.
4. RFP 2022-006 Books 5-586. After the RFP was published we realized that the collection actually starts with Book 4 not Book 5. Also, we found that Book 18 is missing. Therefore; the number of books in the collection is the same. However; it starts with Book 4 not Book 5.
5. The pages that were created from microfilm with photostat images, white letter on black background; do you want these inverted?
 - A. Yes, that would be the preference.
6. We were asked about the procedure when a customer needs to view one of the pages in the care of the vendor.

- A. The RFPs specify that the vendor must provide a copy of the requested pages within 2 business days. Timing on these requests is almost always a factor with property closings and such. I specified 2 business days to allow cushion for the vendor in the event someone asks for a large number of records at one time. When the request can be fulfilled in a quicker timeframe that would be greatly appreciated. Most of the vendors expressed that they could produce the copies of most requests within 2 hours.
7. Still referring to the photostat image pages; do you want the information in the margins such as the page number and marginal notes included in the images we create?
- A. Yes, that is crucial information that must be included in the images.
8. How many books have photostat pages?
- A. 1. RFP 005 (books 587-1155)
- a. 587-644 big books [57 are photostats] 85% of these have clear crisp images
 - b. 645-1155 small books [65 are photostats] 60% of these have fading and bleeding
2. RFP 006 (books 5-586)
- All big books [209 are photostats] 85% of these have clear crisp images
9. Again, on the photostat image pages; what percentage of the books have very faded photostats?
- A. See question number 3.
10. RFP 2022-006 Books 5 thru 586; there are many attachments in these books. How many of these books have attachments?
- A. Approximately 12% of the books have attachments (70 books). The average number in each book is 20.
11. How do we name these attachments?
- A. Look on page 14 (the second page of the Scope) the naming convention clearly specifies how to name attachments. If you have additional questions beyond the documented naming convention, please send me your specific questions. These are better clarified one on one.
12. Why do we have to have a meeting with Cott?
- A. Cott is our Land Records software vendor. It is imperative that the vendor fully understands the naming convention and that the quality of the images meets all of the requirements of the software.
- The selected vendor will be asked to run a sample from one of the books in the collection. The files will be sent to Cott for review. The phone call will be to confirm that all of the files sent meet the requirements. Once the green light is given the vendor can begin the rest of the work.
13. Regarding RFP 2022-007 Mitigated Books; we were asked about removing the bound pages.
- A. The vendor may remove these from the binding by cutting the string and cloth that hold the laminated pages in the binding being careful not to open the sealed section of the page. The vendor can at that point use their document feeder scanners to image the pages. Once imaged, the pages need to be put back in order in the binder and use poly vinyl strapping to secure the book closed with the pages inside.

14. My company does not own a poly vinyl strapping device. Can we secure the books back another way and use the Clerk's machine when the books are returned to the office?

A. The Clerk does own a machine. If the vendor does not own a strapping machine, the vendor may secure the books in another equally secure fashion. Then the vendor's employee may use our machine to strap the 35 books when returned.

15. How many books are we allowed to remove from the office at one time?

A. Per the RFP 2022-005 293
Per the RFP 2022-006 300
Per the RFP 2022-007 all (35)

Basically; the intention with the RFP was to spell out we would like to have no more than half of the collection leave at one time for 005 and 006. We are willing to make any reasonable arrangement with the vendor once a vendor is chosen.

16. Why the separation into 3 RFPs?

A. Different funding sources.

17. We are interested in utilizing the Police Jury Complex. How large in square feet is the space for imaging the books?

A. The Police Jury has ownership and control of many buildings in the immediate vicinity of the Courthouse. The Clerk does not have any prevue over these buildings. You would have to contact the Police Jury directly. 337-721-3500 ask for Jeffrey Vander.

18. Are bound books imaged and delivered as 2-page spreads?

A. No, each page needs to be provided as individual tiff files.

19. What hours are the imaging employees allowed access to the imaging room?

A. The imaging space is provided by the vendor. The vendor will control access to their space. The Clerk of Court office is open M-F 8:30 am – 4:30 pm excluding holidays. The holiday schedule is published here:
<https://www.calclerkofcourt.com/closure-notices>