AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Proposal Acceptance; US Imaging, Inc.; Fully Index

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: US Imaging and BOCC

Term Begins: September 5, 2017 **Term Ends:** **Grant Contract #:** n/a

Summary:

Contract to index Grantor, Grantee, Document Number and Legal Description on images of years 1990 through 1925. These records will then be searchable on line.

Fiscal Impact: Approved budget Capital Improvement for 2017. Approved funds account 01-112-8220

Submitted by: Kathy Simillion **Submitter's Email Address:** ksimillion@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Approved in budget is up to a maximum of $66,875. Contract language is adequate to ensure this limit is maintained. No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 8/18/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 8/30/17

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 8/30/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 8/31/2017

( ) Consent Agenda (●) Regular Agenda ( ) Worksession Time Allotted: 5

Agenda Date: 9/5/2017

Revised April 2015

Proposal to:

Fully Index Historical Records

Presented to:

Kathy Simillion
Gunnison County Clerk & Recorder
221 N. Wisconsin, Suite C
Gunnison, CO 81230

Presented by:

US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Eric Nejedly
National Account Manager
enejedly@us-imaging.com
(303) 319-9457

August 8, 2017

August 8, 2017

Kathy Simillion
Gunnison County Clerk & Recorder
221 N. Wisconsin, Suite C
Gunnison, CO 81230

US Imaging, Inc. is pleased to present this proposal to index Historical Record Books for Gunnison County. Our team will provide Gunnison County with an unparalleled combination of county expertise, proven processes and state of the art technology to provide the highest quality indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – US Imaging's staff has been converting images and indexes for over 39 years and has served over 500 Counties Nationwide.
- **County Focus** – US Imaging is the only scanning vendor in America that serves Counties exclusively. We have successfully scanned & indexed records for every County Department.
- **Backup –** US Imaging stores a backup of all images to provide duplicating, reformatting & enhancement services on demand or en mass at any time in the future.
- **Guaranteed Quality** – If a County is not satisfied with any image, we will attempt to correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (303) 319-9457 or e-mail enejedly@us-imaging.com.

Sincerely,

Eric Nejedly
National Account Manager
US Imaging, Inc.

400 S. Franklin St. • Saginaw, MI 48607
Phone: (303) 319-9457 • Fax: (989) 753-7933

Full Document Indexing

Gunnison County Requirements:

- **Import Indexes** – US Imaging will provide Gunnison County with a comma (or Pipe) deliminated index file containing the requested index fields for the date range of this project, for importing each image into County Clerk's software system.

US Imaging Requirements:

- **File Naming –** ASCII tab deliminated text files by Book and Page.
- **Indexing –** All indexing is accomplished via double-key, blind verification. The first indexer keys the characters, A second indexer keys the characters from the same fields without seeing the first indexer's results, software compares the two and if there are any discrepancies, it goes to a third operator who compares them both with the image and keys the correct index. This is the only methodology which allows for 99.95% accuracy or higher. We add a final QC step thereafter where a human compares the final index to the image and makes any needed corrections. This allows us to confidently guarantee these accuracy rates at the character level.
- **Formatting** – US Imaging will format the images and indexes to the requirements provided by the system vendor (Tyler Technologies).
- **USB Hard Drives** – All formatted indexes will be copied to 2 sets of external 500GB USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at US Imaging for off-site backup. All Hard Drives, images and indexes are the exclusive property of Gunnison County and will not be reproduced or distributed to any person or entity without written permission from Gunnison County.

Images will be indexed by the fields identified and requested by the county. Any Marriage Documents that are found on the drive **NOT** be indexed. They should just be skipped over.

Index Fields

- Grantor
- Grantee
- Document Number (Already provided)
- Legal Description (Short)

Phase 1: Estimated Investment to Fully Index 1925-1990 Documents

				=	209,221	Documents
2	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$500.00
5,000	Images	@	$0.01	Per Image to Duplicate Image	=	$50.00
190,000	**Documents**	@	$0.295	Per Document to Fully Index Typed Records	=	$56,050.00
19,221	**Documents**	@	$0.495	Per Document to Fully Index Handwritten Records	=	$9,514.40
				Total Investment	**=**	**$66,114.40** *

***US Imaging is not to exceed this budgeted amount. This range is an estimate. US Imaging is authorized to index more years to reach the maximum amount, or will index less years if the maximum is met.**

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued when work is complete. The project can be divided into multiple shipments & invoices if desired.

US Imaging requires a signed agreement and purchase order be provided prior to starting a project.

US Imaging will not reproduce or distribute Gunnison County images and/or indexes to any other entity except Gunnison County.

ACCEPTANCE AND AUTHORIZATION:

Gunnison County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Gunnison County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1 1/2 percent per month on the unpaid balance.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

Accepted by:

Kathy Simillion
Clerk & Recorder
Gunnison County
221 N. Wisconsin, Suite C.
Gunnison, CO 81230

Signature_____

Date_____

Accepted by:

Eric Nejedly
National Account Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Date August 8, 2017

____ Phase 1: Fully Index 1925-1990 Records = $66,114.40