

## NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP) are invited by the City of Stockton, California for specifications for **SCANNING SERVICES (PUR 16-005)** in strict accordance with the specifications.

The Community Development Department, hereafter "CDD," is seeking a proposal from a qualified company to provide high quality scanning and processing of permit documents according to the specifications herein.

The CDD has recently acquired Accela, a new permit management software. Documents must be scanned in a format and utilize an indexing system that will be able to integrate into this program. The CDD desires to convert its permit files into an electronic form that can be stored and archived on City of Stockton servers in order to import the permit files into the CDD permit management system and reduce its paper records storage. Proposals will take into account record types, sizes, whether they are single or double sided and possible attachments, document preparation, shipping, scanning, and indexing. The CDD is seeking Proposals from qualified Vendors who will provide staff to pick up and scan original permit documents and return scanned documents and index of images back to the CDD to be imported into Accela along with the hard copies of the original documents.

Services shall be in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM).

**Proposal forms and specifications are available on the City's web site at [www.stocktonca.gov/bidflash](http://www.stocktonca.gov/bidflash) and must be delivered to the Office of the City Clerk, City Hall, 425 North El Dorado Street, Stockton, up to but not later than, **Thursday, OCTOBER 20,2016 at 2:00 p.m.****

The City reserves the right to reject any and/or all proposals received.

**Information on Technical Data**

Tracy LaBarber, Community Development  
(209) 937-8919  
e-mail: [Tracy.Labarber@stocktonca.gov](mailto:Tracy.Labarber@stocktonca.gov)

**Information on Bid Process/Clarification**

Mary Garcia, Buyer  
(209) 937-8358  
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Dated: September 29, 2016

BONNIE PAIGE  
CITY CLERK OF THE CITY OF STOCKTON