

Questions Received Regarding Solicitation Number P & D 1-2019
As of 2/21/2019

1. Could you please let me know how many files there will be and how many pages or pieces in each file.

Also how many are 8 1/2x11 and how many are oversized plans. **The town does not have an estimate regarding the number of documents that need to be scanned. As indicated in the RFP the prospective firm must attend an informational meeting pertaining to the Scope of Services on February 25, 2019 at 11:00 am at the Department of Planning & Development, located at 74 Audrey Avenue (2nd Floor), Oyster Bay NY 11771. At this meeting the records will be made available to each firm to view and estimate the amount of material to be scanned.**

2. What is the volume of records to be scanned under this requirement? **See Item 1 above.**
3. Does the town have an estimate for the number of pages to be scanned for this project, for both letter sized and large format? **See Item 1 above.**
4. Under "Scope of Services" Letter B identifies "Large format documents" could you specify the size of a large document? **Documents are greater than 14x20 inches and vary in size. These include blueprints, engineering drawings, maps, etc.**
5. Attachment Number 2 Special Requirements and Modifications specifies all work must be performed at the offices of the Town of Oyster Bay. Could you specify how many work stations could fit in the room where work will be performed? **Although Attachment Number 2 Item number 3 indicates all services are to be performed at the Office of the Town of Oyster Bay Department of Planning & Development, or other offices designated by the Town. The Commissioner of Planning & Development will allow the documents to be removed from the Department and processed offsite. No workstations will be provided within the Department.**

6. Could you specify if equipment will be provided or if the vendor must provide all necessary equipment for the completion of work? **No equipment will be provided by the Town of Oyster Bay. Vender to provide all equipment necessary to complete contract.**