

Please see my questions below regarding Bid #20170207-02 CO.

1. Do any documents need to be scanned in color? If so, what percentage? *NO*
2. Are any documents larger than 11 x 17 or smaller than 5.5 x 8.5? *NO*
3. Would you like the images in PDF or TIF output? *PDF*
4. What are the index values and what is the approximate character length of each? i.e. permit number, company name, etc. *- varies.*
5. What is the approximate number of pages per file? *30+up*
6. What is the desired date of completion? *mid June*
7. How much room is available on site? For instance, a room large enough for two employees? More? *YES*
8. If scanned on site, should we expect to bring PC's and scanning equipment? *YES*
9. What hours are available for us to be in the building if scanned on site? *8:00am - 4:30pm*
10. Should our off site proposal include the cost of packing records and transportation to our facility? *YES*
11. What is the overall condition of the documents? i.e. fragile, torn, excessive stapling *some fragile*
12. We recommend a 200 dpi for scan resolution. Is that acceptable? *YES*
13. Do you expect to need documents during the conversion? If so, approximately how many occurrences in a week? *50*

can this job be performed out of state-----No

can you provide photos of a few average permits Sets?-----No

What is the average number of images per permit-----various 1-50 pages

Re: Document Scanning Service for Sumner County Building & Codes Department

1) Scanning America is a corporation registered in the state of Kansas.

Is it necessary to supply "Evidence of a valid State of Tennessee Business License and/or Sumner County Business License"? In other states we are not required to have a local business license if the documents are taken off site or if we are on site on a temporary basis.

For all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file

2) What are the sizes of the documents to be scanned? (8.5 x 11, 8.5 x 14, 11 x 17, etc..) *11x17, 11x14* Average Sizes

If the documents are multi sizes what is the estimated % of each size? *varies*

3) What are the indexing requirements? *By address - Alpha + numerical*

4) Where on the folder/document with the indexes be located? *front page*

5) Is that an electronic file that contains the permit number of any other of the required indexes?

6) What is the required resolution (200dpi or 300dpi)

7) What is the required file format? (tif or pdf)

8) How would you like the final deliverables structured? *in the same alpha + numeric way that they are currently.*