

MEETING DATE:

08/02/2010

AGENDA ITEM:

Approval of an Agreement with Bosco Digital Solutions to Digitize Finance Department Documents in an Amount Not-To-Exceed \$45,000 for Fiscal Year 2010/2011.

ATTACHMENTS

- | | |
|---|-------|
| A. Agreement with Cynrede, Inc. | 1 - 2 |
| B. Bosco Digital Solutions pricing schedule | 3 - 6 |

**CITY OF CULVER CITY
AMENDMENT TO CONTRACT
WITH: CYNREDE INC
FOR: DIGITIZING HISTORICAL DOCUMENTS**

This Amendment to Standard Form Contract is made and entered into by and between the CITY OF CULVER CITY, a municipal corporation, hereinafter referred to as "City," and CYNREDE INC, a California corporation,, hereinafter referred to as "Consultant."

WHEREAS, on December 1, 2008, the parties entered into a contract for digitizing historical documents (the "Agreement"); and

WHEREAS, the parties desire to modify and amend certain provisions of the Agreement; and

WHEREAS, at its meeting of May 11, 2009, the City Council authorized this Amendment to the Agreement.

NOW THEREFORE, in consideration of the foregoing, City and Consultant mutually agree as follows:

1. The Scope of Services of the Agreement is hereby amended to include digitizing of City's Finance Department documents.
2. The schedule of compensation shall be amended to increase the total not to exceed amount by Twenty-five Thousand Dollars (\$25,000.00) from Ten Thousand Dollars (\$10,000.00) to Thirty-five Thousand Dollars (\$35,000.00) for additional services.
3. Except as expressly set forth herein, all terms and conditions of the Agreement shall remain in full force and effect.
4. This Amendment shall be effective on the date it is signed on behalf of City.

Dated: MAY 18, 2009

By



Kevin A. Fitzgerald
President

By _____

CITY OF CULVER CITY

Dated: 15 JUN 2009

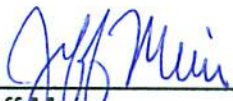
By



Jerry Fulwood MARTIN R. COLE
City Manager ASSISTANT CITY MANAGER

APPROVED AS TO CONTENT
& FINANCING:

APPROVED AS TO FORM:



Jeff Muir
Chief Financial Officer



Carol A. Schwab
City Attorney

APPROVED AS TO BUSINESS
TAX CERTIFICATE:



Treasury Division

Account # 068815



BoscoDigitalSolutions

Culver City Price List		
Description	Price	Unit
DOCUMENT SCANNING		
Pickup or Delivery	\$ 25.00	per visit
Packing of Boxes	\$ 19.50	per hour onsite
Document Purging	Bosco will not purge documents unless the City first marks each page. We cannot be responsible for deleting City records. Should the City decide to mark the files, the cost will be \$19.50 for onsite work and \$17.50 for in-bureau work.	
Document Preparation	\$ 17.50	per hour
Bates Stamping	\$ 0.01	per page
Document Reassembly	\$ 17.50	per hour
<i>Scanning Source Documents - Black & White - 200 DPI (ALL pages are hand-fed through each scanner)</i>		
8 1/2 x 11	\$ 0.052	per page
8 1/2 x 14	\$ 0.052	per page
11 x 14	\$ 0.052	per page
11 x 14 burst	\$ 0.052	per page
<i>Scanning Source Documents - Black & White - 300 DPI (ALL pages are hand-fed through each scanner)</i>		
8 1/2 x 11	\$ 0.059	per page
8 1/2 x 14	\$ 0.059	per page
11 x 14	\$ 0.059	per page
11 x 17	\$ 0.059	per page
<i>Scanning Source Documents - Black & White - 400 DPI (ALL pages are hand-fed through each scanner)</i>		
8 1/2 x 11	\$ 0.062	per page
8 1/2 x 14	\$ 0.062	per page
11 x 14	\$ 0.062	per page
11 x 17	\$ 0.062	per page



BoscoDigitalSolutions

Description	Price	Unit
<i>Scanning Source Documents - COLOR - 200 DPI</i> <i>(ALL pages are hand-fed through each scanner)</i>		
8 1/2 x 11	\$ 0.062	per page
8 1/2 x 14	\$ 0.062	per page
11 x 14	\$ 0.062	per page
11 x 17	\$ 0.062	per page
<i>Scanning Source Documents - Grayscale - 300 DPI</i> <i>(ALL pages are hand-fed through each scanner)</i>		
8 1/2 x 11	\$ 0.062	per page
8 1/2 x 14	\$ 0.062	per page
11 x 14	\$ 0.062	per page
11 x 17	\$ 0.062	per page
<i>Scanning Engineering / Oversized Documents - Black & White 200 DPI</i>		
A size	\$ 0.052	per sheet
B size	\$ 0.052	per sheet
C size	\$ 0.90	per sheet
D Size	\$ 0.90	per sheet
E Size	\$ 0.90	per sheet
J Size (per image frame)	\$ 1.25	per sheet
<i>Scanning Engineering / Oversized Documents - Black & White 300 DPI</i>		
A size	\$ 0.059	per sheet
B size	\$ 0.059	per sheet
C size	\$ 1.09	per sheet
D Size	\$ 1.09	per sheet
E Size	\$ 1.09	per sheet
J Size (per image frame)	\$ 1.50	per sheet
<i>Scanning Engineering / Oversized Documents - Black & White 600 DPI</i>		
A size	\$ 0.065	per sheet
B size	\$ 0.065	per sheet
C size	\$ 1.50	per sheet
D Size	\$ 1.50	per sheet
E Size	\$ 1.50	per sheet
J Size (per image frame)	\$ 1.85	per sheet



BoscoDigitalSolutions

Description	Price	Unit
<i>Scanning Engineering / Oversized Documents - COLOR 200 DPI</i>		
C size	\$ 1.90	per sheet
D Size	\$ 2.20	per sheet
E Size	\$ 2.40	per sheet
J Size (per image frame) max width 48"	\$ 2.90	per sheet
<i>Scanning Continuous Forms - 200 DPI</i>		
Less than 11" x continuous	\$ 0.10	per foot
<i>DIGITIZING - 200 DPI</i>		
16mm Roll (Unattended)	\$ 0.028	Per Image
35mm Roll (Unattended)	\$ 0.063	Per Image
16mm Roll (Attended)	\$ 0.045	Per Image
35mm Roll (Attended)	\$ 0.085	Per Image
16mm 4"x6" Jacketed Microfiche (Attended Pagination)	\$ 0.065	Per Image
	\$ 0.10	Per Image
16mm, Single Channel, 4"x6" Jacketed Microfiche (Attended Pagination)	\$ 0.650	Per Card - whichever is greater
105mm Microfiche (24x)	\$ 0.065	COM film - Per Image
105mm Microfiche (42x or 48x)	\$ 0.060	COM film - Per Image
Aperture Card (Silver)	\$ 0.60	Per Image
Aperture Card (Diaz)	\$ 0.60	Per Image
<i>DIGITIZING - 300 DPI</i>		
16mm Roll (Unattended)	\$ 0.033	Per Image
35mm Roll (Unattended)	\$ 0.072	Per Image
16mm Roll (Attended)	\$ 0.052	Per Image
35mm Roll (Attended)	\$ 0.095	Per Image
16mm 4"x6" Jacketed Microfiche (Attended Pagination)	\$ 0.075	Per Image
	\$ 0.11	Per Image
16mm, Single Channel, 4"x6" Jacketed Microfiche (Attended Pagination)	\$ 0.650	Per Card - whichever is greater
	\$ 0.26	Per Image
35mm 4"x6" Jacketed Microfiche (Attended Pagination)	\$ 0.650	Per Card - whichever is greater
	\$ 0.26	Per Image
35mm, Single Channel, 4"x6" Jacketed Microfiche (Attended Pagination)	\$ 0.650	Per Card - whichever is greater
105mm Microfiche (42x or 48x)	\$ 0.065	COM film - Per Image
Aperture Card (Silver)	\$ 0.90	Per Image
Aperture Card (Diaz)	\$ 0.90	Per Image



BoscoDigitalSolutions

Description	Price	Unit
ADDITIONAL SERVICES		
<i>Automatic Image Enhancements</i>		
Deskew	Included	Per Image
Despeckle	Included	Per Image
Black Border Removal	Included	Per Image
Image Enhancement	Included	Per Image
<i>Manual Image Enhancements</i>		
Despeckle	\$ 0.05	Per Image
Image Enhancement	\$ 0.05	Per Image
Cropping	\$ 0.05	Per Image
<i>Indexing/Data Entry/OCR</i>		
Indexing/Data Entry	\$ 0.005	Per Keystroke
OCR Full Page Indexing (No Cleanup)	\$ 0.05	Per Image
OCR Full Page Indexing (With Cleanup)	\$ 0.005	Per Keystroke
<i>Media</i>		
Gold CD-R Disc	\$ 10.00	Per Disc
Silver CD-R Disc	\$ 9.00	Per Disc
DVD-R4.7 GB Disc	\$ 20.00	Per Disc
FTP Transfer - Upload 650 MB or less	\$ 10.00	Per 650 MB
<i>Miscellaneous Services</i>		
Kodak Archive Writer 16mm (100' film) - Media	\$ 15.75	Per Roll
Images converted to Kodak Archive Writer 16mm Film (100' film)	\$ 0.03	Per Image
Database Match & Merge	\$ 0.01	Per Record
Data Warehousing	\$ 0.000125	Per Image per Month ¹
Imprinting	\$ 0.00013	Per Character
Creation of Barcode Targets	Included	Per Target ²
Conversion of Images to Multi-page TIFF's	\$ 0.01	Per Single Image ³
Conversion of Images to Multi-page PDF's	\$ 0.01	Per Single Image ⁴
Page by Page Inspection of Each Scanned Image	Included	Refer to Appendix B
Document Recycling	\$ 2.25	Per Cubic Foot
Certified Document Destruction	\$ 3.75	Per Cubic Foot

¹ Charges for Setup and software may apply.

² Targets are for City use only. Bosco will provide PDF target files. The City will be responsible for the xerography.

When targets are used at the bureau, all costs are covered by Bosco.

³ Does not apply to business or large format records when originally scanned to Multi-page TIFF.

⁴ Does not apply to business or large format records when originally scanned to Multi-page PDF.