

Addendum #1

VI. SCOPE OF WORK

Unbounded Tax Records to be digitized. The Tax Records to be digitized consists of books that are 11 x 17 and 8 ½ x 11 sizes.

The quantity of unbound tax records to be scanned is not known, it is estimated to be between two and three books per year with an average page count of 1700-1800. The years that are to be scanned are 1960-2008 (approximately forty-eight years of tax records).

The Town of Hampton will supply the tax records to be digitized until all monies are depleted.

Requirements/Specifications:

- **Black and white image; PDF-A; 300 dpi**
- ~~Color based on above description; PDF format; 300 dpi~~
- Full page scan (scan must capture all information, edge to edge)
- Each PDF-A document will require naming and all of the documents will need to be indexed for quick identification
- Prep to include removal of staples/clips/sticky notes, unfolding dog-eared corners, **bursting of pages**
- **Hard Drive with back up copy**
- **Documents will be returned to the Town unbound in suitable containers and organized by Year in the order that they were scanned**
- **OCR (optical character recognition) Please provided an Optional Cost, this may or not be awarded**

BID PROPOSAL FORM

2017-006 Digital Imaging Services

Town Manager
 100 Winnacunnet Road
 Hampton, NH 03842

Once submitted, the bid proposal price shall be held firm and not withdrawn for 90-days from bid opening.

Please specify here in figures and words **the total cost per page** of performing the work as specified in Section IV Scope of Work attached hereto and made a part hereof. In the case of a discrepancy between the figure amounts and the words, the written words shall govern. Reimbursable expenses shall be included in the Lump Sum Cost.

The total cost per page shall include the **Hard Drive, back up copy**, any and all equipment, materials, machinery, tools, labor, labor cost, and typical reimbursable costs (such as travel, mileage, copies, correspondence, etc.) incidental to the performance of the work.

In accordance with the specifications, the undersigned hereby submits the following cost.

Please supply costs for the following: Unbounded Tax Records (Cost to include Prep: removal of staples/clips/sticky notes, unfolding dog-eared corners, **bursting of pages**)

Total cost per page in figures:
Total cost per page in words:
Optional OCR cost in figures:
Optional OCR cost in words:

The undersigned is submitting this BID Proposal without collusion with any other individual or corporation.

By signing you are attesting that you are duly authorized by law to commit the individual, association, partnership, company, or corporation to the terms of the BID and resulting contract.

Name of Company: _____
 Street Address: _____
 City, State and Zip Code: _____
 Business Telephone: _____
 Business Fax: _____
 E-Mail Address: _____
 Website Address: _____

Signature of submitter: _____
 (*Hand signature required*)

Date: _____