AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Contract; Perservation of Recording Records

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: BOCC and US Imaging, Inc.

Term Begins: February 19, 2019 **Term Ends:** 2/19/2019 **Grant Contract #:**

Summary:

this is the contract bewtween Gunnison County and US Imaging for the continued preservation of Recording Records. The funds have been approved in the 2019 budget.

Fiscal Impact: Funds available in 2019 budget

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

Finance Review: (●) Required ( ) Not Required

Comments:
$50,171 included in 2019 adopted budget for this project. No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 2/4/2019

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

Comments:
ok db 2/12/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 2/12/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 2/12/2019

( ) Consent Agenda (●) Regular Agenda ( ) Worksession Time Allotted: 10

Agenda Date: 2/19/2019

Revised April 2015

Proposal to:

Scan Grantor / Grantee Index Books & Tract / Abstracts

Presented to:

Kathy Simillion
County Clerk & Recorder
Gunnison County
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

January 25, 2019

US Imaging

January 25, 2019

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

US Imaging, Inc. is pleased to present this proposal to scan Grantor/Grantee Index & Tract 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 images and 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** – We have been in the imaging business for 39 years and have successfully served over 500 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore we scan all media on-site. If space is not available 24/7 inside the County facility, we have 2 custom built scanning trailers that allow us to scan safely and securely on County property.
- **State of the Art Scanners** – We are a beta test site for multiple scanner manufacturers and receive new technology several months before our competitors. We are constantly upgrading and currently operate the very latest scanners for Bound books, Photostat books, Rollfilm, Cards, Aperture Cards and Drawings.
- **Grayscale & Bi-Tonal Images** – US Imaging scans all media at 300 dpi and provides images in both Grayscale JPEG and Black and White TIFF formats. JPEG images will provide an exact digital backup of all the data within the pages. TIFF images will provide a small file size and superior performance within the imaging system.
- **Automatic Deskew & Cropping** – 100% of the TIFF images are automatically deskewed and solid black borders removed for optimum file compression, increased system performance and dramatic toner reduction.
- ***ImageXpress*** – A software utility that allows Counties to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.
- **Stage 2: Double Inspect, Group, Index & Verify –** 100% of the images are inspected for legibility, grouped together as documents and indexed by 2 separate operators and compared electronically, any mismatches are inspected by a third operator and corrected for 100% accuracy.
- **Poor Quality Reporting –** 100% of the images are inspected two times as 12" x 16" images on 20" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- ***ImageReview* –** A software utility that sorts and filters the images on the poor quality image report and displays the poor quality images. The County can easily uncheck images that are acceptable quality.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every County Imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will 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.

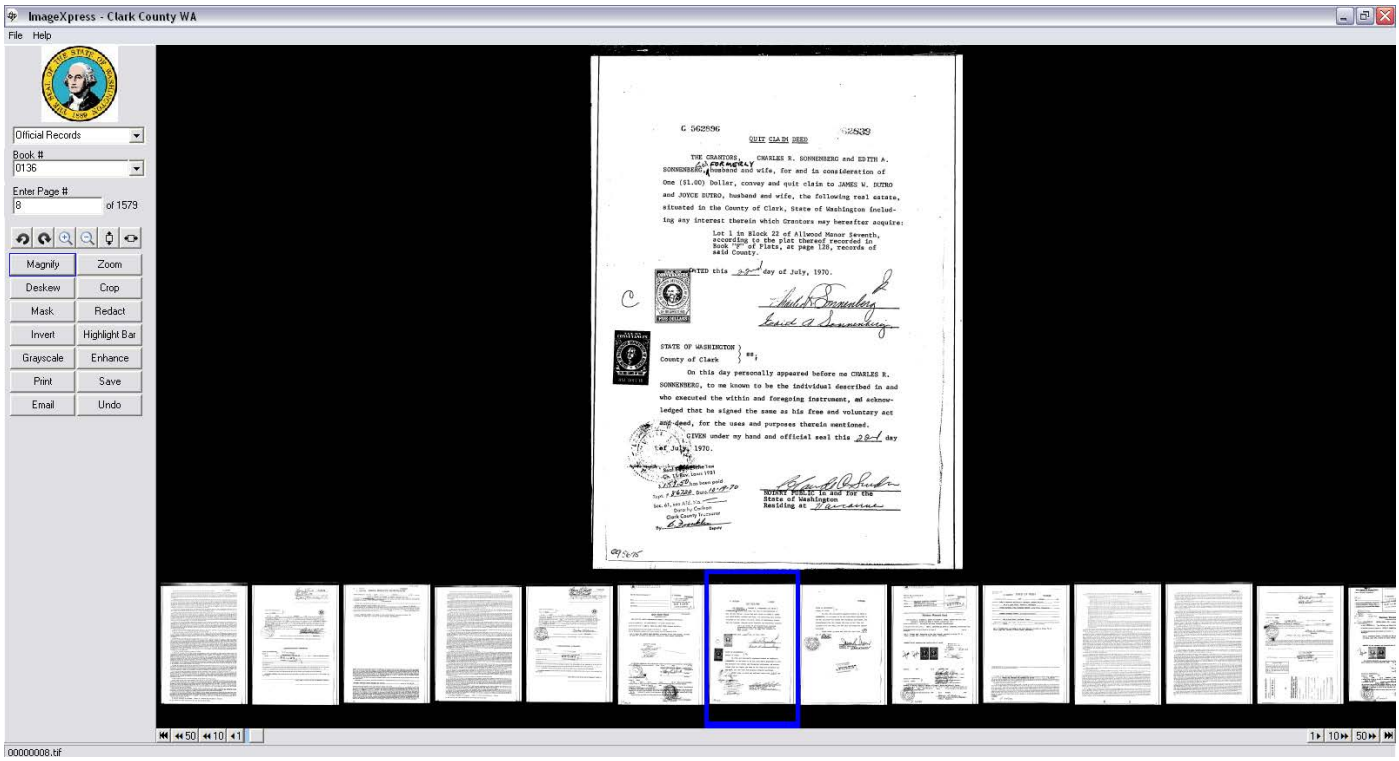
Gunnison County Requirements:

- **Work Area** - County will provide a 6' x 12' space inside the County Building, near the vault with access 24 hours per day, 7 days a week, electricity, lighting and heat/air to allow on-site scanning. If on-site access is not available 24/7 within the County Building, County will provide a 8' x 16' space on County Property as close to the vault as possible with 24/7 access, electricity, to allow on-premise scanning in a mobile scan center. If on-site or on-premise time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **On-Line Inventory Report –** US Imaging will provide an On-Line Inventory Report that the County can utilize to key in the first and last Book # to be scanned.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** – County will work with Tyler Technologies to import images into the imaging system.
- **Pilot** - County will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy.
- **Poor Quality Image Report** – County will review images on the poor quality image report and approve the enhancement and indexing of Poor Quality images.

US Imaging Requirements:

Stage 1 – Capture

- **On-Site Scanning** – We will provide all necessary hardware, software, staff, project managers and mobile scan center to perform scanning on-site or on-premise 24 hours per day, 7 days a week. If access to books is less than 24/7, the time and investment to complete will change according to the days and hours available.
- **Inventory Report** – US Imaging will provide an On-Line Inventory Report for the customer to input tracking information into. If the County does not have time to input the tracking information, US Imaging can inventory the film and populate the Inventory Report for a travel and daily on-site fee.
- **Book Tracking –** Labels will be applied to the Counties shelving units to identify the location where books are to returned after scanning. Labels will be removed once scanning is completed.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for $25.00 per hour. If pages are too fragile to handle, we will bring this to the Counties attention and recommend a Book Restoration and Binding Company.
- **Book Handling** - Books will be removed from shelves in sequential order. Bound pages will remain in the binder and placed in a custom book cradle during capture to hold 2 pages (left & right) open, flat, level and in focus. Pages in mechanical binders that are smaller than 12" will be removed from the binders and fed through a document scanner. After scanning, pages will be placed back into mechanical binders and books will be put back onto shelves in order.
- **Book Scanning** – Books contain millions of colors. Bound Books will be scanned 2 pages (left & right) per image at 300 dpi in color and saved in industry standard JPEG format with 85% quality compression. Books with Removable Binders and pages under 12" will be scanned front & back simultaneously with 1 page per image and saved as color JPEG Images. Photostat pages contain 256 shades of gray and are scanned in Grayscale to minimize JPEG file size. All JPEG images are sequentially numbered by a zero filled 8 digit number and stored in folders named by the Document Type and Book #.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8 digit number and stored in folders named by the Document Type and Book #.
- **USB Hard Drives** – All single page JPEG images 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 conversion to TIFF and off-site backup.
- **Pilot Images** – 1,000 images from each media change will be cropped, enhanced, grouped as documents, indexed by Document # or Book-Page # and saved as multi-page TIFF's that can be easily viewed by any imaging viewer. We will e-mail a link, user name and password to download the Pilot Images from our FTP site.
- **ImageXpress Software** – We will provide the County with a retrieval software program called ***ImageXpress*** that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



C 562896

QUIT CLAIM DEED

THE GRANTORS, CHARLES R. SONNENBERG and EDITH A. SONNENBERG, husband and wife, for and in consideration of One ($1.00) Dollar, convey and quit claim to JAMES W. BUTRO and JOYCE BUTRO, husband and wife, the following real estate, situated in the County of Clark, State of Washington including any interest therein which Grantors may hereafter acquire:

Lot 1 in Block 22 of Allwood Manor Seventh, according to the plat thereof recorded in Book "F" of Plats, at page 120, records of said County.

DATED this 29 day of July, 1970.

STATE OF WASHINGTON }
County of Clark } ss.

On this day personally appeared before me CHARLES R. SONNENBERG, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as his free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 29 day of July, 1970.

NOTARY PUBLIC in and for the State of Washington
Residing at Vancouver

Stage 2 – Inspect, Crop, Group, Index and Verify

- **Inspect & Report Quality** – Each image will be visually inspected as a 12"W x 16"H image on 20" Portrait monitors at full size and checked for sequential order, missing pages, duplicate pages, "A" pages, retakes and image quality. Particular attention is to be given to the party names, legal description, Book-Page #, Document #, time-date stamps and signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, A page & retake.
- **Excess Border Removal** – Due to certain Aperture camera copy boards, page sizes, scratches on film and film formats, the automatic crop included in Stage 1 may leave large white borders, black borders, black lines and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Auto Group, Index & Verify –** During scanning images are captured as single images and stored in folders by each Book # or Document # range. If Book-Page # or Document # and Page Quantity data is present in the County's Computer Index, we can utilize this data to automatically group the pages together as documents and index them by the Book-Page #, Document # or both. After auto grouping and indexing our staff will inspect every 20th image to verify that the images have been grouped together correctly. If any mismatches are located, we will make the necessary adjustments to get the images and indexes back in sync. If errors are located in the Counties Computer Index, we will report them back to the County so computer index corrections can be made.
- **Manually Group & Index –** During scanning images are captured as single images and stored in folders by each Book # or Document # range. If Computer Index data <u>is not</u> available, our staff will manually group individual pages together for each document and index each document by the Document # or the Book-Page # of the first page of each new document.
- **Double Group, Index & Verify –** Manual grouping and Indexing is prone to human errors and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **Missing Pages** – When a missing page is located, US Imaging will e-mail the County and request a copy be scanned and e-mailed or an original be shipped to US Imaging. Missing pages that are replaced will be identified as "Missing and Replaced", pages that cannot be located will be identified as "unavailable". Unavailable pages will have an "Unused Page #" flyer inserted in their place to keep the total number of scanned images in sync with the total number of recorded pages.
- **ImageReview Software** - We will provide a reviewing software program called ***ImageReview*** that will allow the County to easily sort the Poor Quality Report by Document-Page #, Book-Image # or Poor Quality Issue (light, dark, blurry, etc). ***ImageReview*** can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. ***ImageReview*** will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. ***ImageReview*** highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, ***ImageReview*** exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.
- **USB Hard Drives** – 100% of the inspected, cropped, grouped, indexed and verified TIFF images, the Poor Quality Image Report and ***ImageReview*** Software will be copied to 2 sets of external 1TB USB 3.0 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 Stage 3 enhancing and off-site backup.

PQ ReView [C:\Users\scott\D...

US Imaging

Open | Group | Export | E-Mail

Unhighlight all records

	Book/Image	Issue	ok
1	1234/00000096.TIF	Dark	☑
2	1234/00000280.TIF	Dark	☑
3	1234/00000447.TIF	Dark	☑
4	1234/00000690.TIF	Light	☑
5	1234/00001011.TIF	Cut Off	☑
6	1234/00001013.TIF	Dark	☑

Total 6 images

Image

RELEASE OF MORTGAGE

3867

FOR VALUE RECEIVED, the receipt of which is hereby acknowledged, ASSOCIATES FINANCIAL SERVICES COMPANY OF KENTUCKY, INC., a Kentucky corporation, does hereby release and discharge any interest which it has in a certain Real Estate Mortgage executed by Paul S.Henrich, JR and Diana L. Henrich the property described therein, said Real Estate Mortgage having been duly executed on 8/1/83, and recorded in the Office of the Clerk of the county of Warrick, State of Kentucky, in Mtg File #2 12787 Mortgage Record Book _____, Page _____, Instrument No._____, and said Recording Officer is hereby instructed to release and cancel said Real Estate Mortgage from his records.

IN WITNESS WHEREOF, the undersigned has caused this Release to be executed by its duly authorized Group Director, attested to by its Assistant Secretary and its notary's seal affixed this 28 day of April, 1987.

ATTEST:

Assistant Secretary

Witness

Witness

ASSOCIATES FINANCIAL SERVICES CORP.

Michael Matthews
Group Director

FILED
MAY 12 9 11 AM '87
VIRGINIA STRAHLE
RECORDER OF
WARRICK COUNTY, IN.

ACKNOWLEDGMENT

State of Kentucky
County of Fayette ss

Before me, a Notary Public, this 28 day of April, 1987, personally appeared Associates Financial Services Corporation, by Michael Matthews, Group Director and Cindy Tuidwell, Assistant Secretary respectively, and acknowledged the execution of the foregoing instrument.

Notary Public

This instrument was prepared by: Associates Financial Services
3261 Plaza Drive
Louisville, Kentucky 40213

NOTARY PUBLIC

Stage 3 – Enhance & Index

- **Image Enhancement** – US Imaging will adjust the poor contrast of an entire page or any specific area on a page to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, US Imaging will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Document Grouping** – During scanning images are captured as individual images and stored in folders by each Book #. Individual pages will be manually inspecting and saved as documents.
- **Page Duplication** – Hand Written and Typed Books commonly have multiple Documents on a single page. These pages are duplicated so that each Document can have their own set of images. A 600 page Book commonly has 900 Documents and therefore 300 pages are duplicated.
- **Marginal Notations –** Photostat Books commonly contain a white border around the black page. Book-Page #, Reference Book-Page # and Release information is commonly located in this white border and are called Marginal Notations. We have the unique ability to include these notations in the image and make all the background white and all the text and handwriting black.
- **Dual Polarity Correction** – The majority of Photostat pages are Black background with white text, however some pages contain a mix where a portion of the page contains black background white text and another portion contains white background with black text. US Imaging has the unique ability to correct this issue and adjust the background polarity so the entire page contains white background with black writing. This will reduce storage space and will save a huge amount of toner when printing.
- **Indexing** –Each Grantor / Grantee and Abstract Page will be indexed by its **Alpha or STR Tab**.
- **Formatting** – US Imaging will format the images and indexes to the requirements provided by the system vendor.
- **USB Hard Drives** – All formatted images 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.
- **Return –** Our staff will transport the books directly to your facility with our own trucks and drivers. Books can also be returned via Brinks, UPS, or UPS Freight.

Estimated Investment to Scan Bound Grantor / Grantee Index Books

57	Books	@	640	Pages Per Book	=	36480	Images
					=	6,840	Tabs
36,480	Images	/	6,840	Tabs	=	5.3	Pages/Doc
36,480	Images	@	15%	Poor Quality Pages	=	5,472	Poor Quality
36,480	Images	@	0%	Marginal Notations Pages	=	0	Notated
36,480	Images	@	0%	Multiple Pages per Document	=	0	Multi-Docs
36,480	Images	@	500	Images Per Hour (Bound or over 12" x 12")	=	73	On-Site Hours
73	Hours	@	22	Hours Per Day with 24 Hour Access	=	4	On-Site Days
36,480	Images	@	1,000	Images Per Gigabyte for JPEG Format	=	37	GB for JPEG's
36,480	Images	@	10,000	Images Per Gigabyte for TIFF Format	=	4	GB for TIFF's
Stage 1							
				Travel & On-Site Scan with 24 Hour Access	=	$3,800.00	
36,480	Images	@	$0.18	Per Image to Scan 300dpi JPEG Image	=	$6,566.40	
36,480	Images	@	$0.01	Per JPEG Image to Convert to TIFF	=	$364.80	61%
2	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$500.00	$11,231.20
Stage 2							
36,480	Images	@	$0.03	Per TIFF Image to Remove Excess Borders	=	$1,094.40	
0	Images	@	$0.03	Per TIFF Image to Reverse Marginal Notation	=	$0.00	
36,480	Images	@	$0.03	Per TIFF Image to Inspect & Report Quality	=	$1,094.40	
36,480	Images	@	$0.03	Per Image to Group & Index Pages	=	$1,094.40	
36,480	Images	@	$0.03	Per Image to Double Group & Index	=	$1,094.40	25%
1	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$250.00	$4,627.60
Stage 3							
5,472	Poor Images	@	$0.40	Per Image to Enhance Poor Quality	=	$2,188.80	
1	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$250.00	14%
1	Return	@	$100.00	Per UPS Shipping	=	$100.00	$2,538.80
				Total Investment	**=**	**$18,397.60**	

Estimated Investment to Scan Abstract Books

				Land Abstracts (16 x 22)	=	25	Books
				Mining (A-Z; 31-37; 12-26)	=	48	Books
				Miscellaneous (3; 28-33)	=	7	Books
				Ditch Books	=	8	Books
88	Books	@	700	Pages Per Book (Oversized)	=	61,600	Images
					=	2,125	Documents
61,600	Images	/	2,125	Documents	=	29.0	Pages/Doc
61,600	Images	@	15%	Poor Quality Pages	=	9,240	Poor Quality
61,600	Images	@	0%	Marginal Notations Pages	=	0	Notated
61,600	Images	@	0%	Multiple Pages per Document	=	0	Multi-Docs
61,600	Images	@	400	Images Per Hour	=	154	On-Site Hours
154	Hours	@	22	Hours Per Day with 24 Hour Access	=	7	On-Site Days
61,600	Images	@	1,000	Images Per Gigabyte for JPEG Format	=	62	GB for JPEG's
61,600	Images	@	10,000	Images Per Gigabyte for TIFF Format	=	7	GB for TIFF's

Stage 1

				Per Day On-Site with 24 Hour Access	=	$6,650.00	
61,600	Images	@	$0.20	Per Image to Scan 300dpi JPEG Image	=	$12,320.00	
61,600	Images	@	$0.01	Per JPEG Image to Convert to TIFF	=	$616.00	63%
2	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$500.00	$20,086.00

Stage 2

61,600	Images	@	$0.03	Per TIFF Image to Remove Excess Borders	=	$1,848.00	
0	Images	@	$0.03	Per TIFF Image to Reverse Marginal Notation	=	$0.00	
61,600	Images	@	$0.03	Per TIFF Image to Inspect & Report Quality	=	$1,848.00	
61,600	Images	@	$0.03	Per Image to Group & Index Pages as Docs	=	$1,848.00	
61,600	Images	@	$0.03	Per Image to Double Group & Index	=	$1,848.00	24%
1	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$250.00	$7,642.00

Stage 3

9,240	Poor Images	@	$0.40	Per Image to Enhance Poor Quality	=	$3,696.00	
1	Drives	@	$250.00	Per 500GB USB Drive & Copying @ 2 Sets	=	$250.00	13%
1	Return	@	$100.00	Per UPS Shipping	=	$100.00	$4,046.00
				Total Investment	**=**	**$31,774.00**	

Details

- Abstracts are in reflective protective covers
- Abstracts are Folio Pages
- Mining, Misc., & Ditch Books are 12 x 18 and not in covers

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued when at Stage 1, Stage 2 and Stage 3. Stage 3 can be divided into multiple shipments & invoices if desired.

All hard drives, images and indexes are the exclusive property of the County. 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 1.5% 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
County 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 January 25, 2019

Scanning Index Books

Place an "X" next to each approved Phase

	Full Services
____ Scan Bound G/G Index Books	**$ 18,397.60**
____ Scan Abstracts	**$ 31,774.00**
Grand Total	**$ 50,171.60**