

## D. Fee Proposal

Layton Graphics would like to submit a Fee Proposal based upon on the City's estimate quantity. This offer shall include the above description of work to be performed, quantity of documents, a unit price, a total amount and project grand total.

**Project Grand Total: \$158,094.98**

Below is a detailed cost breakdown per document type:

Item #	LARGE FORMAT DOCUMENTS STORED AT CITY HALL – TOTAL 75,600 IMAGES	QUANTITY	UNIT	UNIT PRICE	TOTAL
	<b>IMAGING and PROCESSING</b>				
001.1	Digital images created by scanning <b>large</b> documents to 300 DPI searchable PDF format (Estimate)	50,000	image	\$0.49	\$24,500.00
001.2	Digital images created by scanning <b>small</b> documents to 300 DPI searchable PDF format (Estimate)	25,600	image	\$0.03	\$768.00
002	Cropping, as needed	75,600	image	INCLUDED	\$0.00
003	Rotation, as needed	75,600	image	INCLUDED	\$0.00
004	Generate PDF files, bundled per document	3,780	document	\$0.10	\$378.00
	<b>OUTPUT MEDIA</b>				
005	Portable USB hard drives	2	device	\$159.00	\$318.00
	<b>SHIPPING / DELIVERY</b>				
006	Pick up and return delivery of original materials	1	round trip	\$950.00	\$950.00
007	Shipping output media	1	package	INCLUDED	\$0.00
	<b>Data Indexing</b>				
008	Document Indexing per bundle of document	3780	document	\$0.18	\$680.40
	<b>TOTAL</b>				<b><u>\$27,594.40</u></b>
Item #	LARGE FORMAT DOCUMENTS STORED AT FIRE STATION #2 – TOTAL 125,720 IMAGES	QUANTITY	UNIT	UNIT PRICE	TOTAL
	<b>IMAGING and PROCESSING</b>				
001.1	Digital images created by scanning <b>large</b> documents to 300 DPI searchable PDF format (Estimate)	60,000	image	\$0.49	\$29,400.00
001.2	Digital images created by scanning <b>small</b> documents to 300 DPI searchable PDF format (Estimate)	65,720	image	\$0.03	\$1,971.60
002	Cropping, as needed	125,720	image	INCLUDED	\$0.00
003	Rotation, as needed	125,720	image	INCLUDED	\$0.00
004	Generate PDF files, bundled per document	6,286	document	\$0.10	\$628.60
	<b>OUTPUT MEDIA</b>				
005	Portable USB hard drives	4	device	\$159.00	\$636.00
	<b>SHIPPING / DELIVERY</b>				
006	Pick up and return delivery of original materials	1	round trip	\$950.00	\$950.00
007	Shipping output media	1	package	INCLUDED	\$0.00
	<b>Data Indexing</b>				
008	Document Indexing per bundle of document	6,286	document	\$0.18	\$1131.48
	<b>TOTAL</b>				<b><u>\$34,717.08</u></b>

Item #	16MM MICROFILM STORED AT CITY HALL	QUANTITY	UNIT	UNIT PRICE	TOTAL
	<b>IMAGING and PROCESSING</b>				
001	Digital images created by scanning documents to 300 DPI searchable PDF format	2,882,300	image	\$0.025	\$72,057.50
002	Cropping, as needed	2,882,300	image	INCLUDED	\$0.00
003	Rotation, as needed	2,882,300	image	INCLUDED	\$0.00
004	Generate PDF files, bundled per document (Estimate)	20,000	document	\$0.10	\$2,000.00
	<b>OUTPUT MEDIA</b>				
005	Portable USB hard drives	4	device	\$159.00	\$636.00
	<b>SHIPPING / DELIVERY</b>				
006	Pick up and return delivery of original materials	1	round trip	\$350.00	\$350.00
007	Shipping output media	1	package	INCLUDED	\$0.00
	<b>Data Indexing</b>				
008	Document Indexing per bundle of document (Estimate)	20,000	document	\$0.18	\$3,600.00
	<b>TOTAL</b>				<b><u>\$78,643.50</u></b>
Item #	16MM MICROFICHE STORED AT CITY HALL	QUANTITY	UNIT	UNIT PRICE	TOTAL
	<b>IMAGING and PROCESSING</b>				
001	Digital images created by scanning documents to 300 DPI searchable PDF format	602,880	image	\$0.025	\$15,072.00
002	Cropping, as needed	602,880	image	INCLUDED	\$0.00
003	Rotation, as needed	602,880	image	INCLUDED	\$0.00
004	Generate PDF files, bundled per document (Estimate)	5,000	document	\$0.10	\$500.00
	<b>OUTPUT MEDIA</b>				
005	Portable USB hard drives	2	device	\$159.00	\$318.00
	<b>SHIPPING / DELIVERY</b>				
006	Pick up and return delivery of original materials	1	round trip	\$350.00	\$350.00
007	Shipping output media	1	package	INCLUDED	\$0.00
	<b>Data Indexing</b>				
008	Document Indexing per bundle of document (Estimate)	5,000	document	\$0.18	\$900.00
	<b>TOTAL</b>				<b><u>\$17,140.00</u></b>

Below is a detailed estimate cost breakdown by personnels involving in this scanning project:

Item #	RFP 18-20, City of Ann Arbor Digital Scanning Services for Permits, Plans and Projects	QUANTITY	UNIT	UNIT PRICE	TOTAL
	<b>IMAGING and PROCESSING</b>				
001	Johnny Hill – Project Manager	1	Unit	\$12,000.00	\$12,000.00
002	Judy Nguyen – Information Technology	1	Unit	\$13,000.00	\$13,000.00
003	Jennifer Tran – Data Processing	2	Unit	\$11,000.00	\$22,000.00
004	Document Preparation Clerks	2	Unit	\$9,500.00	\$19,000.00
005	Document Scanning Clerks	4	Unit	\$9,500.00	\$38,000.00
006	Production Support Technicians	1	Unit	\$8,094.98	\$8,094.98
007	Storage and Document Clerks	1	Unit	\$7,500.00	\$7,500.00
008	Quality Assurance / Quality Control Clerks	2	Unit	\$9,500.00	\$18,000.00
008	Customer Service	1	Unit	\$4,500.00	\$4,500.00
009	Material and Supplies including Scanners' Parts	1	Unit	\$6,500.00	\$6,500.00
010	Overhead Costs (Overtime, Downtime, Price Increase of equipment Consumable Replacements, et...)	1	Unit	\$9,500.00	\$9,500.00
	<b>TOTAL</b>				<b><u>\$158,094.98</u></b>