



Educational Services Commission of New Jersey
NJ State Approved Co-op #65MCECCPS
Bid #ESCNU 16/17-48

BID TERM: 7/1/17 – 6/30/20;
EXTENDED TO 6/30/2022
VENDOR: ACCUSCAN

Document Management for Records Retention and Disposal

Item	Year 1	Year 2	Year3	Unit
Small Format- Up to 11 x 17				
Records Review	\$90.00	\$95.00	\$100.00	Hourly
Complete Disposal Schedule - Including all required forms	Included	Included	Included	Hourly
Member Certification	Included	Included	Included	Per Application
Pickup and Delivery	\$110.00	\$115.00	\$120.00	Per Project
Boxing and Labeling of Files – Boxes Included	\$26.00	\$27.50	\$29.00	Hourly
Preparation of Files	\$15.00	\$16.00	\$17.00	Hourly
Purging of Files - According to NJ DARM & NJ DORES Guidelines	\$15.00	\$16.00	\$17.00	Hourly
Indexing of Files (2 Indexes Min)	\$0.09	\$0.095	\$0.10	Per File
Imaging of Files - Digital Enhancement Included	\$0.07	\$0.072	\$0.074	Per Image
Microfilm Inc. Targets State Inspection Needed	Included	Included	Included	Per Image
Offsite WEB Based storage – Includes Full Document Management System (ImageSilo) with unlimited users	\$37.00	\$38.00	\$39.00	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	\$30.00	\$32.00	\$34.00	Hourly
Pickup and Delivery	Included	Included	Included	Per Project
Preparation of Files – Includes Repairing Damaged Blueprints	\$15.00	\$16.00	\$17.00	Hourly
Imaging of Files - Includes Digital Enhancement	\$1.00	\$1.25	\$1.30	Per Image
Indexing of Files – (5 Indexes Min)	Included	Included	Included	Per File
Disposal of Duplicate Files	Included	Included	Included	Per Lb.
Digital Enhancement	Included	Included	Included	Per Image
Offsite WEB Based Storage – Includes Full Document Management System (ImageSilo) with unlimited users	\$37.00	\$38.00	\$39.00	Per Month-Per GB
Document Management				
Web Based - Includes Full Document Management System (ImageSilo) with unlimited users	\$37.00	\$38.00	\$39.00	Per Month-Per GB
Setup & Training Fee	\$550.00	\$575.00	\$600.00	Per Install
Premise Based	\$1,800.00	\$1,850.00	\$1,900.00	Per License
Setup & Training Fee	\$275.00	\$280.00	\$290.00	Per Install