



**DeKalb County
Department of Purchasing and Contracting**



Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030

November 7, 2016

TO: ALL BIDDERS UNDER REQUEST FOR PROPOSALS NO. **16-500409**
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 2

Request for Proposals (RFP) No. 16-500409, *Document Management Services (Multi-Year Contract)*, is hereby amended as follows:

1. **The RFP is hereby modified with the following:**
 - a. **Revision of IV. Criteria for Evaluation, B. Technical Proposal, page 6.** Responders shall delete “(70 points)” and replace with “(75 points)”.
 - b. **Revision of IV. Criteria for Evaluation, D., page 6.** Responders shall strike through “for Shortlisted Firms”.
 - c. **Revision of VI. Award of Contract, A., page 9.** Responders shall delete the language for Section VI. A. in its entirety and replace with “An evaluation committee will review and rate all proposals and shall determine if interviews are necessary.”
 - d. **Addition of language to Attachment A, *Statement of Work*, page 11.** Responders shall add the following language to I. Document Management Services, D.:

“In addition, the Contractor shall be able to transfer images from microfilm cards into a digitized image, and save the images in PDF, TIFF, or Microsoft Office (i.e. Word, Excel or PowerPoint) format, when specified and identified by DWM.”
 - e. **Revision of Attachment B, *Cost Proposal Form*.** Responders shall delete pages 14 through 16 in their entirety and replace with **Attachment B, *Cost Proposal Form (revised – November 7, 2016)***.
2. **Notice to Responders:** Responders shall only submit one original, sealed Cost Proposal. No costs should be included on the compact discs, only the Technical Proposal.

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3. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:

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| 1. | Question: | <i>III.B.6.a. Page 5:</i> “Given the length of our audited financial statements, can Bidders provide these documents in electronic format only?” |
| | Answer: | No. Responders should provide one original hard copy package inclusive of all required documents. |
| 2. | Question: | <i>Attachment E, Subcontractor Reference and Release Form, Page 19:</i> “Is this form to be signed by the Prime Contractor or by each subcontractor?” |
| | Answer: | Attachment E, Subcontractor Reference and Release Form, is to be signed by each subcontractor. |
| 3. | Question: | <i>Attachment A, I.A. Page 11:</i> “What are DeKalb’s compliance standards for document destruction?” |
| | Answer: | The County follows the retention and destruction schedule for local government paper and electronic records, as set by the Division of Archives and History, in the Secretary of State’s Office. |
| 4. | Question: | <i>Attachment A, I.B. Page 11:</i> a. “What does preservation mean?” b. “What condition are the documents in?” c. “What types of documents are they (maps, invoices, etc.)?” d. “Please provide the number of documents that will need the required repair, preservation?” |
| | Answer: | a. Protection of the documents condition while scanning. The vendor will need to advise what methods/options are available to do so. b. Some may be torn, faded, folded, or rolled. c. Maps, as-builts, drawings/plans, plats, easements, design plans, and supporting documents related to these type of documents. d. These have not been counted—the estimate is 10,000 documents. |

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| 5. | Question: | <p><i>Attachment A, I.D. Page 11:</i></p> <p>a. “Is the “scanning recognition” software requirement OCR or something else?”</p> <p>b. “Is scanning recognition required for document classification? Please provide additional information.”</p> <p>c. “The RFP states, all drawings should be digitized TIFF, PDF, or Microsoft Office, do you require all three formats? Please clarify in what format you want the source file to be saved?”</p> |
| | Answer: | <p>a. Yes, it is OCR.</p> <p>b. Yes. We must be able to convert different types of documents, such as scanned paper documents, PDF files or images captured, into editable and searchable data.</p> <p>c. Yes, we require all three (3) formats. The format depends on the type of document being identified after document taxonomy has been created.</p> |
| 6. | Question: | <p><i>Attachment A, I.E.1., Page 11:</i></p> <p>“In the RFP it mentions validation of compatibility with the document management system. How many different document types are you expecting?”</p> |
| | Answer: | <p>Maps, as-builts, drawings/plans, plats, easements, design plans, and supporting documents related to these types of documents.</p> |
| 7. | Question: | <p><i>Attachment A, I., Page 11:</i></p> <p>“What is the estimated volume of documents that need to be scanned in the first six months?”</p> |
| | Answer: | <p>The schedule will be established with the awarded vendor.</p> |
| 8. | Question: | <p><i>RFP Cover, Page 1:</i></p> <p>“Would the county consider extending the due date by a week?”</p> |
| | Answer: | <p>Yes. The due date is now November 22, 2016 at 3:00 p.m.</p> |
| 9. | Question: | <p>“Based on the tour, there appears to be a much higher volume of documents compared to the estimated counts in the RFP. Will DeKalb Co. be able to provide a more accurate estimate of documents to be scanned?”</p> |
| | Answer: | <p>No, the County is confident with the estimates provided on the Cost Proposal Forms.</p> |
| 10. | Question: | <p>“Does DeKalb Co. have a set budget for this project? If so, can this be shared? If so, is there a set amount for each year?”</p> |
| | Answer: | <p>Yes, we have a set budget. No, we will not be sharing the budget. Yes, we have a set amount for each year.</p> |

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| 11. | Question: | <i>“If there is a set budget, is this what is restricting the number of documents to be scanned on an annual basis? If not, would the County allow the vendor to scan unlimited documents based on capacity in order to get the documents scanned faster?”</i> |
| | Answer: | No, the budget is not restricting the number of documents. No, we will not allow unlimited document scanning. |
| 12. | Question: | <i>“Will DeKalb Co. be publishing a schedule for what location needs to be scanned first?”</i> |
| | Answer: | No, the schedule will be established with the awarded vendor. |
| 13. | Question: | <i>“Will DeKalb Co. allow documents to be scanned outside of the State of Georgia?”</i> |
| | Answer: | No, this will create additional cost for transport and increase the possibility of loss. |
| 14. | Question: | <i>“How will DeKalb Co. be providing the documents to vendors? Will there be a method of boxing/preparation that will be standardized?”</i> |
| | Answer: | Records will be boxed and labeled with the contents. |
| 15. | Question: | <i>“DeKalb County reserves the right to make multiple awards. Are there any minimum volumes (or maximum number of awards) potential bidders can base their pricing upon –given that setup costs appears to be included in the all-in pricing?”</i> |
| | Answer: | No, there are no minimum or maximum volumes potential bidders can base their pricing upon. |
| 16. | Question: | <i>“SOW I.B. (pg 11): Can the county provide any clarity or preservation instructions/expectations around the “repair, preservation and protection” of documents? As well, what percentage of total volume would this requirement apply to?”</i> |
| | Answer: | We expect the vendor to advise what options are available to ensure the documents do not incur further damage while being scanned, and that the documents are returned in the same condition they were given. The percentage is estimated at ten percent (10%). |
| 17. | Question: | <i>“SOW I.D. (pg 11): The County references “drawings and documents shall be digitized and saved in PDF, TIFF, or Microsoft Office...as specified and identified by DWM.” As there are both workflow and license-cost implications to this statement, can the County please clarify and provide specifics around their need here?”</i> |
| | Answer: | All documents and drawings must be digitized in PDF, TIFF or Microsoft Office (.DOC, XLXS, etc.) format. The determination will depend on the type of |

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| | | document being identified after document taxonomy has been created. |
| 18. | Question: | <i>“SOW I (pgs 11-12): By requesting scan batches be set up in Kofax Capture, it is bidder’s assumption that images will be imported to the client’s Kofax workflow. Can the County provide a representative sample of a typical DIP format for review?”</i> |
| | Answer: | According to the Scope of Work the Contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>“Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents.”</i> This has to be done before any formation of a DIP file can be defined. |
| 19. | Question: | <i>“SOW I (pgs 11-12): For the Hyland DIP data-index file formats mentioned, can the County provide a representative sample of a typical DIP format for review?”</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>“Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents.”</i> This has to be done before any formation of a DIP file can be defined. |
| 20. | Question: | <i>“SOW II. B. (pg 12): How many hours/days and how many occurrences of work sessions to set up doc types, keywords, and taxonomy should bidders base pricing upon? (Staff could be coming from out of county or out of state for this, it’s important to consider their travel expenses.)”</i> |
| | Answer: | The administrative services hours include the work sessions, and the number of days/sessions will be determined by meeting with the vendor chosen. |
| 21. | Question: | <i>“Can the County provide any specifics around per-document fields to be captured, their frequency per-document, and/or an average number of characters per captured field to base pricing upon?”</i> |
| | Answer: | The County cannot provide specifics regarding data fields at this time. Specifics will be generated out of the work sessions with the awarded vendor. |
| 22. | Question: | <i>“Attachment B – Cost Proposal: What is the County’s expectation around what’s included in the 150 hours of Administrative Services in Year 1? Are hours above 150, if incurred, billable at the same equivalent per-hour rate, with both parties’ agreement?”</i> |

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| | Answer: | The hours include the work sessions and any administrative work. No, the hours are not above 150 because the County does not intend to go above 150 hours in year 1. |
| 23. | Question: | <i>“Attachment B – Cost Proposal: What is the County’s expectation with the Contingency percentage listed on the pricing form, i.e. if “10%”, that 10% overage in terms of images would still be included in the all-in price, or...?”</i> |
| | Answer: | The contingency is ten percent (10%). Please see Attachment B, Cost Proposal Form (revised – November 7, 2016) . |
| 24. | Question: | <i>“Does the LSBE have to perform the work in DeKalb County?”</i> |
| | Answer: | No. The LSBE does have to be a DeKalb County certified LSBE-DeKalb or LSBE-MSA. |
| 25. | Question: | <i>“Does the LSBE have to have the expertise in scanning and scan on their equipment or can they just provide the labor?”</i> |
| | Answer: | The LSBE may provide whatever portion of goods/services to include labor, materials, administrative services or other items/functions necessary to meet the requirements of the Scope of Work as described in the RFP. |
| 26. | Question: | <i>“For items that can be security destructed, we assume this can be done at the vendor site, correct?”</i> |
| | Answer: | Yes, items can be securely destroyed at a designated location onsite. |
| 27. | Question: | <i>“Will DeKalb County allow alternative pricing in the cost pricing if vendor can provide a more cost effective solution?”</i> |
| | Answer: | The responder shall provide pricing on the issued Cost Proposal Form and based on the needs and requirements of the department. |
| 28. | Question: | <i>“Do you know the volume of records at the three locations?”</i> |
| | Answer: | The estimates provided on the Cost Proposal Form represent the County’s projection of the document management services necessary to meet the County’s objective. |
| 29. | Question: | <i>“Will any of the records need to be physically retrieved; and if so, what is the turnaround time for delivery?”</i> |
| | Answer: | Yes, turnaround time depends on the volume of records taken to be processed. |
| 30. | Question: | <i>“Attachment A, II-C, states “The Contractor shall perform document management services onsite at the location being service.” Does this mean that destruction, repair/re-boxing, and scanning must be done at the various addresses and not transported back to Contractors facility?”</i> |

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| | Answer: | Documents can be transported back to the Contractor's facility, with the exception of the special documents. |
| 31. | Question: | <i>"Index values/fields for the Water & Sewerage plans?"</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>"Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents."</i> |
| 32. | Question: | <i>"Index values/fields for the County Drawings (Rolled and Flat)?"</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>"Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents."</i> |
| 33. | Question: | <i>"Index values/fields for the Sewer & Tech Svs. documents?"</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>"Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents."</i> |
| 34. | Question: | <i>"Index values/fields for the various archive boxes (Margo's files, site files, etc.)?"</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>"Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents."</i> |
| 35. | Question: | <i>"Index values/fields for documents on Microfilm cards?"</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>"Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents."</i> |

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| 36. | Question: | <i>“Confirmation older documents must be scanned onsite, what percentage of the documents/drawings fall into this category?”</i> |
| | Answer: | An estimated ten percent (10%) of the documents fall into this category. |
| 37. | Question: | <i>“As such, would the DWM consider reviewing pricing for an independent assessment, that would provide the DWM with a detailed understanding of the limitations of scanning and help define the current RFP and provide the DWM with a better blueprint of how to take your division paperless?”</i> |
| | Answer: | No, the responder shall provide pricing on the issued Cost Proposal Form and based on the needs and requirements of the department. |
| 38. | Question: | <i>a. “How would you like us to price out the indexing for your wide format documents?” b. “What fields should we collect and where are they located?”</i> |
| | Answer: | a. Responder should provide the best pricing they have available. b. Fields will be established at vendor work sessions. |
| 39. | Question: | <i>a. “How would you like us to price out the indexing documents found in file folders?” b. “What fields should we collect and where are they located?”</i> |
| | Answer: | a. Bidder should provide the best pricing they have available b. Fields will be established at vendor work sessions |
| 40. | Question: | <i>a. “Assuming some documents need to be shredded, some scanned and shredded and some scanned, rebuilt and returned would you like us to add pricing to these services?” b. “Re-assemble and return of existing items is not currently part of the existing RFP. Similarly if we uncover other areas of cost, not currently requested, would you like us to add those as line items to our response or should we just stick with the existing format?”</i> |
| | Answer: | a. No, the Cost Proposal Form is an itemization of these services. The cost for each service shall be provided in the line pertaining to that service on Attachment B, Cost Proposal Form (revised – November 7, 2016) . Pricing for preservation of documents should be included in the items that include “Special Protection” in the description of the “Annual Document Management Service” being quoted. b. Responders shall use the existing format. Responders should account for all costs associated with each service and provide pricing inclusive of all costs associated with the service described for each line. |
| 41. | Question: | <i>Facility: a. “Define the space/location/power/telephony/internet cabling and HVAC requirements.” b. “Who will be responsible for providing computer/telephones for the work</i> |

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| | | <i>space?</i> c. <i>“Will DeKalb County be responsible for providing network, wiring, and power connectivity for equipment required to perform the services?”</i> |
| | Answer: | a. The County will be better able to clarify this information upon award due to possible changes in location that could occur after the RFP closing date. b. The County will provide for on-site work. c. The County will provide for on-site work. |
| 42. | Question: | <i>“Indexing fields, what fields are looking to be captured – the unique identifiers?”</i> |
| | Answer: | According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>“Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents.”</i> |
| 43. | Question: | <i>“Is a certificate of destruction required for the documents to be shredded?”</i> |
| | Answer: | Yes, a certificate of destruction is required. |
| 44. | Question: | <i>“Please clarify the expectations for the selected vendor in regards to the preservation of the historical originals?”</i> |
| | Answer: | The selected vendor will be required to protect the condition of documents while scanning. The vendor will need to advise what methods/options are available to do so. |
| 45. | Question: | <i>“Please clarify the expectation regarding the Aperture cards that were discovered during the site tour.”</i> |
| | Answer: | Responders shall provide pricing for the conversion of the data on the Aperture (microfilm) cards to an electronic format. The County will have the option to choose if this option will be used over the conversion of paper documents where the option applies. |
| 46. | Request for Clarification: | <i>“Does the County plan to convert the legacy data found on the Aperture cards?”</i> |
| | Answer: | The County will have the option to choose if this option will be used over the conversion of paper documents where the option applies. Responders shall provide pricing for the conversion of the Aperture (microfilm) cards to an electronic format. |
| 47. | Request for | <i>“What are the required index fields that will need to be captured for each document population?”</i> |

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| | Clarification: | |
| | | <p>According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields:</p> <p><i>“Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents.”</i></p> |
| 48. | Question: | <i>“Please provide an estimate of the percentage of the document population that will need to be captured in color?”</i> |
| | Answer: | The estimation is thirty to forty percent (30-40%). |
| 49. | Question: | <i>“What is the estimated percentage of files that will be captured as duplex images?”</i> |
| | Answer: | The estimation is ten to twenty percent (10-20%). |
| 50. | Question: | <i>“If an off-site solution is identified, will the County be willing to allow for all files to be imaged, or just the files that do not require special handling.”</i> |
| | Answer: | All documents are allowed off-site, with the exception of the special protection documents. |
| 51. | Question: | <i>“Is it DeKalb County’s intention for the awarded supplier to work directly with the county provided existing Kofax and Hyland On Base infrastructure?”</i> |
| | Answer: | Yes. |
| 52. | Question: | <i>“Do you currently have and employ the Kofax KTM module in conjunction with Ascent Capture 10.2?”</i> |
| | Answer: | No, we do not have Kofax KTM but if the vendor suggests that this is part of their proposed solution, we will carefully take it into consideration. |
| 53. | Question: | <i>“If the KTM module is not currently in place, will the County consider adding in this functionality to its existing infrastructure?”</i> |
| | Answer: | KTM is not currently in place. Yes, we will consider adding. |
| 54. | Question: | <i>“Please define what the county/agencies definition of “batch class” is for this project.”</i> |
| | Answer: | The County is defining a “Batch Class” according to Kofax in terms of configuring the scan module to identify and accept different type of documents. |
| 55. | Question: | <i>“How many batch classes are currently configured in Kofax Ascent Capture 10.2?”</i> |

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| | Answer: | Batch Classes for Kofax will not been designed or set up for this project until the awarded vendor has delivered the document taxonomy. |
| 56. | Request for Clarification: | <i>“How many additional batch classes does DeKalb County intend for the awarded service bureau to configure and implement?”</i> |
| | Answer: | According to the Scope of Work, the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>“Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents.”</i> |
| 57. | Question: | <i>“Can DeKalb County provide the following? The name of document types to be scanned. The index schema for the document types that need to be scanned. Samples of the document types that need to be scanned. The required structure of metadata file needed to scan into the county’s version of On Base.”</i> |
| | Answer: | 1-3. According to the Scope of Work the contractor shall undertake and work with DWM in sessions to define the index values/fields: <i>“Set up of work sessions with DeKalb County Watershed Management Staff as needed to determine the various document types, keywords, and deliver a document taxonomy to ensure appropriate retrieval of archived documents.”</i> 4. TBD once the document taxonomy has been completed by awarded vendor. |

4. It is the responsibility of each bidder to ensure that he or she is aware of all addenda issued under this ITB. Please sign and return this addendum and utilize **Attachment B, Cost Proposal Form (revised – November 7, 2016)** to submit cost. You may call Crystal Creekmore, Procurement Agent, at (404) 371-2710 before the bids are due to confirm the number of addenda issued. **Failure to acknowledge this addendum may result in your proposal being deemed non-responsive.**

5. All other conditions remain in full force and effect.



Crystal Creekmore
Procurement Agent
Department of Purchasing and Contracting

cc:CGH



ACKNOWLEDGEMENT

Date: _____

Addendum No. 2 is hereby acknowledged:

(Company Name)

(Printed Name of Responder's Authorized Signer)

(Signature of Responder's Authorized Signer)

(Title)

ATTACHMENT B

COST PROPOSAL FORM (revised – November 7, 2016)

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DOCUMENT MANAGEMENT SERVICES (MULTI-YEAR CONTRACT)

Responder: The cost proposal must be submitted in a **separate, sealed envelope** with the Responder’s name and “Request for Proposals No. (RFP) No.16-500409, Document Management Services (Multi-Year Contract)” clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the RFP in its entirety, and hereby agrees that if this proposal is accepted, they will contract with DeKalb County according to the Request for Proposal documents.

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal: _____

Signature of Contact Person: _____

Title of Contact
Person: _____

Telephone
Number: _____

Fax
Number: _____

E-mail
Address: _____

ATTACHMENT B**COST PROPOSAL FORM (revised – November 7, 2016)
(Page 1 of 2)****DOCUMENT MANAGEMENT SERVICES (MULTI-YEAR CONTRACT)**

Responder state the fee per service for each service category in the following four (4) tables. Include all costs (direct and indirect) and all things necessary to provide Document Management Services on a multi-year contract for each year, up to four (4) years. The estimated quantities for year one (1) is representative of the current accumulation of documents in need of service.

| Annual Document Management Services | Estimated Number of Units Per Year | Unit | Unit Cost | Total Cost |
|--|---|-------------|------------------|-------------------|
| Copying/Scanning and Indexing for 24" x 36" Size Documents, Special Protection | 10,000 | Page | \$ _____ | \$ _____ |
| Copying/Scanning and Indexing for 8.5" x 11" to 11" x 17" Size Documents, Special Protection | 2,000 | Page | \$ _____ | \$ _____ |
| Copying/Scanning and Indexing for 24" x 36" Size Documents, Regular | 50,000 | Page | \$ _____ | \$ _____ |
| Copying/Scanning and Indexing for 8.5" x 11" to 11" x 17" Size Documents | 20,000 | Page | \$ _____ | \$ _____ |
| Conversion and Indexing of Legacy Data on the Microfilm Cards | 6000 | Card | \$ _____ | \$ _____ |
| Shredding | 400 | Box | \$ _____ | \$ _____ |
| Administrative Services | 150 | Hour | \$ _____ | \$ _____ |
| Total Fee for Year One | | | | \$ _____ |
| Contingency (to cover a possible increase in the number of estimated units) | 10 % of Total Fee for Year One | | | \$ _____ |

| Annual Document Management Services | Estimated Number of Units Per Year | Unit | Unit Cost | Total Cost |
|---|---|-------------|------------------|-------------------|
| Copying/Scanning and Indexing for 24" x 36" Size Drawings, Regular | 5,000 | Page | \$ _____ | \$ _____ |
| Copying/Scanning and Indexing for 8.5" x 11" to 11" x 17" Size Documents, Regular | 1,000 | Page | \$ _____ | \$ _____ |
| Shredding | 200 | Box | \$ _____ | \$ _____ |
| Administrative Services | 80 | Hour | \$ _____ | \$ _____ |
| Total Fee for Year Two | | | | \$ _____ |
| Contingency (to cover a possible increase in the number of estimated units) | 10% of Total Fee for Year Two | | | \$ _____ |

ATTACHMENT B**COST PROPOSAL FORM (revised – November 7, 2016)****(Page 3 of 3)****DOCUMENT MANAGEMENT SERVICES (MULTI-YEAR CONTRACT)**

| Annual Document Management Services | Estimated Number of Units Per Year | Unit | Unit Cost | Total Cost |
|---|---|-------------|------------------|-------------------|
| Copying/Scanning and Indexing for 24" x 36" Size Documents, Regular | 5,000 | Page | \$ _____ | \$ _____ |
| Copying/Scanning and Indexing for 8.5" x 11" to 11" x 17" Size Documents, Regular | 1,000 | Page | \$ _____ | \$ _____ |
| Shredding | 200 | Box | \$ _____ | \$ _____ |
| Administrative Services | 80 | Hour | \$ _____ | \$ _____ |
| Total Fee for Year Three | | | | \$ _____ |
| Contingency (to cover a possible increase in the number of estimated units) | 10% of Total Fee for Year Three | | | \$ _____ |

| Annual Document Management Services | Estimated Number of Units Per Year | Unit | Unit Cost | Total Cost |
|---|---|-------------|------------------|-------------------|
| Copying/Scanning and Indexing for 24" x 36" Size Documents, Regular | 5,000 | Page | \$ _____ | \$ _____ |
| Copying/Scanning and Indexing for 8.5" x 11" to 11" x 17" Size Documents, Regular | 1,000 | Page | \$ _____ | \$ _____ |
| Shredding | 200 | Box | \$ _____ | \$ _____ |
| Administrative Services | 80 | Hour | \$ _____ | \$ _____ |
| Total Fee for Year Four | | | | \$ _____ |
| Contingency (to cover a possible increase in the number of estimated units) | 10% of Total Fee for Year Four | | | \$ _____ |