

SUWANNEE COUNTY DISTRICT SCHOOLS  
Procurement Services  
Bid Price Sheet

Bid Title Document Imaging Conversion Services  
Bid #

Item #	Description	Unit Price	Unit of Measure	Est. Quantity	Extended Price
1	Document indexing (9 fields per document)	\$1.700	per document	1	\$1.700
2	Scanning pages to 300dpi TIFF 6, Group IV-B file format	\$0.075	per image	1	\$0.075
3	Mastering images to disk for import to FileBound	\$0.020	per image	1	\$0.020
4	Document Preparation	\$26.000	per hour	1	\$26.000
5	Pull Requests - M-F 8am - 5pm	\$8.500	per request	1	\$8.500
6	Pull Requests - After Business Hours and Weekends	\$25.000	per request	1	\$25.000
7	Pickup, delivery, and handling	\$140.000	per box + trip	1	\$140.000
8	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 02-Jul-10  
Authorized Representative's Name/Title Jim Craig, Director

Witness Signature \_\_\_\_\_ Date 02-Jul-10  
Witness Name/Title Jerry 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**