



Public Works works for the Public

COUNTY OF IMPERIAL PUBLIC WORKS

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DEPARTMENT OF PUBLIC WORKS

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Request for Proposals: Archivist Consultant Services for Onsite Records Management and Digitization; County Project No. 7341RFQ

ADDENDUM NO. 1

April 22, 2026

This ADDENDUM is hereby made part of the Contract Documents and specifications to the same extent as if originally included therein, and shall be signed by the Bidder and included with the proposal.

- 1. Will there be an opportunity to go onsite and view the documents? Please be advised that a site visit has been scheduled to review the areas which will be requested for archiving for Monday, April 27, 2026 at 9:00 am.

- 2. What is the total estimated volume of paper? Whether its in boxes, cabinets, or linear feet.

At this time, the Department of Public Works is unable to provide a reliable estimate of the total volume of records. To support consultants in developing informed and competitive proposals, the Department will host a non-mandatory site visit on Monday, April 27, 2026 at 9:00 am to allow proposers to observe existing conditions, review representative records, and assess the general magnitude and complexity of work to be performed. Based on observations made during the site visit, consultants are expected to exercise their professional judgment in estimating level of effort and to propose an appropriate approach, including a recommended phasing strategy for organization, digitization, and archiving.

Handwritten signature of David Dale

David Dale, P.E., P.L.S.
Director of Public Works

Acknowledgement of Addendum No. 1

The general contractor is responsible for advising any and all subcontractors of this change. Each bidder must acknowledge receipt of this addendum in the noted space below and where indicated on the Bidder's Proposal Section of the Special Provisions. This Addendum must be attached to the proposal.

License No: \_\_\_\_\_

Print or Type Company Name: \_\_\_\_\_

Print or Type Authorized Name: \_\_\_\_\_

Authorized Signature of Contractor: \_\_\_\_\_

Date Signed: \_\_\_\_\_