**RFP-FS-2019-20-AA Scanning and Reprographic Services**

**Questions and Answers back to Vendors**

1. May we offer separate pricing for the backfile portion and the day forward portion? The backfile conversion can be done at a lower price than day to day scanning needs.

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The day to day scanning will be minimal and added to one of the backfile order shipments, if it is not needed immediately to help with the shipment cost, however we will sometimes have a rush request from our capital projects. All scanning should have the same price.

1. During the call, it was stated that the rolls would be named with the Building ID and Numerical Planset Identifier. The RFP states “All of these drawings will need to be scanned to PDF and renamed with the project name and sheet number.” Can we disregard the need to index each sheet with the sheet number?

The Building ID and Numerical Planset Identifier will be the name of the folder. Each file within will need to be named with the sheet number as laid out in the RFP.