

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
RPGL-2017-09  
DOCUMENT MANAGEMENT SYSTEM AND  
SCANNING SERVICES FOR EXISTING DOCUMENTS  
DUE DATE: 10/13/16  
ADDENDUM NO. 2  
OCTOBER 6, 2016**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

***Question 1.***    *Was your intention to obtain Microfilm rolls?*

**Answer**        Yes

***Question 2.***    *Since folders need to be scanned separately on a flatbed scanner or photocopied for automatic scanning, could you add a line item for folders?*

**Answer**        Clarification: The references to folders are not physical file folders; they are electronic folders containing electronic documents.

**Note: The question and answer period has ended.**

**END OF ADDENDUM NO. 2 TEXT**