

Town of Loomis
Notice Inviting Proposals for

Plan Sheet Scanning Services

NOTICE IS HEREBY GIVEN that the Town of Loomis is seeking proposals from qualified firms to assist the Town with scanning and indexing various plan sets for archiving.

The intent of this effort is to give all the Town's loose plans (typically sized 24" x 36"), that are in various states of being organized, to the firm to scan. The firm should have the ability to determine what type of plan set it is, categorize them in an index, and then add to the index other pertinent data such as date, title, page number, and the ultimate file name assigned. Types of plans to be scanned include Subdivision and Parcel Maps, Improvement Plans, Capital Project Plans, Grading Plans, Encroachment Permit Plans, etc. Plans are mostly in paper format, although some are in the form of mylars.

The term of the contract shall be for one (1) year, with up to two (2) additional, one-year renewal periods. The intent is to have all the existing plans scanned, and then rely upon the firm for on-call, as-needed scanning after that.

Proposals are due by Thursday, January 5, 2022, at 4:00pm. For more information, please download the RFQ from the Town's website: <https://loomis.ca.gov/open-bids-and-rfps/>

Questions may be directed to Merrill Buck, Town Engineer, (916) 824-1518, townengineer@loomis.ca.gov