



Sidwell

AGREEMENT
No. 2022-14

Client	Franklin County, IL	Client Contacts	Cindy Miklos
Quote Effective Date	November 10, 2022	Prepared By	Travis Franz
		Client PO	
Description	Subdivision Plat Linking		

Description of Services:

Sidwell will provide the following services to Franklin County, IL:

	Costs
Subdivision Plat Linking <ul style="list-style-type: none"> Link approximately 670 subdivision plats to existing subdivision polygon layer <ul style="list-style-type: none"> Includes annual hosting fee for all scanned subdivision plats and script maintenance Generate discrepancy list for subdivision plats that do not have an associated polygon later Set up and configuration of Portico™ to consume new subdivision plat links 	\$4,580.00
Sidwell Professional Services Total	\$4,580.00

Assumptions and Notes:

- All services will be performed remotely.
- Annual hosting of subdivision plats and maintenance of scripts is \$240.00.
- In the event the Client identifies other specific GIS project needs, Sidwell also can provide a fixed fee project estimate.

Payment Terms:

This SOW will be invoiced monthly on the basis of actual hours of work, rounded-up to the nearest one (1) hour until completion of the project.

Notes:

- This quote is valid for 30 calendar days from the date of issue and supersedes any previous offers related to services outlined

Authorization

Signature indicates the parties have read, understood and agreed to all the contents of this quote.

Authorized by Client:		Authorized by The Sidwell Company:	
	12-19-22		1/3/2023
Name	Date	Name	Date

Proposal to:

Scan Plats and Property Cards On-Site

Presented to:

**Franklin County Supervisor of Assessments
901 Public Square
Benton, IL 62812**

Presented by:

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

**Rhonda Olson
Northern Account Manager
rolson@us-imaging.com
(989) 928-1559**

November 21, 2022

US ★ Imaging

November 21, 2022

Cindy Miklos
Franklin County Supervisor of Assessments
901 Public Square
Benton, IL 62812

US Imaging, Inc. is pleased to present this proposal to scan **Plats and Property Cards** on-site for Franklin County. Our team will provide Franklin 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 945 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 original 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 18" 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) 928-1559 or e-mail rolson@us-imaging.com.

Sincerely,



Rhonda Olson
Northern Account Manager
US Imaging, Inc.

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

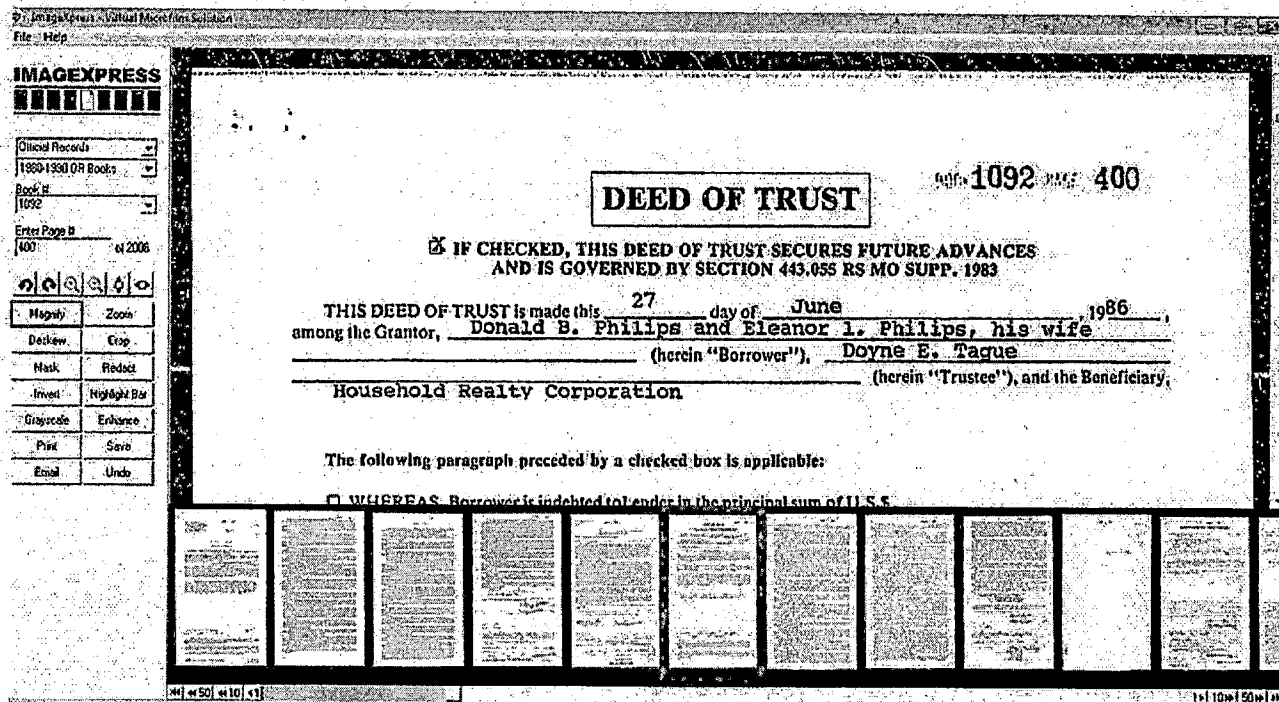
Franklin County Requirements:

- **Work Area** - County will provide a 12' x 18' (minimum) 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 time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **Document Preparation (Phase 2)** - County will prepare the documents for scanning by removing staples & paper clips, mounting sticky notes on blank pages. We will ensure all pages are front facing and will be scanned as arranged in the folder. USI will return pages to folders without staples or clips post scan and the County will re-staple the pages at their convenience.
- **Hardware** - County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** - County will work with their software vendor to import images into the Document 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 - Plats

Stage 1 - Capture & Pilot

- **On-Site Scanning** - We will provide all necessary hardware, software, staff, and project managers to perform scanning on-site 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.
- **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 300 dpi Grayscale JPEG images and 300dpi Black and White TIFF images. Capturing grayscale JPEG images allows US Imaging to enhance black and white TIFF images at any point in the future without having to physically rescan the pages. All JPEG images are sequentially numbered by a zero filled 8-digit number and stored in folders named by the Document Type and Book #.
- **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.
- **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 so that 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 Stage 2 processing 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, 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.

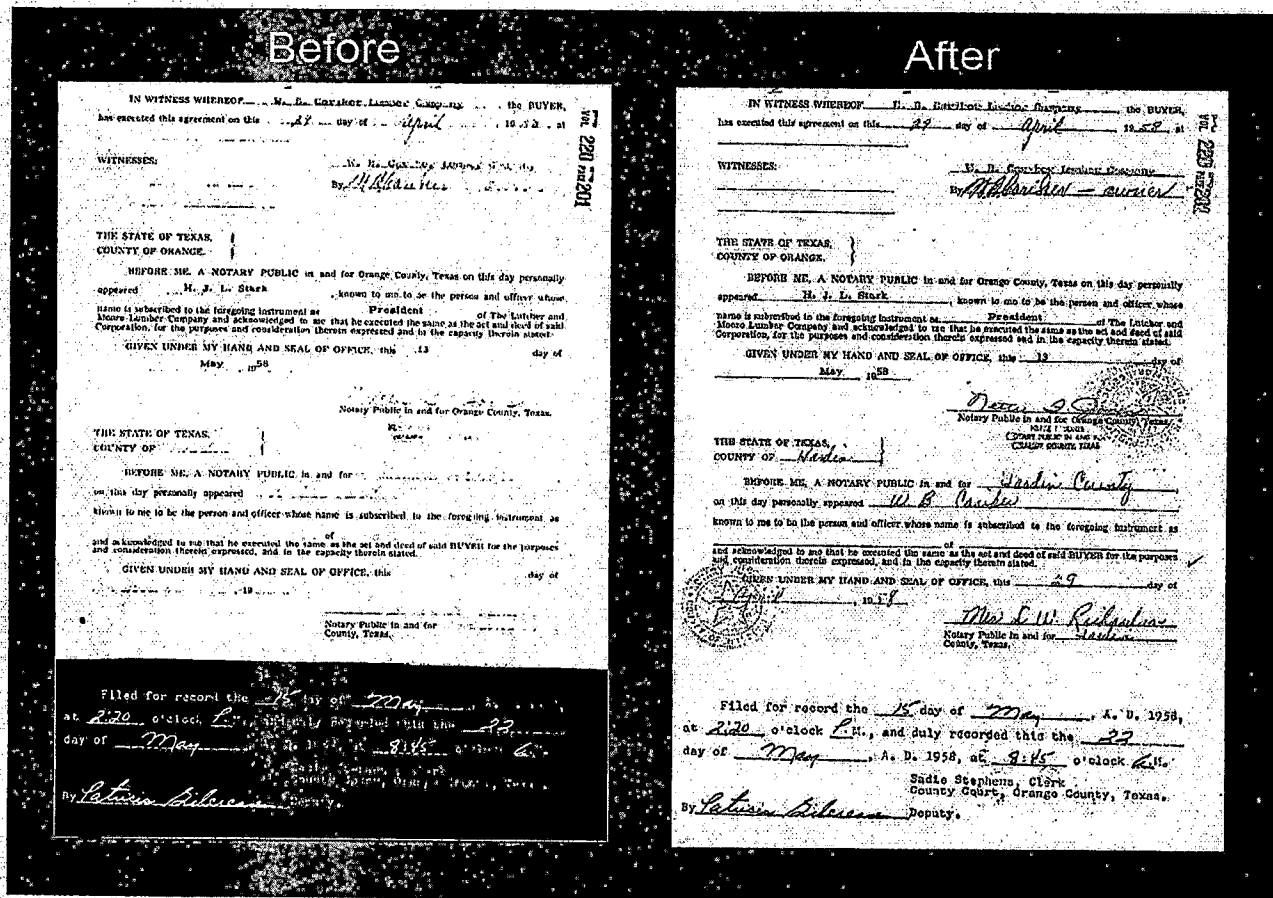


Stage 2 – Crop, Inspect, Group, Index and Verify

- **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 18"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 by a second inspector. The poor quality images identified by the first inspector and the second inspector will be consolidated into a single Poor Quality Image Report to guarantee the highest image quality possible.
- **Manually Group & Index** – Our staff will manually group individual images together as documents and index each document by the Document # and 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.

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.
- **Plat Stitching** – When plat drawings require two pages with an image on the left page and an image on the adjacent right page, it is called Folio format. Each left drawing will be electronically stitched to the right drawing, to create a single Plat image for each drawing.
- **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.
- **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 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 USB Hard Drive and stored at US Imaging for off-site backup.



US Imaging Requirements – Property Cards

Stage 1 – Capture

- **Inventory Report** – 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.
- **Document Preparation (Optional)** – US Imaging will prepare the documents for scanning by removing staples & paper clips, mounting sticky notes on blank pages. We will ensure all pages are front-facing and will be scanned as arranged in the folder. Pages will be returned to folders without staples or clips post scan unless optional de-prep is selected.
- **De-Preparation (Optional)** – Optional de-prep includes re-stapling all pages and replacing them in their original folder.
- **Paper Scanning** – Media up to 12" x 25" will be scanned front and back at 300dpi and saved as color JPEG images. Media larger than 12" x 25" will be scanned separately with a planetary scanner, media larger than 24" x 36" will be scanned on a wide format scanner. All images are inspected on a 27" portrait monitor during scanning to check for any overlapping or skewed pages. If an image appears to have a problem due to scanner settings or scanner error, it will be rescanned at no charge. All pages will be returned to their original folder post scan. The County will receive 100% of the color JPEG images, the front and back of all pages regardless of content, to have an exact digital backup of the physical file.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression.
- **USB Hard Drives** – All single page JPEG and TIFF 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 post processing and off-site backup.
- **ImageXpress** – We will provide a software utility called *ImageXpress* to allow the County to retrieve single page JPEG & TIFF images until final images from Stage 3 are completed and imported into the Document Management System. End users can retrieve digital images in the same manner as they currently do from microfilm and books, only much faster! Digital images can be viewed at Fit to Height, Fit to Width, Zoomed, Deskewed, Cropped, Redacted, Masked, Inverted, and viewed in Black & White or Grayscale. Grayscale images can be adjusted lighter and darker and multiple pages can be selected for printing, saving, or e-mailing as TIFF, JPEG or PDF. A web-based version is also available if the County would prefer to host the images or have US Imaging host the images. Training will be provided via GoToMeeting at no charge.

SENTENCING ORDER	
VIRGINIA: IN THE CIRCUIT COURT OF Arlington County, Virginia	
FEDERAL INFORMATION PROCESSING STANDARDS CODE: 013	
Hearing Date: September 27, 2002	
Judge: Hon. Joanne F. Alper	
COMMONWEALTH OF VIRGINIA	
VS.	CR02-776

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Stage 2 – Crop, Index & Format

- **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.
- **Blank Backside Removal** – The blank pages typically create a TIFF image that is 5k or smaller. All TIFF images with a file size of 5k or smaller will be automatically removed from the final digital file.
- **Single Index** – Single page images will be auto-grouped together as a multi-page document and manually indexed by the Parcel Number, in a single pass at 98% accuracy.
- **Formatting** – US Imaging will format the documents as multi-page PDF.
- **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 review and on-site backup. One set will be stored at US Imaging for off-site backup.

Phase 1: Estimated Investment to Scan Plats On-Site

Plats

268 Plats	@	1 Page Each (not larger than 24"x36")	=	268 Images
400 Plats	@	1 Page Each (not larger than 12"x18")	=	400 Images
668 Images	@	15% Poor Quality Images	=	101 Poor Quality
668 Plats	@	75 Plats Prepped per Hour (1 Staff)	=	9 Prep Hrs / Staff
668 Images	@	100 Plat Images Scanned per Hour (1 Scanner)	=	7 On-Site Hours
16 Hours	@	22 Hours per Day with 24 Hour Access	=	1 On-Site Day
668 Images	@	200 Images per Gigabyte for Color JPEG Images	=	4 GB for JPEG's
668 Images	@	2,000 Images per Gigabyte for B&W TIFF Images	=	1 GB for TIFF's

Stage 1

		\$1,100.00 Travel & Setup for On-Site Scanning ¹	=	\$1,100.00	
1 Day	@	\$400.00 Per Day On-Site with 24 Hour Access	=	\$400.00	
9 Hours	@	\$37.50 Per Hour to Prep Plats for Scanning	=	\$337.50	
668 Images	@	\$0.775 Per Image to Scan & Inspect 300dpi JPEG	=	\$517.70	
668 Images	@	\$0.025 Per Image to Convert JPEG to B&W TIFF	=	\$16.70	
2 Drives	@	\$150.00 Per USB Hard Drive, Copying & Backup	=	\$300.00	82%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	=	\$25.00	\$2,696.90

Stage 2 & 3

668 Images	@	\$0.08 Per TIFF to Remove Excess Borders	=	\$53.44	
668 Images	@	\$0.08 Per TIFF to Single Inspect & Report to 98% Quality	=	\$53.44	
668 Images	@	\$0.08 Per TIFF to Double Inspect & Report to 100% Quality	=	\$53.44	
668 Images	@	\$0.10 Per TIFF to Single Group & Index to 98% Accuracy	=	\$66.80	
668 Images	@	\$0.10 Per TIFF to Double Group & Index to 100% Accuracy	=	\$66.80	
101 Poor Images	@	\$1.25 Per TIFF to Enhance & Replace Poor Quality	=	\$126.25	
0 Images	@	\$0.10 Per TIFF to Digitally Stitch Plats, as needed	=	\$0.00	
1 Drive	@	\$150.00 Per USB Hard Drive, Copying	=	\$150.00	18%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	=	\$25.00	\$595.17

Total Investment = \$3,292.07

¹Travel Fee is discounted and on-site scanning will be scheduled for when USI is in the geographical area.

Phase 2: Estimated Investment to Scan Property Cards On-Site

Property Cards & Attachments

19.25 Drawers	@	26 Inches per Drawer	=	500 Inches
500 Inches	@	200 Pages per Inch	=	100,000 Pages
100,000 Pages	@	80% Pages with Backsides	=	80,000 Backsides
180,000 Images	@	6 Images per File	=	30,657 Parcels
100,000 Pages	@	3,000 Pages per Hour to Prep for Scanning ¹ (2 Staff)	=	34 Prep Hrs / Staff
100,000 Pages	@	3,000 Pages per Hour to Re-Staple Post Scan ¹ (2 Staff)	=	34 Prep Hrs / Staff
100,000 Pages	@	2,000 Pages Scanned per Hour (2 Scanners)	=	50 On-Site Hours
50 Hours	@	22 Hours per day with 24 Hour Access	=	3 Days
200,000 Images	@	400 Images per Gigabyte for Color JPEG Format	=	500 GB JPEG
180,000 Images	@	4,000 Images per Gigabyte for B&W PDF Format	=	45 GB PDF

Stage 1

		\$1,100.00 Travel & Setup for On-Site Scanning (Incl. in PH 1)	=	\$0.00	
3 Days	@	\$800.00 Per Day On-Site with 24 Hour Access	=	\$2,400.00	
3 Days	@	\$800.00 Per Day On-Site with 24 Hour Access (Prep/DePrep)	=	\$2,400.00	
68 Hours	@	\$37.50 Per Hour to Prep Pages for Scanning	=	\$2,550.00	
68 Hours	@	\$37.50 Per Hour to Re-Staple Pages Post Scan	=	\$2,550.00	
100,000 Pages	@	\$0.07 Per Page to Scan 300dpi JPEG, Back & Front	=	\$7,000.00	
200,000 Images	@	\$0.01 Per Image to Convert JPEG to TIFF with Backsides	=	\$2,000.00	
2 Drives	@	\$150.00 Per USB Hard Drive, Copying & Bkup (Incl. in PH 1)	=	\$0.00	48%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in PH 1)	=	\$0.00	\$18,900.00

Stage 2

20,000 Images	@	\$0.01 Per Image to Delete Blank Backside TIFF Images	=	\$200.00	
30,657 Files	@	\$0.60 Per File to Group & Index by Parcel Number	=	\$18,394.20	
180,000 Images	@	\$0.01 Per Image to Convert TIFF to Multi-Page B&W PDF	=	\$1,800.00	
1 Drive	@	\$150.00 Per USB Hard Drive, Copying (Incl. in PH 1)	=	\$0.00	52%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment (Incl. in PH 1)	=	\$0.00	\$20,394.20

Total Investment = \$39,294.20

¹County will Prep and Deprep the Pages Post Scan. USI will only charge for additional prep/days as required.

ACCEPTANCE AND AUTHORIZATION:

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

All hard drives, images and indexes are the exclusive property of Franklin County. US Imaging will not reproduce or distribute Franklin County images and/or indexes to any other entity without the County's express permission.

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.

Franklin County may designate acceptance of this proposal by signature of a duly authorized officer or representative 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, Franklin 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:

Cindy Miklos
County Supervisor of Assessments
Franklin County
901 Public Square
Benton, IL 62812

Signature: Cynthia Miklos

Date: 12-19-22

Accepted by:

Rhonda Olson
Northern Account Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: Rhonda Olson

Date: November 21, 2022

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

<input checked="" type="checkbox"/> Phase 1: Scan Plats On-Site	=	\$3,171.83
<input type="checkbox"/> Phase 2: Scan Property Cards On-Site	=	<u>\$31,794.20</u>
Total Estimated Investment	=	<u>\$34,966.03</u>

Optional Services

<input checked="" type="checkbox"/> Phase 1: Double Inspect & Report to 100% Quality	=	\$53.44
<input checked="" type="checkbox"/> Phase 1: Double Group & Index to 100% Accuracy	=	\$66.80
<input type="checkbox"/> Phase 2: Prep/De-Prep Property Cards On-Site	=	<u>\$7,500.00</u>
Total Estimated Investment, All Options	=	<u>\$42,586.27</u>