



**Educational Services Commission of New Jersey
 NJ State Approved Co-op #65MCESCCPS
 Bid #ESCNI 16/17-48**

**BID TERM: 7/1/17 – 6/30/20; EXTENDED TO 6/30/2022
 VENDOR: FOVEONICS IMAGING TECHNOLOGIES, INC.**

Document Management for Records Retention and Disposal

Item	Year 1	Year 2	Year3	Unit
Small Format- Up to 11 x 17				
Records Review*	\$30.00	\$35.00	\$40.00	Hourly
Complete Disposal Schedule - Including all required forms	Included	Included	Included	Hourly
Member Certification	Included	Included	Included	Per Application
Pickup and Delivery	\$80.00	\$85.00	\$90.00	Per Pickup or Delivery
Boxing and Labeling of Files*	\$14.00	\$15.00	\$16.00	Hourly
Preparation of Files*	\$11.75	\$12.00	\$12.25	Hourly
Purging of Files - According to NJ DORES Guidelines*	\$10.00	\$10.15	\$10.35	Hourly
Indexing of Files (2 Indexes Min)*	\$0.04	\$0.044	\$0.0484	Per File
Imaging of Files*	\$0.039	\$0.044	\$0.049	Per Image
Microfilm Including Targets	\$0.015	\$0.0175	\$0.02	Per Image
Offsite WEB Based Storage	\$15.00	\$17.50	\$20.00	Per Month-Per GB
Searchable PDF - Must use 2 OCR engines	Included	Included	Included	Per Image
Large Format - Larger than 11 x 17				
Sorting of Blueprints*	\$14.00	\$16.00	\$18.00	Hourly
Pickup and Delivery	Included	Included	Included	Per Pickup or Delivery
Preparation of Files*	Included	Included	Included	Hourly
Imaging of Files*	\$0.40	\$0.44	\$0.484	Per Image
Indexing of Files (5 Indexes Min)*	\$0.04	\$0.044	\$0.0484	Per File
Disposal of Duplicate Files*	Included	Included	Included	Per Lb.
Digital Enhancement*	Included	Included	Included	Per Image
Offsite WEB Based Storage	\$15.00	\$17.50	\$20.00	Per Month-Per GB
Document Management				
Web Based	\$15.00	\$17.50	\$20.00	PerMonth
Setup & Training Fee	\$250.00	\$270.00	\$290.00	Per Install
Premise Based	\$1,500.00	\$1,650.00	\$1,800.00	Per License
Setup & Training Fee	\$125.00	\$130.00	\$135.00	Per Hour (Typically 8 hours)

*Unit pricing is applicable for on-site and off-site services

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Additional Services				
Microfilm Scanning 16mm*	\$0.03	\$0.033	\$0.0363	PerImage
Microfilm Scanning 35mm*	\$0.042	\$0.0462	\$.0508	Per Image
Redaction*	\$0.01	\$0.011	\$0.0121	Per Image Inspected
Data Entry*	\$0.002	\$0.0022	\$0.00242	Per Character
Color Scanning*	\$0.05	\$0.052	\$0.055	Per Image
Bound Book Scanning*	\$0.15	\$0.165	\$0.18	Per Image
Re-Assembly of Documents*	\$11.75	\$12.00	\$12.25	Hourly

*Unit pricing is applicable for on-site and off-site services