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CITY OF DEADWOOD

Tax Ledgers Books Microfilming and Digitization

~~August 11, 2022~~

August 18, 2022

PREPARED FOR:
Michael Runge
City Archivist
City of Deadwood
108 Sherman St.
Deadwood, SD 57732
605.578.2082

Michael.runge@cityofdeadwood.com

SCOPE OF WORK

Thank you for the opportunity to submit pricing for the microfilming and digitization of City of Deadwood Tax Ledgers books. DocuTek, Inc. has been in business since 1995. Our areas of expertise are digitizing paper, digitizing microfilm, and the creation of microfilm. All areas of our expertise would be required for this project.

Based upon the information you have emailed, listed below is the general scope of work.

Goal: Digitize Tax Ledger books into PDF files. One PDF file per ledger book. Deliverable of one PDF image per open book page, because information goes across the two physical pages.

Scope of Work:

Microfilm and digitize to PDF approximately 20 ledger books.

Process:

1. Tax Ledger books will be transported to DocuTek, Inc. (located in Englewood, CO).
2. DocuTek will provide sample scans to City of Deadwood with both processes.
3. Upon approval by City of Deadwood, the microfilming and digitization process will commence. Microfilming will be done on a Kodak MRD-2 Camera.
4. Microfilm Tax Ledgers (open book). Based upon your flat surface measurements, we should be able to microfilm open book.
5. After microfilming and microfilm processing has occurred, DocuTek will digitize microfilm images using the FlexScan Microfilm scanner made by NextScan. I have included equipment spec sheets at the end of this proposal.
6. Microfilm digitizing will occur at 300DPI in grayscale.
7. Digitize microfilm images to PDF files. One open book page = one PDF image.
8. Create one multi-page PDF file per ledger.
9. City of Deadwood deliverables will be 35MM original silver archival quality microfilm rolls and an external USB hard drive containing 20 PDF files, one for each Tax Ledger book.
10. City of Deadwood will be responsible for pickup and transportation of Tax Ledger books back to South Dakota.

COMPANY PROFILE & CLIENT REFERENCES

DocuTek Incorporated is located in Lakewood, Colorado and provides document scanning services throughout the United States. Our company provides Document Scanning Services, Microfilm Scanning Services, NextScan Virtual Film Software, PaperVision EDMS Software, Document Scanner Sales, Microfilm Scanner Sales, and Support Services for all hardware and software that we sell. The focus of our company is to help organizations effectively manage paper, microfilm, and electronic content through our Conversion Services Department and/or by recommending, designing and implementing “in-house” software/hardware solutions. DocuTek has established a proven track record and a large customer base throughout Colorado and Southern Wyoming.

DocuTek, Inc. has been in business since 1995. We have converted millions of images from paper and microfilm into digital format for a wide range of customers and industries. We have partnered with industry leading companies like Canon USA, Digitech Systems, E-Imagedata, nextScan, and Panasonic to allow us to offer our clients the best and most innovative solutions at extremely competitive prices. Over 23 years of experience in digitizing records (paper & microfilm) has enabled our company to develop a sound project workflow methodology, quality control practices, and the use of state-of-the-art scanning equipment and software that will insure that our conversion services are done to your complete satisfaction.

Listed below are some important facets of our company that we believe make DocuTek uniquely qualified and capable to complete this project for the City of Deadwood:

- **OWNERSHIP AND STAFF EXPERIENCE.** The two owners have over 50+ years of experience, with primary roles of Technical Expertise and Project Management. Key personnel that would be involved with your project have almost 100 years combined experience working in document conversion service bureaus. During our 23 years in business we have scanned millions of images from paper and microfilm.
- **SECURITY.** DocuTek has successfully completed many projects with highly sensitive and confidential information, including: state income tax returns, medical records, police department case files, human resources files, and various financial and legal records. All documents to be scanned at our facility will be transported by DocuTek authorized personnel in one of our company vehicles to ensure proper chain of custody. No third party transportation will be utilized. Once at our secured facility, City of Deadwood Tax Ledgers will be stored in a secured area, accessible only to authorized employees. During the scanning process, images will reside strictly on a “stand alone” computers and/or encrypted USB hard drives, with no network or internet capabilities.

- **CONFIDENTIALITY.** DocuTek requires that all employees submit to a background check and sign a non-disclosure agreement as a term of employment.
- **EXPERIENCE WITH DIFFERENT RECORD TYPES.** As indicated by our current client lists and references, DocuTek has worked on a number of projects involving various historical/archival document types, each with their own unique and challenging requirements. No matter what document type, condition or format, we have probably scanned it.
- **CUSTOMER SERVICE.** Client satisfaction is our first priority and our customer service is second to none. We are very responsive to any needs of our customers and are able to quickly implement changes as necessary. Through the course of the project, DocuTek will provide regular updates to insure we are on task and on time.
- **SCANNING/MICROFILMING EQUIPMENT AVAILABILITY AND RELIABILITY.** All servicing of our equipment is done “in house”. Our Service Technicians are available to remedy hardware and software issues immediately. This minimizes down time by having onsite Service Technicians who can quickly resolve any issues and lowers our cost of doing business by not having to pay 3rd party companies. Additionally, this further protects our client’s confidential records by minimizing or eliminating the need for non-authorized personnel entering work areas.
- **NO SUBCONTRACTING.** All work will be done by DocuTek employees at our document conversion facility in Englewood. NO PORTION of the job will be outsourced to a subcontractor.
- **FOCUS.** Document scanning, microfilming scanning, microfilming, sales/service of scanner equipment and the design, installation and support of electronic document management systems software is all we do. It is not just our primary line of business, it is our only line of business. We don’t sell copiers or printers or any other business ventures outside of document scanning and document management.

Below are few of our other current clients, for whom we provide other document/microfilm conversion, software integration and/or hardware and software support services:

COUNTY GOVERNMENT

- Adams County Sheriff's Office
- Albany County Clerk
- Arapahoe County Court
- Arapahoe County Sheriff's Dept
- City and County of Denver
- Denver County Courts
- El Paso County Combined Courts
- El Paso County Clerk & Recorder
- Jefferson County Clerk and Recorder
- Jefferson County School District
- Kiowa County Clerk & Recorder
- Kit Carson County
- Lake County Public Library
- Laramie County Clerk
- Larimer County
- Lincoln County Clerk & Recorder
- Prowers County Clerk & Recorder
- Pueblo County Clerk & Recorder
- Washington County Clerk & Recorder
- Weld County Information Services

FEDERAL GOVERNMENT

- Adjutant General's Office
- Bureau Of Land Management
- Bureau Of Reclamation
- GSA Administration Office
- Interior Business Center
- Mine Safety & Health Administration
- Rocky Mountain Arsenal National Refuge
- U.S. Air Force Academy
- U.S. Geological Survey
- USDA Forest Service

STATE GOVERNMENT

- Colorado Dept of Agriculture
- Colorado Dept of Health & Environment
- Colorado Dept of Human Services
- Colorado Dept of Regulatory Agencies
- Colorado Dept of Revenue
- Colorado Dept of State
- Colorado Division of Water Resources
- Colorado Integrated Document Solutions
- Colorado Judicial
- Colorado Office of Natural Resources
- Colorado State University
- Colorado's Child Protection Ombudsman
- E-470 Public Highway Authority
- History Colorado
- University of Colorado
- University of Northern Colorado
- Wyoming Dept of Environmental Quality
- Wyoming State Archives

LOCAL GOVERNMENT

- Aurora Public Schools
- City of Colorado Springs
- City of Fort Collins
- City of Greenwood Village
- City of Lakewood Police Dept.
- City of Littleton
- City of Longmont
- City of Pueblo Clerk & Recorder
- Colorado Springs School District 11
- Denver Public Library
- Denver Water Department
- Eagle Valley Library District
- Englewood Public Schools
- Littleton Public Schools
- Pueblo Library District
- Pikes Peak Library District
- Thompson School District
- Town of Castle Rock

CLIENT REFERENCES

The following organizations have relied on DocuTek for their document digitization projects.



Colorado Library Consortium

Regan Harper

Director, Networking & Resource Sharing

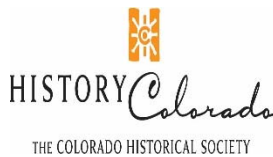
303.866.6907

Denver, CO

Harper_r@cde.state.co.us

Scanning of Microfilm Rolls

June 2014 to Present



History Colorado

Kerry Baldwin

Library Director

303.844.4600

Denver, CO

Kerry.baldwin@state.co.us

Microfilming, Scanning, and

Digitization of Newspapers

2010 to Present



Wyoming State Archives

Michael Strom

State Archivist

307.777.7020

Michael.strom@wyo.gov

Microfilming, Scanning, and
Digitization of Newspapers and

Documents

May 2011 to Present

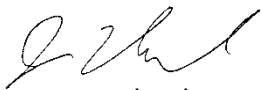
FEE SCHEDULE AND PROJECT ESTIMATES

Microfilming and Digitizing Tax Ledger books

OFF-SITE CONVERSION SERVICES FEE SCHEDULE			
DESCRIPTION	Cost Per Image	QUANTITY	TOTAL
Microfilm and digitize 17 Ledgers to 35MM Negative Silver Master Microfilm and PDF Images (one PDF = one ledger) <i>(1241 images (books 4&5 one page per image) + 3,209 images (2 pages per image) Tax Ledgers=2,845 images)</i>	\$0.36	4,450	\$1,602.00
Microfilm and digitize 3 Ledgers to single page PDF files named by page #, with additional naming of glued pages as 01a, 01b, 01c, etc. <i>(1539 pages x 20% extra pages = 1847 pages; one page per image)</i>	\$0.75	1,847	\$1,385.25
Extra Handling and Preparation for Microfilming Ledgers Open Book	\$20.00	15	\$300.00
Total Project cost for Delivered PDF images and Original Archive Quality Microfilm Rolls.			\$3,287.25

Please do not hesitate to contact me should you have any questions or need any additional information. I would be happy to explain any of the options in more detail.

Sincerely,



Jay Hoagland

jayhoagland@edocutek.com

303-722-5200

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