

STATE OF HAWAII  
DEPARTMENT OF LAND & NATURAL RESOURCES

May 29, 2026

ADDENDUM 2  
TO  
REQUEST FOR QUOTES  
Dept. Solicitation Number  
RFQ-LD-2026-05-20-SCAN

FOR  
DLNR Land Division - Lease File Scanning and  
Digitizing Services

STATE OF HAWAII  
DEPARTMENT OF LAND & NATURAL RESOURCES  
LAND DIVISION

**The following changes are made to Request for Quotes Solicitation Number Q26003007:**

1. **Change** the Scope of Work as follows:

**Output Requirements:**

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- File naming convention:
  - Lease document: LeaseID-legaldocs.pdf. Example: GL1234-legaldocs.pdf.
  - Other documents: LeaseID-boardsubmittals.pdf, LeaseID-compliance.pdf, LeaseID-correspondence.pdf, LeaseID-appraisals.pdf.
  - Incremental three-digits numbers shall be used if there are multiples of the same document type. For example: GL1234-correspondence001.pdf, GL1234-correspondence002.pdf, GL1234-correspondence003.pdf.
  - ~~○ Each lease should be scanned into multiple files (usually 5 files) based on document sections. See image for “Example of a common lease layout” below.~~
  - Each lease should be scanned into multiple files. Each bound stack of papers (whether secured with a two-hole clip, spiral binding, or other binding method) shall be scanned into a single file. See “Example of a Common Lease Layout” below for additional information.

2. **Change** the Scope of Work as follows:

**Volume Estimate:**

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- Initial project: 1 Lease
- Number of Leases over contract term: approximately 200 leases
- Number of standard pages (letter/legal) per Lease: **Varies widely**; possibly 3500 pages per lease
- ~~• Estimated standard pages (letter/legal):  $200 \times 3500 = 70,000$  pages~~
- Estimated standard pages (letter/legal):  $200 \times 3500 = 700,000$  pages