COMPARISON

DataBank	Iron Mountain
City of Jax – OnBase Solution	

DataBank	Iron Mountain
$24,960.00 - basic set up for OnBase program *includes:* 1 desktop scanner Software Set up, support, training, one yr. maintenance ***Add'l charges from ITD not included – not known at this time***	**$6,000.00** – implementation fees *includes:* Creation of data base **$3,960.00** - 2 staff members ***OR*** **$1,980.00** - 1 staff member to organize records for scanning for one week
$34,500.00 – DataBank scanning *includes:* 150 boxes scanned (*estimated # of boxes*)	**$800.00 – minimum mthly chg** *Some shredding is included. Large quantities may have minimal charge* **2 yr. contract**
$59,460.00 min. cost (will be higher) **+ employee add'l cost if provided**	**$6,000 initial set up** **then billed monthly**

Items can be sent to DataBank for scanning now	We can start right away with scanning and set up.
Scanning only in bulk (at one time).	We can send groups of boxes as they are organized/completed for imaging. Don't have to send all at one time.
Employee could be provided	Provide us with 1 or 2 employees for one week. They are their employees with second to none background security checks. *I recommend we utilize both for start.*
City cannot start with our set up until Oct. 1. Must get approval from Sam Mousa to be sure.	
They can set up records retention program. (add'l chg)	We do our own records retention.
	They can shred our large volumn of documents – they recycle

**John has just learned that our contact thru the City who was verifying that we could get started with the City program in October, is no longer there.

**My recommendation is to sign the contract with Iron Mountain, and get started September, 2015.