

ADDENDUM No.1
No. 25-08
Installation of a Digital Document Management System

Date: March 25, 2025
To Whom It May Concern:

Here are responses to questions that have been asked in response to this.

1. Size of 130 boxes to be scanned **10" H x 12" W x 15"D**
2. Size of documents i.e. letter, legal, ledger or any other **8.5x11. Select files may be smaller, select files may be larger and up to 11x17.**
3. How many pages to be assumed in one box? **2500/box**
4. Are we expected to scan at 300dpi as B&W? **scanning will be conducted by an external agency (see BID 25-07 Scanning of County Records) and must comply with LGS-1 records digitization minimum quality standards, and must be completed by a NYSID or NYSPSP vendor.**
5. How many files in each Box? **Varies by department, up to 500 files in an average box.**
6. How many Indexes to be performed from each box? **Each department will select their own specific indexing method in conversation with the clerks department: however, the approximation of up to 4-6 metadata fields is appropriate (DATE, for example, may be added).**
7. How many keystrokes per each Index? **unknown, finalized filing system plan to be coordinated as part of service with each department.**
8. Can you please advise the fields to be indexes? **unknown, finalized filing system plan to be coordinated as part of service with each department.**
9. Are we expected to perform OCR? **Yes, as described by NYS Archives, NYSID and NYSPSP facilitate "scanning, storage and retrieval with the most cutting-edge OCR technology available. "**

Please reach out if you have any questions.



Brian Hanno
Lewis County Purchasing Director

**Receipt of Addendum Acknowledgement
No. 25-08
Scanning of County Records for Lewis County NY**

**ADDENDUM ACKNOWLEDGEMENT
ADDENDUM NO. _____**

**Please acknowledge the receipt of the above ADDENDUM issued by the County
of Lewis, by signature and recording the date of receipt below.**

Bidder:

Authorized Signatory: _____ Date:

****NOTE: This form must be included in your bid documents if
any Addendum is issued**