Addendum to:

REQUEST FOR PROPSAL No. 2024-09-02 Document Imaging Services

Question:

What specific documents were required to be scanned in Color?

Answer:

All documents can be scanned in black and white with the exception of:

1. File Folders:

Permit and Development documents that are contained within Color folders (mostly yellow and red) require the folder to be scanned in color. The File Folder contains color coded information pertinent to the file.

2. Specific Documents:

Aside from folders noted above, the specific documents required to be scanned in color are:

    a. Sign and Architectural Review Photos/Drawings
    b. Development Orders and Attached Plans

Question:

How should raised seals on plans and documents be managed for imaging?

Answer:

Raised seals should be clearly visible within the final scan/image.