

QUALIFICATION AND CERTIFICATION FORM

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Contractors under consideration for final award.

The information may or may not be a determining factor in award.

Contract Number 092815 Document Scan Conversion for the Gila County Recorder's Office

The applicant submitting this Proposal warrants the following:

1. Name, Physical Address, E-Mail Address and Telephone Number of Principal Contractor:

US Imaging, Inc.

400 S. Franklin Street, Saginaw, MI 48607

rolson@us-imaging.com (989) 754-9949 Rhonda Olson

2. Has Contractor (under its present or any previous name) ever failed to complete a contract? _____ Yes No. If "Yes, give details, including the date, the contracting agency, and the reasons Contractor failed to perform in the narrative part of this Contract.
3. Has Contractor (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? _____ Yes No. If "Yes", give details, including the date, the contracting agency, the reasons for the Contractors disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.
4. Has a contracting agency ever terminated a contract with the Contractor prior to contract expiration date (under your Contractor's present or any previous name)? _____ Yes No. If "Yes", give details including the date, the contracting agency, and the reasons Contractor was terminated in the narrative part of this Contract.
5. **CONTRACTOR MUST ALSO PROVIDE AT LEAST THE FOLLOWING INFORMATION ALONG WITH THEIR PROPOSAL SUBMITTAL:**
- A brief history of the Company.
 - A Cost Proposal shall be submitted on the Price Sheet, attached herein and made a full part of this contract by this reference.
 - A list of previous and current customers, which are considered identical or similar to the Scope of Services described herein, shall be submitted on the Reference List, attached herein and made a full part of this contract by this reference.
 - List the specific qualifications the Contractor has in supplying the specified services.
 - A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal.

6. Contractor Experience Modifier (e-mod) Rating in Arizona:

NA

(If Applicable)

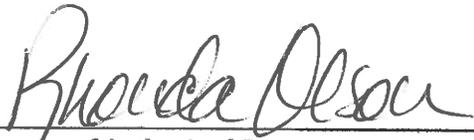
A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. Current Contractor Business License Number:

NA

(If Applicable)

8. Contractor must provide copies of all required Arizona Certifications and Licenses in performing the scope of services provided in this request for proposals.



Signature of Authorized Representative

Rhonda Olson

Printed Name

Project Manager

Title

PRICE SHEET

Please complete price sheet in its entirety for the services provided in RFP 092815 Document Scan Conversion for the Gila County Recorder's Office.

Contractor Name: US Imaging, Inc.

Phone No.: (989) 754-9949

Description	Cost
Phase 1	\$ 21,300.00
Phase 2	\$ 71,025.00
Phase 3	\$ 30,225.00
TOTAL COST	\$ 122,550.00

All applicable taxes shall be included in proposed amount.

REFERENCES LIST

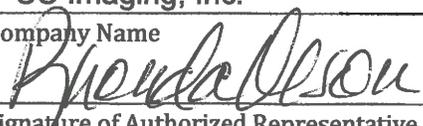
References

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may attach further reference information as necessary.

1. Company Name: Washoe County - NV
Contact: Larry Burtness - Chief Deputy Recorder
Phone: 775-326-6032 Address: 1001 E. 9th St. Reno, NV 89520
Job Length of Time: _____ Months 2 Years 10 mo
Job Description: 1935-1999 Rollfilm, Jackets, Books, Image Archiving.
Multiple projects were completed on-time & within budget
5,535,416 images converted
Washoe County uses a Tyler Recording System

2. Company Name: Spokane County - WA
Contact: Melanie Muzatko - Chief Deputy Recorder
Phone: 509-477-5959 Address: 1116 W. Broadway, Spokane, WA 98250
Job Length of Time: _____ Months 2 Years 6 mo
Job Description: 1881-1996 Books & Rollfilm
Multiple projects were completed on-time & within budget.
4,478,040 images converted.
Spokane County uses a Tyler Recording System

3. Company Name: Weld County - CO
Contact: Carly Koppes - Clerk & Recorder
Phone: 970-340-6530 Address: 1402 N. 17th Ave. Greeley, CO 80631
Job Length of Time: 11 Months _____ Years
Job Description: 1864-1982 Books & Rollfilm
1,668,731 images converted.
Weld County uses a Tyler Recording System

US Imaging, Inc.
Company Name

Signature of Authorized Representative
Project Manager
Title



WASHOE COUNTY RECORDER

ADMINISTRATION BUILDING
1001 E. 9TH STREET - P.O. BOX 11130
RENO, NEVADA 89520-0027

LAWRENCE R. BURTNESSE
County Recorder

Phone (775) 328-3661
Fax (775) 325-8010

January 25, 2016

Jeannie Sgroi, Contracts Administrator
Gila County Finance Department
Guerrero Complex
1400 East Ash Street, Globe, AZ 85501

Dear Jeannie,

I am providing this reference letter to be utilized for Gila County Recorder's Land Record Microfilm Scanning RFP # 092815.

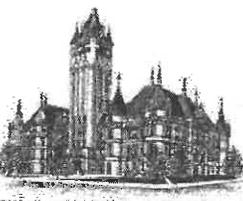
Several Washoe County departments, including my office, have engaged in contracts with US Imaging. Careful and thorough evaluations were done in comparing image quality from several service organizations. US Imaging provided the highest quality images which made it an easy choice to select them as our vendor.

US Imaging scanned our 1935-1996 Official Record books and microfilm on-site and created high quality digital images that will be imported into our Tyler Technologies Land Records Management System. US Imaging inspected the digital images, enhanced poor quality TIFF images and grouped individual pages together as documents accurately. Cropping excess borders and the masking of multiple documents on a page was also performed.

US Imaging provided thorough and effective communication throughout the project. Over 4 million images were completed during the 2.5-year project. I would highly recommend your consideration of US Imaging for the Gila County microfilm scanning project.

Sincerely,

Larry Burtness
Washoe County Recorder
1001 E. Ninth Street
Reno, NV 89502
(775) 328-3664
lburtness@washoecounty.us

SPOKANE  COUNTY

VICKY M. DALTON, CPA
SPOKANE COUNTY AUDITOR

January 25, 2016

Jeannie Sgroi, Contracts Administrator
Gila County Finance Department
Guerrero Complex
1400 East Ash Street, Globe, AZ 85501

Dear Jeannie,

I am providing this reference letter to be utilized for Gila County Recorder's Land Record Microfilm Scanning RFP # 092815.

Spokane County also issued an RFP and had several finalists scan samples of the same film so we could compare image quality fairly. US Imaging provided the highest quality images which made it an easy choice to select them as our vendor.

US Imaging scanned our 1881-1996 Land Record Books and Microfilm on-site and created high quality digital images that were imported into our Tyler Recording System. US Imaging inspected the digital images, enhanced poor quality TIFF images and grouped individual pages together as documents accurately. Cropping of excess borders and masking of multiple documents on a page was also performed.

US Imaging provided thorough communication throughout the project and over 4 million images were completed during the 2.5 year project. I would definitely recommend US Imaging for your Gila County's Land Record microfilm scanning project.

Sincerely,

Melanie Muzatko

Melanie Muzatko
Records Manager

Spokane County Auditor
1116 W. Broadway
Spokane, WA 98250
(509) 477-5959
MMuzatko@spokanecounty.org



OFFICE OF THE CLERK AND RECORDER
Gilbert Ortiz
Pueblo County Clerk and Recorder
215 W 10th ST
Pueblo, CO 81003



Scan the barcode with your smart phone or handheld device to update your registration immediately.

January 25, 2016

Jeannie Sgroi, Contracts Administrator
Gila County Finance Department
Guerrero Complex
1400 East Ash Street, Globe, AZ 85501

Dear Jeannie,

I am providing this reference letter to be utilized for Gila County Recorder's Land Record Microfilm Scanning RFP # 092815.

US Imaging provided high quality scanning of our 1988-1997 Land Records from Microfilm Rolls. The digital images were thoroughly inspected, poor quality TIFF images were enhanced and the individual pages were grouped together as documents accurately. The final images were formatted for importing into our Eagle Recorder Land Records system from Tyler Technologies.

US Imaging provided thorough communication throughout the project and their 3 Stage process helped maintain control of the project and budget. After completion of over 550,000 images from 1988-1997, we contracted with US Imaging to scan 875,000 images from 1963-1987 which is started in November 2015 and we expect to have completed by November 2016.

I would highly recommend US Imaging for your Gila County's Land Records microfilm scanning project.

Sincerely,

Gilbert Ortiz
Pueblo County
15 W. 10th Street
Pueblo, Colorado 81003
ortiz@co.pueblo.co.us

(719) 583-6628

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids for Request for Proposals No. 092815, Document Scan Conversion for the Gila County Recorder's Office, my intention concerning subcontracting a portion of the work is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractor will be identified and approved by the Facilities Manager prior to award of the contract; and that documentation, such as copies of letters, requests for quotations, quotations, etc., substantiating the actions taken and the responses to such actions is on file and available for review.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal response. The list must include the subcontractors name, address, and phone number.

Any subcontractor not listed with the bid must be approved by the County Facilities Manager prior to providing any work pursuant to this contract. Further, contractor warrants that all subcontractors will comply with all terms and conditions of this contract including but not limited to all insurance and worker's compensation coverage provisions of this contract. The County reserves the right to terminate the contract if the contractor fails to comply with the provisions of this certification.

- It is my intention to subcontract a portion of the work.
- It is not my intention to subcontract a portion of the work.

US Imaging, Inc.

Name of Firm

By: (Signature)

Project Manager

Title

LEGAL ARIZONA WORKERS ACT COMPLIANCE

Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay delivery of services.

Contractor shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor.



Signature of Authorized Representative

Rhonda Olson

Printed Name

Project Manager

Title

BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that all Bid Documents shall be completed and/or executed and submitted with this Request for Proposals (RFP). If Contractor fails to complete and/or execute any portion of the Bid documents, all with original signatures, the RFP may be determined to be "non-responsive" and rejected.

CHECKLIST:

<u>REQUIRED DOCUMENT</u>	<u>COMPLETED / EXECUTED</u>
QUALIFICATION & CERTIFICATION FORM	✓
PRICE SHEET	✓
REFERENCE LIST	✓
NO COLLUSION IN BIDDING	✓
INTENTIONS IN SUBCONTRACTING	✓
LEGAL ARIZONA WORKERS ACT COMPLIANCE	✓
BIDDER'S CHECKLIST & ADDENDA ACKNOWLEDGMENT	✓
OFFER AND ACCEPTANCE PAGE	✓
BACKGROUND AUTHORIZATION	NA
W-9	✓

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA:

	#1	#2	#3	#4	#5
INITIALS	<u>RO</u>	<u>RO</u>	_____	_____	_____
DATE	<u>1-13-16</u>	<u>1-13-16</u>	_____	_____	_____

Signed and dated this 25 day of January, 2016.

US Imaging, Inc.
 Contractor: *Rhonda Peterson*
 By: _____

Each proposal shall be sealed in an envelope addressed to the Gila County Finance Department and bearing the following statement on the outside of the envelope: *Company Name, Request for Sealed Proposals No. 092815 Document Scan Conversion for the Gila County Recorder's Office-Rebid.* All proposals shall be filed with Gila County Finance at 1400 E. Ash St., Guerrero Building, Globe, AZ on or before January 21, 2016, 11:00 AM.

OFFER AND ACCEPTANCE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this Request for Proposal document.

Signature also certifies the Contractors bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Contractor submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Contractor which may compete for the contract; and that no other Contractor which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Contractor submitting this proposal.

Contractor Submitting Proposal:

US Imaging, Inc.
Company Name
400 S. Franklin Street
Address
Saginaw MI 48607
City State Zip
Rhonda Olson
Signature of Person Authorized to Sign
Rhonda Olson
Printed Name
Project Manager
Title

For Clarification of this Offer, Contact:

Name: Scott Robinson
Title: President/Owner
Phone No.: (989) 714-9700
Fax: (800) 517-4293
Email: srobinson@us-imaging.com

ACCEPTANCE OF OFFER
(For Gila County use only)

The Contractor is now bound to provide the materials or services listed in RFP No.: 092815 including all terms and conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by County/public entity. The contract shall henceforth be referenced to as Contract No. 092815.

GILA COUNTY BOARD OF SUPERVISORS

ATTEST

Awarded this _____ day of _____, 201__

Marian Sheppard, Clerk of the Board

Michael A. Pastor, Chairman, Board of Supervisors

APPROVED AS TO FORM

Jefferson R. Dalton, Deputy Gila County Attorney,
Civil Bureau Chief
for Bradley D. Beauchamp, County Attorney

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. US Imaging, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <input checked="" type="checkbox"/> one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) 400 S. Franklin Street	Requester's name and address (optional) Gila County Recorder 1400 East Ash Street Globe, AZ 52806
6 City, state, and ZIP code Saginaw, MI 48607	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
or									
Employer identification number									
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%; text-align: center;">04</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">384</td> <td style="width: 25%; text-align: center;">1775</td> </tr> </table>	04		384	1775					
04		384	1775						

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Maryam Makradi</i>	Date ▶ 1/26/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/itw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Request for Proposal

RFP # 092815 Rebid
Microfilm Scan Conversion Gila County Recorder
1969 – 1997 Land Records

Presented to:

Gila County Finance Department
Attn: Jeannie Sgroi, Contracts Administrator
Guerrero Complex
1400 E. Ash Street
Globe, AZ 85501

Presented by:

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

Rhonda Olson
Project Manager
rolson@us-imaging.com
(989) 754-9949

January 13, 2016

US★Imaging

January 13, 2016

Jeannie Sgroi, Contracts Administrator
Gila County Finance Department
Guerrero Complex
1400 E. Ash Street, Globe, AZ 85501

US Imaging, Inc. is pleased to present this Proposal to scan original microfilm jackets of the Gila County Recorders 1969-1997 Land Records. Our team will provide the County with an unparalleled combination of services and technology to provide the highest quality images and indexes possible. We exceed all ANSI, AIIM, NACRC & PRIA standards and are County's premier Scanning vendor due to our:

- **Experience** – We have been in the imaging business for **40 years** and have successfully scanned & indexed Land Records for over **523 Recorders**.
- **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** – US Imaging currently stores the original microfilm jackets in our climate controlled vaults and we will provide all necessary hardware, software and staff to perform on-site scanning of all the media types for this project. **On-site scanning completely eliminates the possibility of loss.**
- **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 utilize the newest scanners for every media type.
- **Grayscale & Bi-Tonal Images** – We scan all media at 300 dpi and provide images as both Grayscale JPEG and Black & White TIFF formats. Grayscale JPEG images look exactly like the grayscale Microfilm and provide an exact digital backup of the film. Black and White TIFF images are enhanced to be just as legible as the JPEG images and their small file size provides superior system performance.
- **ImageXpress Software** – An simple utility that provides temporary easy access to 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, Inspect² & Index²** – Images are cropped, inspected twice, indexed twice, 2 databases are compared and any mismatches are corrected to provide 100% grouping and indexing accuracy.
- **Poor Quality Reporting** – Images are inspected twice as 12" x 16" images for legibility. We create a detailed Poor Quality Image Report that identifies the Book-Page # or Document-Page # of every poor quality TIFF image and the reason why it should be enhanced: too light, too dark, blurry, missing, microfilm retake, etc.
- **ImageReview Software** - A simple utility that sorts the poor quality image report and displays the poor quality images. The County can quickly review the poor quality images, remove acceptable images from the report and control the level of quality and the budget for enhancing poor quality images.
- **Stage 3: Image Enhancement** – US Imaging has developed the unique ability to adjust the contrast of Poor Quality TIFF images. We can adjust any light or dark area of an entire roll, splice, docket, jacket, document, page or any specific area on a page to provide the most legible TIFF images possible.
- **Tyler Formatting** – We have successfully formatted images for over **40 Tyler Recording Systems**.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it **for free, forever**.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (989) 754-9949 or e-mail rolson@us-imaging.com.

Sincerely,

Rhonda Olson
Project Manager

Specific Qualifications US Imaging has in supplying the specified services within this RFP:

- US Imaging currently stores the original microfilm in our climate controlled vault.
- US Imaging will perform all scanning within our facility to completely eliminate the possibility of loss.
- We have successfully completed over 525 Land Record projects, which is more than all of our competitors combined.
- We maintained 100% customer satisfaction during the past 10 years and have never had a dissatisfied Recorder.
- We scan all media in color or grayscale and provide both JPEG & TIFF images, if a County ever questions the content of a TIFF image, they can view the JPEG to see exactly what the original image looked like on the original film or book.
- We have developed a custom capture, indexing and enhancing software program for high volume processing of Land Records called *ImageXpert*, no other vendor has this program or it's unique capabilities.
- We have developed *ImageXpress* retrieval software and provide it at no charge, so that Counties can easily access single page TIFF and JPEG images from Stage 1, while Stage 2 indexing and Stage 3 enhancing is taking place.
- We have developed *ImageReview* software to allow Counties to easily inspect and approve poor quality images for enhancement so the County can maintain control of quality and the budget.
- We display TIFF and JPEG images at full size on 2 portrait monitors and compare every TIFF to every JPEG and report any illegible TIFF images.
- Our secured facility currently stores over 100,000 boxes of confidential records for over 100 clients. Every box contains a barcode label with a unique number to identify the customer name, document type, first and last document within each box. Every box is physically tracked within a 4' x 4' location and can be physically located within seconds. Our database also tracks every employee that has touched each box.
- We can provide retrievals 24/7 and scan or fax documents within 15 minutes of request.
- We guarantee the quality and accuracy of the images and indexes. If the County should ever have any issue, we will fix it for free, forever.
- We are currently Tyler Technologies preferred partner to scan and index microfiche for Tyler Recorder. We have successfully formatted images for over 40 Tyler Technologies customers.
- US Imaging will complete this entire project within 1 year of the start date.

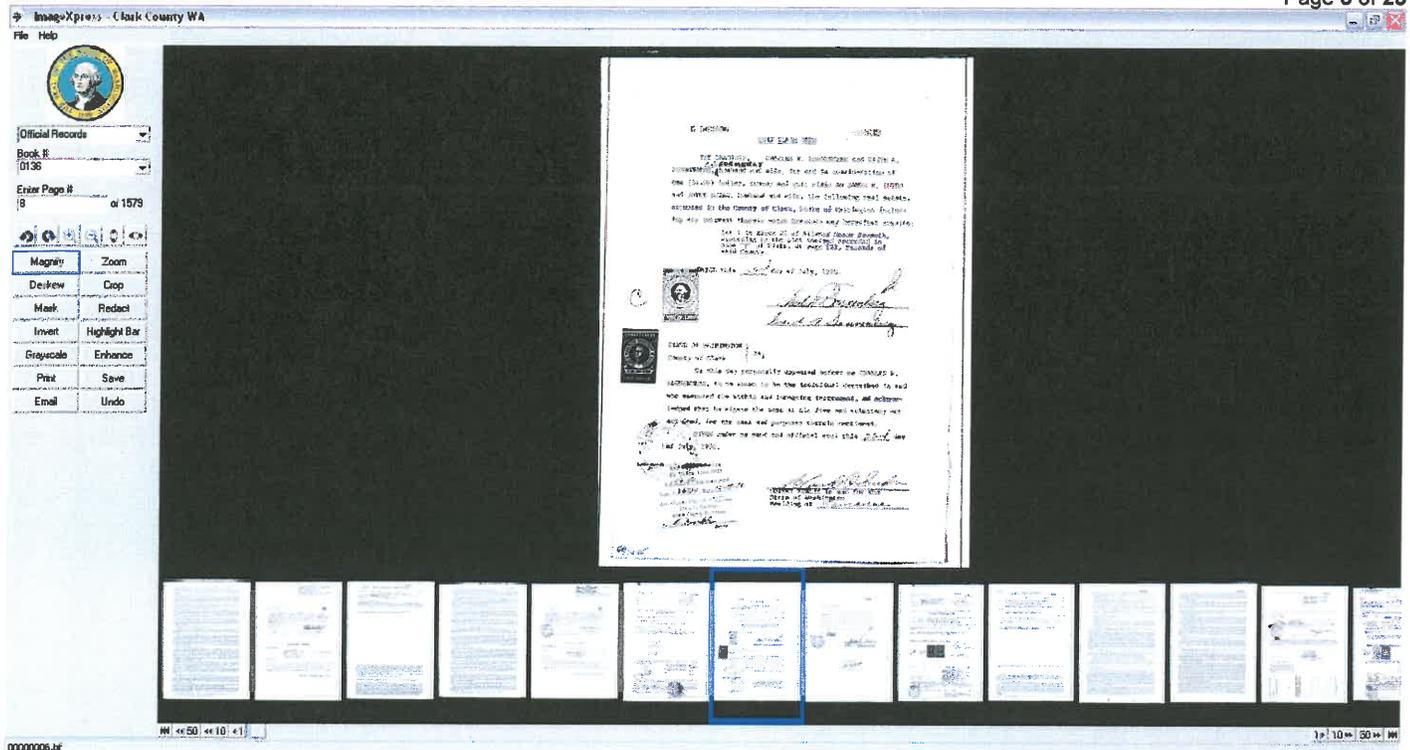
Gila County Requirements:

- **Originals** – County will request authorization to scan original jackets at current off-site storage facility in Saginaw, MI.
- **Index Data** – County will provide a text file of the docket # and page # of the first page of each document from the computer index for book 640 through book 916.
- **Pilot** – County will inspect 1,000 images from a pilot sample to approve image quality and index accuracy.
- **Poor Quality Image Report** – County will review & approve images on the poor quality image report for enhancement.
- **Hardware** – County will allocate 100GB of Hard Drive Space to import TIFF images into the Tyler Recording System.
- **Import** – County will contract with Tyler Technologies to import images and indexes into the Recording System.

US Imaging Requirements:

Stage 1 – Scan JPEG & TIFF On-Site for ImageXpress:

- **On-Site Scanning** – US Imaging will provide all necessary hardware, software and staff to perform on-site scanning of all the jackets stored within our climate controlled vaults in Saginaw, MI.
- **Media Tacking** – We will track the physical location of 100% of the jackets during the conversion process. We will provide an On-Line Inventory Report to track the location and progress of each box of jackets by the Box #, Docket Range or Document Range. Our staff will input their employee # and quantity of images after completing each Stage: scanning, cropping, inspecting, indexing, enhancing, formatting and shipping. The County can also utilize this report to track which images have been imported and accepted into the Tyler Recording system.
- **Microfilm Jacket Inspection** – Each jacket will be inspected for scratches, dirt, damaged film, bent, and density throughout each Microfilm Jackets. If Diazo copies are interfiled with silver film, the Diazo will be removed from the original filing system and stored in order in a separate Diazo filing system. If Microfilm Jackets is damaged, deteriorating from Vinegar Syndrome or Redox, we will notify the County and request different copies.
- **Microfilm Jacket Scanning** - Microfilm contains 256 shades of gray. 100% of the microfilm images will be scanned at 300 dpi in 256 shades of gray and saved in industry standard JPEG format. JPEG images are sequentially numbered by a zero filled 8 digit number and stored in folders named by Book Type and Docket # or Document # Range for approximately 1,000 documents.
- **On-Site Content Inspection** – Our staff will inspect 100% of the images during scanning to guarantee that 100% of the pages have been captured in their entirety.
- **Automatic Image Enhancement** - Each TIFF image will be automatically deskewed and solid black borders will be automatically cropped for optimum file compression. Despeckle is not performed on scanned images.
- **Stage 1 Image Format** – Images will be stored in directories named by Document Type, Image Type and Docket # or Document # Range. Both JPEG and TIFF images will be single page images named by a zero filled, 8 digit, sequential number starting with 00000001.jpg and 00000001.tif for each Docket or Document Range.
- **USB Hard Drives** – All single page JPEG and TIFF images will be copied to 2 sets of external 1TB 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 sample images will be cropped, inspected, indexed, enhanced and formatted for the Recording System. Pilot images will also be saved as multi-page TIFF files that are named by the Docket-Page # or Document # for easy viewing with any image viewer. We will e-mail a link, user name and password to download the Pilot Images from our FTP site.
- **ImageXpress** – We will provide a software utility called *ImageXpress* to allow the County to retrieve single page TIFF & JPEG images until final images from Stage 3 are completed and imported into the Recording 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.



Stage 2: Crop, Index & Inspect for ImageReview:

- **Manual Cropping** – Due to certain camera backgrounds, page sizes, scratches on film and film formats, the automatic crop included in automatic cropping may leave large white borders, black borders, black lines and shadows on the images. Manual cropping is 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.
- **Manual Document Group¹ & Index¹** – Our staff will manually group individual images together as documents and index each document by the Document # or the Book-Page # of the first page of the Document. Manual Grouping and indexing is done in a single pass and the accuracy will be approximately 99.5%.
- **Automatic Document Group & Index** – Computer Index data for 275,000 images worth documents will be provided to automatically group images together as documents. The Computer Index data will include the Docket-Page # of the first page of each document. US Imaging will inspect every 10th document to insure that the Book-Page # data is in sync with the Book-Page # indexed on each page. If a mismatch is located, we will backup 10 documents and go image by image to locate the mismatch, make the necessary correction to return to sync. Automatic grouping and indexing is done in a single pass and the accuracy will be approximately 99.5%.
- **Image Inspection** – Both Color JPEG and Black & White Images will be displayed side by side on two 20” monitors as full size 8.5” x 14” images. Our staff will compare the Black & White TIFF to the Color JPEG to make insure that all extremely light and extremely dark data has been captured properly. They will also look for specific details such as party names, legal description, signatures, time-date stamps and Book-Page numbers during this process. If any part of the TIFF image is considered illegible it will be added to the Poor Quality Image Report. The problems to be identified include: dark, light, cut off, blurry, A page, duplicate, missing, microfilm retake, and poor original.
- **Poor Quality Image Report** – US Imaging will provide a report on the USB Hard Drive of single page TIFF images that identifies the Liber # or Document # Range, sequential TIFF image # and reason why it has been flagged (light, dark, blurry, poor quality original, A Page, duplicate, missing, etc.) The poor quality image report will identify the exact number of poor quality images so the County can inspect, audit and approve the quantity of images to be enhanced prior to the enhancement process.

- **Stage 2 Image Format** – Cropped, inspected and indexed images will be stored in directories named by Document Type, Image Type and Docket # or Document # Range. Both JPEG and TIFF images will be single page images named by a zero filled, 8 digit, sequential number starting with 00000001.jpg and 00000001.tif for each Book, Box, Roll or Document Range. Indexes will be stored in a comma delimited text file and can be viewed along with the images.
- **USB Hard Drives** – All cropped, inspected and indexed TIFF images will be copied to 2 sets of external 1TB 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.
- **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.

The screenshot shows the 'Image Review' software interface. On the left, there is a sidebar with the 'US Imaging' logo and a list of images. The list has columns for 'Book/Image', 'Issue', and 'ok'. The images listed are:

Book/Image	Issue	ok
1 0220/0000006.TIF	Dark	<input checked="" type="checkbox"/>
2 0220/0000080.TIF	Dark	<input checked="" type="checkbox"/>
3 0220/0000147.TIF	Dark	<input checked="" type="checkbox"/>
4 0220/0000201.TIF	Light	<input checked="" type="checkbox"/>
5 0220/0000265.TIF	Cut Off	<input checked="" type="checkbox"/>
6 0220/0000311.TIF	Dark	<input checked="" type="checkbox"/>

At the bottom of the sidebar, it says 'Total 6 images'. The main window displays a scanned document, which appears to be a notary public certificate. The document is partially obscured by a black box at the bottom. The visible text includes:

IN WITNESS WHEREOF, I, the Notary Public, have hereunto set my hand and seal this 13th day of May, 2015.

WITNESSES: [Signature]

THE STATE OF TEXAS, COUNTY OF GRANT, appeared before me, a Notary Public in and for the County of Grant, Texas, on this 13th day personally known to me to be the person and officer whose name is subscribed to the foregoing instrument as President of the [Organization] and acknowledged to me that he executed the same as the act and deed of said [Organization], for the purposes and considerations therein expressed and in the capacity therein stated.

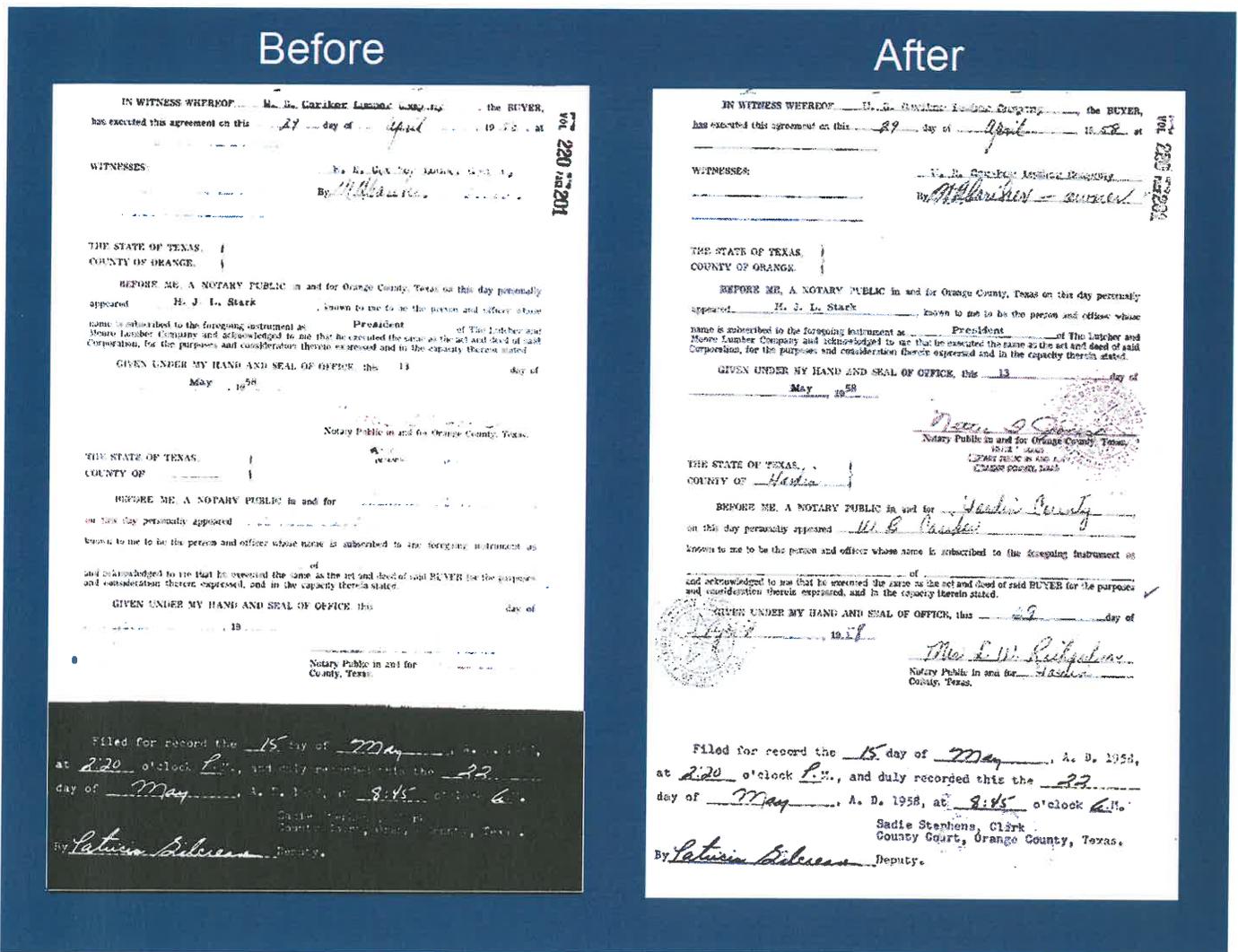
GIVEN UNDER MY HAND AND SEAL OF OFFICE this 13th day of May, 2015.

Notary Public in and for County, Texas.

Filed for record the 15th day of May, 2015, at 2:20 o'clock P.M., and duly recorded this 15th day of May, 2015, at 8:45 o'clock P.M. by [Signature]

Stage 3 – Enhance & Format for the Eagle Recording System:

- **Image Enhancement** – US Imaging will adjust the poor contrast of County approved images. Our staff will enhance the 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 in the future at no charge. US Imaging will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Rescanning** – In some cases, after all digital enhancement has been exhausted, US Imaging may return to the County to physically rescan media at different scanner settings to obtain a lighter or darker image. Return and rescanning will be performed at no additional charge to County.
- **Stage 3 Image Format** – All final images and indexes will be formatted for accurate importing into your Eagle Recorder Recording System from Tyler Technologies.
- **USB Hard Drives** – All formatted images will be copied to 2 sets of external 2TB USB Hard Drives. 1 set will be shipped to the County for importing and on-site backup. 1 set will be stored at US Imaging for off-site backup.



- **Disaster Recovery** – US Imaging’s facility is located in Saginaw, MI which is free from Earthquakes, Hurricane’s, Tsunami’s, Volcano’s, Tornado’s and Flood’s. Our facility is 20’ above the 100 year flood plain and is made of Concrete and Steel. 100% of the facility is covered by a dry sprinkler system and server room and microfilm vaults have secondary clean agent suppression systems. Our climate controlled microfilm vaults maintain 65 degrees and 40% humidity. All of our servers are RAID 10 to allow a hard drive to crash and not loose any data. All of our servers and climate control systems have battery backup systems to maintain 1 hour of power loss and a secondary natural gas generator to provide unlimited power loss. Completed data is archived to 2 sets of external magnetic hard drives and archival quality M-Discs that have a 1,000 year life expectancy.
- **Full Legal Name** – US Imaging, Inc.
- **Brief Company History** - US Imaging was founded in 1976 as Micro Tec, a microfilm service bureau with 50 employees serving Financial and Healthcare entities in the Mid-West. In 1996, Micro Tec merged with 25 other service bureaus to form ImageMax, a nationwide service bureau with 600 employees serving Financial, Healthcare, State and Local Government. In 2006, the Government team left ImageMax to form US Imaging and focus exclusively on serving County Recorders. Our team has successfully served over 523 County Recorders nationwide.
- **Physical Address** – 400 S. Franklin Street, Saginaw, MI 48607
- **Lead Contact Person** – Rhonda Olson, Project Manager, Office Phone (989) 754-9949, Cell Phone (989) 928-1559
- **Days and Hours of Operation** - Monday – Friday, 6:00am – 4:00pm MST
- **Litigation & Stability** – US Imaging has never been involved in any litigation. US Imaging is owned by Scott Robinson, who has been in the imaging business for 30 years and is 50 years young. A Living Trust outlines responsibilities of Management staff in case Scott Robinson is no longer able to lead the organization.
- **Staff Qualifications Staff:**

Scott Robinson, CDIA – President & CEO

30 years of imaging experience

Bachelor’s Degree, Business Management, Northwood University, 1988

Scott’s grandfather started Micro Tec in 1976 and worked in production from 1982-1988, in 1988 Scott became the Regional Sales Manager for Micro Tec. From 1996-2006 Scott was consistently in the top 3 out of 50 sales people for ImageMax and became the VP of Government Solutions. In 2006 Scott formed US Imaging to focus solely on serving Counties. US Imaging has successfully completed over 523 projects, just like the one requested in this RFP.

Tina Arundel – Production Manager

18 years of imaging experience

High School Diploma, Valley Lutheran H.S. 1998

Tina joined our administrative team in 1998 and quickly worked her way to Production Manager in 2002. Tina has managed the conversion of over 2 billion images for 600 clients. Tina is proficient with all of our hardware, software, processes and provides remote support to customers and software partners. Tina has helped develop our custom capture, indexing and enhancing program called *ImageXpert* and has worked out the details to create accurate export routines for over 50 imaging systems.

Rhonda Olson – Off-Site Project Manager

32 years of imaging experience

High School Diploma, Eisenhower H.S. 1982

Rhonda has been with us for 31 years. She has “hands on” experience with every aspect of our business and was Production Manager for 7 years prior to Tina. Rhonda now coordinates proposals, document pickups, retrievals, project tracking, compares estimated totals to actual totals, document returns, satisfaction follow up. All questions regarding contracts, retrievals and project status can be handled by Rhonda.

- **Accuracy** – We have proposed Single Grouping and Indexing of Land Records by our experienced staff which has been measured at 99% accuracy by over 100 Counties. Double Grouping and Indexing has been selected by over 400 Counties and is available for an additional charge of \$.025 per image to obtain 100% accuracy.
- **Customer Base** – US Imaging has served over 523 County Recorders nationwide. We have provided reference letter from 3 County Recorder customers with similar year ranges, larger volumes and Eagle Recorder Software from Tyler Technologies. Here is a list of the 523 County Recorders we have served and we will be happy to provide details on as many as the County desires:

AR	Boone County
AR	Bradley County
AR	Lee County
AR	Miller County
AR	Montgomery County
AR	Pulaski County
AR	Union County
AR	St. Francis County
AZ	Coconino County
AZ	Gila County
AZ	Graham County
AZ	Santa Cruz County
CA	Amador County
CA	Calaveras County
CA	Contra Costa County
CA	Modoc County
CA	Mono County
CA	San Joaquin County
CA	San Luis County
CA	Santa Barbara County
CA	Siskiyou County
CA	Stanislaus County
CO	Archuleta County
CO	Baca County
CO	Bent County
CO	Boulder County
CO	Chaffee County

CO	Cheyenne County
CO	Clear Creek County
CO	Conejos County
CO	Cripple Creek, City of
CO	Crowley County
CO	Custer County
CO	Delta County
CO	Dolores County
CO	Douglas County
CO	Fremont County
CO	Garfield County
CO	Gilpin County
CO	Hinsdale County
CO	Huerfano County
CO	Lincoln County
CO	Mesa County
CO	Mineral County
CO	Montrose County
CO	Park County
CO	Pitkin County
CO	Pueblo County
CO	Rio Blanco County
CO	Rio Grande County
CO	San Juan County
CO	San Miguel County
CO	Summit County
CO	Teller County
CO	Weld County
FL	Alachua County
FL	Sarasota County
HI	Hawaii
IA	Linn County
ID	Ada County
ID	Bingham County

ID	Cassia County
ID	Latah County
ID	Lewis County
ID	Minidoka County
ID	Teton County
IL	Adams County
IL	Boone County
IL	Bureau County
IL	Champaign County
IL	Clinton County
IL	Cook County
IL	Hancock County
IL	Henry County
IL	Iroquois County
IL	Jackson County
IL	Jefferson County
IL	Knox County
IL	LaSalle County
IL	Lee County
IL	Madison County
IL	McHenry County
IL	McLean County
IL	Monroe County
IL	Morgan County
IL	Moultrie County
IL	Peoria County
IL	Putnam County
IL	Sangamon County
IL	Vermilion County
IL	Warren County
IL	Winnebago County
IL	Woodford County
IN	Allen County

IN	Benton County
IN	Cass County
IN	Dearborn County
IN	Dekalb County
IN	Delaware County
IN	Floyd County
IN	Franklin County
IN	Fulton County
IN	Greene County
IN	Hancock County
IN	Harrison County
IN	Hendricks County
IN	Henry County
IN	Howard County
IN	Huntington County
IN	Jackson County
IN	Jasper County
IN	Jefferson County
IN	Jennings County
IN	Knox County
IN	Kosciusko County
IN	LaGrange County
IN	LaPorte County
IN	Madison County
IN	Marion County
IN	Marshall County
IN	Miami County
IN	Monroe County
IN	Montgomery County
IN	Morgan County
IN	Noble County
IN	Owen County
IN	Parke County
IN	Perry County

IN	Porter County
IN	Posey County
IN	Pulaski County
IN	Putnam County
IN	Ripley County
IN	Spencer County
IN	St. Joseph County
IN	Steuben County
IN	Tippecanoe County
IN	Vanderburgh County
IN	Vigo County
IN	Wabash County
IN	Warrick County
IN	Washington County
IN	White County
IN	Whitley County
KS	Barber County
KS	Barton County
KS	Bourbon County
KS	Butler County
KS	Cherokee County
KS	Clay County
KS	Coffee County
KS	Cowley County
KS	Douglas County
KS	Gove County
KS	Graham County
KS	Harper County
KS	Jackson County
KS	Jefferson County
KS	Johnson County
KS	Kiowa County
KS	LaBette County

KS	Lyon County
KS	Miami County
KS	Morris County
KS	Morton County
KS	Nemaha County
KS	Neosha County
KS	Ness County
KS	Osage County
KS	Pottawatomie County
KS	Pratt County
KS	Putnam County
KS	Riley County
KS	Saline County
KS	Stafford County
KS	Trego County
KS	Wilson County
KS	Woodson County
KY	Anderson County
KY	Bell County
KY	Boyd County
KY	Bracken County
KY	Carroll County
KY	Clark County
KY	Daviess County
KY	Fleming County
KY	Graves County
KY	Green County
KY	Greenup County
KY	Hancock County
KY	Henry County
KY	Hopkins County
KY	Jessamine County
KY	Livingston County
KY	Lyon County

KY	Madison County
KY	Mason County
KY	McLean County
KY	Menifee County
KY	Monroe County
KY	Nicholas County
KY	Ohio County
KY	Scott County
KY	Simpson County
KY	Spencer County
KY	Union County
KY	Warren County
KY	Webster County
ME	Hancock County
ME	Kennebec County
ME	Oxford County
ME	Sagadahoc County
ME	York County
MI	Allegan County
MI	Alpena County
MI	Barry County
MI	Bay County
MI	Benzie County
MI	Berrien County
MI	Branch County
MI	Calhoun County
MI	Calumet County
MI	Cass County
MI	Chippewa County
MI	Clinton County
MI	Eaton County
MI	Emmet County
MI	Genesee County

MI	Grand Traverse County
MI	Gratiot County
MI	Huron County
MI	Ionia County
MI	Iron County
MI	Jackson County
MI	Kalamazoo County
MI	Kalkaska County
MI	Kent County
MI	Lapeer County
MI	Leelanau County
MI	Lenawee County
MI	Livingston County
MI	Manistee County
MI	Marquette County
MI	Mason County
MI	Midland County
MI	Monroe County
MI	Montcalm County
MI	Newaygo County
MI	Oceana County
MI	Ogemaw County
MI	Osceola County
MI	Otsego County
MI	Ottawa County
MI	Presque Isle County
MI	Roscommon County
MI	Saginaw County
MI	Sanilac County
MI	Schoolcraft County
MI	Shiawassee County
MI	St. Joseph County
MI	Tuscola County
MI	Van Buren County

MI	Washtenaw County
MI	Wayne County
MI	Wexford County
MN	Anoka County
MN	Blue Earth County
MN	Brown County
MN	Chippewa County
MN	Cottonwood County
MN	Crow Wing County
MN	Dakota County
MN	Faribault County
MN	Fillmore County
MN	Houston County
MN	Kandiyohi County
MN	Lac Qui Parle County
MN	Lyon County
MN	Mahnomen County
MN	Marshall County
MN	Martin County
MN	McLeod County
MN	Mille Lacs County
MN	Mower County
MN	Olmsted County
MN	Ottertail County
MN	St. Louis County
MN	Todd County
MN	Washington County
MN	Watonwan County
MN	Winona County
MN	Sherburne County
MO	Audrain County
MO	Boone County
MO	Cape Girardeau County

MO	Christian County
MO	Crawford County
MO	Franklin County
MO	Gasconade County
MO	Johnson County
MO	Lafayette County
MO	Linn County
MO	Macon County
MO	Maries County
MO	Marion County
MO	Pettis County
MO	Phelps County
MO	Pike County
MO	Saline County
MO	St. Charles County
MO	St. Francois County
MO	St. Genevieve County
MO	St. Louis City
MO	Taney County
MO	Texas County
MS	Jackson County
MS	McDowell County
MT	Fallon
MT	Jefferson County
MT	Park County
MT	Powder River County
MT	Roosevelt County Abstract
MT	Rosebud County
MT	Silver Bow County
NC	Alleghany County
NC	Anson County
NC	Ashe County
NC	Bladen County
NC	Burke County

NC	Cabarrus County
NC	Caldwell County
NC	Carteret County
NC	Catawba County
NC	Chatham County
NC	Cherokee County
NC	Clay County
NC	Columbus County
NC	Cumberland County
NC	Davie County
NC	Durham County
NC	Haywood County
NC	Hoke County
NC	Lee County
NC	Macon County
NC	Martin County
NC	McDowell County
NC	Northampton County
NC	Robeson County
NC	Sampson County
NC	Stokes County
NC	Swain County
NC	Transylvania County
NC	Union County
NC	Vance County
NC	Warren County
NC	Wilkes County
NC	Yadkin County
ND	Burleigh County
ND	Cass County
ND	Golden Valley County
ND	Griggs County
ND	McIntosh County

ND	McKenzie County
ND	McLean County
ND	Mercer County
ND	Ramsey County
ND	Ransom County
ND	Richland County
ND	Sargent County
ND	Stark County
ND	Towner County
ND	Wells County
ND	Williams County
NE	Dodge County
NE	Douglas County
NE	Union Pacific
NH	Belknap County
NH	Cheshire County
NH	Hillsborough
NH	Merrimack County
NM	Bernalillo County
NM	Chaves County
NM	Los Alamos County
NM	San Juan County
NV	Douglas County
NV	Elko County
NV	Lander County
NV	Nye County
NV	Washoe County
NV	White Pine County
NY	Livingston County
NY	Schoharie County
OH	Erie County
OH	Licking County
OH	Logan County
OH	Medina County

OH	Miami County
OH	Shelby County
OH	Union County
OH	Wood County
OH	Marion County
OR	Gilliam County
OR	Jefferson County
OR	Wheeler County
PA	Berks County
PA	Butler County
PA	Elk County
PA	Indiana County
PA	Lawrence County
PA	Wyoming County
PA	York County
SC	Aiken County
SC	Calhoun County
SC	Jasper County
SC	Lancaster County
SC	Laurens County
SC	Pickens County
SC	Surry County
SD	Butte County
SD	Hutchinson County
TN	Grainger County
TN	Knox County
TN	Marion County
TN	Van Buren County
TX	Atascosa County
TX	Bexar
TX	Blanco County
TX	Burnet County
TX	Cass County

TX	Chambers County
TX	Erath County
TX	Fort Bend County
TX	Galveston County
TX	Gillespie County
TX	Gregg County
TX	Hurst, City of
TX	Jefferson
TX	Jourdanton Library
TX	Liberty County
TX	Live Oak County
TX	Lubbock County
TX	Moore County
TX	Orange County
TX	Refugio County
TX	San Patricio County
TX	Shelby County
TX	Somervell County
TX	Tarrant County
TX	Tom Green County
TX	Upshur
TX	Uvalde County
UT	Box Elder County
UT	Davis County
UT	Weber County
VA	Augusta County
VA	Bedford County
VA	Caroline County
VA	Carroll County
VA	Chatham County
VA	Chesapeake, City of
VA	Chesterfield County
VA	Clarke County
VA	Fluvanna County

VA	Isle of Wight County
VA	Kent County
VA	New Kent County
VA	Orangeburg County
VA	Prince William County
VA	Roanoke County
VA	Spotsylvania County
VA	Suffolk County
VA	Sussex County
WA	Adams County
WA	Asotin County
WA	Clark County
WA	Columbia County
WA	Cowlitz County
WA	Island County
WA	Pierce County
WA	San Juan County
WA	Snohomish County
WA	Spokane County
WA	Whatcom County
WA	Whitman County
WI	Barron County
WI	Brown County
WI	Buffalo County
WI	Burnett County
WI	Calumet County
WI	Clark County
WI	Columbia County
WI	Crawford County
WI	Dane County
WI	Dunn County
WI	Eau Claire County
WI	Green Lake County

WI	Iowa County
WI	Jackson County
WI	Kenosha County
WI	La Crosse County
WI	Lafayette County
WI	Lincoln County
WI	Milwaukee County
WI	Oconto County
WI	Ozaukee County
WI	Pierce County
WI	Portage County
WI	Racine County
WI	Rock County
WI	Sawyer County
WI	Sheboygan County
WI	St. Croix County
WI	Taylor County
WI	Trempealeau County
WI	Vernon County
WI	Washington County
WI	Waukesha County
WI	Winnebago County
WI	Wood County
WY	Converse County
WY	Fremont County
WY	Johnson County
WY	Sweetwater County

Detailed Pricing of Stage 1-3: Scan, Crop, Index, Inspect & Enhance Scan 1969 – 1997 Microfilm Jackets

1,000,000 Images	@	45 Images Per 4" x 6", 5 Channel Jacket	=	22,223 Jackets
1,000,000 Images	@	10% Poor Quality Images	=	100,000 Poor Images
1,000,000 Images	@	1,000 Images per Gigabyte for JPEG Format	=	1,000 GB for JPEG's
1,000,000 Images	@	10,000 Images per Gigabyte for TIFF Format	=	100 GB for TIFF's

Stage 1

0	@	\$0.00 Travel, Shipping and Configuration of Equipment	=	\$0.00
0 Days	@	\$0.00 Per Day Scanning with 24/7 Access	=	\$0.00
1,000,000 Images	@	\$0.02 Per Image to Scan 300dpi JPEG Image	=	\$20,000.00
1,000,000 Images	@	\$0.001 Per JPEG to Convert to TIFF	=	\$1,000.00 17%
2 Drives	@	\$150.00 Per 1TB USB Hard Drive	=	\$300.00 \$21,300.00

Stage 2

1,000,000 Images	@	\$0.025 Per TIFF to Remove Excess Borders	=	\$25,000.00
1,000,000 Images	@	\$0.025 Per TIFF to Single Inspect & Report Quality	=	\$25,000.00
725,000 Images	@	\$0.025 Per TIFF to Single Group & Index Pages as Docs	=	\$18,125.00
275,000 Images	@	\$0.01 Per TIFF to Auto Group & Index Pages as Docs	=	\$2,750.00 58%
1 Drive	@	\$150.00 Per 1TB USB Hard Drive	=	\$150.00 \$71,025.00

Stage 3

100,000 Images	@	\$0.30 Per JPEG to Enhance Poor Quality	=	\$30,000.00
1 Drive	@	\$150.00 Per 1TB USB Hard Drive	=	\$150.00 25%
3 Shipping	@	\$25.00 Per USB Hard Drive shipped via UPS	=	\$75.00 \$30,225.00

Total Investment = \$122,550.00

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

DESCRIPTIONS (Continued from Page 1)

Notice of Cancellation (10 Day Notice for nonpayment of premium) applies. If the insured is the successful bidder we will be able to obtain Professional Liability Limits of \$2,000,000/\$2,000,000, Cyber Date Coverage of \$2,000,000/\$2,000,000 and the waiver of subrogation on the workers compensation policy.
(1/16)