

RFP No. R25-26-10 Document Scanning Services
RFP Pricing Proposal Summary

Schedule A - Turnkey Offsite Scanning Services				Xerox Business Solutions		Canon U.S.A., Inc.		CRISP Imaging	
Bid Item #	Description	Unit of Measure	Estimated # of pages	Cost per sheet	Extended Cost per sheet	Cost per sheet	Extended Cost per sheet	Cost per sheet	Extended Cost per sheet
1	Document scanning – 150 boxes (Black & White, 8.5" x 11"). Metadata shall include 2 templates with no more than 6 fields per template.	Per page	800,000	\$ 0.11	\$ 88,000.00	\$ *0.081	\$ 64,941.18	\$ 0.08	\$ 64,000.00

*Pricing includes *Doc Pre & Scanning

Schedule B - As-needed Scanning Services

Bid Item #	Description (As needed)	Unit of Measure	Estimated # of pages	Cost per sheet	Extended Cost per sheet	Cost per sheet	Extended Cost per sheet	Cost per sheet	Extended Cost per sheet
1	Document Preparation (sorting, removing staples, organizing)	Per page	10,000	0.011	\$ 110.00	Included	Included	\$ 0.04	\$ 400.00
2	Standard Scanning (B/W, up to 8.5" x 11")	Per page	10,000	0.099	\$ 990.00	Included	Included	\$ 0.04	\$ 400.00
3	Standard Scanning, which may include photos (Color, up to 8.5" x 11")	Per page	10,000	0.11	\$ 1,100.00	Included	Included	\$ 0.04	\$ 400.00
3a	Standard Scanning (B/W, up to 8.5" x 14")	Per page	10,000	0.099	\$ 990.00	Included	Included	\$ 0.04	\$ 400.00
3b	Standard Scanning, which may include photos (Color, up to 8.5" x 14")	Per page	10,000	0.11	\$ 1,100.00	Included	Included	\$ 0.04	\$ 400.00
4	Large Format Scanning (>11" x 17")	Per page	10,000	1.88	\$ 18,800.00	\$ 1.047	\$ 10,470.59	\$ 0.92	\$ 9,200.00
5	Cost of Indexing Metadata (per field up to 8 fields)	Per field	1	0.17	\$ 0.17	\$ 0.047	\$ 0.047	\$ 0.02	\$ 0.02
6	Pickup & Transportation of Records	Per trip	2	73.86	\$ 147.72	0.00	0.00	\$ 200.00	\$ 400.00
7	Project Management / Implementation Fee	Flat fee	1	2045.45	\$ 2,045.45	0.00	0.00	0.00	0.00
8	System Integration	Flat fee	1	2045.45	\$ 2,045.45	0.00	0.00	\$ 85.00	\$ 85.00