



**CITY OF JACKSON, MO:
FINAL PROPOSAL FOR
ON-SITE DIGITAL PRESERVATION OF
HISTORICAL CITY COUNCIL MINUTES,
ORDINANCES, EASEMENTS, RESOLUTIONS
&
DEVELOPMENT OF AN ON-LINE CITY HISTORICAL
DOCUMENT ARCHIVE**

Proposal #11202022P1V3

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Prepared for:

City of Jackson
101 Court St.
Jackson, MO 63755

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OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with the City of Jackson. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 29,125
- Date Range 1874 through Unknown
- Image Size 08.5" x 14", some as large as 13.5" x 18"
- Condition Unknown
- Bindery Bound, Pinned and Loose Pages
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of Typed Text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single and Two-Page Spread
- Metadata Defined in product categories
- Work Location Materials to be digitized at Client Location

Project Benefits for City of Jackson:

- Digital preservation & back-up protection of historical original books & documents from loss due to fire, water events or general deterioration
- Improved public access with a link on the City's website to historical City Council Minutes, Ordinances, Easements & Resolutions for **greater transparency**
- Minimizes physical traffic to the office creating a **safer health experience** for staff and the Public
- **Staff efficiencies** (reduced costs) on research requests with enhanced search tools such as Word Search (Names, Events, Vendors, Topics, etc.) to locate relevant pages
- Establishes a new Searchable City of Jackson Historical Document Archive for ongoing consistency of archiving practices
- Image quality enhancement of original documents into a high-resolution, **color image**
- Reduces internal IT support & costs with a hosted Searchable Archive

PRODUCT CATEGORIES

#1 – City Council Minutes

- 11,000 Images
- Date range – 1874 through Unknown
- Image size – 12” x 18”, some as large as 13.5” x 18”
- Books – 22
- Bindery – Bound (2), Pinned (20)
- Condition – Unknown
- OCR – Yes, of Typed Text
- Delivery – Single Page & Two-Page Spread
- Metadata – Book Name, Year, Actual & Sequential Page Number

Key Notes:

- Bound books presented in Two-Page Spread format, Pinned books presented in Single-Page format
- Word Search for all typed books
- Ability to sort Word Search results by Year or Decade
- Assumes collection includes 22 books with an average of 500 pages per book
- Any attachments will be captured where located within the book

#2 – Index to City Council Minutes

- 2,400 Images
- Date range – 1874 through Unknown
- Image size – 12” x 18”, some as large as 13.5” x 18”
- Books – 6
- Bindery – Bound (2), Pinned (4)
- Condition – Unknown
- OCR – Yes, of Typed Text
- Delivery – Single Page & Two-Page Spread
- Metadata – Book Name, Alpha Character, Sequential Page Number

Key Notes:

- Bound books presented in Two-Page Spread format, Pinned books presented in Single-Page format
- Word Search for all typed books
- Assumes collection includes 6 books with an average of 400 pages per book
- Browse filter by: Alpha Letter

#3 – City Ordinances

- 8,250 Images
- Date range – 1874 through Unknown
- Image size – 08.5” x 14”, some as large as 13.5” x 18”
- Bindery – Loose Pages
- Condition – Unknown
- OCR – Yes, of Typed Text
- Delivery – Single Page
- Metadata – Book Name, Year, Ordinance Number, Sequential Page Number

Key Notes:

- Word Search for all typed books & loose pages
- Ability to sort Word Search results by Year or Decade
- Direct Documents Access by: Ordinance Number
- Assumes collection includes 5, cabinet drawers totaling 55” and estimating 150 pages per inch
- All pages stapled together will receive the same Ordinance #
- Ordinance # is handwritten on lead page and circled
- ArcaSearch will provide document preparation of loose documents including unfolding and removing staples and re-folding post-capture, but customer will be responsible for any re-affixing of fasteners

#4 – Index to City Ordinances

- 1,200 Images
- Date range – 1874 through Unknown
- Image size – 12” x 18”, some as large as 13.5” x 18”
- Books – 3
- Bindery – Bound (1), Pinned (2)
- Condition – Unknown
- OCR – Yes, of Typed Text
- Delivery – Single Page & Two-Page Spread
- Metadata – Book Name, Alpha Character, Sequential Page Number.

Key Notes:

- Bound books presented in Two-Page Spread format, Pinned books presented in Single-Page format
- Word Search for all typed books
- Assumes collection includes 3 books with an average of 400 pages per book
- Browse filter by: Alpha Letter

#5 – City Easements

- 4,875 Images
- Date range – Unknown
- Image size – 08.5” x 14”
- Bindery – Loose Pages
- Condition – Unknown
- OCR – Yes, of Typed Text
- Delivery – Single Page
- Metadata – Easement Date, Sequential Page Number

KEY NOTES:

- Word Search for all typed pages
- Ability to sort Word Search results by Year or Decade
- Assumes collection includes 3, cabinet drawers totaling 32.5” and estimating 150 pages per inch
- All pages stapled together will receive the same Easement Date
- ArcaSearch will provide document preparation of loose documents including unfolding and removing staples and re-folding post-capture, but customer will be responsible for any re-affixing of fasteners

#6 – City Resolutions

- 1,400 Images
- Date range – Unknown
- Image size – 08.5” x 14”
- Bindery – Loose Pages
- Condition – Unknown
- OCR – Yes, of Typed Text
- Delivery – Single Page
- Metadata – Year, Resolution Number, Sequential Page Number

KEY NOTES:

- Word Search for all typed pages
- Ability to sort Word Search results by Year or Decade
- Direct Documents Access by: Resolution Number
- Assumes collection includes an estimating 350 Resolutions @ 4 pages per Resolution
- All pages stapled together will receive the same Resolution Number
- ArcaSearch will provide document preparation of loose documents including unfolding and removing staples and re-folding post-capture, but customer will be responsible for any re-affixing of fasteners

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with the **City of Jackson**. Below are a few items ArcaSearch will need to begin your project.

- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 14' x 20' space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32 inches
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 5 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 4, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users. This authentication process includes a multifaceted feature that includes username/password challenge and ip filtering

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by the negligence of ArcaSearch employees and its subcontractors.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

Initial To the fullest extent permitted by law, ArcaSearch agrees to indemnify, defend and hold harmless Client, its officers, agents, volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to any and all services provided by ArcaSearch under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of ArcaSearch, its officers, agents, and volunteers, or anyone directly or indirectly employed or hired by the ArcaSearch or anyone for whose acts ArcaSearch may be liable, regardless of whether caused in part by the negligence or wrongdoing of Client and any of its agents or employees. ArcaSearch's total aggregate liability shall not exceed its applicable insurance coverage shown below.

Insurance requirements:

- Professional Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
- Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
- Comprehensive Business Liability Insurance for all owned, non-owned, and hired automobiles and other vehicles used with a combined single limit of \$1,000,000 minimum.
- Worker's Compensation Insurance within statutory limits required by any applicable federal or state law and Employers Liability Insurance with minimum limit of \$1,000,000 per accident.
- Additional Insured Endorsement naming the City of Jackson as an additional insured.

Defenses

No provision of this agreement shall constitute a waiver of the Client's right to assert a defense based on sovereign immunity, official immunity, or any other immunity available under law.

Law and Venue

This Agreement shall be governed by the laws of the State of Missouri and the venue for any dispute between the parties shall be in the Circuit Court of Cape Girardeau County, Missouri.

Entire Agreement

The Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous written or oral communications. This Agreement may be changed only by an instrument in writing signed by the party against whom enforcement of such change is sought. No breach of any agreement, warranty, or representation shall be deemed waived unless expressly waived in writing by the party who asserts such breach.

Assigns and Successors

The terms, covenants, and conditions of this Agreement shall be binding upon and shall inure to the benefit of the successors and permitted assigns of the respective parties to this Agreement.

Sublet

No portion of the work covered by this Agreement except as provided herein shall be sublet or transferred without written consent of Client. The subletting of the work shall in no way relieve ArcaSearch of its primary responsibility of the quality and performance of the work. ArcaSearch will give personal attention to the faithful prosecution of the work and will keep all aspects of the work under the control of ArcaSearch.

Exhibits

All exhibits attached to the Agreement are incorporated herein as if fully set forth.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #11202022P1V3** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$34,787**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media as outlined on page 3
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$3,917**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Mayor

Client: _____ Date: _____
City Clerk

For ArcaSearch: T. Hoekstra Date: 01.19.2023
ArcaSearch

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