

**RESOLUTION 2026-075**

**Accepting quote from GBS for scanning and document conversion services**

The Board of Trustee of Franklin Township, Franklin County, Ohio, met in person in a Regular Meeting at 12:00 p.m. on Thursday, April 30<sup>th</sup>, 2026, at 2193 Frank Road, Columbus, Ohio. The Trustee marked below made a motion for the adoption of the following resolution:

Trustee Fleshman                       Trustee Blevins                       Trustee Fuller

**WHEREAS**, GBS Corp submitted a Document Scanning Quote dated April 8, 2026, for scanning, indexing, transportation, preparation, data delivery, and related services for Township records; and

**WHEREAS**, Franklin Township desires to preserve and improve access to Township records through document scanning and digital conversion services and the Board of Trustees finds that utilizing GBS Corp will assist the Township in maintaining records in a more efficient, organized, and secure manner.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Franklin Township, Franklin County, Ohio, that:

**SECTION 1.** The Board hereby authorizes Franklin Township to utilize GBS Corp for document scanning and conversion services consistent with the April 8, 2026 quote.

**SECTION 2.** The authorized services may include document pickup, preparation, scanning, indexing, quality control, data delivery, and certified shredding/destruction, as needed.

**SECTION 3.** Payment shall be based on the actual services provided and images produced, in accordance with the pricing set forth in the quote and subject to available appropriations and the Township’s regular payment approval process.

**SECTION 4.** The Township representative is authorized to execute any necessary documents or purchase orders to proceed with the services.

**BE IT FURTHER RESOLVED** that all formal actions of the Board concerning and relating to this Resolution were passed in an open meeting of the Board and that all deliberations of this Board and any of its committees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

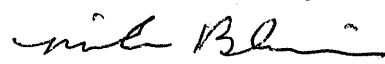
**BE IT FURTHER RESOLVED** that this Resolution shall be in full force and effect immediately upon its adoption.


*The following trustee marked below seconded the motion:*

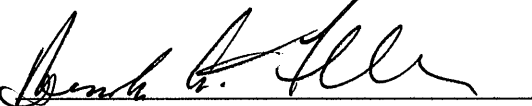
Trustee Fleshman                       Trustee Blevins                       Trustee Fuller

*Roll was called for the adoption of the resolution, and the vote was as follows:*

**Fleshman:**  YES/  NO                      **Blevins:**  YES/  NO                      **Fuller:**  YES/  NO

  
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Trustee Mike Blevins

  
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Trustee John Fleshman

  
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Trustee Brenda Fuller

# Franklin Township, Ohio

## *Document Scanning Quote*

*Provided By:*



Robyn Watkins  
Franklin Township, OH  
2193 Frank Rd.  
Columbus, OH 43223

*April 8, 2026*

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## **Who is GBS?**

GBS was founded in 1971 with headquarters in North Canton, Ohio. We specialize in information management systems through three interrelated divisions: Technology Solutions, Print, Marketing and Creative Solutions, and Labeling Solutions. Over the past 50 plus years, we have grown to be a \$275 million-dollar organization. We are employee owned and since inception, our ESOP stock valuation has outperformed every major index. We enjoy relationships with companies such as Tenet Hospital, Progressive Insurance, Carter Lumber, GM, Huntington Bank, and Essilor Luxottica.

Additionally, we have a long history serving local government offices such as City of Sharonville, Amberley Village, Village of Fairfax, City of Reading, City of Lockland, City of Wyoming, City of Monroe, Village of Evendale, City of Springdale, City of Trenton, City of Fairborn, City of Mount Healthy, City of Englewood, City of Montgomery, City of New Albany, Symmes Township, and many more.

## **How do we differentiate ourselves?**

- GBS has technical superiority offering integrated solutions since 1978
- Customer-driven design built to address customer needs
- Our priority is given to the success of your project and our ongoing support of your team
- GBS is HIPAA HITRUST certified and we maintain the highest standards of data protection and regulatory compliance for both physical and digital information
- Your project(s) will be managed and completed exclusively by GBS staff

## **We make our business partners the focus of everything that we do. Our Mission Statement is:**

“To help companies streamline operations, increase productivity and lower costs by providing innovative, technology-driven services and business solutions. To exceed expectations through continuous innovation, improving and evolving our offerings to meet ever-changing business needs, technology advances and demands.

**Statement of Work  
Franklin Township (OH)  
4/8/2026**

GBS Corp will provide document conversion services for Franklin Township at our Youngstown, Ohio facility based on the following descriptions and specifications. Any deviations from this document will initiate a change order and could result in price variations. Services can be added to this agreement as requested by both parties. Any such additions must be clearly documented and signed by both parties to ensure mutual understanding of services requested and work to be provided.

**Project Description**

GBS Corp will digitize various hardcopy government-based (Township) documents from Franklin Township (OH). GBS will manually key the agreed upon index values and provide the converted data to the customer in one of 2 fashions (Portable Hard Drive or Document Management Software).

- **Document Types:** Bank Statements, Appropriations, Receipts, AP/AR/ Payroll, Tax, etc..
- **Indexing Values:** To Be Determined
  - Up to 3 Index values will be manually keyed by GBS Corp and factored into the price per image.
  - *Franklin Township has provided a database file for GBS to utilize for Indexing.*
- **Estimated Volume:** 2025 (14 standard size banker boxes) = estimated 3,000 pages per box at max capacity = Estimated 42,000 pages/images
  - *A high level estimated volume is provided to the Customer for an understanding of potential project size, and for safe budgeting purposes.*
  - **Customer will only be charged the actual number of images produced.**

**Project Assumptions:**

- Documents can range from standard size to large format.
- All boxes must be labeled as per contents found inside.
- GBS will pick up/transport boxes of documents ready for scanning.
- Documents will be scanned in Black and White.
- Documents to be scanned in **TIFF/PDF** format.
- Converted data will be provided back to the customer either via Portable Hard Drive or Document Management Software.
- Documents are easily accessible on first floor basis, or with elevator accessibility.
- Database File has been provided to GBS for Indexing and additional quality control.

**Franklin Township's Responsibilities:**

- To designate one primary contact for communications related to the project.
- Franklin Township shall pack documents that are not already in boxes, into standard size or large banker boxes & inscribe a label/catalog on outside face of each box, defining the contents found inside each box.
  - This helps GBS identify the different document types at play and also puts an order to the files for inventory purposes. It also helps when locating/fulfilling document requests for the customer, for quickest response times.
- Franklin Township shall have Sixty (60) business days from date of receiving the images to inspect & notify GBS Corp of any problems; after that time images shall be deemed accepted.

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**GBS Conversion Services Responsibilities:**

**General –**

- Provide transportation from Franklin Township to the GBS Youngstown, Ohio facility.
- To take all measures necessary to ensure the confidentiality of the information.
- To make best effort to produce the highest quality images possible from the original.
- To provide one primary on-site contact for communications related to this project.
- GBS will not be under any obligation to keep copies of electronic data after 60 days of completion, unless otherwise agreed upon by both parties in writing.

**Preparation of Documents-**

- GBS will prepare documents for the scanners. This service entails the following procedures:
  - **Standard Prep:** Includes unfolding corners, mending tears, pulling staples and/or paper clips, removing glue, repositioning of sticky notes.
  - GBS will make necessary repairs, as best as possible to documents prior to scanning.
  - If pieces or sections of a document are missing, GBS will digitize what is available as best as possible.

**Imaging of Documents-**

- Ensure the scanners are properly clean and in good working order before each session.
- Scan each document at a minimum of 200 DPI
- Visually monitor image quality for skewed images, proper contrast, and readability.
- Rescan as necessary to create the best possible image from each document.

**Quality Control-**

- Check file to verify accuracy of all document breaks and quality of images.
- Delete blank pages if applicable/Rescan poorly scanned images and verify image to index.

**Output Format-**

- Converted data will be provided back to Customer on either a Portable Hard Drive or via GBS' Document Management Software (GBS Docs).
  - Hard Drive: Output includes Images, Raw Data, and an Excel Document with links that path to each image.
  - ~ or ~
  - Document Management Software: Hosted/Cloud-based Archival Version (50,000 Documents of storage; Unlimited Users)

**Hardcopy-**

- As documents are being digitized, GBS will place the hardcopy, separated from their respective folders, back into each box, rubber banded together. (Documents in the front of box first, then folders toward back of box)
  - **Documents will be placed back into their respective box, but not in order or assembled as originally received.**
- Once digitization has been completed, Customer will decide which projects/doc types will either be brought back to the customer, or to have the hardcopy certifiably destroyed via GBS' Document Shredding Services.

***\*Customer receives up to 60-days after scanning has been completed before next steps with the hardcopy documents begins.***

**Project Pricing – Digitized at GBS Youngstown Conversion Facility**

The following conversion pricing is based on:

- Local Government/Ohio-based
- Estimated Volume
- Our experience with imaging applications & similar projects/documents
- Double-sided pages count as 2 images
- Information under “Project Assumptions”

• **Document Scanning:**

• **Paper Documents up to 11"x17" in size (Standard Size)**

• Black & White Mode	<b>\$0.095 Per Image</b>
• Color	<b>\$0.14 Per Image</b>

• **Paper Documents greater than 11"x17" in size (Large Format)**

• Black & White Mode	<b>\$1.50 Per Image</b>
• Color	<b>\$1.75 Per Image</b>

• **Bound Book Scanning (14.5" x 18.5" in size)**

• Color mode only	<b>\$0.55 Per Image</b>
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• **Microfilm (16mm or 32mm); common format**

• Indexed at roll level	<b>\$22.90 Per Roll</b>
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• **Microfiche (Standard Size); common format**

• Indexed at card level	<b>\$1.75 - \$5.25 Per Card</b>
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• **Document Preparation:**

- **Standard Prep:** Includes unfolding corners, mending tears, pulling staples and/or paper clips, removing glue, repositioning of sticky notes. **Included**  

*AND/OR*
- **Advanced Prep:** If each Doc Type within a folder/file is to be separated and named, in addition to Standard Prep. *(1-3 hours per standard banker box)* **\$31.00 Per Hour**
  - Covers time and labor
    - Standard Separator Sheets – Placed between doc types within a folder **Included**  

*OR*
    - Custom Separator Sheets - Placed between specific doc types or folders **\$0.08 Per Sheet**
      - Custom separator sheets require barcode creation & a list of doc types to choose from during prep phase.

- **Index Values:** *(3 manually keyed index values required for this project)* **Included**
  - GBS will manually key index values to make the documents searchable.
  - If more than 3 index values are needed, an additional **\$0.015** per index will be added to the per image pricing above, unless a database file is provided by the customer.

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• **Document Requests:**

- Customer may Call/Email 8AM-4PM on Business Days Mon. - Fri. *(Excluding Major Holidays)*
- Customer will describe requested documents as best possible
  - **5 requests per week** **Free of Charge**
    - **Free requests cannot carry over if unused**
  - Requests beyond/after 5 **\$10.25 per request**
- If targeted request is not found and customer would like GBS to conduct further research, said research can be ordered at a rate of \$45 per hour (1 Person)

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• **Document Transportation: Box Pickups and/or Box Returns**

- One Round Trip from GBS Youngstown to customer, & then back to GBS Youngstown
  - During combined customer visits
    - Up to 15 Large Banker Boxes or 30 Small Banker Boxes **Free of Charge**
  - Requested outside of combined customer visits.
    - Up to 15 Large Banker Boxes or 30 Small Banker Boxes **\$85.00 Per Round Trip**
      - Includes box transportation labor, tolls, fuel, 2 GBS employees.

**\*\*If larger box quantities are required in a given pickup/return, price increases will apply based on size of vehicle rental required, miles, fuel, and added labor cost.**

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• **Certified Shredding/Destruction Services: @GBS Youngstown**

**Hardcopy Paper Files:**

- Upon completion of shredding, customer will receive "Certificate of Destruction"
- Price does not include actual cardboard box weight or book binders/hard covers
  - Only paper documents that have been digitized, and their folders qualify for this price.

**\$0.26 per lb.**

**\*\*Average weight capacity per box is dependent upon box size and being completely full of paper @ \$0.26 per lb.:**  
 i. Small Banker Box (15"L x 12"W x 10"H) (Est. 35lbs) equivalent to \$9.10 per box.  
 ii. Letter Sized/Large Banker Box (24"L x 12"W x 10"H) (Est. 55lbs) equivalent to \$14.30 per box.

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**\*\*OPTIONAL SERVICES\*\***

*(PLEASE CHECKMARK EACH BOX OF DESIRED SERVICES)*

- Portable Hard Drive Creation:**
  - **250GB (Encrypted with PIN Access)** **\$250.00 Per Hard Drive**
    - Includes OCR, raw data, images in .PDF format, & Excel .CSV File w/links that path to each image.

- Box Storage:**
  - If customer chooses GBS to continue storing hardcopy when **all** scanning has been completed; 60 days after completion
    - *Does Not Include Document Request Service.*
    - *Boxes no greater than Letter Size Banker Boxes (24"L x 12"W x 10"H)*
    - *Storage location: Youngstown, OH Warehouse*
    - *Cost does not apply while scanning is taking place*

• <b>Small/Standard Sized Banker Box (15"L x 12"W x 10"H)</b>	<b>\$1.50 Per Box, Per Month</b>
• <b>Letter Sized/Large Banker Box (24"L x 12"W x 10"H)</b>	<b>\$1.75 Per Box, Per Month</b>

- GBS Docs Software:**
  - Hosted/Cloud, Archival Model
  - 50,000 Documents of storage space
  - Unlimited Users and Doc Types/Projects

**\$263.50 Per Month (Subscription-based)**  
**\$790.50 Annual Support and Maintenance**

**\*\*\*GBS has completed a Sample box titled, "2025 Receipts (1-350)" free of charge to provide Franklin Township with an idea of how the documents would look once digitized, and an estimated cost per box.**

**Sample Totals:** 2,514 images would equal \$238.83 for this sample box.

- If all boxes are similar to this one, 14 boxes would cost in the vicinity of \$3,434.62 total.
- To shred the 14 boxes, the estimated cost would be in the vicinity of \$127.40 total.

**Services provided include Pickup, Inventory, Document Prep, Scanning, Index Value set up, Data Delivery, and Shredding.**

**\*\*GBS will charge the actual number of images produced.**

**\*\*GBS will bill on a monthly basis of work completed within each 30-31-day period of time, and can reference a PO if provided.**

**\*\*GBS can work with Customer to break projects down into smaller increments over time, if needed.**

**\*\* All Pricing above is valid until December 31, 2026.**

<b>CUSTOMER SIGNATURE OF ACCEPTANCE:</b>	<b>DATE:</b>
<b>PURCHASE ORDER/PO# (IF APPLICABLE) :</b> _____	