

OFFICE OF
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MEMORANDUM

Date: April 17, 2023
To: Deadwood Historic Preservation Commission
From: Mike Runge, City Archivist
Re: **Replace failing large format scanner for City Archives**

The City Archives would like to replace its large format scanner. The City Archives current scanner, donated by the Lawrence County Register of Deeds in 2009, began to fail in the fall of 2022. This scanner has been used to digitize the City's collection of architectural plans, plat maps, historical maps, newspapers, advertisement posters, and oversized ephemera.

Prior to procuring quotes, I contacted several organizations that use large format scanners. Deadwood History, Inc.; Minnehaha County Register of Deeds; Pennington County Planning & Zoning; Lawrence County Register of Deeds; South Dakota School of Mines; Albertson Engineering and Avid 4 Engineering and asked what type of scanners were used and the usability of the scanning software. Based on these conversations, four of the seven used Contex IQ Quattro brand scanners.

Based on these results, coupled with the City Archives needs, the Contex IQ Quattro X4490 would best suit the City Archives based on the ease of use, scanning width, graphics, optical resolution, and software package.

Four quotes for the Contex IQ Quattro X4490 are listed below and attached to this memorandum.

Company Name	Make/Model	Cost	Comments	Rental Y/N	Cost:
Century Business Products / Steve Cogdill	Contex IQ Quattro X4490	\$7,400.56		N	
Document Imaging	Contex IQ Quattro X4490	\$8,990.00	does not include PC. Extra cost \$1400.00	Y	\$2400 per year
Large Document Solutions	Contex IQ Quattro X4490	\$7,250.00	there is a \$400.00 s/h fee. They will take both old scanners	n	
Franz	Contex IQ Quattro 4490	\$7,253.00	there is a \$500.00 delivery fee	n	

RECOMMENDATION:

Allow the City of Deadwood Archives to purchase the Contex IQ Quattro X4490 large format scanner from Large Document Solutions. The cost for this purchase will not exceed \$7,700.00 dollars. Funding for this purchase will come out of the 2023 Machinery/Equipment line item.