



Summers County Digitization RFP

The Summers County Commission is seeking proposals for the digitization services for approximately 144,000 documents (7 filing cabinets). Services needed include scanning, converting scans to editable text, indexing, providing documents on a retrievable device, and returning and/or shredding documents once digitized. Documents include both one-sided and two-sided, landscape and portrait oriented, and varying sizes but mostly letter or legal sized sheets. Proposal should also include itemized costs for document pickup, boxing, document prep (removing staples and clips), storage of hard copy during processing, storage of hard copy after processing (up to 6 months), quality control, and shredding documents. Proposal should provide expected time to start and complete project, discuss the quality review process and the percentage of documents that are quality reviewed, and provide information regarding security measures taken to ensure confidential documents are safeguarded.

Summers County Commission shall allow all prospective Offerors the opportunity to inspect the files associated with the project scope of work. The inspections shall be open by appointment between the dates of Monday, June 23, 2025 through Wednesday, July 2, 2025; between the hours of 9:00 am and 3:00 pm. Contact the County Administrator at 304-466-7171 to schedule an appointment.

Please submit one (1) original submission of all requested information in a sealed envelope to the Summers County Commission no later than 4:00 p.m. on July 8, 2025. Bids will be opened and a vendor selected at the next regular Commission meeting.

Summers County Commission
ATTN: County Administrator
RFP – Digitization
120 Ballengee Street, Suite 203
Hinton, WV 25951

If you have any questions regarding the project, please contact the County Administrator at (304) 466-7171.

Attention is directed to the fact that the proposed project may be undertaken through federal, state and local funding sources.

Charles Saunders, President
Summers County Commission