

## RFP #2021-04 Digital Scanning & Indexing Services Questions:

*Questions dated 8-10-2021*

1. Can the city allow on site visit to review the documents (image quality, % of oversize, % of color, etc.)
  - a. Or send photographs of documents and boxes

**ANSWER:** The City will accommodate site visits (up to 30 minutes) to view the documents on site by appointment only. Please schedule appointments with Brandon Swanson at [bswanson@ci.carmel.ca.us](mailto:bswanson@ci.carmel.ca.us) or 831-402-1381

2. The RFP mentions “re staple and put back as originally received”. The cost to re staple is an additional cost, will the City prefer full re staple or will re insert into boxes and folders without re staple suffice?

**ANSWER:** Files should be put back as originally received as stated in the RFP. If this is an additional cost for your company, please include in your proposal.