

Pricing

PRICING PAGE - BID #: 8888-W8

REVISED VIA ADDENDUM # 2

SCANNING & DIGITIZATION SERVICES / CITY CLERK

Item #	Quantity	UOM	Description	Height	Width	Price per unit	Total
Scanning & Digitization Services - City Clerk							
1	105,725	each	Index Card (loose)	2"	5"	\$ 0.457	\$ 48,303.98
2	18,914	each	Index Book Page - Scan EACH page	18.25"-18.75"	11.5"-12.5"	\$ 1.058	\$ 17,895.01
3	46,449	each	Vital Records - Scanned across BOTH pages BLANK pages may be skipped If individuals within the Vital Records books need to be indexed	18.25"-18.75"	11"-13"	\$ 1.058 \$0.37 per index	\$ 49,143.04
4	28	each	Zoning Book of Appeals	16.25"-18.75"	11"-12"	\$ 481.00	\$ 11,063.00
5	182	each	City Council Journals	16.25"-18.75"	11"-13"	\$ 759.75	\$ 78,254.25
			Documents that need 4 hour turnaround time for special requests			\$30.00 per request	
						TOTAL ALL ITEMS (1 - 5)	\$ 204,659.28
*Must bid all items. Award to be made in the appropriate							
**Quantities are estimated for bidding purposes only							
Bids shall include unit price for any and all quantities.							

Please see notes and assumptions on following page.

BIDDER NAME: MetaSource, LLC

Notes and Assumptions

- All indexing is double blind key entry.
- Indexing for all books has been assumed to be one index per book.
- There is no volume listed for the amount of individuals in the vital records books that need to be indexed. The \$0.37 listed is per person for the 41 keystrokes indicated to be keyed, to be keyed offshore.
- If indexing cannot be done offshore, the per index price will be \$1.28 cents per index.
- Transportation is included.
- For active work where images are requested during processing, documents will be scanned and delivered via email or other digital method within 4 hours. If request comes after 1 pm, it will be delivered next day. Charge is per request, per folder.
- For any tasks not listed above, an hourly rate of \$49.00 will be billed.



Item #	Quantity **	UOM	Description	Height	Width	Price per unit	Total
Scanning & Digitization Services - City Clerk							
1	105,725	each	Index Card (loose)	2"	5"	\$ 0.40	\$ 42,448.30
2	16,914	each	Index Book Page - Scan EACH page	18.25"-18.75"	11.5"-12.5"	\$ 0.36	\$ 6,102.18
3	46,449	each	Vital Records - Scanned across BOTH pages. BLANK pages may be skipped	16.25"-18.75"	11"-13"	\$ 0.31	\$ 14,427.48
4	23	each	Zoning Book of Appeals	16.25"-18.75"	11"-13"	\$ 0.40	\$ 3,676.51
5	103	each	City Council Journals	16.25"-18.75"	11"-13"	\$ 0.40	\$ 28,886.83
					TOTAL ALL ITEMS (1 - 5)		\$ 95,541.30
**Must bid all items. Award to be made in the aggregate							
**Quantities are estimated for bidding purposes only. Bidder shall honor unit prices for any and all quantities.							

6 50,000+ Taped Vitals, Downstairs Not included in Total \$0.30 \$14,796.00

Pricing represents cost if scanned in Massachusetts. Allow Inception to scan at our facility in NH would garner the City a 20% discount on scanning. See Inception proposal for details.

Item #	Quantity	UOM	Description	Height	Width	Price per unit	Total
Scanning & Digitization Services - City Clerk							
1	105,725	each	Index Card (loose)	2"	5"	\$ 0.15	\$ 15,858.75
2	16,914	each	Index Book Page - Scan EACH page	18.25"-18.75"	11.5"-12.5"	\$ 1.76	\$ 29,768.64
3	46,449	each	Vital Records - Scanned across BOTH pages, BLANK pages may be skipped	18.25"-18.75"	11"-13"	\$ 1.76	\$ 81,750.24
4	23	each	Zoning Book of Appeals	18.25"-18.75"	11"-13"	\$ 755.00	\$ 17,365.00
5	103	each	City Council Journals	18.25"-18.75"	11"-13"	\$ 955.00	\$ 98,365.00
						TOTAL ALL ITEMS (1 - 5)	\$ 243,107.63
*Must bid all items. Award to be made in the aggregate							
**Quantities are estimated for bidding purposes only							
Bidder shall honor unit prices for any and all quantities.							

BIDDER NAME: Vital Records Control, LLC Sandra Morgrage-Cranshaw- Regional Development Manager