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## **Digital Reel Microfiche Conversion Project**

April 1, 2016  
Prepared for:  
Kristy Parker  
Salinas Engineering and Permit  
Services Department



Dear Kristy,

We're excited to hear that the Engineering and Permit Services Department is revisiting the digital conversion project. Below is an updated cost proposal for the project, along with some additional information regarding moving forward.

We look forward to hearing from you and working together on getting your microfiche records scanned into your Digital Reel hosted dataset.

Regards,

A handwritten signature in blue ink, appearing to read "Will Whitney", is positioned above the printed name.

**Will Whitney**

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## Project Objectives

- The Engineering and Permit Services Department (“Department”) has approximately 52,000 sheets of microfiche records containing information regarding plans and permits in the City of Salinas. By working with BMI to scan the fiche in a low-cost and high-quality manner to the Digital Reel retrieval application, the Department can improve access and reduce operational overhead for handling the data and images. This project will allow the Department to retire the fiche records, related reader-printers, and accompanying maintenance contracts.
- BMI also has the capability to scan the Department’s paper plan sets and provide access to them inside of the Digital Reel application, alongside the fiche records. This will allow for a single point of access and document retrieval.
- In order to eliminate staff retraining and integration requirements, the fiche records will be retrievable by the same index criteria currently utilized in the Department along with full-text index search, providing search capability for permit numbers, addresses, and other pertinent data over the entire collection.

## Features and Benefits

<u>Features</u>	<u>Benefits</u>
The entire width and length of each fiche is scanned	Provides a complete digital archive. <i>Ensures all images are captured.</i> No risk of lost/missed images.
Each fiche is scanned at 300 dpi grayscale	This feature allows the user to adjust the contrast and brightness of every image for optimum legibility. This ensures the highest possible image quality.
Digital Reel cloud-hosting	Users can access records from internet-connected workstations. No maintenance or IT requirements within the Department.

## Project Process Outline

### Transportation

- a. BMI will provide transportation of the Department's fiche throughout the duration of the project.

### Microfiche Scanning

- a. Microfiche will be scanned in grayscale and bi-tonal at 300 dpi.
- b. After each fiche is scanned and processed, Department staff will be able to view them in the hosted Digital Reel application for approval of the layout and final product view.
- c. A "Milestone" (a small volume of material to represent the overall project) will be utilized to test a sample group of fiche. Using the results from the Milestone will enable BMI to determine best practices for the remainder of the scanning project.
- d. Each image will be processed through OCR servers. OCR results will vary, as some images may not be suitable for OCR. BMI, at its sole determination, will decide if images or groups of images are not suitable for text search and may elect to stop processes on those images for text search purposes.

### Microfilm Indexing

- a. Each fiche will be indexed to the fiche title (label strip).
- b. Prior to Milestone start, the indexing structure will be coordinated between BMI and Department staff for optimal layout.

### Digital Reel – Hosted Application

- a. Converted fiche will be loaded to the Digital Reel application.
- b. Digital Reel portal may be customized to reflect the Department's website upon request (additional charges will be applied).

## Schedule of Fees

Item	Estimated Volume	Unit Price	Total Price
Microfiche Digital Conversion <sup>1</sup>	52,000 Fiche	\$1.25/fiche	\$65,000
Digital Reel Hosted Services <sup>2</sup>	1 year	---	Included
Project Management	1	--	\$2,500
Transportation of Fiche	3	\$300/event	\$900
<b>Estimated Project Total</b>			<b>\$68,400</b>

<sup>1</sup>Microfiche that have both 16mm and 35mm images ("combination fiche") may require scanning twice.

<sup>2</sup>Hosting includes (5) users. Additional users can be purchased for \$500/5-user pack/year. BMI may terminate access to Digital Reel in the event of non-payment. Hosting will be billed at **\$3,600/year** one year from the Milestone 1 approval. Additional fiche may increase the hosting fee.

The following are prices for items not listed in the table above.

<u>Item</u>	<u>Unit Cost</u>
<b>Oversize Document Scanning – 300dpi Bi-tonal Image</b>	
A – Size Sheets – 8.5x11" and below	\$0.08 / Image
B – Size Sheets – 11x17"	\$0.50 / Sheet
C - Size Sheets – 16 x 24"	\$1.15 / Sheet
D - Size Sheets – 24 x 36"	\$1.20 / Sheet
E - Size Sheets – 36 x 42"	\$1.35 / Sheet
F - Size Sheets – 36 x 48"	\$1.40 / Sheet
Grayscale or Color (When needed)	\$1.50 / Sheet Additional
<b>Professional Services:</b>	
Technical Services (Lab Clerk)	\$45.00/hour
Technical Services (Project Manager)	\$75.00/hour
Technical Services (Service Tech - Remote)	\$125.00/hour
Technical Services (Development)	\$325.00/hour

Upon request, BMI may provide a Digital Reel portal customization that reflects the Department's website for an additional fee of **\$1,800**.

During the course of the project, BMI may be required to provide, or the Department may request, additional services beyond the Scope of Work as outlined in this document. If additional services are required or requested, BMI will inform the Department of such services and any associated fees prior to proceeding.

Tax is additional where due (*no sales tax with hosted services*).

Note: Prices quoted are valid for 90 days from April 1, 2016. This proposal voids all previous proposals, quotes, estimates, and agreements.

### Digital Reel Sample Access

BMI has provided a sample of Digital Reel using the Department's fiche records – you are able to access your sample digital dataset via the website using the following login information:

**Website:** <https://dr6samples.bmiimaging.com/Login.aspx>

**Username:** kristenp@ci.salinas.ca.us

**Password:** salinas1

### Cooperative Agreement Contract Vehicle

BMI can provide a cooperative contract vehicle that precludes the necessity to receive multiple bids for this scanning project. After a competitive bid process, BMI was awarded a contract with the Merced County Superior Court for microfilm scanning. The contract contains a **Cooperative Agreement ("Piggybacking")** clause that allows public funded organizations to utilize the provisions and pricing of this contract. The **Cooperative Agreement** clause is below:

#### 11 Cooperative Agreement ("Piggybacking").

The Court competitive procurement process conducted during March 6, 2015 through May 4, 2015 which resulted in the execution of this Agreement was JBCM-compliant. The provisions and pricing of this contract may be extended to other California governmental entities. Governmental entities wishing to use this contract will be responsible for issuing their own purchase documents/agreements/purchase orders, etc., providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any contract entered into with another agency or entity that is entered into as an extension of this Agreement a contract clause that will hold harmless the Court from all claims, demands, actions or causes of actions of every kind resulting directly or indirectly, arising out of: or in any way connected with the use of this contract. Any participating governmental entities are responsible for obtaining all certificates of insurance and bonds required. The Court makes no guarantee of usage by other users of this contract.

*The contract may be provided in full, upon request.*

BMI Clients utilizing the Cooperative Agreement clause:

- |                                      |                       |
|--------------------------------------|-----------------------|
| ➤ Alameda County Superior Court      | 6,000 microfilm rolls |
| ➤ Oakland Police Department          | 5,300 microfilm rolls |
| ➤ Fresno County Board of Supervisors | 40,000 microfiche     |
| ➤ Tulare County Superior Court       | 3,200 microfilm rolls |

Pricing for the awarded contract is contained below (your pricing reflects this):

#### **APPENDIX B: Pricing and Payment**

1. **Fees.** In consideration of and subject to the satisfactory performance and delivery by Contractor of the Work, the JBE shall pay to Contractor the fees as set forth in this Appendix B. Except as expressly set forth in this Appendix B: (i) such fees are the entire compensation for all Work under this Agreement; and (ii) all expenses relating to the Work are included in such fees and shall not be reimbursed by the JBE. The maximum amount payable to Contractor under this Agreement will not exceed the Contract Amount. The Contract Amount may be changed only by amendment to this Agreement. Notwithstanding any provision in this Agreement to the contrary, payments to Contractor are contingent upon the timely and satisfactory performance of Contractor's obligations under this Agreement. Contractor shall immediately refund any payment made in error. The JBE shall have the right at any time to set off any amount owing from Contractor to the JBE against any amount payable by the JBE to Contractor under this Agreement.

1.1 **Rates.** The Work shall be at the rates set forth below.

Item	Estimated Volume	Unit Price	Total Price
Scanning/OCR of Microfilm Rolls 16mm x 100'	4,100 Rolls	\$23/roll	\$94,300
Transportation of Material	2	\$300/event	\$600
Project Management			\$2,500
<b>Project Total</b>			<b>\$97,400</b>

Any additional microfilm rolls exceeding the estimated volume will at \$23/roll. Applicable sales tax will be additional. Additional services requested by the Court can be provided @ \$75/hour. Pricing applies to rolls that are 16mm x 100'. Pricing includes one year of BMI hosted services covering 10 named user accounts. Pricing following year one will be \$8,000/year, which is guaranteed for 3 years. This film library will yield an estimated 10 TBs of data.

Backup converted images on archival format, native 300 dpi uncropped tiff or grayscale images in a folder named by the roll film label at \$5/roll (delivered on an external drive).

Additional Services (optional):

Providing scrolling grayscale view of complete rolls in Digital Reel = \$5.00/roll Conversion of 16mm rolls longer than 100' (usually 215') = \$55/roll (includes OCR) Conversion of Microfiche Jackets = \$1.25/jacket (includes OCR) Conversion of COM Microfiche = \$4.50/fiche (includes OCR) Capture of historical bound books = \$350/book (includes OCR) Capture of historical unbound books = \$250/book (includes OCR) Hosting @ \$2.00/roll per year + \$1,000/year

Software (installation on premise):

DR6 User Licenses \$1,500.00/ea.  
DR6 Maintenance \$300.00/ea.  
DR 6 Server License\* (2 Server Cores) \$5,000/ea.  
DR 6 Server Maintenance \$250.00/ea.  
Text-Search Licensing \$2,500/ea.  
Text-Search License Maintenance \$125.00/ea.

Professional Services:

Installation/Training \$1,400/day + Travel/Per diem  
Technical Services (Lab Clerk) \$45.00/hour  
Technical Services (Project Manager) \$75.00/hour  
Technical Services (Service Tech - Remote) \$125.00/hour  
Technical Services (Development) \$325.00/hour