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Date: June 9, 2016

Signature: [Handwritten Signature]



## REQUEST FOR PROPOSALS SCANNING SERVICES IN THE CITY OF WEST HOLLYWOOD

Dear Bidder:

The City of West Hollywood, the Successor Agency to the West Hollywood Community Development Commission and the West Hollywood Housing Authority (collectively referred to as "City") is seeking proposals from qualified firms for Scanning Services.

Qualified Bidders who meet the following minimum criteria are invited to respond to the Request for Proposals (RFP). The firm must have:

- Demonstrated experience to provide imaging/scanning documents into PDF format with optical character recognition services that provide an accurate conversion of image data into a searchable PDF file; and
- Scanning services that are in accordance with standards set by the American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM)

If your Firm meets these minimum qualifications and wishes to respond to this RFP, please submit a contact person via email to:

**Lorena Quijano, Accounting Services Manager, at [lquijano@weho.org](mailto:lquijano@weho.org)**  
and

**Karen Bareng, Senior Accountant, at [kbareng@weho.org](mailto:kbareng@weho.org)**

**Proposers must submit an electronic proposal by 5:00 p.m., Thursday, June 23, 2016 to: [lquijano@weho.org](mailto:lquijano@weho.org) and [kbareng@weho.org](mailto:kbareng@weho.org)**

***Proposals received after that date and time will not be considered.***

A Complete set of said proposal documents may be obtained from the **City of West Hollywood**, by downloading the RFP from our [website](#), by sending an email to Lorena Quijano at [lquijano@weho.org](mailto:lquijano@weho.org) or Karen Bareng at [kbareng@weho.org](mailto:kbareng@weho.org) or by contacting the Department of Finance and Information Technology Services, 8300 Santa Monica Boulevard, West Hollywood, California 90069. For any questions regarding this RFP, please email both of the contacts provided; Proposers may not contact any other City of West Hollywood official, employee, vendor or customer to gather information about this RFP.