

Drawing Scanning Phases

Phase 1: Drawings in EMB Library and CRMC Records Room

The drawings will be shipped to BMI in two phases, starting with the drawings currently stored in the flat files in the EMB library. The drawings that were moved to the CRMC library will be scanning in the second phase. There are a total of 16 cabinets.

Drawings scanned in the first phase will be packed for shipping by cabinet and shipped to BMI batches one cabinet at a time.

Average cost for indexing cabinet: \$3,241.88

Average cost for shipping & sheet preparation: \$40 + \$112.50 = 152.50

Average Price Per Cabinet: \$5,587.50 With 10% Sales Tax: \$6,146.25

Sheet Totals

Location	Approx. Sheet Size (inch)	Closest ANSI Size	SFPUC Prefix	Total Sheet Counts	Total Scanning Cost (Oversized)	Total Scanning Cost (Actual)
EMB Library	8.5 x 11	A	A-	1,435	\$1,650.25	\$71.75
EMB Library	9 x 14	-	"Very Old Sketches"	723	\$831.45	\$36.15
EMB Library	11 x 17	B	K-	23	\$26.45	\$2.30
EMB Library	15 x 21	C	B-	1,648	\$1,895.20	\$1,565.60
EMB Library	22 x 34	D	C-, E-	12,202	\$14,032.30	\$12,202.00
EMB Library	34 x 44	E	D-, F-	3,848	\$4,425.20	\$4,425.20
EMB Library	30 x 40	E	Historical Shop Drawings ("F" Folders)	1,364	\$1,568.60	\$1,568.60
EMB Library	Oversize Rolls	-	R-, P-	467	\$537.05	\$1,751.25
EMB Library	Various / Misc.	-	Various / None	1,185	\$1,362.75	\$1,362.75
CRMC Library	34 x 44	E	C-, D-, E-, F-	7,551	\$8,683.65	\$8,683.65
CRMC Library	Oversized Rolls	-	R-, P-	67	\$77.05	\$251.25
Totals						
EMB Total				22,895	\$26,329.25	\$22,985.60
CRMC Total				7,618	\$8,760.70	\$8,934.90
Combined Total				30,513	\$35,089.95	\$31,920.50

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**Total Scanning, Shipping, and Metadata Cost Per Cabinet
BMI Estimates**

Work	Cost Per Item / Hour	Estimated Work	Estimated Cost
Shipping	\$40.00 / Trip	16 Trips	\$640.00
Handling	\$18.00 / Hour	100 Hours	\$1,800.00
Scanning	\$1.15 / Sheet	30,513 Sheets	\$35,089.95
Metadata	\$35.00 / Hour	1,482 Hours	\$51,870.00

Cost Per Cabinet

Average Sheets Per Cabinet	Scanning Cost Per Cabinet	Average Indexing Cost Per Cabinet	Shipping and Handling	Total - No Tax	Sales Tax	Total Cost
1,907	\$2,193.12	\$3,241.88	\$152.50	\$5,587.50	\$558.75	\$6,146.25

Shipping Rounds - Phase 1 - EMB Library

Round Number	Cabinet Number	Contents	Dates	Sheet Numbers	Scanning Cost Per Cab. (Oversized)	Scanning Cost Per Cab. (Actual)
1	9	E8554 – E12969	1981 – 2005	2,955	\$3,398.25	\$2,955.00
2	4	D501 – D2663	1923 – 1993	1,925	\$2,213.75	\$2,213.75
3	1	C15 – C1099	Unknown	1,084	\$1,246.60	\$1,084.00
4	5	C1100 – C1999	Unknown	899	\$1,033.85	\$899.00
5	6	C2000 – C2899	Unknown	899	\$1,033.85	\$899.00
6	7	C2900 -	Unknown	336	\$386.40	\$336.00
7	16	A-, Sketches	1913 - 1990	2,158	\$2,481.70	\$107.90
8	11	Profile Rolls, X-, K-	1902 – 1987	439	\$504.85	\$1,562.30
9	3	B1-B1670, C35-C7263, D1-D125	1908 – 2001	4,662	\$5,361.30	\$4,651.30
10	8	CDD, E751-E8500, WST Shop	1949 – 2001	3,091	\$3,554.65	\$3,121.00
11	10	C7264-C7350, F1280&82, E1379-E13495, D2637-D2400	1984 – 2006	857	\$985.55	\$916.10
12	12	Various/Unknown	1910 – 2009	1,112	\$1,278.80	\$1,276.40
13	2	“F” Folders, Profile Rolls, C-, E-, F-	1914 - 2004	2,478	\$2,849.70	\$2,963.85
Totals				22,895	\$26,329.25	\$22,985.60

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Phase 2 - Aperture Cards

Once the drawing scanning is complete, BMI will check the aperture cards and determine if there are any drawings on the cards that are missing from regular library. Any missing drawings found on the cards will be scanned. These totals are for aperture cards containing PUC drawings. There are other aperture cards in the cabinets with vendor drawings and other files that are out of the scope of this project.

Aperture Cards

Location	SFPUC Prefix	Orange Cards: Set 1	Manila Cards: Set 2	WD Cards - Set 3	Total Cards - All Sets	Possible Scanning Cost
EMB Library	A-	2,000	1,456	1,268	4,724	\$3,070.60
EMB Library	K-	211	0	0	211	\$137.15
EMB Library	B-	1,500	1,000	4,215	6,715	\$4,364.75
EMB Library	C-	6,500	5,400	1,158	13,058	\$8,487.70
EMB Library	D-	2,000	2,188	1,628	5,816	\$3,780.40
EMB Library	E-	750		5,135	5,885	\$3,825.25
EMB Library	F-	750		452	1,202	\$781.30
EMB Library	Historical Shop Drawings ("F" Folders)	0	2,000	0	2,000	\$1,300.00
EMB Library	R- & P-	2,000	1,100	1,370	4,470	\$2,905.50
EMB Library	X-	0	47	8,832	8,879	\$5,771.35
Total Cards		15,711	13,191	24,058	52,960	\$34,424.00