



March 25, 2026

Request For Proposals (RFP)

Summary and Project Description:

The Centerville-Washington Park District (CWPD) is issuing a Request for Proposal for scanning services for records storage and retention purposes.

Background and Need

CWPD has records dating back to inception that are required to be kept permanently. The purpose of this project is to digitize these files for more efficient storage and retrieval.

Location and Project Details

These files are currently stored at two locations in Centerville and Washington Township. Estimates of the current project scope are found below.

Location 1 - Headquarters Building (221 N. Main Street, Centerville, Ohio 45459)

Approximately/Estimated 220 Documents/Blueprints (rolled)

12 Narrow Drawers with Blueprints

34 File Cabinet Drawers

31 Bankers Boxes

Location 2 – Bill Yeck Park (2230 E. Centerville Station Road, Dayton, Ohio 45459)

109 Bankers Boxes

4 Tubes of Rolled Blueprints

Proposal Submittal

Proposals should include the following:

- Project estimate with a cost breakdown
- Timeline for completion
- Warranty/guarantee
- Reference section
 - Description of previous experience with comparable projects
 - Key personnel who would be involved with this project, their previous project experience and qualifications.

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221 N. Main Street
Centerville, Ohio 45459





Evaluation

The following criteria will be used to evaluate proposals:

- a. Proposal suitability: proposal must include all requirements stated above
- b. Experience and knowledge of product and scope
- c. Cost estimate based on the details and scope found above

Centerville-Washington Park District Obligations and Rights

Response to the RFP is entirely voluntary. This RFP does not and shall not commit the Centerville-Washington Park District or any of its agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies.

The Centerville-Washington Park District reserves the right to accept or reject any or all responses to this RFP, to enter into contractual agreement with any individual or company submitting a response to the RFP, or to delay and/or cancel in part or in its entirety this RFP if it is in the best interest of the Centerville-Washington Park District, in its sole opinion, to do so.

Additional Information

Additional information about the Centerville-Washington Park District can be found on our website, cwpd.org. **Proposals and questions may be submitted by email by 4:30 p.m. on April 17, 2026, to chuff@cwpd.org.**

Sincerely,

Chris Huff
Business Manager
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