

REPORT TO CITY COUNCIL

DATE: MAY 13, 2015

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER *WR For G.R.*

BY: KIMBERLY M. RODRIGUES, CITY CLERK *(KR)*

SUBJECT: APPROVE AWARD OF AGREEMENT FOR CONSULTANT SERVICES, WITH ECS IMAGING, INC., FOR ELECTRONIC DOCUMENT IMAGING (SCANNING) AND INDEXING SERVICES

The City maintains a Records Management Program, including a citywide Laserfiche EDMS (Electronic Document Management System) imaging system. The Records Management Program is a function of the City Clerk Department and Records Coordinators from each City department have been assigned to facilitate records management/destruction for their respective department.

Since the implementation of Laserfiche in 1999, the City has been steadily scanning and indexing its permanent records, with a retention period of ten years or more, into the system. In addition, the City has also utilized periodic outsourced scanning for large or oversized documents (e.g., plans or as-built drawings). Any electronic documents scanned to Laserfiche can be accessed and retrieved at computers throughout the City network. There are currently over 676,000 images scanned into Laserfiche.

Historically, the permanent records scanned to Laserfiche have consisted of the legislative history for the City Council and Planning Commission (e.g., agenda packets, minutes, resolutions, ordinances, agreements) recorded documents, planning case files, and the engineering as-built drawings. Staff recently performed a citywide records inventory and determined that, of the over 980 boxes in offsite storage, a majority of the permanent records for other departments required scanning. In order to provide electronic access to all the City's permanent records, staff determined that coordinating scanning/indexing with a vendor would be the most effective/efficient process to scan and index the offsite records into Laserfiche. In addition, having the electronic records available inhouse, for review and/or duplication, will eliminate the need for staff to pull records from offsite storage, thereby providing immediate access to the public and reducing the time lapse for requested records to be delivered from storage to City Hall.

On April 2, 2015, staff issued a Request for Qualifications/Proposals (RFQ/P) for Electronic Document Imaging (Scanning) and Indexing Services. The RFQ/P was publicly advertised in the Acorn and on the City's website. A critical component for this RFQ/P was the ability to present all scanned and indexed records to the City in a Laserfiche Briefcase, allowing City staff to automatically import records into the Laserfiche repository in a streamlined process. The Laserfiche Briefcase includes existing file structure, City search templates (metadata), and security levels.

On April 23, 2015, the City received thirteen proposals. All proposals were independently evaluated, by a three-member review panel, based on the criteria set forth in the RFQ/P. Responsive proposals were received from the following (in alphabetical order):

	Company Name	Location
1	AMI-The Paperless Company	Los Angeles, CA
2	ESC Imaging, Inc.	Riverside, CA
3	MCO Document Imaging Solutions	Corona, CA

Each company was invited to participate in a presentation/interview process. In addition, the City provided sample scans/indexing to each company to demonstrate how they would process City records at their facility. The sample scans/indexing were then submitted to the City in a Laserfiche Briefcase for testing purposes.

Upon thorough review of the proposals, the presentations/interviews, reference checks, and importing/viewing the test data, the review panel unanimously determined that ECS Imaging, Inc., ("ECS") was the most experienced and qualified for this project.

ECS is a world-class Laserfiche provider and has continuously been ranked the #1 value added reseller (VAR) in the state of California for 20 years. Their facility maintains high security standards, the latest in technology for scanners and indexing systems, offers extremely competitive pricing, and staff who provide client specific personalized services. ECS employees will follow the City's scanning/indexing guidelines, utilizing the City's existing Laserfiche templates and fields, which will ensure consistency and accuracy for any scanned records. All employees are capable of performing various job duties (document prep, scanning, and quality checks) to ensure the project is completed on time and with personalized service.

ECS is the City's current authorized Laserfiche VAR (since 1999). The ECS relationship ensures easy integration of scanned documents into the City's existing Laserfiche database and access to the most current Laserfiche software. In addition, ECS will remotely import the scanned images directly into the City's Laserfiche system at no charge, thereby greatly reducing the labor-intensive cost of staff time to import the records via the Laserfiche Briefcase (DVD). The City has invested over 16 years to its imaging system with City staff ensuring high quality scanning and indexing standards. The choice of ECS will assist in maintaining those same standards for the City.

The proposed agreement has been reviewed by the City Attorney and approved as to form. There is an option to extend the agreement for two additional terms of one year until the offsite storage scanning is completed and, then, staff will negotiate an ongoing annual contract for the current inhouse scanning.

RECOMMENDATION

Staff respectfully recommends the City Council approve the Consultant Services Agreement with ECS Imaging, Inc., for Electronic Document Imaging (Scanning) and Indexing Services, in the amount of \$62,500.

Attachment: Agreement with Exhibits A-B

**AGREEMENT FOR CONSULTANT SERVICES
WITH THE CITY OF AGOURA HILLS**

NAME OF CONSULTANT: ECS Imaging, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT: Attn: Debbi Bodewin, EVP

CONSULTANT'S ADDRESS: 5905 Brockton Avenue
Suite C
Riverside, CA 92506

CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager

PREPARED BY: Kimberly M. Rodrigues

COMMENCEMENT DATE: May 14, 2015

TERMINATION DATE: June 30, 2016

CONSIDERATION: Contract Price: \$40,000
Not to Exceed: \$62,500/yr

ADDITIONAL SERVICES <i>(Describe Services, Amount, and Approval):</i> _____ _____ _____ _____
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Date: _____ Amount: \$ _____ Authorized By: _____
(Not to Exceed 10% of Contract Price) City Manager

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**AGREEMENT FOR CONSULTANT SERVICES BETWEEN
THE CITY OF AGOURA HILLS AND ECS IMAGING, INC.**

THIS AGREEMENT is made and effective as of May 14, 2015, between the City of Agoura Hills, a municipal corporation ("City") and ECS Imaging, Inc., ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on May 14, 2015, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2016, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement up to two additional terms of one year upon providing written notice of its intent to extend this Agreement to the Consultant not less than thirty (30) days prior to the expiration of the initial Term. Such extension shall be at the same price and conditions as set forth herein.

2. SERVICES

Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. PERFORMANCE

In meeting its obligations under this Agreement, Consultant shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

4. PAYMENT

A. The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Sixty-Two Thousand Five Hundred Dollars and Zero Cents (\$62,500) ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

The City Manager may approve additional work up to ten percent (10%) of the amount of the Agreement. Any additional work in excess of this amount shall be approved by the City Council.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section entitled "PAYMENT" herein.

6. DEFAULT OF CONSULTANT

A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its

default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.”

7. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. INDEMNIFICATION

Consultant shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent consultants serving in the role of City officials, and volunteers (collectively “Indemnitees”) free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively “Claims”), in any manner arising out of or incident to any acts or omissions of Consultant, its officials, officers, employees, agents or sub-consultants in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys’ fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Consultant shall defend Indemnitees at Consultant’s own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Consultant shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant or Indemnitees. All duties of Consultant under this Section shall survive termination of this Agreement.

9. INSURANCE REQUIREMENTS

Prior to commencement of work, Consultant shall procure, provide, and maintain, at Consultant's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles

or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Consultant agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage. **Consultant shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause.** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current

insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

10. INDEPENDENT CONSULTANT

A. Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

12. RELEASE OF INFORMATION

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents or sub-consultants, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located

within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or sub-consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301
Attention: City Manager

To Consultant: ECS Imaging, Inc.
Attn: Debbi Bodewin, EVP
5905 Brockton Avenue, Suite C
Riverside, CA 92506

14. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

15. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. PROHIBITED INTEREST

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-consultants for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-consultants on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Illice Buckley Weber,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council: _____

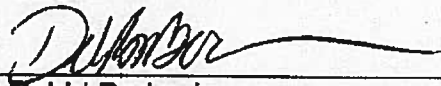
APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONSULTANT

ECS Imaging, Inc.
Attn: Debbi Bodewin, EVP
5905 Brockton Avenue, Suite C
Riverside, CA 92506
(951) 787-8768 x109

By: 
Name: James Pappas
Title: CEO

By: 
Name: Debbi Bodewin
Title: Executive VP, Secretary

[Signatures of Two Corporate Officers Required]

ATTACHMENT A SCOPE OF SERVICES

The Selected company shall, but not necessarily be limited to, furnish all expertise, labor and resources to provide complete services necessary to fulfill the requirements as detailed below:

NOTE: *Prior to the release of any records for scanning, the City will prepare each file by removing duplicates and non-records, organizing the records in the desired scanning order, identifying any special tasks (e.g., color copies), creating an itemized list of contents, and providing indexing and OCR instructions.*

A.1 Imaging (Scanning) and Indexing Specifications

Task A.1.1 All Scanning and Indexing – must be completed in compliance with all applicable California State laws, and ANSI and AIIM standards.

Task A.1.2 Document preparation for scanning (and reassembly) – Consultant shall remove staples, clips, fastener, or other binding material and, if directed by the City Clerk Department, reassemble records after scanning. Remove sticky notes and scan on a separate sheet, when instructed. Consultants may assume that all records are in good condition. Files are to maintain their integrity as submitted - Consultant shall not purge or strip any files of any records.

Task A.1.3 Imaging (Scanning) of paper records in all sizes in required format for placing into Laserfiche (TIFF) – file folders may contain flat, folded, or bound documents of varying sizes from business cards, index cards, photographs, newspaper affidavits (i.e., columnar newspaper print), up to 6"x9" to 36"x48". Plan rolls will vary in size from under an inch to 12" or more in diameter.

Task A.1.4 Imaging (Scanning) – the City's originals are NOT to be altered in any way. All images are to be representative of the original records. Blank pages (with no text or image) are to be eliminated. All records to be scanned at a minimum of 300 DPI, black & white (and/or grayscale or color if determined by City) in TIFF format. Images are to be de-skewed to the best possible alignment and auto-rotated (in readable format) in Laserfiche. Includes single and/or double-sided records.

Task A.1.5 Optical Character Recognition (OCR) – all text records must be OCR'd and the OCR files delivered with the images.

Task A.1.6 Quality checking images scanned – the City desires the option to destroy some or all original documents scanned, thus the quality of scanned documents and diligence of quality control must be superior. Consultant will provide ongoing quality assurance/quality control (QC/QA) review of records scanned.

Task A.1.7 Data entry of index fields following Laserfiche Templates – all records to be named and indexed according to naming conventions, as determined by the City. Fields will change, depending on the type of document scanned. City will provide detailed instructions for each project. May include electronically linking scanned documents within the system.

Task A.1.8 Quality checking index data – ensuring entries accurately match the records that have been scanned and the appropriate references are in place. Consultant will provide ongoing quality assurance/quality control (QC/QA) review of records indexed.

Task A.1.9 Illegible images – (e.g., a double-sided document, NCR, parchment paper, photo paper, blue mimeograph ink, pencil) will be rescanned by the Consultant at no charge so that the document is as legible as the original.

Task A.1.10 Damage to records – any damage to City records, or other issues, irregularities, difficulties, or challenges shall be immediately reported, via email, to the City Clerk Department.

Task A.1.11 Request by City for records or images – the City must have access to all City documents in the Consultant's possession upon request. Any request(s) for documents (hard copy or electronic file) during the scanning process (that are located offsite) shall be provided to the City Clerk Department via email within one business day.

Task A.1.12 Location of Services (State of California) – records may not leave the State of California. All imaging (scanning), indexing, and quality assurance/quality control (QC/QA) must be performed in the State of California (no national or international services).

A.2 Delivery Specifications

Task A.2.1 Pick up and delivery of records to be scanned to Consultant's facility – (third party/subcontracted delivery service will NOT be acceptable). Consultant shall coordinate with City to pick up records. Records are to remain in original storage container and include corresponding inventory sheets, as prepared by the City. City will provide index instructions and an itemized list of contents.

Task A.2.2 Provide images and index data on DVD-R in Laserfiche Briefcase Format (LBF) in a single file, not multiple files – LBF provides compatibility and allows for efficient importing of scanned records into the City's Laserfiche repository. City is currently running version 9.0 on United and anticipates upgrading to Avante by 2016. The City is not interested in, nor will any subscription pricing be considered for, any additional indexing software or technologies.

Task A.2.3 Reassembly and return of scanned records to the City – records are to be returned in the same order and in the same file folders or loose-leaf binders in which they were received and, if directed by the City Clerk Department, re-stapled or paper-clipped. Consultant not responsible for rebinding material unless instructed by City. Spiral or plastic comb-bound (cerlox) records are to have the binding removed and replaced with a binder clip (to secure the record).

Task A.2.4 Drop off and delivery (return) of scanned records to the City – (third party/subcontracted delivery service will NOT be acceptable). Original records are returned to the City in the same order and condition as received and in the same storage container as they were sent in, including the corresponding inventory sheet. Storage container number and contents must be identical and correspond to inventory sheet prepared by the City.

Task A.2.5 Turnaround – will depend on the size of the project and be specified by the City, but a guaranteed maximum turnaround of 30 calendar days from pick up of the records from the City.

Task A.2.6 Final Inspection and Acceptance – based on the above specifications, the City will, within 90 days of receipt of the images, make a final inspection of the scanned images, once imported into Laserfiche. Acceptance will be achieved when Consultant has made any corrections and City accepts the work as completed.

*** END ***

EXHIBIT B

PAYMENT RATES AND SCHEDULE

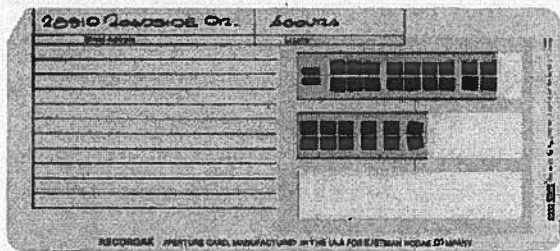
Proposers are not required to bid on all items. All pricing must be bid at 300 DPI, in TIFF. Indexing will be defined by the City.

Service(s) Provided	Cost
Shipping	
Pickup fee, if any, and constraints (e.g., maximum number of boxes). Only one pickup fee will be allowed per trip/location to City of Agoura Hills for approximately 35 Banker Boxes. Pickup of 350 Map Boxes at one time cost will be \$425. Delivery is included.	\$150.00 (Round Trip) Includes Pickup & Delivery of 35 Banker Boxes
Delivery fee, if any, and constraints (e.g., maximum number of boxes). Only one pickup fee will be allowed per trip/location to City of Agoura Hills	Included
Disclose any fuel surcharge, if any	N/A
Scanning and Preparation	
Document Preparation and Reassembling Charges, include hourly fee	\$30/hour
Prep and Scan Black/White up to 11"x17" paper	.08 cents
Prep and Scan Grayscale up to 11"x17" paper	.10 cents
Prep and Scan Color up to 11"x17" paper	.10 cents
Large Format Scanning C size Black/White	\$.85
Large Format Scanning D size Black/White	\$.85
Large Format Scanning E size Black/White	\$.85
Large Format Scanning Grayscale C, D, E sizes	\$1.30
Large Format Scanning Color C, D, E sizes	\$1.30
Indexing	
Indexing per hour (field data provided by City in Excel)	None as long as a unique identifying field exists
Indexing per hour (no data provided by City)	\$30/hour
Indexing (per field pricing)	.02
Indexing a date or numerical field (e.g., APN)	.02
Indexing per key Stroke or by Double Key Verification	\$30/hour
Optical Character Recognition (OCR) of text files	Included in Image Cost
Miscellaneous	
Document Requests from City of Agoura Hills (scanned)	Up to 8 per month included. \$30 for each additional
Quality Assurance/Quality Control (QC/QA) – Images (disclose if performed during or after scan and if by one or two employees)	2 Employees. Done by Scan Operator at scan and After by Other employee
Quality Assurance/Quality Control (QC/QA) – Indexing (disclose if performed during or after scan and if by one or two employees)	2 Employees. Done by Scan Operator at scan and After by Other employee
Data transfer (per DVD-R/Laserfiche Briefcase), including images/OCR	\$25/DVD
Document Preparation and Reassembling Charges, include hourly fee	\$30/hour

Disclose any other fees or charges not already listed (e.g., setup)	Setup fee Waived
Other charges, fees, or billables	N/A
Signed:	<i>Debbi Anderson</i>

Provide a copy of a typical invoice (with the customer's name redacted), showing how your invoices can be matched to the work performed by your company (with the number of documents, images, and indexing costs itemized, including any other services provided).

ADDITIVE ITEM RECORDAK – Aperture Cards



This project requires special handling and sensitivity. Cardstock aperture cards are approximately 3 1/4" x 7 1/4" and contain a microfiche film with images. Each image represents one page. Aperture cards may contain 2–60 images per card. Integrity of aperture card must be maintained (i.e., these are historical

records). Job requires each page to be scanned in 300 DPI, TIFF. This project would include printing a hard copy of each image (e.g., page) and then digitizing the entire aperture card. There are approximately 3,350 cards (with multiple images) and 6,387 case files. A sample template and fields will be provided for indexing purposes. Images and index data (OCR) to be provided on DVD-R in Laserfiche Briefcase Format (LBF) in a single file. Hard copies of each aperture card to be paper clipped by street address (i.e., 123, 125, 127 Jones Street) when returned to the City. Paper copies to be placed in folders or boxes for protection during transport.

PRICING CHART

Proposers not required to bid on all items. Cost Proposal shall be submitted in the following format:

Service(s) Provided	Cost
Shipping	
Pickup and or Delivery fee, if any	\$150.00 (Round Trip) Includes Pickup & Delivery of up to 35 banker boxes
Disclose any fuel surcharge, if any	None
Scanning and Preparation	
Document Preparation, include hourly fee	\$30
Prep and Scan Black/White	\$.55 cents per image
Indexing	
Indexing per hour (no data provided by City)	\$30/hour
Indexing (per field pricing)	.02 cents
Indexing per key Stroke or by Double Key Verification	\$30/hour
Optical Character Recognition (OCR) of text files	Included in image cost

Miscellaneous	
Document Requests from City of Agoura Hills (scanned)	Up to 4 included per month. \$30/hour for each additional
Quality Assurance/Quality Control (QC/QA) – Images (disclose if performed during or after scan and if by one or two employees)	2 Employees. Done by Scan Operator at scan and After by Other employee
Quality Assurance/Quality Control (QC/QA) – Indexing (disclose if performed during or after scan and if by one or two employees)	2 Employees. Done by Scan Operator at scan and After by Other employee
Data transfer (per DVD-R/Laserfiche Briefcase), including images/OCR	\$50/DVD
Providing copies of each image (for staff's project folders)	Not Available
Disclose any other fees or charges not already listed	N/A
Other charges, fees, or billables	N/A
Provide carrier's insurance and bonding limits.	Signed: 