

INDEPENDENT SCHOOL DISTRICT NO. 709

Duluth Public Schools
709 Portia Johnson Drive
Duluth, Minnesota 55811
218-336-8700

MEMORANDUM

To: Simone Zunich, Executive Director of Business Services
From: Cathy Holman, Purchasing Coordinator
Subject: QUOTE #4387 LASERFICHE ARCHIVE SCAN
Date: October 6, 2023

The quote is for archive scanning of Human Resources and other department's documents .

Four (4) vendors responded with the following results:

| <u>VENDOR</u> | <u>TOTAL</u> |
|----------------------|---------------------|
| SCANNING AMERICA | \$135,339.92 |
| MID-AMERICA | \$143,017.50 |
| ARC SOLUTIONS | \$226,025.00 |
| LOFFLER | \$348,612.00 |

The Human Resources Department (Theresa Severance and Rebecca Lester) reviewed the quote.

Theresa Severance, Director of Human Resources, recommends accepting and awarding the quote meeting specifications as submitted by SCANNING AMERICA for the amount of **\$135,339.92 for the LASERFICHE ARCHIVE SCAN.**

Theresa Severance will attend the HR/Business Committee meeting to answer any questions as they pertain to this recommendation.

Theresa Severance will attend the School Board meeting to answer any questions as they pertain to this recommendation, if needed.

Program: Human Resources

Fund Custodian: Theresa Severance, Director of Human Resources

