

**ATTACHMENT 1 – SAMPLE FEE SCHEDULE**

<b>Item</b>	<b>Cost per item</b>
Electronic Storage and Retrieval - 24 hr. access	*\$0.003
Document preparation for letter, legal and 11x17 sized pages	NC
Black and white scanning of letter, legal and 11x17 sized pages	** \$0.0341
Grayscale/color scanning of letter, legal and 11x17 sized pages	***\$0.0389
Document preparation for large format pages	NC
Black and white scanning of large format pages	\$0.6398
Grayscale/color scanning of large format pages	\$0.7987
File re-assembly	\$0.005
Indexing documents (per field) For the 3 fields per Addendum No. 1	NC
Importation into ECMS System Not Applicable per Addendum No. 1	NC
Cost of Archival Quality CD/DVD	NC
Shredding Services (if available)	***NC

**Any additional charges that may be associated with the scope of work must also be identified, including, but no limited to: providing on-demand images needed prior to next delivery, pick-up and/or delivery, project set-up, storage, transportation and/or handling of records, fuel and mileage charges.**

\* This is a per item monthly charge with a minimum monthly charge of \$500

\*\* Price is per image

\*\*\* \$150 for every 50K pages after the first 200K pages which are free

If original file(s) are needed prior to next delivery, the cost will be any applicable FedEx charges for the package. However, on-demand images needed within 1 business day are free of charge

If the City elects to have its originals returned vs shredded, the cost will be \$1,750