

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
INVITATION TO BID NO. 16-187

AWARD FORMULA

**The following are ESTIMATED quantities only based upon historical annual number of units. This is not a guarantee of work or indicative of work to be requested in the future.**

<b>Categories of Record Imaging and Conversion</b> (includes at no cost: correction of conversion errors, requirements analysis and process design, light preparation, removing staples, unfolding documents, colored scanning, OCR for full-text search, redaction of personally identifiable information, 300dpi resolution, 10% image quality check, document indexing (up to 20 characters), and OnBase ready)	<b>Unit</b>	<b>Rate</b>	<b>Annual Number of Units</b>	<b>Total Price (Rate x Annual Number of Units)</b>
<b>Photographs and Small Pictorial and Graphic Materials Conversion</b>	Per Image		5,000	
<b>Audio/Video Conversion</b> – VHS, Cassette, CD/DVD.	Per Hour		200	
<b>Large Graphic Materials Conversion</b> – Maps, posters, architectural and engineering drawings, unbound manuscripts, and charts	Per Image		600,000	
<b>Bound Materials Conversion</b> – Atlas, folios, bound newspapers, books, and manuals	Per Image		50,000	
<b>Paper Materials Conversion</b> - Scanning assumes that the paper is in good condition. Docket materials, meeting minutes, agendas, land records, legal instruments, medical records, and any text paper record				
Standard size paper materials 8.5 x 11, 8.5 x 14, 11 x 14, or smaller	Per Image		1,100,000	
Large format paper materials above 11 x 14	Per Image		200,000	
<b>Transparencies and Negatives Conversion</b> - Mylar and xrays	Per Image		5,000	
<b>Microfilm Conversion</b> – 35 mm, 16 mm and Microfiche	Per Frame		50,000	
<b>Image Review</b> - Above the 10% image quality check threshold	Per 10% increase			
<b>Document Reassembly</b>	Per Document		50,000	
<b>Indexing (over 20 characters)</b>				

Handwritten data	Per Keystroke		20,000	
Machine print data	Per Keystroke		1,000,000	
<b>Records Prep</b> – Medium to Heavy Preparation	Per Hour		5,000	
<b>Pickup and Delivery</b> – over 10 boxes	Per Trip		100	
<b>Pickup and Delivery</b> – under 10 boxes	Per Trip		50	
<b>Total</b>				