

White Lake Township
Community Development Department

To: Rik Kowall, Supervisor
Township Board of Trustees

From: Hannah Kennedy-Galley, Building Specialist

Date: August 11, 2026

Re: Request to Approve AmeriScan Document Scanning Project – Building Division

I am respectfully asking the Township Board to consider approving the request to engage American Imaging Services to digitize Building Division records and prepare them for import into the Township's existing Laserfiche system.

The Annex basement currently houses decades of historical permits, building plans, and site plans that have not been digitized. With the upcoming move to the new Township facilities, digitizing these records will allow them to be securely stored offsite at Corrigan while reducing the amount of physical storage needed at the new Township Hall. This will also benefit both residents and staff by providing easier access to these records.

At this time, the request is limited to the Building Division's street files, consisting of historical residential and commercial permits, for digitization. These records represent a significant volume of the Division's files and are frequently referenced by both staff and residents.

Records Being Digitized

- Approximately 183 boxes of Building Division records:
 - 29 boxes of commercial street files
 - 154 boxes of residential street files
- Approximately 457,500 standard pages and 1,830 large-format drawings are estimated to be scanned.
- Files will be scanned at 300 DPI, black/white or grayscale, and saved as multipage PDFs.
- Files will be indexed by Parcel ID and Address.
- OCR will be performed on the scanned documents.
- AmeriScan will perform quality-control reviews and provide weekly project reporting.

Pricing**Estimated Project Cost: \$44,291.78**

This is a good-faith estimate and is not intended to represent a fixed project price. The final cost will depend on the actual number of images created and the total service hours required.

I have been in communication with Kevin Serbenski of AmeriScan regarding the proposed pricing and the volume of documents included in the estimate. Based on the anticipated volume and the fact that some files contain larger drawings, Kevin does recommend including a 10% contingency, as he does believe it would provide a meaningful or practical allowance for the project.

Requested Approval

If the Board agrees, I would like to request **the Township Board to approve the AmeriScan Imaging Services quote for the scanning and digitization of White Lake Charter Township Building Division records, in an estimated amount of \$44,291.78 with funding to be provided from the Building Division budget, subject to legal review and to authorize the Supervisor to execute the necessary agreement and documents.**

Respectfully,

Hannah Kennedy-Galley
Building Specialist

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into this _____ day of _____ 2026, between **AMERISCAN IMAGING SERVICES** (herein referred to as the "Company") located at 50690 Rizzo Drive, Shelby Township, Michigan 48315, and **WHITE LAKE CHARTER TOWNSHIP** (herein referred to as the "Customer") located at 7525 Highland Road, White Lake, MI 48383 for the purchase of equipment and/or services.

WORK TO BE PERFORMED: AmeriScan agrees to perform the services on Attachment A hereto (herein referred to as the "Work"). The work defined on the proposal is estimated quantities. Project totals will be based on images created and service hours.

PAYMENT: A check for 20% of the Work ("Project Investment") is due upon acceptance of this Agreement. The customer agrees to pay the Company for the Work in accordance with invoices billed for services rendered.

The Customer agrees to pay the Company within 30 days of receipt of all invoices. Unpaid invoices will accrue interest at the rate of 1.5% per month. The Company reserves the right to terminate Work if Customer does not pay outstanding invoices in a timely manner.

DELIVERY SCHEDULE The deadlines for the performance of the Work, if any, are set forth in ATTACHMENT A. In the event deadlines are not set forth on ATTACHMENT A, the Work shall be performed within a reasonable time period based upon the scope of the Work.

WARRANTY: The Company will convert the records identified in Attachment A to digital images and will review a random sample of the digital images for completeness and accuracy.

When the Customer receives the Work from the Company, the Customer must inspect the Work to determine whether it is acceptable. The Customer must provide the Company notice (via e-mail) of any defects attributable to the Company within 30 days of receiving the Work. Upon receiving this notice, the Company shall correct such defects. The Customer's rights to have the Company correct defects in the Work shall be the Customer's sole and exclusive remedy for defective Work and this remedy shall be available only if Customer provides notice of defect within 30 days. The Company shall not be liable for direct, consequential or incidental damages arising out of or relating to errors or omissions in its Work.

TERMINATION: The Company and the Customer may only terminate this Agreement by providing 30 days advance written notice to the addresses first written above.

FORCE MAJEURE: If the Company is unable to deliver the Work due to an act of God or other cause beyond the control of the Company, the Company shall not be liable for such failure during the period of and to the extent of the disability.



ASSIGNMENT: This Service Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns except that the Customer may not assign its rights or obligations without the prior written consent of the Company, which consent shall not be unreasonably held.

NOTICES: Any notices from either party shall be given to the other through e-mail or in writing to the address shown above, or to such other address as may be designated in writing by such party to the other and shall be deemed to have been received when delivered, on two business days after deposit in the post office, postage prepaid, whichever shall occur first.

NON-DISCLOSURE: All information provided by the Customer and/or relating to the Customer's project is deemed confidential and the Company agrees not to retain or copy this information following the completion of the project.

APPLICABLE LAW: This Service Agreement shall be governed by the laws of the State of Michigan. This is a contract for the provision of services and not for the sale of goods. This Service Agreement constitutes the entire agreement between the Customer and the Company with respect to the services listed in ATTACHMENT A and no statement not contained in this Service Agreement shall be binding upon the Company as a warranty or otherwise. The foregoing terms and conditions shall prevail notwithstanding any variance with the terms and conditions of any order submitted by the Customer in respect of the contracted services.

AGREEMENT BINDING: This Service Agreement is not binding upon the Company until accepted by the signature of a corporate officer.

LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES: THE COMPANY SHALL HAVE NO LIABILITY TO THE CUSTOMER FOR ANY CLAIM, LOSS OR DAMAGE CAUSED OR ALLEGED TO BE CAUSED DIRECTLY, INDIRECTLY, INCIDENTALLY OR CONSEQUENTIALLY BY THE SERVICE OR WORK, BY ANY INADEQUACY THEREOF OR DEFICIENCY OR DEFECT THEREIN, BY ANY INCIDENT WHATSOEVER IN CONNECTION THEREWITH, ARISING IN STRICT LIABILITY, NEGLIGENCE OR OTHERWISE. EXCEPT AS CONTAINED HEREIN, THE COMPANY MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND, INCLUDING THOSE OF MERCHANTABILITY, DURABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE WITH RESPECT TO THE SERVICE OR WORK, OR PATENT, TRADEMARK AND COPYRIGHT INFRINGEMENT AND EXPRESSLY DISCLAIMS THE SAME. THE COMPANY AND ITS AFFILIATES AND RELATED COMPANIES ARE NOT RESPONSIBLE OR LIABLE FOR CONTENT IN THE WORK FROM THE RECORDS SUPPLIED BY THE CUSTOMER OR FOR ANY DAMAGES OF WHATSOEVER KIND RELATING TO THE IMAGING OF THE RECORDS. IN NO EVENT SHALL THE COMPANY OR ITS AFFILIATES, RELATED COMPANIES, EMPLOYEES, AGENTS, SERVICE PROVIDERS OR LICENSORS BE LIABLE FOR ANY AMOUNT FOR DIRECT DAMAGES IN EXCESS OF THE SUMS PAID BY CUSTOMER UNDER THIS AGREEMENT, AND THAT ANY SUCH BREACH SHALL NOT AFFECT THE OBLIGATIONS OF THE CUSTOMER TO THE COMPANY.



SOFTWARE: The Company and the Customer acknowledge that the disks upon which the images created pursuant to the Works are stored may contain copyrighted database software. The Company is licensed to apply this software to disks provided to its Customers. In accordance with the Company's license and the terms of this Agreement, the Customer will not attempt to copy or reproduce all or any part of the software contained on these disks. Furthermore, the Customer shall take all reasonable precautions to prevent others from copying the software.

The parties hereto have caused this Service Agreement to be executed by their proper signing officers duly authorized in that behalf as of the date first noted above.

ACCEPTED BY:

ACCEPTED BY:

AMERISCAN IMAGING SERVICES, INC.

WHITE LAKE CHARTER TOWNSHIP

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment A

PROJECT INTRODUCTION (STATEMENT OF WORK)

White Lake Charter Township has building records to scan and index. The building department has 16 – 4 drawer file cabinets of residential street files and 3 – 4 drawer file cabinets of commercial street files to be scanned at 300 DPI b/w or grayscale and saved as a multipage PDF file. The building files will be indexed by parcel ID and address (permit number is optional). Any additional index requirements will be discussed prior to the start of the project (additional costs may apply). Currently, White Lake Charter Township has Laserfiche. The plan is to import the scanned files into Laserfiche. AmeriScan can assist in working with your Laserfiche reseller.

Building Department Inventory and Assumptions

Commercial Street Files:

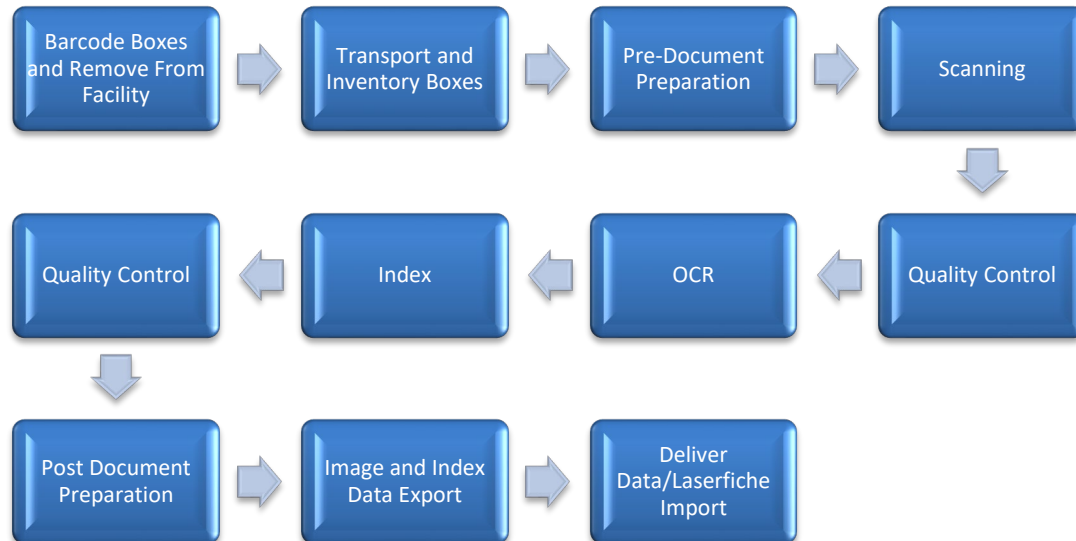
3 file cabinets x 4 drawers = 12 drawers
12 drawers x 36" of files per drawer = 432" of files
432" of files / 15" (box) = 29 boxes
29 boxes x 10 large format drawings = 290 drawings
29 boxes x 2500 standard pages per box = 72,500 pages
29 boxes x 3.5 prep hours per box = 101.5 prep hours

Residential Street Files:

16 file cabinets x 4 drawers = 64 drawers
64 drawers x 36" of files per drawer = 2,304" of files
2,304" of files / 15" (box) = 154 boxes
154 boxes x 10 large format drawings = 1,540 drawings
154 boxes x 2500 standard pages per box = 385,000 pages
154 boxes x 3.5 prep hours per box = 539 prep hours

DESCRIPTION OF DELIVERABLES

Project Workflow



Project Setup

The first step for any project is to configure the correct project workflow and then assemble the best team to meet all deliverables. Project Setup shall include the following:

- Discovery meeting
- Determine project schedule and expectations
- File request portal training and documentation
- Assemble best team possible

Document Scanning

AmeriScan shall use the following processes to ensure the highest quality image results from the scanning of each document:

- Scan each file at 300 dpi b/w or grayscale
- Ensure pages are correctly orientated
- Remove blank pages

Indexing/OCR (Optical character recognition)

AmeriScan shall use the following processes to ensure the highest data-entry accuracy:

- Index each file by Parcel ID and Address
- Match and merge technology to provide additional meta data and exception reports
- Perform OCR (Optical character recognition) on the resulting PDF

Match and Merge Technology

If feasible, the customer will provide an excel file containing a list of the files/boxes identified for scanning. The excel file will be used during the match and merge/indexing process. Match and merge/indexing is simply naming the file with the appropriate file name.

Quality Assurance Review

Document scanning and indexing shall be carefully monitored and evaluated to ensure the highest quality output. The following quality control items shall be monitored by AmeriScan on each scanned document:

- Reviewing the scanned image for proper orientation (98% accuracy)
- Re-scanning corrected documents
- Input data corrections
- Tracking, prepping, scanning, and indexing errors.
- Ensure processes are followed/provide weekly reporting

Post Document Preparation/Re-assembly

Post scanning preparation of the original document shall include the following:

- No re-assembly is needed.
- Scanned pages will remain outside their folder in order they were scanned.
- A cover sheet and/or document break sheet will be inserted between files. The document break sheet is used to split files and identify when a new file starts.

Data Transfer (Import)

Once the converted files have successfully passed all quality control reviews, we will transfer the images to a secure web portal for download. USB is optional.

PROJECT INVESTMENT

AMERISCAN UNIT INVESTMENT	
Pack and Transport Box Rate (includes box)	\$3.50
Document Preparation Hourly Rate	\$22.50
Standard B/W or Grayscale Scanning Per Page Rate	\$0.05
Standard Color Scanning Per Page Rate	\$0.10
Large Format Grayscale Scanning Per Page Rate	\$0.95
Large Format Color Scanning Per Page Rate	\$1.35
Data Entry Per Document Rate	\$0.12
Document Destruction Box Rate	\$4.50
BUILDING DEPARTMENT PROJECT DETAILS	
Commercial Boxes / Prep Hours / Standard Pages / Large Format Pages	29 / 101.5 / 72,500 / 290
Residential Boxes / Prep Hours / Standard Pages / Large Format Pages	154 / 539 / 385,000 / 1,540
Totals	183 / 640.5 / 457,500 / 1,830
BUILDING DEPARTMENT PROJECT INVESTMENT	
Pack and Transport Box Investment	\$640.50
Document Preparation Investment	\$14,411.25
Standard Scanning Investment	\$22,875.00
Large Format Scanning Investment	\$1,738.50
Data Entry Investment	\$600.00
10% Contingency	\$4,026.25
BUILDING DEPARTMENT TOTAL PROJECT INVESTMENT	\$44,291.78

NOTE: The Project Investment represents a good faith estimate of the costs for the Works. The actual cost may vary and will depend on the actual number of images created and service hours.