

STATE OF SOUTH CAROLINA)	BEFORE THE SOUTH CAROLINA
)	PROCUREMENT REVIEW PANEL
COUNTY OF RICHLAND)	
)	
)	ORDER
IN RE: Appeal by Advanced Imaging)	
Systems, Inc.)	Case No. 2013-7
)	
)	
IFB No. 5400005364)	
Issued by the Information Technology)	
Management Office for a state term)	
Contract for Records Management Services)	

This matter came before the South Carolina Procurement Review Panel (the Panel) pursuant to a request under section 11-35-4410(b) of the South Carolina Consolidated Procurement Code (the Procurement Code). Advanced Imaging Systems, Inc. (Advanced) appealed the August 1, 2013, decision of the Chief Procurement Officer (the CPO) for the Information Technology Management Office (ITMO) granting the protest of SourceCorp BPS, Inc. (SourceCorp) on the grounds that Advanced submitted materially unbalanced bids for Lots #3 and #4 of ITMO’s invitation for bids (IFB) seeking to establish a state term contract for records management services. The Panel conducted a hearing on October 2, 2013. During the Panel hearing, M. Elizabeth Crum, Esquire; Amber B. Carter, Esquire; and Christopher M. Whelchel, Esquire, represented Advanced. Michael H. Montgomery, Esquire, represented SourceCorp, and William Dixon Robertson, III, Esquire, represented the CPO.

Findings of Fact

ITMO conducted this IFB to solicit records management services for interested agencies and/or governmental units to use under a state term contract. Record at PRP54. The desired services included “**Conversion, Imaging, Retrieval, Storage, and/or Destruction (Shredding)** of documents, regardless of the original format of the document.” *Id.* (emphasis in original).

The desired services were broken into five lots, and each lot was further divided into numerous line items. *See generally*, Record at PRP67 – PRP73 and PRP89 – PRP111. Each line item specified the unit of measure and identified a quantity of one unit per line item.¹ *Id.* Thus, each line item carried the same weight for tabulation purposes, and each lot was evaluated based on the aggregate price of the line items. *See generally*, Bid Tabulation Sheets at PRP287 – PRP296. The IFB provided that awards would be made by lot and that the “State may award more than one (1) contract per lot.” Record at PRP54; PRP75. Bidders were not required to bid on all five lots, but were required to bid all line items for each lot they did choose to bid. Record at PRP61, “Offering By Lot.”

Lots #3 and #4 are relevant to the appeal before the Panel. Generally speaking, Lots #3 and #4 involve the conversion of paper records to a digital format.² Record at PRP71. Lot #3 specifically includes “[t]he confidential conversion of various paper documents to [TIF] / PDF image in black & white / grayscale, colored two-hundred (200) – three hundred (300) DPI format.” Record at PRP73. Lot #4 specifically includes “[t]he confidential conversion of any type books, laboratory notebooks, maps, drawings, etc. that cannot be disassembled for scanning – (Flat Bed Scanner) – PDF / [TIF] image, colored and black & white / grayscale to electronic format.” *Id.* The IFB also specifies that the contractor will meet, upon agency request, with the

¹ The IFB did not provide usage estimates for any of the lots or line items. Moreover, the State declined to provide estimates when asked by vendors to do so during the question and answer period. *See, e.g.*, Amendment #1, Question 5 at PRP122; Question 10 at PRP123; Question 28 at PRP125; Question 54 at PRP129; Question 59 at PRP130; and Question 70 at PRP131. Thus, the Panel notes that the IFB seeks to establish an indefinite delivery, indefinite quantity contract.

² The IFB provides the following general requirement for Records Conversion/Indexing:

Specific services may include, but are not limited to: the conversion of paper records to digital format for those governmental entities which desire conversion services only, the conversion of paper records to digital format for those governmental entities which currently have a[n] Electronic Document Management System (EDMS) in place and desire integration, the conversion of paper records to microfilm or microfiche, conversion of one (1) electronic format to another electronic format, pick-up and delivery of paper and/or electronic records, etc.

Record at PRP71.

agency desiring services upon to customize the services for the particular needs of that agency. Record at PRP72. The IFB specified a laundry list of tasks to be considered in an agency's needs assessment, such as the determination of an appropriate conversion / indexing format; the number of records to be converted; procedures for boxing documents for pick-up; and quality control procedures to ensure proper document preparation, scanning, and indexing.³ Record at PRP72. The IFB also identified the following contractor responsibilities:

Contractor personnel shall be responsible for document preparation, when requested; creating, classifying, adding and maintaining databases; selecting the storage destination; setting folder and document security privileges; quality review, to ensure each scanned document page has verified readability, de-skew, de-speckle, and preparation defects, and will rescan as necessary to correct issues; modifying database properties; adding annotations to images; burning CDs and DVDs;⁴ ensuring best possible image capture; ensure best possible search and retrieve options; and running the database operation that updates full-text index.

Record at PRP72. Furthermore, some documents would need disassembly prior to scanning and reassembly after scanning. Record at PRP73. Once conversion had been completed, the IFB provided that

Digital documents shall be shipped back and the files returned back to agencies, recycled or certified destroyed after agencies [sic] approval. The electronic file destruction procedures shall permanently delete the files from contractor's system(s), which shall completely remove all traces of agencies [sic] files and scrub contractor's hard drives to ensure that no file can be restored by data recovery utilities.

Record at PRP73.

The IFB also required the contractor to provide pick-up and delivery services for Lots #3 and #4. Record at PRP71 ("Specific services may include . . . pick-up and delivery of paper and/or electronic records . . ."). Such services are further described elsewhere in the IFB:

DATA ACCESS / INFORMATION REQUEST – Agencies must have access to information twenty-four (24) hours a day, seven (7) days a week, three-hundred

³ The Panel notes that these tasks are but a sample of the list contained in the IFB.

⁴ Amendment #1 added USB drives as a possible removable medium.

sixty-five (365) days a year for both hard copy and electronic data, at no additional cost. Agencies should provide a request for documents to be reviewed and or retrieved to the Contractor by either fax and / or email. Those records will then be pulled and faxed, emailed or delivered to the customer for review.

DATA ACCESS / RETRIEVAL – Agency personnel shall upon proper identification and request be escorted by contractor personnel to secured areas for data retrieval.

NORMAL RESPONSE TURNAROUND – Contractor shall provide pick-up and delivery of both hard copy and electronic data with twenty-four (24) hours of agency request / notification.

RUSH / EMERGENCY / AFTER HOURS / WEEKENDS / HOLIDAYS TURNAROUND – Contractor shall provide pick-up and delivery of both hard copy and electronic data, at the minimum, within four (4) hours of agency request / notification for emergency / rush / after hours / weekends / holidays responses.

Record at PRP63 – PRP64. As previously noted, the State did not provide usage estimates for any line items included in Lots #3 and #4. Furthermore, the State implicitly acknowledged great variability in the use of this service from agency to agency:

35. Price Schedule Item 97 thru 102, Page 56 - - The “Item description” is Paper file pick-up/delivery service area. Is this for the On-Demand Retrieval service of documents/files that in the possession at the Vendor’s offsite facility? Or, are these services for pick-up and delivery of documents/files from the Client’s site?

Answer: Could be either way.

36. Price Schedule Item 110 thru 115, Page 59 - - The “Item description” is Paper file pick-up/delivery service area. Is this for the On-Demand Retrieval service of documents/files that are in the possession at the Vendor’s offsite facility? Or, are these services for pick-up and delivery of documents/files from the Client’s site?

Answer: Could be either way.

Record at PRP125 – PRP126 (answering vendor questions in Amendment #1 to the IFB). Donna J. Potts, the ITMO procurement manager in charge of this IFB, testified before the Panel that no

vendors submitted follow-up questions to the answers provided in Amendment #1.⁵ Amendment #1 also revised the bidding schedules for Lots #3 and #4. The Panel has attached copies of the revised bidding schedules from the Record and incorporates them herein by reference. Record at PRP144 – PRP149; PRP157 – PRP164 (Panel Attachment A).

In addition to the specifications discussed above, the IFB contained the following provision regarding unbalanced bidding:

(e) Unbalanced bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

Record at PRP59. The IFB does not further define unbalanced bidding, nor does Amendment #1. Moreover, Ms. Potts testified that she had not received any training from the State regarding evaluating bids for material unbalancing. Norma Hall, currently acting as the State Information Technology Procurement Officer, also testified before the Panel and admitted that she had not personally conducted any unbalanced bid training for procurement officers.

When the bids were opened on May 15, 2013, twelve bidders had bid on Lot #3, and nine bidders had bid on Lot #4. Record at PRP287 – PRP296. Ms. Potts testified before the Panel that four of the bidders who submitted bids for Lot #3 and three of the bidders who submitted bids for Lot #4 were ineligible for award because of reasons of non-responsiveness or non-responsibility or because they withdrew their bid. Although SourceCorp submitted bids on Lots #3 and #4, it was one of the ineligible bidders, having been found non-responsible because it had

⁵ However, the Panel notes that nothing in Amendment #1 alerted the vendors that they could ask follow-up questions. Indeed, the front page of the amendment noted that the deadline for submitting questions had already passed. Record at PRP119.

been administratively dissolved by the South Carolina Secretary of State.⁶ On June 7, 2013, ITMO posted an intended award notice of Lots #3 and #4 to Advanced. Record at PRP299, PRP301 – PRP304. SourceCorp protested the intended awards on June 18, 2013. Record at PRP314 – PRP315.

William Lombard, III, SourceCorp’s Senior Director of Business Development, testified before the Panel. Mr. Lombard testified that he prepared SourceCorp’s protest letter after reviewing Advanced’s bid. Mr. Lombard explained that Advanced’s “no charge” or low bids for pick-up and delivery services were too low based on his experience with projects in South Carolina. In particular, Mr. Lombard identified Line Items 96 through 102 of Lot #3 and Line Items 110 through 115 of Lot #4 as problematic because these services have to cost Advanced something to provide. Mr. Lombard was also concerned that Advanced’s scanning prices in Lot #3 and scanning and indexing prices in Lot #4 were too high. Mr. Lombard testified that, in his experience, the scanning and indexing line items would be used more frequently under this IFB and that the pick-up and delivery services would be used less frequently.⁷

The Panel also received the testimony of Matthew Solomon, Advanced’s CEO, who explained that he prepared the document in the record comparing Advanced’s pricing for the current IFB to its pricing for the last State contract. Record at PRP353. Mr. Solomon further explained that Advanced considered its current commercial list pricing, its pricing under the previous State contract, and its cost when preparing its bid for this IFB. Mr. Solomon testified

⁶ William Lombard of SourceCorp testified before the Panel and explained that the dissolution was related to state taxes and that the matter had been resolved. The Panel takes judicial notice that the Secretary of State’s website notes that SourceCorp was administratively dissolved on June 30, 2011, and reinstated on June 26, 2013. See <http://www.sos.sc.gov/index.asp?n=18&p=4&s=18&corporateid=486402> (last accessed on October 9, 2013). The Panel also notes that such reinstatement is retroactive to the date of dissolution pursuant to section 33-14-220(c). S.C. Code Ann. § 33-14-220(c) (2006). Although Advanced moved for dismissal of SourceCorp’s protest on the grounds of non-responsibility before the CPO, it did not renew its motion before the Panel.

⁷ The Panel finds this assertion regarding the relative frequency of scanning and indexing compared to pick-up and delivery services to be credible; a reasonable person would expect this result as part of common business practice in a State contract for these services.

that Advanced was able to offer discounts to the State as a large client and that Advanced could offset the lower government prices through different commercial pricing. Mr. Solomon denied that Advanced had deliberately tried to overprice high use line items and underprice low use line items in its bid. He explained that Advanced owns its own trucks and employs its own drivers, which allows it to keep pick-up and delivery costs down. Furthermore, Mr. Solomon testified that, with agency permission, Advanced is able to sell the paper documents it shreds for a profit.

Conclusions of Law

SourceCorp's original protest letter raised three grounds of protest. Record at PRP308. However, the CPO granted SourceCorp's protest on the third ground only, which alleged that Advanced engaged in unbalanced bidding "to manipulate the results in their favor." Record at PRP310. At the Panel hearing, the parties agreed that the only issue for the Panel to decide was the unbalanced bidding issue. Neither the Procurement Code nor its ensuing regulations contain any provisions defining a "materially unbalanced bid" or adopting procedures guiding how a procurement officer is to evaluate bids for unbalancing. Moreover, the Panel has never specifically addressed the issue.⁸ Therefore, the Panel must first examine the unbalanced bid language in the IFB.

As noted above, the relevant language prohibiting materially unbalanced bidding is provided by the following clause in the IFB:

(e) Unbalanced bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest

⁸ Advanced argued that the Panel did previously encounter the concept of bidding anticipated higher quantity items at a higher price and anticipated lower quantity items at a lower price in the case of *Protest of Win Laboratories, Ltd.*, Panel Case No. 1992-14(II) (November 20, 1992). However, the Panel does not find the *Win* case applicable here because it involved the pricing of specific goods, not services, and because the IFB in *Win* did not include comparable language prohibiting unbalanced bidding.

overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

Record at PRP59. Looking solely at this language,⁹ the Panel finds that materially unbalanced bidding is an issue of responsiveness, not responsibility. The award in this solicitation is governed by section 11-35-1520(10) of the Procurement Code, which provides that an award will be made “to the lowest responsive and responsible bidder[] whose bid meets the requirements set forth in the [IFB].” S.C. Code Ann. § 11-35-1520(10) (2011). Responsiveness is determined at the time the bids are opened on the basis of the information contained in the bid. S.C. Code Ann. § 11-35-1520(6) (2011). As the party challenging Advanced’s responsiveness, SourceCorp bears the burden of proving its claim of materially unbalanced bidding by a preponderance of the evidence. *Appeal by Heritage Community Services*, Panel Case No. 2013-1 (Revised) (May 6, 2013) (citing *Protest by Blue Bird Corp.*, Panel Case No. 1994-15 (December 16, 1994)).

In conducting a *de novo* review of Advanced’s responsiveness under section 11-35-4410(1)(a) of the Procurement Code, the Panel must next determine the proper legal test to apply in deciding whether or not a bid is materially unbalanced. Looking again at the language of the IFB clause quoted above, the Panel finds that the following elements must be proven in the instant case to establish a materially unbalanced bid: (1) there must be evidence showing that

⁹ The CPO found that the source of this language is section 52.214-10(e) of the Federal Acquisition Regulation (FAR) and looked to federal law for guidance. Although the Panel acknowledges that the quoted IFB language is almost identical to FAR section 52.214-10(e), the Panel is not convinced that merely quoting that language without also adopting the corresponding federal framework for analyzing bids for unbalancing warrants such dependence on federal law. Specifically, the Panel first notes that, unlike the federal system, the state system does not require procurement officers to estimate quantity and price prior to soliciting an indefinite delivery, indefinite quantity contract. FAR § 16.504. Second, unlike the federal system, the state system does not have a mechanism for obtaining certified cost or pricing data with which to perform a detailed cost or price analysis such as those described in FAR section 15.401-1. Thus, the Panel finds that the federal regulatory provisions and Comptroller General decisions cited by the parties to be inapplicable. The Panel urges the State Budget and Control Board, which is the body charged with the responsibility of adopting policies and promulgating regulations in accordance with the Procurement Code, to exercise caution when borrowing concepts from the federal scheme and to ensure that the state system has in place the procedures necessary to perform similar analyses if such concepts are adopted.

some prices are significantly less than cost for some line items; (2) there must be evidence showing that some prices are significantly more than cost for some line items; and (3) there is a reasonable doubt that the bid will result in the lowest overall cost to the State despite being the low evaluated bid.¹⁰

During the Panel hearing, Mr. Lombard testified that he prepared SourceCorp’s original protest letter after noting that Advanced bid “no charge” or very low prices for several line items in Lots #3 and #4. SourceCorp identifies the following line items in Advanced’s bid for Lot #3 as being “significantly less than cost”: Item 96, which is for “Paper files Contractor / in-house destruction shredding” per cubic foot, and Items 97 through 102, which are for “Paper files pick-up / delivery service” under defined delivery service areas and times per cubic box. For Item 96, Advanced bid “no charge,” which was the lowest bid for that line item. The next low bid for Item 96 was \$0.15, while the high bid was \$10.00.¹¹ Record at PRP287. The bids for Items 97 through 102 are summarized in the table below:

Lot #3 Item No.	Advanced Bid	High Bid	Next Low Bid
97: Pick-up / delivery service area normal	\$0.75	\$12.50	\$2.00
98: Pick-up / delivery outside area normal	\$0.75	\$87.63	\$3.00
99: Pick-up / delivery service area rush	\$0.75	\$30.00	\$3.25
100: Pick-up/ delivery outside rush	\$0.75	\$87.63	\$3.50
101: Pick-up/ delivery service area emergency	\$0.75	\$100.00	\$3.75
102: Pick-up/ delivery outside area emergency	\$0.75	\$250.00	\$4.25

¹⁰ Because SourceCorp did not allege and the CPO did not find that Advanced’s bid was tantamount to an advanced payment, the Panel has not included that alternate to the third element in its discussion.

¹¹ For the purposes of its analysis, the Panel has only considered the bids of responsive and responsible bidders in reaching the “high” and “next low” bids for comparison.

Record at PRP288; PRP290. Similarly, SourceCorp identified Advanced's "no charge" bids for Items 110 through 115 of Lot #4 as being too low. Items 110 through 115 are for the pick-up and delivery of "Books / Notebooks / Maps / Drawings" under defined delivery areas and times.

The bids for Items 110 through 115 are summarized in the table below:

Lot #4 Item No.	Advanced Bid	High Bid	Next Low Bid
110: pick-up / delivery service area normal	N/C	\$50.00	\$2.75
111: pick-up / delivery outside area normal	N/C	\$100.00	\$3.25
112: pick-up / delivery service area rush	N/C	\$75.00	\$3.25
113: pick-up / delivery outside rush	N/C	\$150.00	\$3.50
114: pick-up / delivery service area emergency	N/C	\$100.00	\$3.75
115: pick-up / delivery outside area emergency	N/C	\$250.00	\$4.25

Record at PRP291; PRP294.

It is readily apparent from the bid tabulation that the bid prices received for these line items varied drastically from bidder to bidder and should have been a preliminary indication when the bids were opened that at least some bidders were engaging in unbalanced bidding. However, because the problem was not recognized at the time of opening, the Panel finds that the CPO acted properly in examining all of the bids once SourceCorp raised the issue of unbalancing in its protest. Considering that the State does not have a mechanism for obtaining verified cost or pricing data and that a responsiveness determination is to be made based on the information provided at bid opening, the Panel finds that the most reasonable method for determining whether bid prices are "significantly less than cost" is to compare Advanced's low

bid price to the next lowest bid price to determine the percentage difference¹² between the two.

Those percentage differences for both Lots #3 and #4 are summarized in the table below:

Item No.	Advanced Bid	Next Low Bid	Percentage Difference
Lot #3: 96	N/C (\$0.00)	\$0.15	200%
Lot #3: 97	\$0.75	\$2.00	90.9091%
Lot #3: 98	\$0.75	\$3.00	120%
Lot #3: 99	\$0.75	\$3.25	125%
Lot #3: 100	\$0.75	\$3.50	129.4118%
Lot #3: 101	\$0.75	\$3.75	133.3333%
Lot #3: 102	\$0.75	\$4.25	140%
Lot #4: 110	N/C (\$0.00)	\$2.75	200%
Lot #4: 111	N/C (\$0.00)	\$3.25	200%
Lot #4: 112	N/C (\$0.00)	\$3.25	200%
Lot #4: 113	N/C (\$0.00)	\$3.50	200%
Lot #4: 114	N/C (\$0.00)	\$3.75	200%
Lot #4: 115	N/C (\$0.00)	\$4.25	200%

Therefore, in light of the fact that there is at least a 90% difference between Advanced’s price and the next lowest price for each of these line items, the Panel finds that the first element of the unbalanced bidding test has been proven in this case.

Conversely, Mr. Lombard stated that other prices in Advanced’s bid were “excessive” compared projects that SourceCorp had performed in South Carolina. In particular, Mr. Lombard testified that Advanced’s scanning and indexing prices were “significantly more than cost” and that these particular services were likely to be used more frequently under the contract. In Lots #3 and #4, the scanning and indexing line items requested pricing per page and established page ranges (e.g., from 0 to 100,000 pages; from 500,001 to 1,000,000 pages) for different digital formats (e.g., TIF image; PDF image). Record at PRP144 – PRP146; PRP160 – PRP164. For purposes of price comparison, the Panel has summarized Advanced’s bid, the low

¹² The Panel utilized the Percentage Difference Calculator at www.calculatorsoup.com/calculators/algebra/percent-difference-calculator.php to “find the percent difference between two numbers.” (Website last accessed October 23, 2013).

bid, and the high bid for the line items in one Lot #3 digital format – the scanning of documents to a “[TIF] image – Black & White / Grayscale” – in the table below.¹³

Lot #3 Item No. (Scanning Per Page)	Advanced Bid	Low Bid	High Bid
80: 0 to 100,000 pages	\$0.05	\$0.03	\$0.55
81: 100,001 to 500,000 pages	\$0.05	\$0.03	\$0.07
82: 500,001 to 1,000,000 pages	\$0.04	\$0.03	\$0.45
83: 1,000,001 pages and up	\$0.04	\$0.02	\$0.06

Record at PRP287; PRP289. The pricing for the other digital formats is similar. Record at PRP287; PRP289.

The items to be converted to a digital format in Lot #4 include oversized documents, such as maps and blueprints, as well as books which cannot be disassembled for scanning. Record at PRP73. For purposes of price comparison, the Panel has summarized, in the table below, Advanced’s bid, the low bid, and the high bid for the “[s]canning and indexing [of] any type books . . . PDF / [TIF] image . . . black & white / grayscale to electronic format.”

Lot #4 Line Item (Scanning/Indexing Per Page)	Advanced’s Bid	Low Bid	High Bid
344: 0 to 100,000 pages	\$0.35	\$0.19	\$5.00
345: 100,001 to 500,000 pages	\$0.33	\$0.17	\$5.00
346: 500,001 to 1,000,000 pages	\$0.31	\$0.15	\$5.00
347: 1,000,001 pages and up	\$0.29	\$0.13	\$5.00

Record at PRP292; PRP295.

While the pricing variations for the scanning in Lot #3 and the scanning and indexing in Lot #4 are not as large as those noted in the pick-up and delivery services discussed above, they are still indicative of unbalanced bidding. Like the analysis above for the first element of

¹³ As previously noted, *supra* note 9, the Panel has only considered the bids of responsive and responsible bidders to determine the “high” and “low” bids for these line items.

unbalanced bidding, the Panel compares Advanced’s bid price to the low bid price for the line items in the two tables above to determine if Advanced’s bid prices are “significantly more than cost” based on the percentage difference between Advanced’s bid and the low bid. The comparisons are summarized in the table below:

Item No.	Advanced Bid	Low Bid	Percentage Difference
Lot #3: 80	\$0.05	\$0.03	50%
Lot #3: 81	\$0.05	\$0.03	50%
Lot #3: 82	\$0.04	\$0.03	28.5714%
Lot #3: 83	\$0.04	\$0.02	66.6667%
Lot #4: 344	\$0.35	\$0.19	59.2593%
Lot #4: 345	\$0.33	\$0.17	64%
Lot #4: 346	\$0.31	\$0.15	69.5652%
Lot #4: 347	\$0.29	\$0.13	76.1905%

With the exception of Line Item 82, the percentage difference between Advanced’ bid and the low bid for the line items in the table above is at least 50%. Therefore, the Panel finds that the second element of unbalanced bidding has been proven.

Turning to the third element of unbalanced bidding, the question of whether there is a reasonable doubt that Advanced’s bid will result in the lowest overall cost to the State, the Panel has summarized comparisons of the costs of Advanced’s bid to the low bid for scanning services under Lot #3, Line Items 81 through 83, with an assumption that the minimum number¹⁴ of pages has been ordered, in the table below:

Lot #3 Item No.	Advanced’s Bid	Low Bid
81	100,001 pages x 0.05 = \$5,000.05	100,001 pages x 0.03 = \$3,000.03
82	500,001 pages x 0.04 = \$20,000.04	500,001 pages x 0.03 = \$15,000.03
83	1,000,001 pages x 0.04 = \$40,000.04	1,000,001 pages x 0.02 = \$20,000.02
Total for 3 line items	\$65,000.13	\$38,000.08

¹⁴ The Panel is troubled, as was the CPO, that the bid schedules in this IFB were structured in such a way that gave each line item an equal weight of one despite their descriptions indicating multiple pages at a per page price. The Panel agrees that this type of structure especially lends itself to bid unbalancing.

Thus, for these three Lot #3 line items, an award to Advanced would result in a \$27,000.05 higher cost to the State. Likewise, the table below summarizes cost comparisons between Advanced's bid and the low bid for scanning and indexing services under Line Items 345 through 347 of Lot #4:

Lot #4 Item No.	Advanced's Bid	Low Bid
345	100,001 pages x 0.33 = \$33,000.03	100,001 pages x 0.17 = \$17,000.17
346	500,001 pages x 0.31 = \$155,000.31	500,001 pages x 0.15 = \$75,000.15
347	1,000,001 x 0.29 = \$290,000.29	1,000,001 x 0.13 = \$130,000.13
Total for 3 line items	\$478,000.93	\$222,000.45

Thus, for these three Lot #4 line items, an award to Advanced would result in a \$256,000.48 higher cost to the State. Clearly, these examples from Lots #3 and #4 demonstrate that there is a reasonable doubt that an award to Advanced would result in the lowest overall cost to the State. Therefore, the Panel finds that the third element of unbalanced bidding has also been proven.

Having found that SourceCorp has met its burden of proof, the Panel hereby affirms the decision of the CPO granting SourceCorp's protest and remanding Lots #3 and #4 to ITMO for award, if possible, in accordance with the Procurement Code.¹⁵

IT IS SO ORDERED.

SOUTH CAROLINA PROCUREMENT REVIEW PANEL

BY: 
C. BRIAN MCLANE, SR., CHAIRMAN

This 30th day of October, 2013.

Columbia, South Carolina

¹⁵ The Panel would like to emphasize that its finding of materially unbalanced bidding should in no way be seen as a finding that Advanced acted in bad faith.

Panel Attachment A

PRP144

LOT #3 – RECORDS CONVERSION / ELECTRONIC DOCUMENT IMAGING – PAPER FILES - ITEMS #78 THROUGH ITEM #103 ON-LINE NUMBERING REMAINS THE SAME – WITH THE EXCEPTION OF #103 BEING DELETED ON-LINE

Item	Quantity	Unit of Measure	Unit Price	Extended Price
78	1.000	hour		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Document preparation in accordance with criteria outlined in scope of work (see page twenty-seven (27)).				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
79	1.000	hour		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Document reassembly in accordance with criteria outlined in scope of work (see page twenty-seven (27)).				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
80	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Black & White / Grayscale – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
81	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Black & White / Grayscale – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 100,001 to 500,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
82	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Black & White / Grayscale – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 500,001 to 1,000,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
83	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Black & White / Grayscale – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 1,000,001 pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
84	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Colored – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
85	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Colored – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 100,000 to 500,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
86	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Colored – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 500,001 to 1,000,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
87	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – Tiff image - Colored – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 1,000,001 pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
88	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image – Black & White / Grayscale – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
89	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image – Black & White / Grayscale – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 100,001 to 500,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
90	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image – Black & White / Grayscale – 200 – 300 DPI (8 ½" x 11" up to 11"x 17") – Per each page from 500,001 to 1,000,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
91	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image – Black & White / Grayscale – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 1,000,001 pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
92	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image - Colored – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
93	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image - Colored – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 100,001 to 500,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
94	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image - Colored – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 500,001 to 1,000,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
95	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning Documents – PDF image - Colored – 200 – 300 DPI (8 ½” x 11” up to 11”x 17”) – Per each page from 1,000,001 pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
96	1.000	cubic foot		
Product Catg.: 96227 - Document Shredding Services				
Item Description: Paper files Contractor / in-house destruction shredding				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
97	1.000	Cubic box		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Paper files pick-up / delivery service area normal				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
98	1.000	Cubic box		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Paper files pick-up / delivery outside area normal				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
99	1.000	Cubic box		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Paper files pick-up / delivery service area rush				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
100	1.000	Cubic box		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Paper files pick-up / delivery outside rush				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
101	1.000	Cubic box		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Paper files pick-up / delivery service area emergency				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
102	1.000	Cubic box		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Paper files pick-up / delivery outside area emergency				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
103	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: CD / DVD creation – DELETED SEE NEW ITEM SET-UP IN ADDITION TO LOT #3 BELOW				

LOT #4 – RECORDS CONVERSION / ELECTRONIC DOCUMENT IMAGING – BOOKS / NOTEBOOKS / MAPS / DRAWINGS - ITEMS #104 THROUGH ITEM #116 – ON-LINE NUMBERING REMAINS THE SAME – WITH THE EXCEPTION #106, #107, #108 AND #116 DELETED ON-LINE

Item	Quantity	Unit of Measure	Unit Price	Extended Price
104	1.000	hour		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Document preparation in accordance with criteria outlined in scope of work (see page twenty-seven (27)).				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
105	1.000	hour		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Document reassembly in accordance with criteria outlined in scope of work (see page twenty-seven (27)).				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
106	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11" up to 11" x 17"), black & white / grayscale to electronic format - per each page - DELETED SEE NEW ITEM SET-UP IN ADDITION TO LOT #4 BELOW				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
107	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11" up to 11" x 17"), colored to electronic format – per each page - DELETED SEE NEW ITEM SET-UP IN ADDITION TO LOT #4 BELOW				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
108	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Large format (A – E Size) – Black & White, Grayscale and Colored 200 or 300 DPI – per each page – DELETED SEE NEW ITEM SET-UP IN ADDITION TO LOT #4 BELOW				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
109	1.000	cubic-foot		
Product Catg.: 96227 - Document Shredding Services				
Item Description: Books / Notebooks / Maps / Drawings - Contractor / in-house destruction shredding				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
110	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Books / Notebooks / Maps / Drawings pick-up / delivery service area normal				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
111	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Books / Notebooks / Maps / Drawings pick-up / delivery outside area normal				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
112	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Books / Notebooks / Maps / Drawings pick-up / delivery service area rush				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
113	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Books / Notebooks / Maps / Drawings pick-up / delivery outside rush				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
114	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Books / Notebooks / Maps / Drawings pick-up / delivery service area emergency				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
115	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Books / Notebooks / Maps / Drawings pick-up / delivery outside area emergency				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
116	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: CD / DVD creation – DELETED SEE NEW ITEM SET-UP IN ADDITION TO LOT #4 BELOW				

**ADDITION TO LOT #3 - ITEMS #317 THROUGH ITEMS #326 – NUMBERING SEQUENCE
OUT OF LINE DUE TO ON-LINE SYSTEM**

Item	Quantity	Unit of Measure	Unit Price	Extended Price
317	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: CD creation				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
318	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: DVD creation				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
319	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: USB drive creation				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
320	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Optical Character Recognition (OCR)				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
321	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: File Transfer Protocol (FTP)				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
322	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Storage data input two (2) key words indexing				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
323	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Storage data input three (3) key words indexing				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
324	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Storage data input four (4) key words indexing				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
325	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Storage data input five (5) key words indexing				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
326	1.000	Hours		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Rendering of preparation and capture services performed on-site at Agencies facility.				

**ADDITION TO LOT #4 - ITEMS #327 THROUGH ITEMS #360 NUMBERING SEQUENCE
OUT OF LINE DUE TO ON-LINE SYSTEM**

Item	Quantity	Unit of Measure	Unit Price	Extended Price
327	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: CD creation				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
328	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: DVD creation				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
329	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: USB drive creation				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
330	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Optical Character Recognition (OCR)				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
331	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: File Transfer Protocol (FTP)				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
332	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Storage data input two (2) key words indexing				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
333	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Storage data input three (3) key words indexing				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
334	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Storage data input four (4) key words indexing

Item	Quantity	Unit of Measure	Unit Price	Extended Price
335	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Storage data input five (5) key words indexing

Item	Quantity	Unit of Measure	Unit Price	Extended Price
336	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing blueprints / large format documents -- twenty-four by eighteen (24 x 18) – black & white to electronic format – per each page

Item	Quantity	Unit of Measure	Unit Price	Extended Price
337	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing blueprints / large format documents twenty-four by eighteen (24 x 18) – blue line to electronic format – per each page

Item	Quantity	Unit of Measure	Unit Price	Extended Price
338	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing blueprints / large format documents twenty-four by thirty-six (24 x 36) – black & white to electronic format – per each page

Item	Quantity	Unit of Measure	Unit Price	Extended Price
339	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing blueprints / large format documents twenty-four by thirty-six (24 x 36) – blue line to electronic format – per each page

Item	Quantity	Unit of Measure	Unit Price	Extended Price
340	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing blueprints / large format documents twenty-eight by forty (28 x 40) – black & white to electronic format – per each page

Item	Quantity	Unit of Measure	Unit Price	Extended Price
341	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing blueprints / large format documents twenty-eight by forty (28 x 40) – blue line to electronic format – per each page				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
342	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing blueprints / large format documents thirty by forty-two (30 x 42) – black & white to electronic format – per each page				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
343	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing blueprints / large format documents thirty by forty-two (30 x 42) – blue line to electronic format – per each page				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
344	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11" up to 11" x 17"), black & white / grayscale to electronic format – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
345	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11" up to 11" x 17"), black & white / grayscale to electronic format – Per each page from 100,001 to 500,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
346	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11" up to 11" x 17"), black & white / grayscale to electronic format – Per each page from 500,001 to 1,000,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
347	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11” up to 11” x 17”), black & white / grayscale to electronic format – Per each page from 1,000,001 pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
348	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11” up to 11” x 17”), colored to electronic format – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
349	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11” up to 11” x 17”), colored to electronic format – Per each page from 100,001 to 500,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
350	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11” up to 11” x 17”), colored to electronic format – Per each page from 500,001 to 1,000,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
351	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (8 ½ x 11” up to 11” x 17”), colored to electronic format – Per each page from 1,000,001 pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
352	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), black & white / grayscale to electronic format – Per each page from 0 to 100,000 pages				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
353	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), black & white / grayscale to electronic format – Per each page from 100,001 to 500,000 pages

Item	Quantity	Unit of Measure	Unit Price	Extended Price
354	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), black & white / grayscale to electronic format – Per each page from 500,001 to 1,000,000 pages

Item	Quantity	Unit of Measure	Unit Price	Extended Price
355	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), black & white / grayscale to electronic format – Per each page from 1,000,001 pages and up

Item	Quantity	Unit of Measure	Unit Price	Extended Price
356	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), colored to electronic format – Per each page from 0 to 100,000 pages

Item	Quantity	Unit of Measure	Unit Price	Extended Price
357	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), colored to electronic format – Per each page from 100,001 to 500,000 pages

Item	Quantity	Unit of Measure	Unit Price	Extended Price
358	1.000	each		

Product Catg.: 95882 - Records Management (Incl. Document etc.)

Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) – PDF / Tiff image (less than 8 ½ x 11”), colored to electronic format – Per each page from 500,001 to 1,000,000 pages

Item	Quantity	Unit of Measure	Unit Price	Extended Price
359	1.000	each		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Scanning and indexing any type books, laboratory notebooks, etc. that cannot be disassembled for scanning - (Flat Bed Scanner) -- PDF / Tiff image (less than 8 ½ x 11"), colored to electronic format -- Per each page from 1,000,001 to pages and up				

Item	Quantity	Unit of Measure	Unit Price	Extended Price
360	1.000	Hours		
Product Catg.: 95882 - Records Management (Incl. Document etc.)				
Item Description: Rendering of preparation and capture services performed on-site at Agencies facility.				