

STATEMENT of WORK

**Scan Aperture Card Records Off-Site
Convert / Enhance / Import
(1967 – 1987)**

Presented to:

**Vermilion County
Recorder
6 North Vermilion Street
Danville, IL 61832**



Presented by:



FIDLAR TECHNOLOGIES

July 31, 2013



July 31, 2013

Mr. Tom O'Shaughnessy
Recorder
Vermilion County
6 North Vermilion Street
Danville, IL 61832

Dear Tom:

Please find enclosed a Statement of Work (SOW) proposal for off-site scanning of various Document Records from your Aperture Card media. Included in the SOW is the description of all services that pertain to this project. Please note that all image and index file formats generated from this project are fully compatible with your Fidar image and index databases.

The total number of records identified to be digitized is an estimate based on our discovery and inventory analysis performed in the past at your office.

To ensure a successful imaging project we utilize an unique 3-STAGE scanning process that is fully described within this SOW. This process has been used extensively in many counties and is field proven with excellent results.

As per our previous conversion projects over the past few years, we appreciate the opportunity to partner with you on this project. Thank you for the opportunity to add value to your office, your constituents, and abstract and title searchers. We are prepared to provide you with the best quality imaging products and services in the marketplace.

If you have any questions, please feel free to contact me at your convenience. We look forward to working on with you on this project.

Sincerely,

Mark Lystiuk
Fidar Technologies Inc.
markl@fidlar.com
309.794.3200 (ext. 261)

Fidar Technologies, Inc.
350 Research Parkway • Davenport, IA 52806
Phone: (563) 345-1200 • Fax: (563) 345-1201

Vermilion County Requirements:

- **Original Media** – Vermilion County ROD will retrieve all the original Aperture Cards pertaining to this project as identified in the enclosed Statement of Work.
- **Shipping Containers** – Fidar will provide industrial quality high impact (with locks) shipping containers to Vermilion County ROD to enable safe and secure shipping.
- **Packing** – Vermilion County ROD will load aperture cards in logical sequential order into the supplied transportation containers. Any empty space with the transportation containers should be filled with appropriate packing wrap to ensure contents do not move.
- **Hardware** – Vermilion County will ensure that there is sufficient hard drive storage space (approximately 48 GB maximum) available for scanned images.
- **Pilot DVD** – During STAGE-1 of the project (see below for description) Vermilion County ROD will receive approximately 1,000 final images (these final images will be enhanced quality and the pages grouped into their respective documents). The purpose of the Pilot is to show you what you can expect as a finished product ready to be imported in your Fidar imaging/indexing system. It also gives you a chance to review and approve image quality and the accuracy of the document naming format.
- **Poor Quality Image Report** – During STAGE-2 of the project you will also receive a complete list of all the “raw” black and white image files along with a program you can install on your PC to review the images and their reason for being flagged as poor quality. This gives you the opportunity to preview and approve which images are to be enhanced. This report also helps confirm our estimated quantity of poor quality images.
- **Import** – In STAGE-3 you will receive a USB Portable Hard Drive with all of your “Final” images – your Fidar conversion technician will ask you to connect the USB drive to the appropriate computer for downloading and subsequent importing of all the images. All you need to do is connect the USB

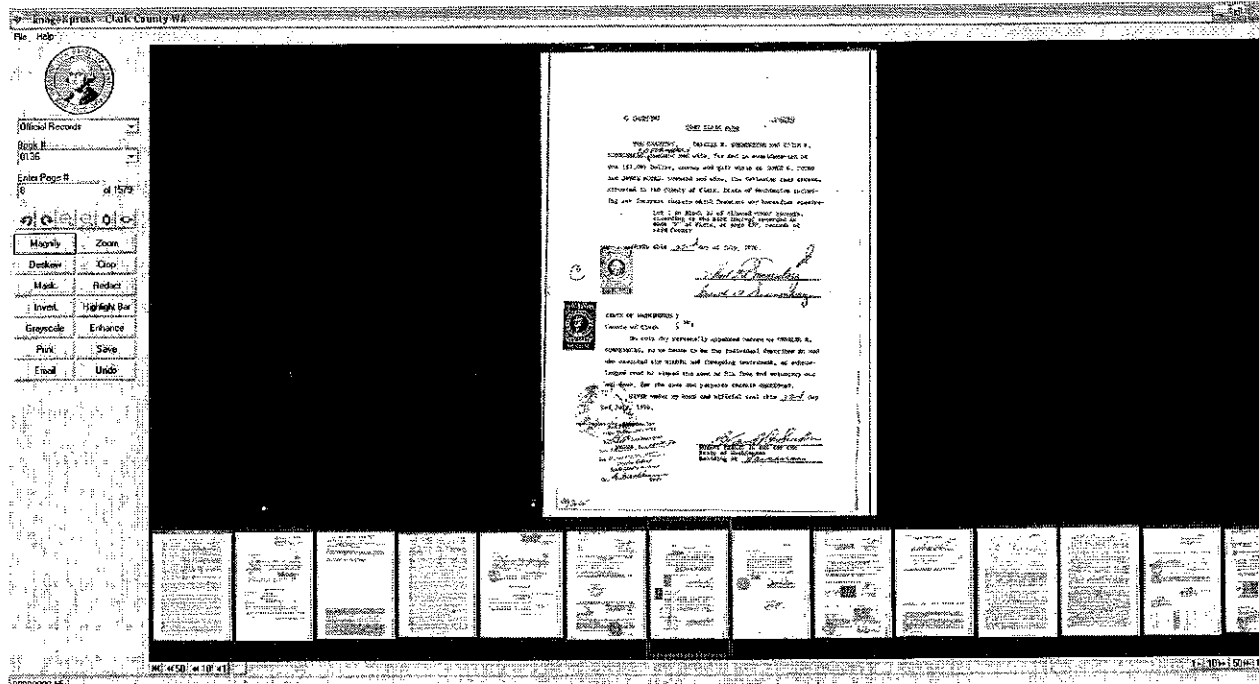
Fidar Technologies 3-STAGE Process:

STAGE-1 – Scanning Microfilm Jackets & Aperture Cards Off-Site

- **Media Pickup** – Depending on the shipping circumstances, several methods of transportation will be offered in order to transport Vermilion County’s Aperture Cards. This will be discussed prior to any scheduled pick up or shipping transaction.
- **Return Delivery** – All Vermilion County ROD media will be returned after the scanned images have been imported and accepted by Vermilion County ROD.
- **Media Tracking** – Barcode labels will be applied to each box of aperture cards upon arrival at the scanning facility. The barcode label on each box is scanned each time the box physically moves throughout the facility. Each box is physically tracked 100% of the time to allow fast access and provide location.
- **Aperture Card Inspection** – Aperture Cards will be inspected for several findings – duplicates, processing circles, bent cards, index data on front and back of cards, and film separating from the film window. Any issues requiring additional services will be brought to the attention of the county prior to any rectification.
- **Aperture Card Scanning** – Aperture cards are scanned in grayscale at 300dpi and saved as grayscale JPEG images that contain 256 shades of gray. The entire card is scanned as single grayscale image and sophisticated software extracts the individual pages into individual JPEG images. Touching pages are highlighted and operators will manually separate them as needed.
- **USB Hard Drives** – All single page JPEG and TIFF images will be copied to two (2) sets of external USB Hard Drives. One (1) set will be shipped to the County for visual review and stored as an on-site backup. One (1) set will be stored off-site and be used for subsequent conversion to TIFF file format, as well as being stored indefinitely as an off-site backup for security purposes.
- **Pilot Images** – Prior to full processing of scanned images a pilot of approximately 1,000 images will be cropped, enhanced, grouped as documents, indexed by Document # (or Document # represented by Book/Page) and saved as multi-page TIFF’s. The pilot will be sent to the County for review and approval prior to processing and enhancing the remainder of the scanned images. This deliverable is provided to promote an excellent quality control measure of the project.
- **ImageXpress Software** – The County will be provided with a retrieval software program called *ImageXpress*. *ImageXpress* provides many features: quick and easy access to retrieve images by Book-Page # and/or Document #; allow quick action to scroll through the document images; viewing of both TIFF & JPEG images; adjustment of

JPEG grayscale contrast; crop; deskew; redact; mask; print; save; or even e-mail images as needed.

Sample Screenshot of Document Image in ImageXpress Program



STAGE-2 – Crop, Inspect, Group, Index and Verify

- **Excess Border Removal** – 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.
- **Image Inspection & Report Quality** – Each image will be visually inspected as a 12”W x 16”H image on 20” Portrait monitors at full size and checked for sequential order, missing pages, duplicate pages, “A” pages, retakes and image quality. Particular attention is to be given to the party names, legal description, signatures, time-date stamps and Book-Page numbers during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues to be identified are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, A page & retake.
- **Manual Document Group & Index** – During scanning images are captured as individual images and stored in folders by each Book # or Identifying # range. Individual pages will be manually inspecting and grouped together as documents. All images will be grouped together as documents and indexed by the Identifying Number.
- **Missing Pages** – While reviewing and grouping pages as documents, if a page appears to be missing, we will contact the county and request that a copy of the missing page be scanned and e-mailed or an original be shipped to our scan partner’s facility. Missing pages that are replaced will be identified as “Missing and Replaced”, pages that cannot be located may be identified as “unavailable”. Unavailable pages may have an “Unused Page #” flyer inserted in their place to keep the total number of scanned images in sync with the total number of recorded pages. Each missing page will be accounted for as a Poor Quality Image.
- **Double Inspection & Verify** – Image quality is subjective and we highly recommend a second opinion. 100% of the images will be inspected and reported a second time by a second inspector. The poor quality images identified by the first inspector and the second inspector will be compared electronically and any mismatches will be inspected, verified or corrected by a third inspector to guarantee the highest image quality possible.
- **Double Manual Group, Index & Verify** – Single manual document grouping and indexing is the first step in assuring

accurate grouping and indexing of pages and documents. It is highly recommended (as is typical for Registers office's procedures) to perform double grouping and indexing procedures in efforts to maximize the accuracy of the grouping and indexing of documents. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.

- **ImageReview Software** - We will provide an image reviewing software program called **ImageReview** which will allow Vermilion County to easily sort the Poor Quality Report by Identifying #, 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 actual problem with the image. Images can be deselected from the poor quality list if the image is of acceptable quality to Vermilion County. **ImageReview** highlights images on the list after they have been inspected so the users know that the image has already been reviewed. Once review is complete, **ImageReview** can export an approved list of images to be enhanced that can be easily e-mailed to our scanning partner and provide necessary approval for proceeding to STAGE-3. This tool can potentially reduce the amount of time you may spend on reviewing images after they have been fully imported into your Fidlar imaging/indexing system and it also helps tremendously by you having complete control over the quality of images you receive and your investment budget.
- **USB Hard Drives** – 100% of the inspected, manually cropped, grouped, indexed and verified TIFF images, along with the Poor Quality Image Report and **ImageReview** Software will be copied to two (2) portable USB Hard Drives. One (1) USB Drive will be shipped to Vermilion County for review and on-site backup and the other set will be used for STAGE-3 services (see below) and then stored as an off-site backup.

STAGE-3 – Enhance, Rescan, & Format

- **Image Enhancement** – Adjustment of the poor contrast of an entire page, or any specific area on a page, will be applied to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, we 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 enhancements have been exhausted, it may be required that we return to the County to physically rescan media at different scanner settings to obtain a lighter or darker image. If required to return, all rescanning will be performed at no additional charge to County.
- **Formatting** – All images and document number indexing will be formatted specifically for the County's Fidlar System to facilitate quick and easy importing of the digital images and index file.
- **Indexing** - Single-page TIFF images will have an accompanying text file created to Fidlar database formats identifying which images belong together as documents. The images will be output in the standard Fidlar format.
- **USB Hard Drives** – All formatted images (final enhanced TIFF images) will be copied to two (2) sets of external USB Hard Drives. One (1) set will be shipped to Vermilion County Register of Deeds to be used for importing into your current Fidlar image repository and also serves as an on-site backup. The other set will be stored as an off-site backup. All Hard Drives, images and indexes are the exclusive property of La Crosse County Register of Deeds and will not be reproduced or distributed to any person or entity.

Estimated Investment - 3-STAGE Process for Aperture Cards (1967 – 1987)

236,180 Cards	@	1.99 Images per Card	=	470,721 Images
470,721 Images	@	15% Estimated Poor Quality Images	=	70,608 Poor Images
470,721 Images	@	1,000 Images per Gigabyte for JPEG Format	=	471 GB for JPEG's
470,721 Images	@	10,000 Images per Gigabyte for TIFF Format	=	48 GB for TIFF's

STAGE-1 On-site Scanning (JPEG) & Content Inspection --- Convert JPEG to TIFF --- ImageXpress Software

1 Shipping		Transportation To/From County	=	\$TBD
236,180 Cards	@	\$0.17 Per Card to Scan 300dpi JPEG Image	=	\$40,150.60
470,721 Images	@	\$0.014 Per TIFF Image to Convert to JPEG	=	\$6,590.09
2 Drives	@	\$285.00 USB Hard Drive (Original & Back Up Copy)	=	\$540.00
1 Shipment	@	\$35.00 USB Hard Drive via UPS	=	<u>\$35.00</u>

STAGE-2 ImageReview & Poor Quality Report --- Duplicating --- Grouping and Indexing

470,721 Images	@	\$0.023 Per TIFF Image to Remove Excess Borders	=	\$10,826.58
470,721 Images	@	\$0.023 Per TIFF Image to Inspect & Report Quality	=	\$10,826.58
470,721 Images	@	\$0.023 Per TIFF Image Manual Group & Index Doc #	=	\$10,826.58
1 Drive	@	\$285.00 USB Hard Drive (Original)	=	\$285.00
1 Shipment	@	\$35.00 USB Hard Drive via UPS	=	<u>\$35.00</u>

STAGE-2 OPTIONAL - Value-Added Services (improved image quality and accuracy of document grouping)

470,721 Images	@	\$0.023 Per TIFF Image to Double Inspect & Verify	=	\$10,826.58
470,721 Images	@	\$0.023 Per TIFF Image to Double Group & Index	=	<u>\$10,826.58</u>

STAGE-3 Customized Enhancements (specific areas on a page)

70,608 Images	@	\$0.50 Per Image to Enhance Poor Quality	=	\$35,304.08
1 Drive	@	\$285.00 USB Hard Drive (Original)	=	\$285.00
1 Shipment	@	\$35.00 USB Hard Drive via UPS	=	<u>\$35.00</u>

Estimated Total Investment - 3-STAGE Process = \$115,739.52

Estimated Total Investment - 3-STAGE Process w/STAGE-2 Value-Added Services = \$137,392.68

Project Resources Services Management = \$5,800.00
(see description below)

PROJECT RESOURCE SERVICES MANAGEMENT includes the following services:

- ◆ All Project Management services related to this conversion project
- ◆ Fidlar will serve as the contact point for all communication necessary for the successful completion of the project.
- ◆ Assist with the importing of all images into the Fidlar imaging database
- ◆ Assist with the importing of the index (which includes the naming convention described below for each image) that accompanies each image so that each record can be searched in Laredo and iDocument XF.
 - Each unique document will be numbered as follows:
 - For the records from 1967-1980, the documents will be indexed by the Book-Page value that displays on the first page of each record (8-digit: "123-4567"). The documents from about 1967-1974 contain only a Book-Page value on the images. The documents from about 1974-1980 most likely have both a document number and a Book-Page number written on them—however, if there is a Book-Page value, use this as the document number and ignore the other document number.
 - For records from 1980-1987, the documents will be indexed by the Document number that displays on the first page of each record (7-digit: "81-2420"). Around 1980, the records only contain a Document number (there should be no more Book-Page number written)—so, it should

be clear on the images when to start indexing by Document number.

- ◆ Fidar will populate the Document Type, Recording Date, and Party Name fields of each document record with the constant value noted below for the purpose of allowing the public to view these records in Laredo until the Vermilion County staff has the opportunity to back index these records. These values will be:
 - Document Type = "APERTURE CARD"
 - Recording Date = "01/01/3000"
 - Party Name = "APERTURE CARD"
- ◆ Fidar will provide you with a utility (that will run on an office workstation desktop) to populate the Back Indexing queue with the image document numbers (about 100 documents at a time) for the purpose of back indexing them whenever you wish to do so.
- ◆ Fidar will load all images into the automatic redaction queue to be processed for redaction of social security numbers. For assurance that all social security numbers have been redacted, you will most likely want to have your staff manually check (whenever you have the time to do this) the documents either within iDocument XF or in the Manual Redaction Utility--particularly the document types that typically include social security numbers.
- ◆ All training of the Vermilion County staff in the searching of these records once they are imported into the Fidar system.

The proposed quantities above are estimated, invoiced quantities will be based on actual scanned images. All hard drives, images and indexes are the exclusive property of the Vermilion County Register of Deeds's office. Fidar Technologies or its scanning partner will not reproduce or distribute images and/or indexes to any other entity except Vermilion County.

ACCEPTANCE AND AUTHORIZATION:

Vermilion County may designate acceptance of this proposal by signature of duly authorized officers of the county.

In exchange for products and services outlined in this proposal, Vermilion County agrees to pay Fidar Technologies the total amount due in the following payment schedule:

Please place an "X" on the selected project services:

 TOTAL PROJECT ESTIMATE FOR 3-STAGE PROCESS – \$121,539.52



 TOTAL PROJECT ESTIMATE FOR 3-STAGE PROCESS & VALUE-ADDED SERVICES – \$143,192.68

1. 25% of Option chosen based on estimate shown above --- invoiced upon signing of sales agreement
2. 50% of Option chosen based on estimate shown above --- invoiced when 100% of raw tiff images and poor quality image report (STAGE-2 deliverable) is delivered to Vermilion County
3. Balance (based on actual) invoiced when all final TIFF images (STAGE-3 deliverable) are ready to be imported into Vermilion County's Fidar imaging/indexing system

Accepted by:

Tom O'Shaughnessy
Vermilion County Recorder
6 North Vermilion Street
Danville, IL 61832

Print THOMAS M. O'SHAUGHNESSY

Sign 

Title VERMILION COUNTY RECORDER

Date 26 NOV 2013

Accepted by:

Ernest Rigger
President
Fidlar Technologies
350 Research Parkway
Davenport, IA 52806

Print ERNEST RIGGER

Sign 

Title President

Date 11/22/2013

IMAGE ARCHIVAL SERVICES SALES AGREEMENT

(Ver. 4.0)

This Agreement is made this 26th day of NOVEMBER, 2013, by and between FIDLAR TECHNOLOGIES, (FIDLAR) and VERMILION COUNTY, ILLINOIS (the "CLIENT").

RECITALS

- A. FIDLAR provides various image archival services, all of which are hereinafter referred to as "ARCHIVAL SERVICES."
- B. CLIENT desires to purchase from FIDLAR image archival services for the purpose of indexing and imaging documents electronically.

TERMS OF AGREEMENT

In consideration of the facts mentioned above and the mutual promises set out below, the parties agree as follows:

ARTICLE I - GENERAL TERMS

- 1.1 ARCHIVAL SERVICES: CLIENT agrees to buy from FIDLAR, and FIDLAR agrees to sell to CLIENT, image archival service(s) described in the Image Archival Services Statement of Work (attached and incorporated herein), at the price quoted and subject to the terms of this Agreement. IF the price estimate quoted in the Image Archival Services Statement of Work is higher than the actual fees, FIDLAR agrees to adjust the final invoice accordingly. Article II describes the terms of this Agreement as it relates to the services.
- 1.2 ACCEPTANCE BY CLIENT: CLIENT agrees to accept the image archival services at the conclusion of the project referenced in the Image Archival Services Statement of Work. If CLIENT notifies FIDLAR of a material problem with the services within 30 days of installation and testing, FIDLAR will use its best efforts to correct such problems; otherwise, CLIENT will be conclusively presumed to have accepted the services upon completion of installation and testing.
- 1.3 DELIVERY: FIDLAR will deliver the image archival services to CLIENT at CLIENT'S facility located at:

Register of Deeds
Vermilion County
6 North Vermilion Street
Danville, IL 61832

ARTICLE II - SERVICES PERFORMED

- 2.1 FIDLAR shall perform the work in accordance with currently approved methods and standards

of practice in the image archival professional specialty.

- 2.2 All images, film, documents, books and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the CLIENT whether executed by or for FIDLAR for CLIENT and all such documents and copies thereof shall be returned or transmitted to CLIENT forth with upon CLIENT termination or completion of the work under this Agreement.

ARTICLE III

- 3.1 CONFIDENTIAL INFORMATION: FIDLAR and CLIENT agree that information designated in writing as proprietary by one party shall be held in confidence by the other party, but may still be subject to release under public records law.
- 3.2 EXCLUSIVE REMEDY: CLIENT's exclusive remedy against FIDLAR for any breach of warranty under this Agreement is limited to repair, replacement or refund with respect to the item in question, at FIDLAR's option and subject to applicable law. CLIENT will only be entitled to the direct damages that CLIENT actually incurs in reasonable reliance, up to the amount of a refund of the price (plus sales tax) that CLIENT paid for the item. CLIENT will not be entitled to any incidental, consequential or other damages, including but not limited to damages for loss of profits or confidential or other information, for business interruption, for personal injury, for loss of privacy for failure to meet any duty including of good faith or of reasonable care, for negligence or negligent misrepresentation, and for any other pecuniary or other loss whatsoever, even in the event of the fault of FIDLAR (or any supplier), of tort (including negligence), strict or product liability, breach of contract or breach of warranty, and even if FIDLAR or any supplier has been advised of the possibility of such damages. These limitations and exclusions regarding damages will apply even if any remedy fails.
- 3.3 WAIVER: Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that, or any other provision.
- 3.4 NOTICES: Any notices or demands required to be given herein shall be given to the parties in writing, and by mailing to the address hereinafter set forth, or to such other addresses as the parties may hereinafter substitute by written notice given in the manner prescribed in this Section.

a. Notice to FIDLAR: Fidlar Technologies
 350 Research Parkway
 Davenport, IA 52806
 Attn: Ernest Rikken, President

b. Notice to CLIENT: Tom O'Shaughnessy
 Vermilion County Recorder of Deeds
 6 North Vermilion Street
 Danville, IL 61832

- 3.5 ENTIRE AGREEMENT: It is expressly agreed that this Agreement embodies the entire contractual agreement and that there is no other oral or written agreement or understanding between the parties at the time of the execution hereunder. Further, this Agreement cannot be modified except by written agreement of all parties hereto.
- 3.6 GOVERNING LAW: The parties agree that this Agreement shall be governed by the laws of the State of Illinois and the venue shall be in Vermilion County.
- 3.7 BINDING EFFECT: This Agreement shall ensure to the benefit of and bind the parties hereto, their successors and assigns.
- 3.8 AUTHORITY: FIDLAR and CLIENT each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.
- 3.9 SECTION HEADINGS: All section headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.
- 3.10 DEFERRED PAYMENT: To the extent that this Agreement includes deferred payments, such payments will include an imputed interest factor based on a current market rate. Deferred payments are defined as payments which extend beyond completion of the project installation and acceptance. Deferred payments are exempt from interest under the Installment Payment Agreement attached hereto and made a part hereof, except as may be provided for late charges as described in Section I of the Installment Payment Agreement.
- 3.11 ASSIGNMENT: Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by either of the parties hereto without the prior written consent of the other party.

This Agreement has been executed by the parties as of the aforementioned date.

ACCEPTED:

VERMILION COUNTY, ILLINOIS

FIDLAR TECHNOLOGIES

PRINT ^{THOMAS M.} O'SHAUGHNESSY

PRINT ROBERT RIGG

SIGN [Signature]

SIGN [Signature]

TITLE VERMILION COUNTY RECORDER

TITLE President

DATE 26 NOV 2013

DATE 11/22/2013

RESOLUTION

RE: CONTRACT FOR DIGITIZATION OF RECORDS

WHEREAS, records in the Vermilion County Recorder of Deeds office have been kept on paper and microfilm; and

WHEREAS, the Recorder's Office is mandated to maintain these records for extended periods of time; and

WHEREAS, storage of these records is difficult due to the age and condition of many of them; and

WHEREAS, the Recorder's Office started a project to digitize their records several years ago to insure the integrity of the records; and

WHEREAS, it is the desire of the Recorder's Office to continue on with this project by signing a contract with Fidar Technologies who has completed the work of the previous contract, as well as currently providing the system of imaging and databases for their recent documents; and

WHEREAS, the Recorder of Deeds is requesting concurrence with the acceptance of this multi-year contract in an amount not to exceed \$143,192.68 to be paid completely from the Recorder's Automation Fund which was created for these types of projects;

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois that the County Recorder be given approval to proceed with this project as presented in the contract;

PRESENTED, APPROVED, AND RESOLVED by the County Board of Vermilion County, Illinois at the November 20, 2013 A.D. Session.

DATED this 20th day of November, 2013 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

, Approved to Form: State's Attorney

Resolution No. _____



Thomas M. O'Shaughnessy
Vermilion County Recorder
e-mail: tmoshaughnessy@vercounty.org

6 North Vermilion Street
Courthouse Annex – 1st Floor
Danville, IL 61832
217- 554-6040

**POSTED
ML**

November 26, 2013

Fidlar Technologies
Attn: Mr. Ernest Rikken
350 Research Parkway
Davenport, IA 52806

Re: Aperture Card Conversion

Dear Mr. Rikken:

Enclosed is a fully executed duplicate original of our contract for the digitization of Vermilion County's aperture card collection (1967-1987).

We look forward to this project.

Sincerely,

Thomas M. O'Shaughnessy
Vermilion County Recorder

cc. County Board Office
Linda Lucas-Anstey, County Auditor