

DISTRIBUTION TECHNOLOGY DBA RECORD STORAGE SYSTEMS - CONTRACT 2021000426

DOCUMENT MANAGEMENT SERVICES

PRICE SCHEDULE

Scanning Services	Unit Of Measure	Cost	Additional Information	Additional Service Provider Comments
Regular Scanning of 8½"x11" Records	Per Image	\$0.030	Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Regular Scanning of 8½"x14" Records	Per Image	\$0.035	Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Regular Scanning of 11"x17" Records	Per Image	\$0.04	Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes	
Bulk Scanning of 8½"x11" Records	Per Image	\$0.030	1 to 250,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
	Per Image	\$0.0275	250,001 to 1,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
	Per Image	\$0.025	1,000,001 & more images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
Bulk Scanning of 8½"x14" Records	Per Image	\$0.035	1 to 250,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
	Per Image	\$0.0325	250,001 to 1,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
	Per Image	\$0.03	1,000,001 & more images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
Bulk Scanning of 11"x17 Records	Per Image	\$0.04	10,000 to 500,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
	Per Image	\$0.0375	500,001 to 1,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
	Per Image	\$0.035	1,000,001 to 5,000,000 images; Include all Scanning, indexing, Quality Control, and Re-Filing of Records in City boxes.	
Setup/Preparation of Records	Per Hour	\$23.00	Include all removal of fasteners, separation of folded forms, and/or paste-up of small documents	800 pages; 1/3 box (1.2 cft)
Transportation fee	Per Trip	\$15.00	Pickup from City or deliver to City (round-trip)	with 48 hour notice
Storage in Records Management Portal	Per Image / Per Month	\$50.00	1 to 10 storage unit (Gigabyte)	
	Per Image / Per Month	\$39.00	11 to 299 storage unit (Gigabyte)	
	Per Image / Per Month	\$32.00	300 to 500 storage unit (Gigabyte)	
	Per Image / Per Month	\$25.00	501 & up storage unit (Gigabyte)	
Copy Records to CD - R	Per CD	\$35.00	700 MB Encrypted	
Copy Records to CD - RW	Per CD	\$35.00	700 MB Encrypted	
Copy Records to flash drive	Per Flash Drive	\$50.00	128 GB Encrypted	
Copy Records to portable hard drive	Per Hard Drive	\$35.00	Client can supply device of choice	

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Storage Services	Unit Of Measure	Cost	Additional Information	Additional Service Provider Comments
Box Storage	Per Cubic Foot	\$0.16	1 - 7,500	
	Per Cubic Foot	\$0.15	7,501 - 25,000	
	Per Cubic Foot	\$0.14	25,001 & up	
Vault Storage	Per Cubic Foot	\$3.65		
	Per Tape/CD	\$0.25		
Record Delivery and/or Pickup	Per Trip	\$16.00	Company shall split the fee for single trips to pick-up and/or deliver to multiple Departments at the same facility between each Department equally	
	Per Cubic Foot	\$1.00		
Next day delivery by Noon	Per Trip	\$20.00	Call by 3pm for delivery next day by Noon	
	Per Cubic Foot	\$1.00		
Next day delivery by 5pm	Per Trip	\$16.00	Call by 3pm for delivery next day by 5pm	
	Per Cubic Foot	\$1.00		
Half day delivery	Per Trip	\$20.00	Call by 10am for delivery same day by 5pm	
	Per Cubic Foot	\$1.00		
Delivery/Pickup during afterhours/weekend/Holiday hours.	Per Hour	\$75.00	2 hour minimum	
Onsite access to City Box(es) in Storage	Per Cubic Foot	\$3.75		
Retrieval/Re-File from Service Provider Storage location	Per Cubic Foot	\$3.60		
Box (1.2 cubic foot)	Per Box	\$3.95		
Indexing	Per Field	\$0.09		
Permanently withdrawal of Box/container from Company's facility	Per Cubic Foot	\$2.65		
Destruction charge for City Records stored by Company	Per Cubic Foot	\$2.50		
Retrieval/Fax/Scan/Email/Refile a copy of a stored Record by Company	Per File	\$21.00	1 to 100 pages same file	
	Per Page	\$0.05	Per page over 100 pages same file	
Retrieval/Fax/Scan/Email/Refile a Record to a third party by Company	Per File	\$21.00	1 to 100 pages same file	
	Per Page	\$0.05	Per page over 100 pages same file	
Shredding Services	Unit Of Measure	Cost	Additional Information	Additional Company Comments
Paper, per bin at City facility	Per Console	\$5.00	100 lb. console	\$35 transportation fee per site
	Per Cart	\$7.00	96-gallon	\$35 transportation fee per site
Paper, per bin at Company facility	Per Console	\$4.00	100 lb. console	\$35 transportation fee per site
	Per Cart	\$6.00	96-gallon	\$35 transportation fee per site
Paper Shredding at City facility; Not in bins	Per Pound	\$0.10	0-499 Lbs.	
	Per Pound	\$0.10	500-999 Lbs.	
	Per Pound	\$0.10	1000+ Lbs.	
Paper Shredding at Company facility; Not in bins	Per Pound	\$0.10	0-499 Lbs.	
	Per Pound	\$0.09	500-999 Lbs.	
	Per Pound	\$0.08	1000+ Lbs.	
Uniforms	Per Pound	\$1.00		
One-time purge/special request	Per Console	\$5.00	100 lb. console	
	Per Cart	\$7.00	96-gallon	
	Per Hour	\$22.50	Labor	

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Professional Services	Unit Of Measure	Cost	Additional Information	Additional Service Provider Comments
Destruction of Hard Drives	Per Hard Drive		Pricing depends on quantity	
Minimum Storage per Month	Per Month	\$60.00		
Large Format Doc Scanning	Per Sheet	\$1.10		
Document Imaging Software			Unlimited users - on premise or cloud	eForms & Workflow
Professional Liability Surcharge	Per Month	\$900.00	Only applies if existing Professional Liability coverage is insufficient for city	Added to monthly storage fees