



**CITY OF MEDFORD
REQUEST FOR PROPOSAL**

RFP 25-0173

Medford Public Library Local History Collection Scanning Project

The City of Medford, led by the Medford Public Library, is accepting proposals for companies to scan portions of the library's local history collections. The project will involve scanning microfilm, bound volumes, photographs and other materials. Bid Documents will be available online beginning February 18, 2025 10:00 AM, at <https://www.bidnetdirect.com/massachusetts/cityofmedford>. All Questions are due by March 6, 2025 by 4:30 PM.

This project is being Electronically Bid (E-Bid). All proposals shall be submitted online to www.BidNetDirect.com prior to March 12, 2025, by 1:00 PM. Hard copy proposals will not be accepted by [BidNetDirect.com](http://www.BidNetDirect.com). You can register to become a bidder (for free) online at www.BidNetDirect.com. For assistance, contact BidNetDirect.com at: 1-800-835-4603.

Proposers shall submit a technical, or non-price proposal which includes everything responsive to this RFP. This technical, or non-price should be clearly marked "RFP Medford Public Library Local History Collection Scanning Project **Technical Proposal**." The price proposal shall be submitted in a separate electronic file and should be clearly marked "RFP Medford Public Library Local History Collection Scanning Project **Price Proposal**."

Each Proposal shall be submitted in accordance with the Submission Requirements within the RFP and M.G.L. c. 30B, §6 shall apply to this project. It is the responsibility of prospective proposers to check www.BidNetDirect.com for new information via any addenda to this solicitation. Any addenda issued will be emailed to all plan holders registered with BidNetDirect.

The City of Medford reserves the right to accept any proposal, in whole or in part, to reject any/or all proposals and to waive minor irregularities and/or informalities as it deems to be in the best interest of the City. The city is an Equal Opportunity Employer and encourages MBE/WBE/DBE participation in response to the bid process.

**Fiona Maxwell
Chief Procurement Officer**