



November 30, 2023

Erik Oden, of Maintenance & Operations
Santa Rosa City Schools
211 Ridgeway Avenue
Santa Rosa, CA 95401

Reference: Proposal for Blueprint Transfer Project

Erik:

Greystone West Company proposes to perform the following services for the District's *Blueprint Transfer to PDF Project*:

1. Catalog all Drawing Sets found in the Plan Room at Ridgeway Location
2. Create Shared Database for Tracking/Updating & Transfer Requests of Current/Future Projects
3. Transfer Hard Copy Drawing Sets to PDFs on Portable Drives
4. Dispose of Hard Copy Drawing Sets per District

Greystone West Company will provide the services on a time & materials basis, with an initial not-to-exceed estimate of \$75,000.00, to be billed monthly.

Please call me should you have any questions.

Best Regards,

A handwritten signature in blue ink, appearing to read "Theresa", with a long horizontal flourish extending to the right.

Theresa Novotny
Accounting Dept.