



Monroe County Board of Commissioners Agenda Request Form

Date to be heard Formal Work session Department

Title to appear on Agenda: Vendor #

Executive Summary:

The Recorder's office desires to have our entire collection of deeds and miscellaneous documents digitized for importing into our database of public records. We requested estimates from three vendors. US Imaging's proposal is the one most suited our needs. The project will involve onsite work of approximately three weeks duration to scan these records, as well as offsite work to prepare the records for import.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="Recorder's Perpetuation Fund"/>	<input type="text" value="1189"/>	<input type="text" value="\$164,189.16"/>

Presenter:

Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

(the speaker phone numbers will be removed from the document prior to posting)

Attorney who reviewed:

Proposal to:

**Scan 1838-1991 Deed and Miscellaneous Record Books
and Plats On-Site
2021-09.001.01**

Presented to:

**Monroe County Recorder
100 W Kirkwood Avenue
Bloomington, IN 4740**

Presented by:

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607
www.us-imaging.com**

Joshua Dosson
Northeast Account Manager
jdosson@us-imaging.com
(989) 992-3890

January 21, 2022

US★Imaging

January 21, 2022

Eric Schmitz
Monroe County Recorder
100 W Kirkwood Avenue
Bloomington, IN 47404

US Imaging, Inc. is pleased to present this proposal to scan Deed and Records from Books, and Plats onsite for Monroe County. Our team will provide Monroe 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 46 years and have successfully served over 890 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.
- **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.
- **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 27" 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 (989) 992-3890 or e-mail jdosson@us-imaging.com.

Sincerely,



Joshua Dosson
Northeast Account Manager
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (800) 517-4293

Monroe County Requirements:

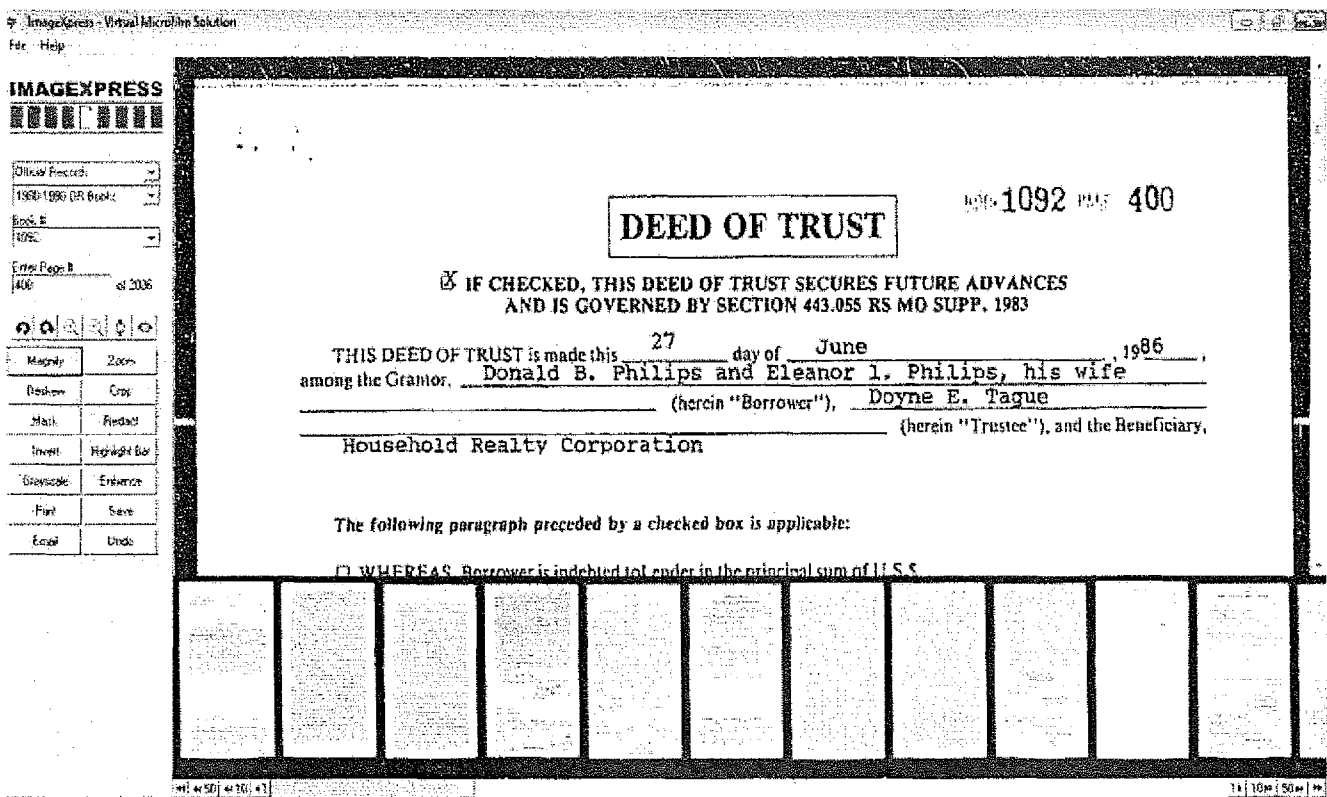
- **Work Area** - County will provide a 12' x 18' (minimum) space inside the County Building, near the vault with access 12 hours per day, Monday – Friday, electricity, lighting, and heat/air to allow on-site scanning.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the Records Management System.
- **Import** – County will work with their software vendor, **Doxpop**, to import images into the Records Management 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 & Pilot

- **On-Site Scanning** – We will provide all necessary hardware, software, staff, and project managers to perform scanning on-site 12 hours per day, Monday - Friday. If access to the books is less than 24/7, the time and investment to complete will change according to the days and hours available.
- **Inventory** – US Imaging Staff will create an inventory report of all the media types for the entire range of images that require capture. This on-line report will be utilized to track the progress of the project from start to finish.
- **Book Tracking** – Labels will be applied to the County's shelving units to identify the location where books are to be 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 \$30.00 per hour. If pages are too fragile to handle, we will bring this to the County's 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 two 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.
- **Bound Book Scanning** – Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain as intact. Pages will be scanned on a book scanner at 300dpi and are saved as color JPEG images. Our Book Scanners will capture two pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness across both pages.
- **Mechanical Book Scanning** – Handwritten, Typed and Photostat pages are removed from mechanical binders and are scanned in color at 300dpi and are saved as color JPEG images. Pages are fed through an automatic document feeder and capture the front and back of the page simultaneously to create two individual JPEG images. Scanners will be cleaned each time that vertical lines appear to minimize file size and eliminate data from being covered up.
- **On-Site Content Inspection** – After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double fed, cut off, stretched, or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premise. If pages are sequentially numbered within each book, our on-site staff will confirm that the quantity of images within each book directory matches the last page number within each book. If there are any mismatches between number of images and number of pages, they will be corrected if present or noted in the production report. 100% of the JPEG and TIFF images will be thoroughly inspected for legibility and image quality as 12"x18" full size images in Stage 2.
- **Plat Inspection/Preparation** – This will include unbinding, unrolling, unfolding documents, mending tears, and bent corners and orientate pages for optimum scanning throughput.
- **Plat Scanning** – Plats will be scanned with a large format Drawing Scanner at 300dpi Color JPEG images. 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 #.
- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce file size by approximately 25%. Despeckle is not performed on scanned images as it has a tendency to remove punctuation.

- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed. Black images with white text, will be reversed to white images with black text. If Dual Polarity exists, it will be corrected in Stage 3.
- **USB Hard Drives** – All single page JPEG images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for additional processing and off-site backup.
- **Pilot Images** – 1,000 images from each media change will be cropped, enhanced, grouped as documents, indexed by Document number or Book-Page number and saved as multi-page TIFF's that can be easily viewed by any imaging viewer. We will e-mail a link, username, 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.



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

- **Excess Border Removal** – Due to certain page sizes 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.
- **Single Inspect & Report Quality** – Each black and white TIFF image will be visually inspected as a 12"W x 16"H image on 27" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, retakes, and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions 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.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 100% of the images will be inspected and reported a second time by a second inspector. The poor quality images identified by the first inspector and the second inspector will be consolidated into one Poor Quality Image Report to guarantee

the highest image quality possible.

- **Page Duplication** – Handwritten 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 handwritten book will typically contain 900 documents; thus 300 pages will be duplicated.
- **Double Page Duplication (Optional)** – Duplication of pages is performed a second time and the second set of duplicated images are electronically compared against the first set of duplicated images and any mismatches are corrected by a third set of operators to provide the most accurate duplicating possible.
- **Manually Group & Index** – Our staff will manually group individual images together as documents and index each document by the Book-Page # of the first page of each new document in a single pass at 98% accuracy.
- **Double Group, Index & Verify (Optional)** – 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, and corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **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 two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be copied to the Stage 1 drive and stored at US Imaging for off-site backup.
- **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.

PQ Review [C:\Users\scott.D...]

US Imaging

Open	Group	Export	E-Mail		
Unhighlight all records					
	Book/Image	Issue			
1	1234/00000096.TIF	Dark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	1234/00000280.TIF	Dark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	1234/00000447.TIF	Dark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	1234/00000690.TIF	Light	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	1234/00001011.TIF	Cut Off	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	1234/00001013.TIF	Dark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

0007

FOR VALUE RECEIVED, the receipt of which is hereby acknowledged, ASSOCIATED 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 E. Burdette, Jr. and Diana L. Hendrick the property described therein, said Real Estate Mortgage having been duly recorded on 07/2/83, and recorded in the Office of the Clerk of the Court for the State of Kentucky, in Book 28769, Mortgage Record Book _____, Part _____, Instrument No. _____, and said Record Office is hereby instructed to release and cancel said Real Estate Mortgage from its records.

IN WITNESS WHEREOF, the aforesaid Paul E. Burdette, Jr. and Diana L. Hendrick, by their duly authorized Group Director, _____, the said Paul E. Burdette, Jr. and Diana L. Hendrick's joint affidavit of 02/12/87.

ATTEST:

 Secretary

 Group Director

 Witness

ASSIGNED:

State of Kentucky
 County of Fayette

Paul E. Burdette, Jr. and Diana L. Hendrick, by _____, personally appeared Associates Financial Services Company of Kentucky, Group Director and Group Director, and acknowledged the execution of the foregoing instrument.

This instrument was prepared by _____

 Secretary

 Group Director

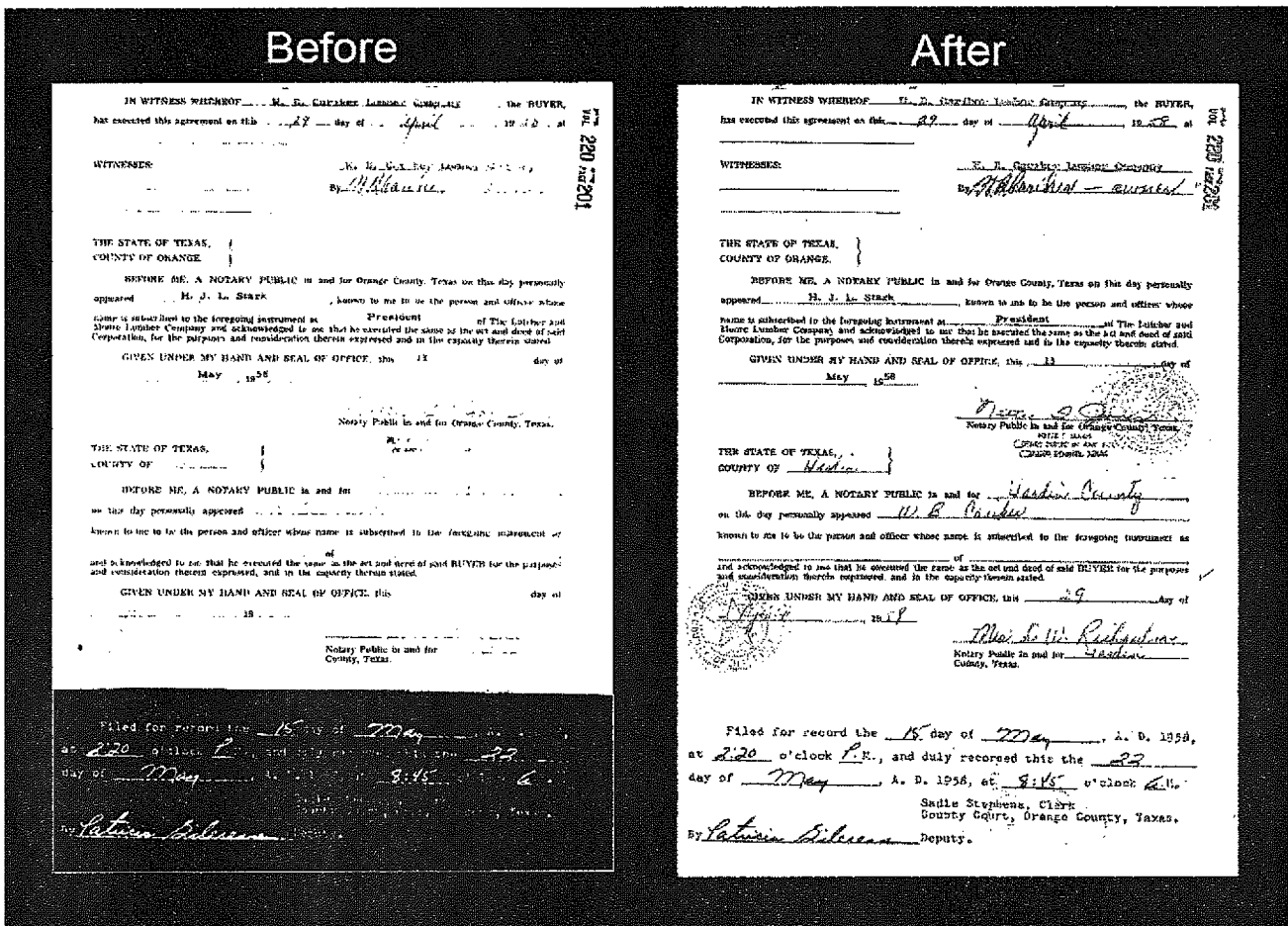
 Witness

FEB 12 5 22 AM '87

RECORDED BY
 MONROE COUNTY, IN

Stage 3 – Enhance & Format

- **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.
- **Masking (Optional)** – Pages with multiple documents on a page can have unwanted documents masked so only one document is visible at a time. Page numbers, page margins and overall format of the page will not be changed.
- **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.
- **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.
- **Formatting** – We will format images and indexes for importing into the County's Records Management System.
- **USB Hard Drives** – All formatted images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for import and on-site backup. One set will be copied to the Stage 1 drive and stored at US Imaging for off-site backup.



Phase 1: Estimated Investment to Scan 1838-1977 Deed Books On-Site

Bound Books

100 Books @ 600 Pages Per Book (Deed Vols. B-Z, 1-75) - Handwritten = 60,000 Images

Mechanical Books (12"x18" and 9"x15")

42 Books @ 600 Pages Per Book (Deed Vols. 76-117) - Typed = 25,200 Images

13 Books @ 600 Pages Per Book (Deed Vols. 118-130) - Photostat = 7,800 Images

37 Books @ 580 Pages Per Book (Deed Vols. 131-167) - Photostat = 21,460 Images

83 Books @ 580 Pages Per Book (Deed Vols. 168-250) - Prints = 48,140 Images

162,600 Images @ 18% Poor Quality Images = 29,268 Poor Quality
 85,200 Images @ 50% Multiple Documents per Page = 42,600 Multi-Docs
 29,260 Images @ 20% Dual Polarity / Marginal Notation Pages = 5,852 Dual Polarity
 60,000 Images @ 1,200 Bound Images Scanned per Hour (2 Scanners) = 50 On-Site Hours
 102,600 Images @ 3,600 Mechanical Images Scanned per Hour (2 Scanners) = 29 On-Site Hours
 79 Hours @ 11 Hours Per Day with 12 Hour Access = 8 On-Site Days
 162,600 Images @ 400 Images per Gigabyte for Color/Grayscale JPEG Format = 407 GB for JPEG's
 162,600 Images @ 4,000 Images per Gigabyte for B&W TIFF Format = 41 GB for TIFF's

Stage 1

\$1,300.00 Travel & Setup for On-Site Scanning = \$1,300.00
 8 Days @ \$800.00 Per Day On-Site with 12 Hour Access (2 Staff) = \$6,400.00
 2 Days @ \$800.00 Per Weekend Day with No Access (2 Staff) = \$1,600.00
 60,000 Images @ \$0.215 Per Bound image to Scan & Inspect 300dpi JPEG = \$12,900.00
 102,600 Images @ \$0.115 Per Mechanical Image to Scan & Inspect 300dpi JPEG = \$11,799.00
 133,340 Images @ \$0.015 Per Image to Convert JPEG to B&W TIFF = \$2,000.10
 29,260 Images @ \$0.02 Per Image to Convert JPEG to B&W TIFF - Photostat = \$585.20
 2 Drives @ \$250.00 Per USB Hard Drive, Copying & Backup = \$500.00 39%
 1 Shipment @ \$25.00 Per USB Hard Drive Shipment = \$25.00 \$37,109.30

Stage 2

162,600 Images @ \$0.04 Per TIFF to Remove Excess Borders = \$6,504.00
 162,600 Images @ \$0.04 Per TIFF to Single Inspect & Report to 98% Quality = \$6,504.00
 162,600 Images @ \$0.04 Per TIFF to Double Inspect & Report to 100% Quality = \$6,504.00
 42,600 Images @ \$0.04 Per TIFF to Single Duplicate Pages to 98% Accuracy = \$1,704.00
 42,600 Images @ \$0.04 Per TIFF to Double Duplicate Pages to 100% Accuracy = \$1,704.00
 205,200 Images @ \$0.04 Per TIFF to Single Group & Index to 98% Accuracy = \$8,208.00
 205,200 Images @ \$0.04 Per TIFF to Double Group & Index to 100% Accuracy = \$8,208.00
 1 Drive @ \$250.00 Per USB Hard Drive, Copying = \$250.00 41%
 1 Shipment @ \$25.00 Per USB Hard Drive Shipment = \$25.00 \$39,611.00

Stage 3

29,268 Images @ \$0.50 Per TIFF to Enhance & Replace Poor Quality = \$14,634.00
 85,200 Images @ \$0.04 Per TIFF to Mask Unwanted Documents = \$3,408.00
 5,852 images @ \$0.04 Per TIFF to Reverse Dual Polarity = \$234.08
 5,852 images @ \$0.04 Per TIFF to Reverse Marginal Notations = \$234.08
 1 Drive @ \$250.00 Per USB Hard Drive, Copying = \$250.00 20%
 1 Shipment @ \$25.00 Per USB Hard Drive Shipment = \$25.00 \$18,785.16

Total Investment = \$95,505.46

Phase 2: Estimated Investment to Scan 1868-1991 Miscellaneous Books On-Site

Bound Books

10 Books @ 640 Pages Per Book (Miscellaneous Vols. 1-10) - Handwritten = 6,400 Images

Mechanical Books (12"x18" and 9"x15")

21 Books @ 640 Pages Per Book (Miscellaneous Vols. 11-31) - Typed = 13,440 Images
 26 Books @ 600 Pages Per Book (Miscellaneous Vols. 32-57) - Photostat = 15,600 Images
 80 Books @ 700 Pages Per Book (Miscellaneous Vols. 58-137) - Prints = 56,000 Images
 72 Books @ 510 Pages Per Book (Miscellaneous Vols. 138-209) - Prints = 36,720 Images

128,160 Images @ 18% Poor Quality Images = 23,069 Poor Quality
 19,840 Images @ 50% Multiple Documents per Page = 9,920 Multi-Docs
 15,600 Images @ 20% Dual Polarity / Marginal Notation Pages = 3,120 Dual Polarity
 6,400 Images @ 1,200 Bound Images Scanned per Hour (2 Scanners) = 6 On-Site Hours
 121,760 Images @ 3,600 Mechanical Images Scanned per Hour (2 Scanners) = 34 On-Site Hours
 40 Hours @ 11 Hours Per Day with 12 Hour Access = 4 On-Site Days
 128,160 Images @ 400 Images per Gigabyte for Color JPEG Format = 321 GB for JPEG's
 128,160 Images @ 4,000 Images per Gigabyte for B&W TIFF Format = 33 GB for TIFF's

Stage 1

\$1,300.00 Travel & Setup for On-Site Scanning (Incl. in Phase 1) = \$0.00
 4 Days @ \$800.00 Per Day On-Site with 12 Hour Access (2 Staff) = \$3,200.00
 2 Days @ \$800.00 Per Weekend Day with No Access (2 Staff) = \$1,600.00
 6,400 Images @ \$0.215 Per Bound Image to Scan & Inspect 300dpi JPEG = \$1,376.00
 121,760 Images @ \$0.115 Per Mechanical Image to Scan & Inspect 300dpi JPEG = \$14,002.40
 112,560 Images @ \$0.015 Per Image to Convert JPEG to B&W TIFF = \$1,688.40
 15,600 Images @ \$0.02 Per Image to Convert JPEG to B&W TIFF - Photostat = \$312.00
 2 Drives @ \$250.00 Per USB Hard Drive, Copying & Backup (Incl. in Phase 1) = \$0.00 36%
 1 Shipment @ \$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1) = \$0.00 \$22,178.80

Stage 2

128,160 Images @ \$0.04 Per TIFF to Remove Excess Borders = \$5,126.40
 128,160 Images @ \$0.04 Per TIFF to Single Inspect & Report to 98% Quality = \$5,126.40
 128,160 Images @ \$0.04 Per TIFF to Double Inspect & Report to 100% Quality = \$5,126.40
 9,920 Images @ \$0.04 Per TIFF to Single Duplicate Pages to 98% Accuracy = \$396.80
 9,920 Images @ \$0.04 Per TIFF to Double Duplicate Pages to 100% Accuracy = \$396.80
 138,080 Images @ \$0.04 Per TIFF to Single Group & Index to 98% Accuracy = \$5,523.20
 138,080 Images @ \$0.04 Per TIFF to Double Group & Index to 100% Accuracy = \$5,523.20
 1 Drive @ \$250.00 Per USB Hard Drive, Copying (Incl. in Phase 1) = \$0.00 44%
 1 Shipment @ \$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1) = \$0.00 \$27,219.20

Stage 3

23,069 Images @ \$0.50 Per TIFF to Enhance & Replace Poor Quality = \$11,534.50
 19,840 Images @ \$0.04 Per TIFF to Mask Unwanted Documents = \$793.60
 3,120 Images @ \$0.04 Per TIFF to Reverse Dual Polarity = \$124.80
 3,120 Images @ \$0.04 Per TIFF to Reverse Marginal Notations = \$124.80
 1 Drive @ \$250.00 Per USB Hard Drive, Copying (Incl. in Phase 1) = \$0.00 20%
 1 Shipment @ \$25.00 Per USB Hard Drive Shipment (Incl. in Phase 1) = \$0.00 \$12,577.70

Total Investment = \$61,975.70

Phase 3: Estimated Investment to Scan Plats On-Site

Hanging Plats (24"x36")

4 Cabinets @	400 Plats per Cabinet	=	1,600 Images	
1,600 Images @	15% Poor Quality Pages	=	240 Poor Quality	
1,600 Plats @	150 Plats Prepped per Hour (2 Staff)	=	11 Prep Hrs. / Staff	
1,600 Plats @	150 Plats Re-Hang post Scan per Hour (2 Staff)	=	11 Prep Hrs. / Staff	
1,600 Plats @	200 Plats Scanned per Hour (2 Large Format Scanners)	=	8 On-Site Hours	
30 Hours @	11 Hours per Day with 12 Hour Access	=	3 On-Site Days	
1,600 Images @	200 Images per Gigabyte for Color JPEG Images	=	8 GB for JPEG's	
1,600 Images @	2,000 Images per Gigabyte for B&W TIFF Images	=	1 GB for TIFF's	

Stage 1

	\$1,300.00 Travel & Setup for On-Site Scanning (Incl. in Phase 1)	=	\$0.00	
3 Days @	\$800.00 Per Day On-Site with 12 Hour Access (2 Staff)	=	\$2,400.00	
22 Hours @	\$30.00 Per Hour to Prep Drawings for Scanning	=	\$660.00	
22 Hours @	\$30.00 Per Hour to Re-Sleeve Plats Post Scan	=	\$660.00	
1,600 Images @	\$1.255 Per Image to Scan & Inspect 300dpi JPEG	=	\$2,008.00	
1,600 Images @	\$0.025 Per Image to Convert JPEG to B&W TIFF	=	\$40.00	
2 Drives @	\$250.00 Per USB Hard Drive, Copying & Backup (Incl. in Phase 1)	=	\$0.00	86%
1 Shipment @	\$25.00 Per USB Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$5,768.00

Stage 2

1,600 Images @	\$0.08 Per TIFF to Remove Excess Borders	=	\$128.00	
1,600 Images @	\$0.08 Per TIFF to Single Inspect & Report to 98% Quality	=	\$128.00	
1,600 Images @	\$0.08 Per TIFF to Double Inspect & Report to 100% Quality	=	\$128.00	
1,600 Images @	\$0.08 Per TIFF to Single Group & Index to 98% Accuracy	=	\$128.00	
1,600 Images @	\$0.08 Per TIFF to Double Group & Index to 100% Accuracy	=	\$128.00	
1 Drive @	\$250.00 Per USB Hard Drive, Copying (Incl. in Phase 1)	=	\$0.00	10%
1 Shipment @	\$25.00 Per USB Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$640.00

Stage 3

240 Images @	\$1.25 Per TIFF to Enhance & Replace Poor Quality	=	\$300.00	
1 Drive @	\$250.00 Per USB Hard Drive, Copying (Incl. in Phase 1)	=	\$0.00	4%
1 Shipment @	\$25.00 Per USB Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u>	\$300.00

Total Investment = \$6,708.00

ACCEPTANCE AND AUTHORIZATION:

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Monroe County images and/or indexes to any other entity except Monroe County.

Monroe 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.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per item prices, terms and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

In exchange for products and services outlined in this proposal, Monroe County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice.

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:

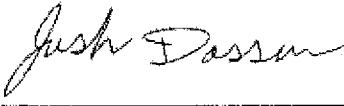
Catherine Smith
Auditor
Monroe County
100 W Kirkwood Avenue
Bloomington, IN 47404

Signature: _____

Date: _____

Accepted by:

Joshua Dosson
Northeast Account Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature:  _____

Date: January 21, 2022

Board of Commissioners of Monroe County

Lee Jones
County Commissioner – District 1

Date: _____

Julie Thomas, President
County Commissioner – District 2

Date: _____

Penny Githens, Vice President
County Commissioner – District 3

Date: _____

Please Check the Approved Phase(s) / Service(s):

<input type="checkbox"/>	Phase 1: Scan 1838-1977 Deed Books On-Site	=	\$74,081.46
<input type="checkbox"/>	Phase 2: Scan 1868-1991 Miscellaneous Books On-Site	=	\$48,535.70
<input type="checkbox"/>	Phase 3: Scan Plats On-Site	=	\$6,452.00
	Total Estimated Investment	=	<u>\$129,069.16</u>

Optional Services

<input type="checkbox"/>	Stage 1: No Weekend Access (4 Days, 2 Staff)	=	\$3,200.00
<input type="checkbox"/>	Stage 2: Double Inspect & Report 100% Quality	=	\$11,758.40
<input type="checkbox"/>	Stage 2: Double Duplicate, Group & Index to 100% Accuracy	=	\$15,960.00
<input type="checkbox"/>	Stage 3: Mask Unwanted Documents	=	\$4,201.60
	Total Estimated Investment, All Options	=	<u>\$164,189.16</u>

ADDENDUM TO US IMAGING, INC. AGREEMENT

1. **Worker's Compensation.** US IMAGING, INC. ("Contractor") shall purchase and maintain a policy of Worker's Compensation Insurance as required by the laws of the State of Indiana, and furnish a certificate of such insurance to the Board before commencement of work on the Project. Failure to provide this certificate may be regarded by the Board as material breach of this Agreement, and may result in its cancellation without further cause.
2. **Liability Insurance.** Contractor shall purchase and maintain comprehensive general liability insurance in amounts of at least 1 million per occurrence, and 2 million dollars aggregate, and furnish proof of such insurance to the Board before commencement of work on the Project. Failure to provide this certificate may be regarded by the Board as a material breach of this Agreement, and may result in its cancellation without further cause.
3. **Indemnity.** Contractor assumes all risks and responsibilities for accident, injuries or damages to person or property related to performance of the Project, and agrees to indemnify and save harmless the Board from all claims, costs or suits of whatever nature, including attorneys' fees, related to performance of the Project, except such claims, costs or suits arising out of the fault of the Board of its employees.
4. **Non-discrimination.** In the performance of work under this contract, it is agreed that Contractor, any of its subcontractors, or any person acting on their behalf shall not, in any manner, discriminate against or intimidate any employee or job applicant with respect to his, hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, disability, national origin or ancestry – or discriminate by reason of such factors, against any citizen of the State of Indiana who is qualified and available to perform the work.

It is further agreed that a penalty may be deducted from the contract in the sum of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of this provision. If a second or subsequent violation occurs, this contract may be terminated, and all monies due or to become due hereunder may be forfeited. It is further agreed that a breach of this covenant may be considered a material breach of the contract.

5. **Compliance with Law.** Contractor shall, at its own expense, obtain all licenses and permits which may be necessary to complete the Project. Contractor shall comply with all applicable laws and regulations, and indemnify and save harmless the Board for any fines or expenses of any nature which it might incur from Contractor's noncompliance, including laws and regulations enforced by the State Fire Marshal, State Building Commissioner, Department of Fire Prevention and Building Safety, State Department of Health, O.S.H.A., state and local building codes and the Americans with Disabilities Act. Contractor will comply with IC 22-5-1.7-3. Specifically including the following:
 - Contractor to enroll in and verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program.
 - Contractor is not required to verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program if the E-Verify program no longer exists.
 - Contractor must sign an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.

6. **Independent Contractor.** It is understood and agreed that Contractor executes this Agreement as an independent contractor, and shall not be considered an employee or agent of the Board for any purpose. Contractor shall have exclusive control over the means, methods and details of fulfilling its obligations under this Agreement. Contractor shall pay all taxes, withholdings and contributions required by Social Security (FICA) laws, Indiana and federal income tax laws, and Indiana unemployment insurance laws.
7. **Captions.** The captions of the Agreement are for convenience only, and do not in any way limit or amplify its terms.
8. **Governing Law.** This agreement shall be governed in accordance with the laws of the State of Indiana.

IN WITNESS WHEREOF, Contractor and Board have executed this Addendum as dated below in two counterparts, each of which shall be deemed an original.

US IMAGING, INC.
"Contractor"

Board of Commissioners of Monroe County
"Board"


By: Alicia Floyd, Contract Specialist

Date January 21, 2022

ATTEST: _____, 2022

Catherine Smith, Auditor

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