

**This proposal has been prepared
exclusively for**

Transylvania County Schools

PREPARED BY:

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Overview of services

- Storing of records from Rosman and Brevard HS
- Estimated volume Rosman HS: 105 boxes
- Estimate volume Brevard HS: 300 boxes
- Index on name and DOB
- High schools will have same day access to records
- Requested records will be archived into VIT Docs

Pricing:

Scanning: \$.05 per image
Prep: \$20.00 per hour
Additional index fields: \$.005 per keystroke
Scan on demand record requests: \$6.00
Box storage: \$.30 per box
Initial input: \$1.00 per box (one time charge)
VIT Docs software: \$500.00 per year (1-5 GB)
Pick up: At cost
Boxes: \$3.15
No finds: \$3.00
Labor to box up records: \$15.00 per hour

Rosman HS monthly storage estimate:
105 boxes @ \$.30 per box: \$31.50

Brevard HS monthly storage estimate:
300 boxes @ \$.30 per box: \$90.00

Total estimated monthly storage charges for both HS's:
\$121.50

Estimated pick up from Rosman HS (one time charges)
105 boxes @ \$3.15: \$330.75
Labor to pack up records: \$100.00
Truck rental: \$200.00
Box input: \$105.00

Estimated pick up from Brevard HS (one time charges)
300 boxes @ \$3.15: \$945.00
Labor to pack up records: \$100.00
Truck rental: \$300.00 (Brevard HS will require a bigger truck)
Box input: \$300.00