

APPENDIX A
Pricing for SHARE

For Document Management Services, contractor shall quote participating SHARE Entities the rates and/or discount required for a custom implementation of the services specified by the RFP. Contractor's proposed rate chart for categories/available services for Document Management Solution Services are found below.

Rate Chart (Firm/Organization)		Procurement No.:	NCT 2022-003
Respondent Name:	Armstrong Archives		
Notes:	Respondents should furnish a proposal that specifies a pricing model(s) that will apply to all orders placed under this contract. The pricing models(s) can be based on quantity or a flat rate across the board. Please provide a current suggested list pricing (rate card) for the services that you intend to provide in your proposal.		

TAB F – Document Storage Pricing

1. <u>Document Storage</u>	Number of Cartons		
<u>Warehouse Storage</u>	<u>1-1,000</u>	<u>1,001-10,000</u>	<u>10,001+</u>
Standard Record Carton (1.2 Cubic Feet)	0.32	0.28	0.25
Letter Size Trans-file (2.4 Cubic Feet)	0.64	0.56	0.50
Legal Size Trans-file (3.6 Cubic Feet)	0.96	0.84	0.75
Other Sizes (per Cubic Foot)	0.32	0.28	0.25
<u>Climate Control Storage</u>			
Standard Record Carton (1.2 Cubic Feet)	1.16	1.02	0.90
Letter Size Trans-file (2.4 Cubic Feet)	2.32	2.04	1.80
Legal Size Trans-file (3.6 Cubic Feet)	3.48	3.06	2.70
2. <u>Document Activity Services</u>			
Retrieval/Refile – Standard Service		1.50/item	
Retrieval – Same Day (request by 11:00 a.m.)		3.50/item	
Retrieval – 2 Hour (Request by 3:00 p.m.)		6.00/item	
File Level Indexing		0.30/each	
Re-Boxing (Includes Supplies & Labor)		6.50/each new box	
Scan-on-Demand – 1 st Page		1.50/1 st Page	
Scan-on-Demand – Additional Pages		0.22/each additional	

3. Transportation**Trip Charges – Within 40 miles one way – Each additional mile \$1.00**

Standard Service Round Trip Fee	20.00
Same Day Round Service Trip Fee	30.00
Two Hour Service Round Trip Fee	40.00
Handling Fee – (Loading/Unloading)	0.75/each

4. Supplies

Standard Record Cartons (12"W x 16"L x 11"H)	3.50/each
Standard Record Cartons (Bundle of 25)	75.00/bundle
Barcode Labels, Index and Climate Control Labels, Inventory Forms, Internet Database Login	No Charge

5. Labor

Casual Labor	35.00/hour
Skilled/Clerical Labor	42.00/hour
Supervisor Labor	55.00/hour

6. Other

Additional Services for which no specific rate is listed will be performed at an hourly rate, as listed above. 24-hour service is available but should be scheduled in advance whenever possible. All "after hour" rates are subject to a 4-hour minimum as listed below.

Early after hours (5:00 p.m. – 12:00 midnight, Monday-Friday)	45.00/hour
Late after hours (12:01 a.m. – 8:00 a.m., and weekends)	68.00/hour
Holidays (all hours)	155.00/hour

Specific volume projects will be quoted independently based upon time, size, and scope.

****Additional Billing Notes****

- All charges are flat rate per "item", not per cubic foot. We have provided a cubic foot price as requested for comparison purposes, but actual invoices will be per "item".
- FREE access to our Secure Inventory Management System & unlimited users.
- NO Administration Fees
- NO Fuel Surcharges
- NO Report Fees
- NO Automated Answering System
- NO Service Minimum

TAB F – Document Imaging/Digitization Service Pricing

Armstrong Archives strives to simplify the pricing process for scanning projects as much as possible. Below is a quote for a "Standard Scanning Project" of approximately 50 standard 1.2 cubic foot record cartons. Each scanning project is different with its own specific requirements. This is what you can expect for this size job. We will quote each job separately and base it on the quantity, complexity, number of indexes required, and the time frame allowed to complete. This way we can give each project detailed attention and you the best possible rate.

<u>SCANNING Services - Scope of Project</u>	<u>Approx Pgs Box</u>	<u>Cost Per Page</u>	<u>Est. Box Total</u>	<u># Boxes</u>	<u>Approx Cost</u>
Approximately 50 Standard Record Cartons	2,000	\$ 0.080	\$ 160	50	<u>\$ 8,000</u>

to be scanned into a .pdf format @ 200 dpi, b/w or color.

Armstrong Archives can provide this service by performing the processes listed below.

Services Included in Project:

- Place files into Cartons
- Inventory and Load Cartons
- Transport to Armstrong Archives
- Document Prep for Scanning
(removal of staples, placement of separator sheets, etc.)
- Scanning to .pdf Format @ 200 dpi
- Indexing (Up to 3 ea.):
 - Category (A/P, Sales, HR, Tax, etc.)
 - Item Name (Vendor, Employee, Customer, etc.)
 - Date
- Quality Control Review (for Bad or Skewed Images)
- Optical Character Recognition (Keyword Search)
- Box Repacking
- Images Stored according to Client Instructions
- Boxes Stored for 6 Months
- Box Disposition after 6 Months / Return, Shred, or Store

Notes:

- Any items needed before project is complete can be retrieved and scanned.
- A "sample" box may be processed at no charge before signing agreement.
- Prices are "all-inclusive" except for the procurement of an external hard drive.
The customer may provide their own, or we will obtain and provide at cost.
- Pricing is "per page" so actual page count may be higher or lower than estimate.