

INVITATION TO BID
SCANNING SERVICES

Description of items/services requested: The Cannon County Finance Department, on behalf of the Chancery Court Clerk, will be accepting sealed bids for on-site scanning services. Cannon County Government is seeking a company capable of on-site scanning of Marriage, Divorce, and Adoption Records (approximately 123,000 pages – 41 filing cabinet drawers). To include on-site scanning, use of ImageXpress (or comparable), inspection of scanned documents, grouping, indexing and verification that all pages were scanned, image enhancement, image and index formatting, provision of 2 duplicate hard drives containing copies of all UNRETOUCHED scanned materials, 2 duplicate hard drives containing copies of all ENHANCED scanned materials, images transferred to microfilm (2 copies).

Records to be scanned date from 2000 through 2021 and must be handled with due care.

Please provide a proposal for the requested services, including three recent references and your experience working with fragile paper documentation. **Please include a full project estimate based on 123,000 pages and a per-page estimate, given that we only have an estimated page count. Majority of pages are 8.5x11 inches.**

General Requirements:

Proposals, bids, or responses will be accepted by the Cannon County Department of Finance no later than **10:00 am December 30, 2025** (local time). Every document must be enclosed in an envelope clearly marked as “**BID DOCUMENT.**” Please include contact information (email address and phone number) with your bid. Any response, bid, or proposal received after the above deadline shall be considered late and will not be opened or considered. Bid prices must be valid for at least thirty (30) days. Your sealed bid should be sent to the following address:

Diane Hickman, Cannon County Finance Director
110 S. Tatum St, Ste 216, Woodbury, TN 37190
diane.hickman@cannoncountyttn.gov

Cannon County reserves the right to reject any or all bids. We are an equal opportunity employer. It is the policy of Cannon County, Tennessee, to ensure compliance with Title VI of the Civil Rights Act of 1964; no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin.