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Santa Rosa City Schools

Document Imaging Project Proposal

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Sample Photos of Documents to scan





Pricing for File Conversion Services

QTY	Location/Item	Description/Quantity	Unit Price	Ext Price
200,000	Standard documents in extra large boxes	Document up to 11x17	\$.08	\$16,000.00
200,000	Indexing Details TBD Last, First, ID, etc.	Indexing per file (Per file price)	\$0.00	\$0.00
200,000	QC	To ensure accuracy and quality of scan	\$0.00	\$0.00
5,800 Sheets	Microfiche Sheets found in HR files	Scanning, Indexing & Digital Upload	\$1.75	\$10,150.00
1	Transportation Round trip	Pick up and Secure Transport of Documents	\$275.00	\$275.00
78	Destruction	Letter of destruction	\$5.00	\$390.00
Total Price Not to Exceed:				\$26,815.00

** Please note this is an estimate, quantity/cost could change based on actual count of images at project completion.

** The original PO for this project was estimated that there would be 2800 images in each box, the typical standard image count for a banker box is 2500 images. SRCS's boxes came in having 3,000 images and some boxes were as high as 4,000 images. This is why the original PO didn't cover all the project. The Original PO also didn't include the shredding fee because we wouldn't know until project completion what the total box count would be due to us picking up some boxes that were shred only. And, the original PO didn't include Microfiche because it wasn't discovered until after the boxes were in our possession. The amount above is the total that the project will not exceed.

