



## Request for Proposal (RFP) for Digital Imaging Services

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### Questions Submitted by Potential Proposers

Below is the grid for submitting questions regarding the Digital Imaging Services RFP. Proposers can submit their questions, and the Village of Oak Park will provide responses in a timely manner. Please follow the format outlined below when submitting your inquiries.

#	Question Submitted by Proposer	Date Submitted	Response from Village of Oak Park	Date of Response
1.	Your estimate for the number of pages?	Sunday, 3/23/2025	480,480	Monday, 3/24/2025
2.	Your estimate for the number of microfilm reels (16mm) and average number of images per reel.	Sunday, 3/23/2025	30 mixed 16mm and 35mm 100' rolls	Monday, 3/24/2025
3.	Your estimate for the number of multi-page files (PDFs?) to be indexed?	Sunday, 3/23/2025	Approximately 26,420	Monday, 3/24/2025
4.	Will out of state vendors be considered for award of this RFP?	Tuesday, 3/25/2025	Yes, out of state vendors will be considered.	Wednesday, 3/26/2025
5.	Will the village be acceptable if the vendor coordinated shipping through a third-party courier for transportation of the items to the vendor location for scanning?	Tuesday, 3/25/2025	Yes, a third-party vendor for shipping is acceptable.	Wednesday, 3/26/2025

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### Instructions for Submitting Questions:

- **Deadline for Submission:** All questions must be submitted by Friday, April 11, 2025. Questions submitted after this date may not be answered.
- **How to Submit:** Please send your questions to [clerkwaters@oak-park.us](mailto:clerkwaters@oak-park.us) with the subject line "RFP for Digital Imaging Services - Question Submission".
- **Response Time:** The Village of Oak Park will respond to questions within 2 business days. Responses will be posted publicly on this page, <https://www.oak-park.us/Building-Business/Request-for-Proposals>.