

# City of Commerce

2535 Commerce Way  
Commerce CA, 90040

*Cost Sheet*

CLOSES: 6/2/2015

## Cost Sheet

### Scanning, Indexing, and Large Format Document Import Services for the Public Works and Development Services Department RFP

Company Name \_\_\_\_\_

Date \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_  
Company Representative: Print Name/Signature

\_\_\_\_\_  
Email

**The City of Commerce is requesting unit pricing for an All-Inclusive Three (3) Year Proposal which contains the following items:** Freight Document Pick-up and Document Return & Delivery; Document Preparation; Scanning; 300 dpi TIFF Format; and Indexing to be imported into Laserfiche; Includes Special Handling of Large Drawings for Old Conditioned As-builts - Maps and Plans.

	Scanning Description	Estimated Pages/Sheets	Unit Price	Price
1	Large Drawings: As-builts - Maps	200,000 Pages		
2	Letter Size: Permit Files (Includes Stapled Files, Envelopes and Files in Color)	500,000 Pages		
3	Letter Size Plot Plans – Use Permits (Includes Folded Maps)	150,000 Pages		
4	Letter and Mix Sizes - Commercial Development Planning	250,000 Pages		
5	Microfiche Sheets	20,000 Sheets		
PROFESSIONAL SCANNING SERVICES TOTAL				

		File Size	Unit Price	Price
1	Hosting Solutions	30 Tera Bytes		
2	Software To Access Indexed Files	(Up to 5 Users)		
PROFESSIONAL SERVICES TOTAL				

Please attach the City of Commerce Cost Sheet to your Company's detailed proposal.

## City of Commerce

2535 Commerce Way  
Commerce CA, 90040

*Cost Sheet*

CLOSES: 6/2/2015

**Criteria For Award:** The following criteria shall be used to evaluate the proposals, with the weight of each criteria to be determined by the City of Commerce.

Price.....**40%**

Experience of the proposing firm including persons proposed for this project.....**20%**

Understanding of the overall needs of the City as presented in the proposal and mandatory Pre-bid meeting.....**15%**

Proposing firm's method of scanning, tracking, handling and indexing of customer documents and also what security measures the proposing firm uses to keep their customers documents secure, i.e. proposing firm performs a background check on their employees, security badges for their employees, are the employees bonded, etc.....**10%**

Proposing firms client references.....**15%**