**Price Schedule**

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|  | **PRICE SCHEDULE - To be completed in full** | |  |
| **Category** | **Description** | **Unit Cost (£)** | **Per…** |
|  |  |  |  |
|  |  |  |
| Consumables | Supply of flat pack boxes (per ten boxes) 270x345x425 *(If other box sizes are used please state size of these)* |  | 10 boxes |
| Supply of flat pack boxes (per ten boxes) 470x380x260 *(If other box sizes are used please state size of these)* |  | 10 boxes |
| Supply of box tamper-proof, plastic security tags/ties (per 10 tags) |  | 10 tags |
| Box Storage and archive management of standard box (270x345x425) or equivalent | Inclusive of all associated set up /admin costs (i.e., file and box barcode labels, data capture, etc.) |  | Annum |
|  | Month |
| Box Storage and archive management of large box (470x380x260) or equivalent | Inclusive of all associated set up /admin costs (i.e., file and box barcode labels, data capture, etc.) |  | Annum |
|  | Month |
| Storage and archive management of large plan holder (900x150x150) | Inclusive of all associated set up /admin costs (i.e., file and box barcode labels, data capture, etc.) |  | Annum |
|  | Month |
| Box Storage and archive management of standard box (270x345x425) or equivalent | Provision of strong room/safe facilities for those boxes that need to be stored in archival conditions.  Inclusive of all associated set up /admin costs (i.e., file and box barcode labels, data capture, etc.) |  | Annum |
|  | Month |
| Box Storage and archive management of large box (470x380x260) or equivalent | Provision of strong room/safe facilities for those boxes that need to be stored in archival conditions.  Inclusive of all associated set up /admin costs (i.e., file and box barcode labels, data capture, etc.) |  | Annum |
|  | Month |
| Delivery of boxes | Delivery to Authority premises of any number of boxes. Please include the cost of delivering materials such as flat pack boxes and security tags. These will be as and when required. |  | Per  Delivery |
| Collection of new boxes for storage | Box collection from Authority premises of any number of new archive boxes for storage or collection of boxes to return to storage. These will be as and when required. |  | Per Collection |
| Transport Handling | Cost for transporting boxes to and from Council sites |  | Per box |
| Box retrieval | Removing box from storage at supplier’s storage facility |  | Per box |
| Box return | Returning box to storage at supplier’s storage facility |  | Per box |
| Barcode labels | Barcode label for box identification |  | Per label |
| Destruction | Cost of confidential destruction of box contents by the supplier |  | Per box |
| Cost of confidential destruction of file contents by the supplier |  | Per file |
| Permanent Withdrawal | Permanent Withdrawal of a box by Council staff where the box is returned to Council site and destroyed by Council staff and is not returned to storage |  | Per box |
| Permanent Withdrawal of a file by Council staff where the box is returned to Council site and destroyed by Council staff and is not returned to storage |  | Per file |
| Digitisation services | Cost of scanning document size A8 to A3 (minimum of 300dpi and up to 600dpi) within 24 hours |  | Per image |
| Cost of scanning document size A2 to A0 (minimum of 300dpi and up to 600dpi) within 24 hours |  | Per image |
| Cost of scanning document size A8 to A3 (minimum of 300dpi and up to 600dpi) within 7 days |  | Per image |
| Cost of scanning document size A2 to A0 (minimum of 300dpi and up to 600dpi) within 7 days |  | Per image |
| Cost of scanning document size A8 to A3 (minimum of 300dpi and up to 600dpi) within 14 days |  | Per image |
| Cost of scanning document size A2 to A0 (minimum of 300dpi and up to 600dpi) within 14 days |  | Per image |
| Cost of scanning rare or historical documents (minimum 300 dpi) within 24 hours |  | Per image |
| Cost of scanning rare or historical documents (minimum 300 dpi) within 7 days |  | Per image |
| Cost of scanning rare or historical documents (minimum 300 dpi) within 14 days |  | Per image |
| Cost of hand fed scanning documents (minimum 300 dpi) within 24 hours |  | Per image |
| Cost of hand fed scanning documents (minimum 300 dpi) within 7 days |  | Per image |
| Cost of hand fed scanning documents (minimum 300 dpi) within 14 days |  | Per image |
| Cost of the conversion of 16mm, five channel microfiche to a digital scanned format (minimum 300dpi) within 14 days |  | Per microfiche |
| Cost of the conversion of 16mm microfilm to a digital scanned format (minimum 300 dpi) within 14 days |  | Per 100ft |
| Cost of the conversion of 35mm microfilm to a digital scanned format (minimum 300 dpi) within 14 days |  | Per 100ft |
| Cost to use supplier’s electronic document management system |  | Per user, per month |
| Cost to inventory and catalogue contents/files within boxes |  | Per file |
| Preparation of documents for scanning |  | Per hour |