

SUWANNEE COUNTY DISTRICT SCHOOLS

Procurement Services

Bid Price Sheet

Bid Title Document Imaging Conversion Services
 Bid # RFP 14-210

Item #	Description	Unit Price	Unit of Measure	Est. Quantity	Extended Price
1	Document indexing (9 fields per document maximum)	\$ 1.470	per document	1	\$1.470
2	Scanning pages to 300dpi TIFF 6, Group IV-B file format (11"x17)	\$ 0.073	per image	1	\$0.073
3	Scanning pages larger than 11" x 17", 300dpi TIFF bitonal	\$ 0.600	per image	1	\$0.600
4	Scanning pages larger than 11" x 17", 300dpi TIFF grayscale	\$ 1.870	per image	1	\$1.870
5	Scanning pages larger than 11" x 17", 300dpi TIFF 24-bit color	\$ 4.150	per image	1	\$4.150
6	Mastering images to disk for import to ECM Solution	\$ 0.018	per image	1	\$0.018
7	Document Preparation	\$ 26.000	per hour	1	\$26.000
8	Data Entry (if not covered by Item 1)	\$ 38.750	per hour	1	\$38.750
9	Conversion of 16mm microfilm to electronic images	\$ 0.065	per image	1	\$0.065
10	Conversion of 16mm microfiche to electronic images	\$ 0.155	per image	1	\$0.155
11	Conversion of 35mm microfilm to electronic images	\$ 0.380	per image	1	\$0.380
12	Upload of Electronic Converted Records into ECM Solution	\$ 20.000	per upload	1	\$20.000
13	Technical Support / Training - Onsite	\$ 150.000	per hour	1	\$150.000
14	Technical Support / Training - Remote	\$ 85.000	per hour	1	\$85.000
15	Document Management Consulting - Onsite	\$ 150.000	per hour	1	\$150.000
16	Document Management Consulting - Remote	\$ 85.000	per hour	1	\$85.000
17	Pull Requests - M-F 8am - 5pm	\$ 8.250	per request	1	\$8.250
18	Pull Requests - After Business Hours and Weekends	\$ 20.000	per request	1	\$20.000
19	Pickup, delivery, and handling	\$ 140.000	per trip	1	\$140.000
20	Confidential Destruction of Paper Documents	\$ 6.500	per box	1	\$6.500

SCSD Terms of Payment will be Net 45 days

Payment Discount and Terms:

_____ 0 % if paid in _____ 45 days

In the event an error in calculations is found, the unit price bid will be used to determine the correct extended price.

Vendor Acknowledgement and Approval

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature and witness, is required to be submitted with your proposal in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contracture agreement with the Suwannee County School District for the purposes as proposed and as described herein. Please print below unless where a signature is required.

Firm Name Micrographics, Inc. Phone No. 352-372-6039

Authorized Representative's Signature _____ Date 27-May-14
Authorized Representative's Name/Title Jim Craig, Director

Witness Signature _____ Date 27-May-14
Witness Name/Title Jenni Van Hart, Vice President

Vendor is to complete, sign and submit a paper copy of the Bid Price Sheet along with an electronic (Microsoft Excel) Bid Price Sheet copy at or before the time of Bid Opening. Electronic (EXCEL) Bid Price Sheets must be submitted on a disk.

FAILURE TO SUBMIT SIGNED BID PRICE SHEET & ELECTRONIC COPY MAY RESULT IN YOUR BID SUBMITTAL NOT BEING ACCEPTED.