



FEBRUARY 23, 2023

**Santa Rosa City Schools**

**Document Imaging Project Proposal**

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# Recommended Scanning Solutions

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**With Left Coast Scanning Digital Solutions you will have the resources needed to convert your hardcopy documents to digital format making them readily available to users across your organization.**

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## **Solution Description and Benefits**

You will benefit most from a solution that includes the following elements:

- Secure Document Pick Up and Drop Off by LCS employees
- Back File Conversion - Digitization of all Records
- Document Indexing for quick searching
- 4 Business Hour turn around for all document requests
- Certified Document Destruction

## **Backfile Conversion**

If you have a backlog of paper records that are costly to store and manage, Left Coast Scanning can help you establish a fast, efficient process and perform a bulk conversion of those records into electronic form. Backfile conversion reduces or eliminates onsite physical records storage and makes records easier to search, access, and distribute. Proprietary Web-based tools provide an efficient way to identify unneeded records so they can be safely purged without requiring your staff to physically examine the contents of every file/folder/box.



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# Document Conversion Services Workflow

By building standards of high quality into our processes and by leveraging a core set of standard workflows, Left Coast Scanning ensures the accurate and complete document delivery and security for physical documents that are to be converted to electronic format.

Physical documents to be imaged can be delivered, picked up from a customer site, or requested from Left Coast Scanning storage. All documents are prepared, scanned, indexed, checked for quality, and delivered to the customer in electronic format.

Quality Control (QC) is carried out at all stages of the preparation, scanning and indexing, to ensure that the highest quality of image and data is maintained.



## On site visit summary for “Storage room”

1. 18 Cabinets (4 drawer) – 29 boxes on top - A-Fuz
- 1B. 10 Boxes by door
2. 17 Cabinets (4 drawer) – 34 boxes on top - Ga-Mis
- 2B. 37 Boxes
- 2C. 2 Large Boxes
3. 18 Cabinets (4 drawer) – 30 boxes on top – Mit-Sz – One “Orphan file”
4. 13 Cabinets (4 drawer) – 17 boxes on top – Payroll and HR
- 4B. 20 Boxes in the middle - 2 boxes of binders – 18 Work Comp
- 4C. 7 Boxes at the end
5. 14 Cabinets (4 drawer) – 14 boxes on top  
HR, Training, BOE tapes Agendas, MEL, Contracts
- 5B. 5 Boxes
6. 18 Cabinets (4 drawer) – 2 Upright Cabinets – 4 boxes on top
- 6B. 111 Boxes (13 are lg size)



### Storage Room Box count conversion

Based on standard: 2800 images per box  
1.5 box per drawer

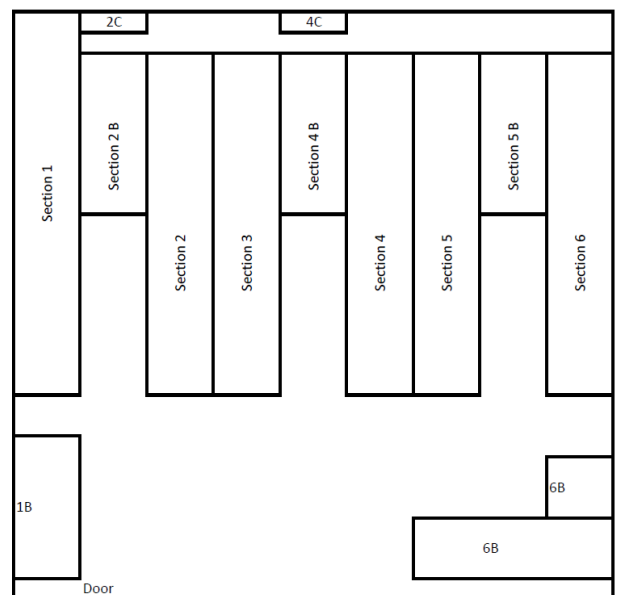
1. 149 Boxes
2. 175 Boxes
3. 141 Boxes
4. 142 Boxes
5. 103 Boxes
6. 163 Boxes

### Total count for “Storage Room”

873 Standard Banker Boxes  
2,444,400 Images

\*\*See Photos in “Storage Room” Folder

Storage Room



# Sample Photos of "Storage Room"



# On site visit summary for Warehouse

- A. 579 Boxes in Cabinets, Shelves, Boxes, etc.
  - a. Purchasing, Budgets, Construction, Payroll, Audits
- B. 40 boxes on Pallet
- C. ~100 boxes with retentions from 2024 - 2029+ (\*\*Do not scan, Store)
- D. Misc. Boxes (will need review)
- E. "Cage" 564 boxes in Cabinets, Drawers, Boxes most all Payroll/HR
- F. 7 Pallets
  - F1 – 18 boxes for 2025 Shred \*\*Do Not scan
  - F2 – 20 boxes for 2025 Shred \*\*Do Not scan
  - F3 – 21 boxes for 2025/2030 Shred \*\*Do Not scan
  - F4 – 28 boxes for 2022/2020/2019 Shred \*\*Do Not scan
  - F5 – 27 boxes of unknown files \*\*needs review
  - F6 – 36 boxes labeled "Misc" \*\* needs review
  - F7 – 21 boxes labeled "Misc" & "Exit Grad" \*\* needs review



## Warehouse Box count conversion

Based on standard: 2800 images per box  
1.5 box per drawer

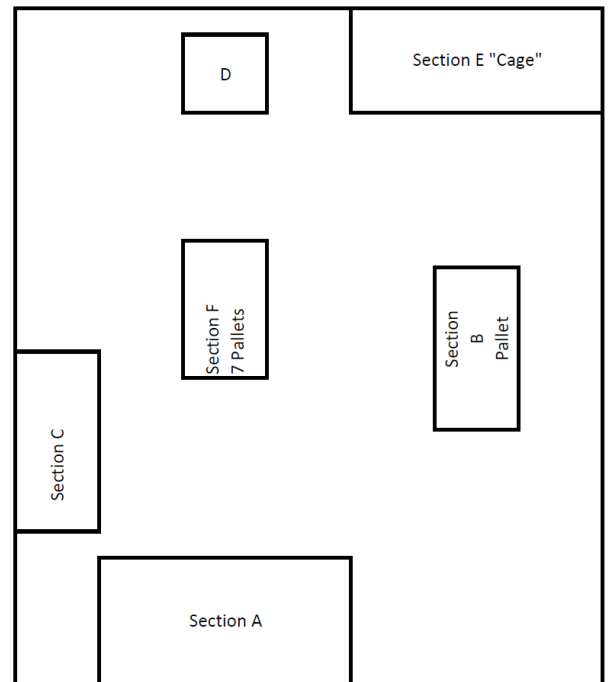
- A. 579 Boxes
- B. 40 Boxes
- C. ~100 Boxes – Most do not need scanning
- D. 15 Boxes
- E. 564 Boxes
- F. 171 Boxes – Most do not need scanning

## Total count for "Warehouse"

1469 Standard Banker Boxes  
4,113,200 Images

\*\*See Photos in "Warehouse" Folder

## Warehouse



# Sample Photos of "Warehouse"



## Proposed Pricing for File Conversion Services "Storage Room"

| QTY                | Location/Item   | Description/Quantity  | Unit Price | Ext Price  |
|--------------------|---|---|------------|------------|
| 2,444,400          | Standard documents based on 2800 images per box and XXXX boxes. | Document up to 11x17  | \$.08      | \$195,552  |
| 2,444,400          | Indexing Details TBD<br>Last, First, ID, etc.                   | Indexing per file<br>(Per file price)   | \$0.00     | \$0.00     |
| 2,444,400          | QC  | To ensure accuracy and quality of scan  | \$0.00     | \$0.00     |
| TBD                | Transportation Round trip                                       | Pick up and Secure Transport of Documents                                     | \$275.00   | TBD        |
| 436                | Boxing and Manifest - 50% of total are already boxes            | Pulling files from drawers and loading into Bankers Boxes, Manifest/Inventory | \$4.00     | \$1,744.00 |
| 873                | Destruction   | Letter of destruction   | \$5.00     | \$4,365.00 |
| Storage Room total |   |   |            | \$201,661  |

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



## “Warehouse”

| QTY             | Location/Item  | Description/Quantity  | Unit Price | Ext Price  |
|-----------------|--|---|------------|------------|
| 4,113,200       | Standard documents based on 4,113,200 images per box and 1469 boxes. | Document up to 11x17  | \$.08      | \$329,056  |
| 4,113,200       | Indexing Details TBD<br>Last, First, ID, etc.                        | Indexing per file<br>(Per file price)   | \$0.00     | \$0.00     |
| 4,113,200       | QC   | To ensure accuracy and quality of scan  | \$0.00     | \$0.00     |
| TBD             | Transportation Round trip  | Pick up and Secure Transport of Documents                                     | \$275.00   | TBD        |
| 734             | Boxing and Manifest - 50% of total are already boxes                 | Pulling files from drawers and loading into Bankers Boxes, Manifest/Inventory | \$4        | \$2936     |
| 1469            | Destruction  | Letter of destruction   | \$5.00     | \$7,345.00 |
| Warehouse total |  |   |            | \$339,337  |

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



# Proposed Pricing for Document Management (optional)

| Item                        | Description/Quantity        | Unit Price   | Line Total |
|-----------------------------|-----------------------------|--------------|------------|
| Laserfiche Users X2         | 2 Full LF Users/year        | \$720        | \$1,440.00 |
| Additional Storage          | 100gb of storage            | \$325        | TBD        |
| Server Storage              | Annual Server Hosting       | \$2,300      | 2,300      |
| Upload of scanned documents | Upload of scanned documents | NA           | \$0.00     |
|                             |                             | Annual Total | \$3,740.00 |



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## THE LEFT COAST SCANNING DIFFERENCE

Left Coast Scanning's professional document imaging team has over 10 years' experience in all facets of document management and imaging. Our experience includes working with School Districts, Counties, Cities, Medical Facilities, Regional Centers, and other various businesses.

Digital preservation is our focus. We believe in finding ways to improve your bottom line and making your documents more readily available and accessible. Natural disasters are a part of our life now, are you ready? If you are looking for the best way to transform your documents for ease of access, to reduce your warehousing expenses, or because you're required to by regulations – we've got the best Livescan certified and HIPPA-trained team for the job!



**FOR MORE INFORMATION ABOUT THE SOLUTIONS PROVIDED, CONTACT US AT  
530-520-8825 OR VISIT US AT [WWW.LEFTCOASTSCANNING.COM](http://WWW.LEFTCOASTSCANNING.COM)**



U.S. Small Business  
Administration

[www.sba.gov/wosbready](http://www.sba.gov/wosbready)

Women Owned Small Business Federal Contract Program | 409 Third St. SW | Washington, DC 20416

11/1/2023

Jessica Gamble  
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CHICO, CA 95973

Dear Jessica Gamble:

Congratulations! The U.S. Small Business Administration (SBA) has certified your firm as an Economically-Disadvantaged Women-Owned Small Business (EDWOSB) eligible to participate in the Women-Owned Small Business Federal Contract Program (WOSB Program), as set forth in Title 13, Part 127 of the Code of Federal Regulations (CFR).

Your certification is valid for three years from the date of this letter. To maintain its status as a certified EDWOSB, your firm must undergo a program examination every three years conducted by SBA or a third-party certifier. Instructions for maintaining EDWOSB certification are available at 13 CFR 127.400 and at <https://wosb.certify.sba.gov>.

Your firm must immediately notify SBA of any material changes that could affect its eligibility in accordance with 13 CFR 127.401. This notification must be in writing and must be uploaded into the firm's profile in [WOSB.Certify.sba.gov](http://WOSB.Certify.sba.gov). Your firm must not misrepresent its EDWOSB certification status to any other party, including any local or State government contracting official or the Federal government or any of its contracting officials.