STATEMENT OF WORK RESPONSE

MICROFORM CONVERSION TO DIGITAL IMAGES SERVICES

Submitted To

**City of Santa Rosa
Planning and Economic Development**

Submitted On:

July 11, 2023

Submitted To:

Mr. Ben Rose
Administrative Technician

Prepared By:
Michael Aufranc
Vice President
BMI Imaging Systems

July 11, 2023

Mr. Ben Rose
Administrative Technician
City of San Santa Rosa
Planning and Economic Development
100 Santa Rosa Avenue, Room 3
Santa Rosa, CA 95404

Dear Mr. Rose,

Thank you for taking the time to meet with me. BMI appreciates opportunity to submit the attached response to the City of Santa Rosa's Statement of Work for microform conversion to digital images.

Since 1958, BMI Imaging Systems, Bay Area-based provider of high-volume document and microform conversion services and has established a decades-long reputation for providing exceptional quality and service. We complement our comprehensive service offerings with turnkey document management system solutions that include state-of-the-art software and end-to-end implementation, integration and support services.

Included with this response are the following items:

➢ Project Summary

➢ Schedule of Fees

As this project involves a large volume of microfiche, we suggest a 3-year agreement with 2 annual extensions. We look forward to working with the City of Santa Rosa on this project. Please don't hesitate to contact me for additional information or to inquire about any items within this proposal.

Sincerely,

Michael D. Aufranc
Vice President

Project Summary

The City of Santa Rosa Planning and Economic Development has stated that it currently maintains records pertaining to historical building and planning documents. These records are stored in two locations at the City and consists of various types of 4 x 6 microfiche cards.

The City desires to digitize these records into BMI's Digital ReeL format along with an industry-standard format once the project is complete in order to reduce physical storage needs and create an easy to use, fully searchable, high quality digital archive. Upon completion of the Digital ReeL project, BMI will create deliverables for LaserFiche or other (format and cost TBD).

Project Goals:

> **Phase 1**

1) Convert the City's existing microfiche to Digital ReeL format – 300 dpi grayscale.
2) Key data entry of index information contained on the microfiche titles.

   Building:
   A. Street Name
   B. Street Number
   C. Permit Number

   Planning:
   1. Project #
   2. Street Name
   3. Street Number

> **Phase 2**

   Create a standardized index compatible with LaserFiche or any updated digital document repository the City is using, once the Digital ReeL project is complete. Pricing for Phase 2 is TBD.

BMI understands the City's objectives and will provide the following services:

1) Pick-up and transportation of all record types via BMI vehicles and personnel to BMI's secure production facilities.
2) Preparation of records as required to facilitate the scanning and indexing processes.
3) Scanning of all microfiche in both black/white and grayscale.
4) Standardized indexing of the digitized records as described above by BMI off-shore partners.
5) OCR processing of all image files.
6) Formatting of the load file data deliverable such that it is in a format compatible with LaserFiche or other with flexibility it may require to import the digitized records to another document repository.

7) Phase 2 delivery of all data deliverables via City designed secure share site, such as MS-Teams. Bulk deliveries of images/data will occur once the Phase 1 project is complete.

Schedule of Fees

Microfiche Conversion to Digital ReeL

Service Item	Est. Volume	Unit Price	Ext. Cost
Microfiche Scanning/OCR:	337,000	$0.90	$303,300
Microfiche Indexing: - Each microfiche will be indexed by the information presented on its title bar[1]	337,000	$0.25	$84,250
Project Management – Set Up	1	$2,500	$2,500
Annual Hosting Fee[2]	1	$7,500	$7,500
Pick-up/Delivery:	10[3]	$300.00	$3,000
Phase 2 – Import to LaserFiche or other	1	$19,500	$19,500
	Estimated Total Cost:		**$420,050**

[1]Indexing from microfiche titles:

> Building:
> A. Street Name
> B. Street Number
> C. Permit Number
>
> Planning:
> 1. Project #
> 2. Street Name
> 3. Street Number

[2]Hosting term begins on M1 approval.

[3]Suggesting 10 different pick up/deliveries over the duration of the initial 3-year contract. Picking up roughly 33,700 fiche per trip.

Other document types beyond what is listed above exist. The indexing of those document types is TBD.

Phase 2: Once the project is complete and all the images and indices have been adjudicated in Digital ReeL, BMI will create a deliverable (format TBD for import into LaserFiche or other). Per the City SOW, BMI intends to create the deliverables from the following:

Project 1 (Planning records - 75,000 fiche cards)

Example of Planning Metadata Fields:

- Document Name = Planning File Number
- Project Name
- Street Number(s)
- Street Name(s)
- Unit Number/Letter
- APN (with dashes)
- APN (without dashes)
- Subdivision
- Indexing Complete (y/n)

Project 2 (Building records – 262,500 fiche cards)

Example of Building Metadata Fields

- Document Name = Permit Number
- Street Number(s)
- Street Name(s)
- Unit Number/Letter
- APN (with dashes)
- APN (without dashes)
- Subdivision
- Date Issued
- Indexing Complete (y/n)

Note: This estimate is based upon the information provide above from the City. Should the final specifications vary, the project estimate for Phase 2 may be adjusted.