

Reference: Request for Bid (RFB) No. V-19-004
Scanning Services
Subject: Questions¹ and Answers (Q&A)

Question(s) receipt date: April 22, 2019
Question(s) response date: April 23, 2019

Greetings,
We very much appreciate your interest.

Question No.1

Good morning—

Upon reviewing the RFB, I didn't see anywhere what volume of scanning that you would like a quote for.

- Number of Boxes
- Size of Boxes
- Estimated Number of Images
- Single Sided/double sided
- Need to be Color or Blk and white
- Condition of the documents
- Are there staples paperclips

Any additional information that you can provide would be greatly appreciated. Thank you so much for your time. Have a good day!

Response to Question No. 1

- Number of Boxes → Varies
- Size of Boxes → Small banker boxes
- Estimated Number of Images → Varies
- Single Sided/double sided → Varies
- Need to be Color or Blk and white → As presented
- Condition of the documents → Varies
- Are there staples paperclips → Yes

¹ Question(s) are displayed as received.