



# Statement of Work

## Prepared for: Angela Budde

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Version 5.0

Completed by:  
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## Time and materials

Client name	City of Key West
Client's administrator	Angela Budde
Project name	Back file scanning Phase II
Engagement duration	TBD
Begin date	TBD
End date	TBD



## Statement of work: Back file scanning services:

### Project Scope:

\*Please note Large Format (LF) is bolded below

Estimated Costs		
Doc Type	Page Volumes @ Service Rates	Est. Cost
11 boxes - estimated 261 Rolled plans - Large Format (LF) (Estimate 31 sheets per Roll/24 rolls per box)= 8,091 total sheets	(LF plans @ \$0.47 per plan)	\$3,802.77
395 Letter sized boxes (estimated 2,000 sheets per bx - letter size)	790,000 pages @ 0.045 per letter sized page)	\$35,550.00
52 Boxes of folded plans - Large format (LF) Estimated 309 plans	(LF plans @ \$0.47 per plan)	\$145.23
Pickup & Delivery Service	(Per trip)	\$250.00
Destruction of Large Format boxes (63-bxs) (estimated 24 rolls per box)	\$5.50 per box	\$346.50
Destruction of letter/legal boxes (395 bxs)	\$3.50 per box	\$1,382.50
Destruction of Large Format boxes (33-bxs) From Phase I	\$5.50 per box	\$181.50
Destruction of letter/legal boxes (46 bxs) From Phase I	\$3.50 per box	\$161.00
	<b>Estimated Total</b>	<b>\$41,819.50</b>

Job Description	
Pages will be scanned at 300dpi, bitonal (COLOR WHEN REQUIRED) - TIFF Group IV	
Folders will be created, named according to the File Categories above	
Images will reside in sub-folders named according to the <b>Information on the Folder Tab, Plan or Binder</b>	
Images will be visually inspected to ensure legibility	
All scanned data will be copied to an external hard drive (HD) and delivered to client	

**OptiView** – For Back file scanning project API will assist the City with creating an Archive category for each departments included in this project: Planning, engineering, risk, finance, utilities & building

#### Transportation

**Confidentiality, Accuracy and Security of Documents:** API understands the required security of the documents we are transporting to our facility and while in our possession and will take all of the necessary actions required to safeguard them. There will be no reproduction or duplication of any document in any form.

**Document Pick-Up and Transportation:** An API employee will arrive at the site to pick up the documents. We have all of the required insurance limits, particularly Automobile liability required. If magnetic media is involved, API will take the necessary steps to protect the media, prior to picking it up from the client. The client will have a prepared manifest that lists the documents that are to be transported to our facility for scanning. Our driver will log the documents on our pick-up and delivery ticket and compare it to the manifest for any discrepancies. Any discrepancies between the boxes picked up by API compared to those listed on the transmittal will be noted and resolved prior to the transport of the documents. The signature of the client representative and the courier are required. The boxes will be loaded into our delivery van and brought back to our facility for processing.

**Document Intake Process:** Upon arrival at our facility, the boxes will be labeled with a unique box label and entered into our inventory tracking program and our internal production control database. This will allow us to locate a specific document being processed within our system in case of a file request from the client while the in our possession. The boxes are then placed in the staging area while waiting for further processing.

**Post Processing:** Upon completion of all the processing steps, the data will be uploaded into the cities OptiView Document Management system.

**Document Return:** Once the customer has signed off on the completion of project, arrangements will be made to return the boxes back to the customer or optional shredding services are available upon request.

## Change management process

Once the project begins, customer-driven changes to the requirements and/or specs will be evaluated separately for effort required, cost and impact to the original project schedule, before accepting and implementing the changes. Once reviewed, a written change order will be required to be signed by both parties before any changes can occur.

## Pricing per image

Item description	Cost (estimate)
<b>300dpi Page Scanning (bitonal): Letter sized documents</b>	0.058
<b>300dpi Page Scanning (color):</b>	0.107
<b>(LF) Plan Scanning:</b>	.49
<b>Image Indexing:</b>	Included
<b>All Scanned documents will be uploaded into OptiView</b>	Included
<b>Pick up &amp; Delivery service available (Per trip)</b>	\$300.00



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PROCESSING &  
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## Payment terms

Phase	Completion date	Payments due
Scanning to be billed weekly based on actual scanning completed	TBD	Net 30 days



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## Acceptance and authorization

The terms and conditions of the **API Master Customer Agreement** apply in full to the services and products provided under this Statement of Work.

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work, St.

For: City of Key West

For: Advanced Processing & Imaging

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Full name

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Full name

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Title

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Title

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