

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2024-27**

AWARDING A CONTRACT FOR SCANNING SERVICES

WHEREAS, the Village Board finds that it is in the best interest of the Village of Windsor to scan all of the property records to create an electronic archive; and

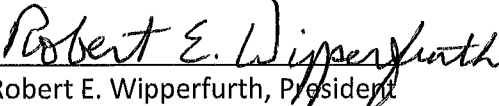
WHEREAS, the Village requested quotes for these services attached hereto as Exhibit A; and

WHEREAS, the Clerk and Administrator have called references and compared services offered and recommend awarding the scanning services contract to ARC Scanning Services for not to exceed \$15,000.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor that it hereby awards the scanning services project to ARC Scanning Services on an as requested basis for a total expenditure not to exceed \$15,000. The Village President, Village Attorney and Staff are authorized to execute contracts in conformity therewith on behalf of the Village, in a form approved by the Village Attorney.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor on March 7, 2024, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:

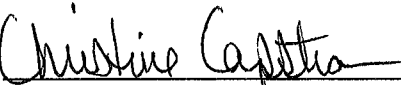

Christine Capstran, Clerk

EXHIBIT: A. Bid Results

EO Johnson Doc Scanning

	Unit	Estimated Quantity	Prcie/Unit	Total Price
Pre-Prep Svcs (Data Entry) per box				
Document Prep Services	Box	57	\$163.70	\$9,330.90
Document Scanning +Basic QC	Standard Image	125,400	\$0.10	\$12,790.80
Large Format Scan + Premium QC	LF Image	3,250	\$1.58	\$5,135.00
Project Setup & Configuration	Lot	1	\$230.77	\$230.77
Document Destroy/Data Erasure	Box	57	\$9.23	\$526.11
Records Packaging/Logistics	Trip	1	\$1,232.31	\$1,232.31
Total Cost				\$29,245.89

CH Coakley

	Unit	Estimated Quantity	Prcie/Unit	Total Price
Pre-Prep Svcs (Data Entry) per box		1980	\$0.15	\$297.00
Document Prep Services	\$20/hr	123.75		\$2,475.00
Document Scanning +Basic QC	Standard Image	118,800	\$0.07	\$7,722.00
Large Format Scan + Premium QC	LF Image	2,640	\$1.53	\$4,039.20
Project Setup & Configuration				
Document Destroy/Data Erasure	box	44	\$2.50	\$110.00
Records Packaging/Logistics	Trip	2	\$50.00	\$100.00
Image Output/transfer fee	transfer	1	\$5.00	\$5.00
Total Cost				\$14,748.20

City of Sun Prairie and Village of Cottage Grove

ARC Scanning Svc

	Unit	Estimated Quantity	Prcie/Unit	Total Price
Pre-Prep Svcs (Data Entry) per box	Included			
Document Prep Services	Included			
Document Scanning +Basic QC	Box	60	\$217.00	\$13,020.00
Large Format Scan + Premium QC	LF Image			
Project Setup & Configuration	Included			
Document Destroy/Data Erasure	Box	60	\$10.50	\$630.00
Records Packaging/Logistics	Trip/Man Hours	1 trip/7 hours		\$600.00
Image Output/transfer fee	upload free			
Total Cost				\$14,250.00

Village of Bayside and City of Brookfield

EXHIBIT A - STATEMENT OF WORK FORM

STATEMENT OF WORK NUMBER 001

Project Name: THE VILLAGE OF WINDSOR, WISCONSIN

This Statement of Work Number 001 (this "SOW") is entered into pursuant to the Scanning and Archiving Master Services Agreement, dated February 23, 2024 (the "MSA") by and between ARC Document Solutions, LLC ("ARC") and the Village of Windsor, Wisconsin ("Customer").

This SOW is incorporated into the MSA. In the event of any conflict with this SOW, the MSA will govern. The provisions of this SOW govern only the subject matter hereof and not any other subject matter covered by the MSA. Capitalized terms not otherwise defined in this SOW will have the meanings given in the MSA.

Effective Date: February 23, 2024
Customer: The Village of Windsor, WI
Customer Location: 4084 Mueller Rd.
DeForest, WI 53532
Attn: Christine Capstran

ARC Service Location (if work performed off-site):
ARC Waukesha
Estimated Start Date: February/March 2024
Estimated Completion Date: TBD

1. Services and Technical Specifications:

ARC will provide the scanning and archiving services specified below: (Services included are indicated by checked boxes below)

- Services to be performed at ARC Location (indicated above)
- Or
- Services to be performed at Customer Location (indicated above)

- Document Inventory and Chain of Custody:
 - Box Level Barcode & Track
 - Document Level Barcode & Track
- Document Transportation:
 - From Customer Location to ARC Service Location

- Document Preparation:
 - Remove all binding materials (staples, clips, clamps, binders)
 - Unfold pages
 - Remove and reposition attachments (Posit-Notes & Flags), previously taped down receipts will not be disturbed
- Or
- Remove and discard attachments (Posit-Notes & Flags), previously taped down receipts will not be disturbed

- Document Indexing:
 - Fields to be Indexed:
 - Parcel #
 - (Field 2)
 - (Field 3)
 - (Field 4)

- Document Scanning:
 - Small Format Scanning (Sheetfed duplex scanning, 11"x17" or smaller)
 - 200 DPI 300 DPI Other _____
 - Auto-Color 24-bit Color 8-bit Color 8-bit Greyscale
 - 1-bit Black & White Other _____
 - Programmatic:
 - Image Deskew
 - Image Auto-Crop
 - Auto Rotate
 - Blank Page Removal
 - Large Format Scanning (Manually fed simplex scanning, generally larger than 11"x17")
 - 200 DPI 300 DPI Other _____
 - Color for Color 24-bit Color 8-bit Color 8-bit Greyscale
 - 1-bit Black & White Other _____
 - Image Crop & Deskew
 - Rotate to proper orientation
- Quality Assurance:
 - Images will be checked for readability and proper orientation
 - Every source page will be represented in digital delivery
 - All Boxes and Documents will be reviewed to insure they have been captured and processed to desired output
 - All Indexed data will be reviewed for accuracy and completeness
 - All digital output files and folders will be reviewed to insure desired result
- Document Reassembly:
 - Return hard copy originals to source folders and boxes, in original sequence as received, without replacing binding materials and/or refolding pagesOr
 - Return hard copy originals to source folders and boxes, in original sequence as received, including rebinding originals in similar fashion as originally received, and refolding pages
- File Naming and Folder Structuring:
 - All Files and Parent Folders will be named using Document Indexes stated above
- Output File Format:
 - All output files will be generated as multi-page, Image Only PDF filesOr
 - All output files will be generated as multi-page, Searchable Image PDF files
- Deliverables and Delivery Method:
 - Email download link
 - USB Hard Drive/Thumb Drive
 - Encrypted Hard Drive/Thumb Drive
 - Customer Supplied SFTP Site
- Destroy Hard Copy Originals (Certified Shred)
- Return Hard Copy Originals

Original documents provided by the Customer will be of good quality (in ARC's sole determination) and will not require additional preparation or remediation prior to scanning. If the quality or condition of the original documents provided by Customer require additional preparation (in ARC's sole determination), Customer will be notified and additional instructions will be provided by Customer, following which ARC will provide Customer with revised pricing for the handling of such original documents.

HIPAA Compliance: (one of the following two boxes must be checked)

- Box Content does not include PHI and/or is NOT subject to HIPAA Regulations
- Box Content includes PHI and must be processed in accordance with HIPAA regulations

2. Special Instructions:

Folders are to be scanned; est. 100 per box

3. Price Schedule:

ARC reserves the right to revise the pricing specified below based on actual condition of original documents provided by Customer and indexing requirements.

Services	Price
Standard Scan by the Box Service (Property Records)	\$ 217.00 per box
Searchable Image PDF (OCR)	Included
Boxes for packaging documents	Included
Document Prep	Included
300dpi AutoColor Scanning	Included
USB Drive for Image Delivery <i>if necessary</i>	\$ 25.00 per drive
Certified Document Shredding	\$ 10.50 per box
Packaging of Documents by ARC (<i>expected to be 6 or 7 man hours</i>) <i>if necessary</i>	\$ 75.00/manhour <i>Approx:\$450.00 to \$525.00</i>
Transportation of documents (<i>1 trip expected</i>)	\$ 75.00 per trip

4. Exclusions:

Unless otherwise indicated in Sections 1, 2 or 3 above, original document storage and document destruction services are not included in this SOW. If Customer does not provide written instructions regarding destruction or return of original documents within 30 days following the completion date, Customer agrees to reimburse ARC for the monthly fee for storage of boxes at the ARC location, in the amount of \$5.00 per box, per month or any portion thereof. If not included in Sections 1, 2 or 3 above, document destruction services may be added to this SOW though a Change Order. Upon Customer signing a Change Order adding document destruction services, ARC will arrange for the destruction of Customer’s original documents by a third party chosen by ARC in its sole discretion Customer will indemnify, defend and hold ARC harmless from any claim or liability related to or arising from such original document storage or destruction.

5. Project Management:

- a) Customer and ARC will designate and assign a project manager. The project managers’ responsibilities will include coordinating and communicating project requirements and providing feedback and information as appropriate to their respective parties in a timely manner. Delays in communications may impact the project schedule. The Customer’s project manager will also be

responsible for the validation testing and sign off. ARC will schedule a mutually agreeable timeline for the monthly progress meeting to keep all stakeholders updated on the progress and to discuss open items. The Customer project manager must be available for these meetings.

- b) During the document scanning and conversion process, all scanning and technology services will be managed by ARC's Project Manager.

Customer Project Manager: TBD upon Project Startup

ARC Project Manager: TBD upon Project Startup

6. Change Orders:

Specifications included in this SOW may be changed through a written change order signed by both parties.

7. Responsibilities of Parties:

- a) **Customer:**

Customer will provide access to original paper documents specified in this SOW in a timely manner and will coordinate ARC's access to such documents:

- For transfer to the service location if off-site services requested, or
- Making them available to ARC's on-site services team if on-site services

If any documents are provided by Customer that, in ARC's sole discretion, are beyond the number and quality specified in this SOW, then additional fees, as specified in a Change Order, will apply.

- b) **ARC:**

In the event that any unforeseen issues arise which may jeopardize the outcome of the project (quality, accuracy, timeline and/or costs), the ARC Project Manager will notify the Customer Project Manager and they will work together to resolve such issues in a mutually agreeable manner.

ARC Project Manager will generate a report on a regular basis (frequency to be mutually agreed), indicating the then-current status and progress of the project, quantities completed, estimating quantities remaining and projecting completion date and/or milestones for the project.

This SOW is effective as of the Effective Date.

ARC Document Solutions, LLC

Signature: _____

Name: _____

Title: _____

Village of Windsor, WI

Signature: Robert E. Wipperfurth

Name: Robert E. Wipperfurth

Title: Village President



SUMMARY SHEET

Meeting Date:	March 7, 2024
Presenter & Contact Information:	Christine Capstran, Clerk christine@windsorwi.gov 608-888-0066
Title:	Scanning Services
Previous Action:	None
Issue Summary:	<p>In preparation for moving to the new municipal building, we are reviewing paper files that are permanent records and must be kept. Current property records are stored electronically. However, we have 45 file cabinet drawers of historical property records that must be retained. Staff would like to contract a service to scan these files so that we can retain them electronically and dispose of the paper records.</p> <p>Staff obtained 3 quotes for this project. References were called for the 2 lowest quotes. Both companies were highly recommended.</p>
Budget Impact:	Not to exceed \$15,000 from the Unassigned Fund Balance.
Staff Recommendation:	Approve resolution for needed scanning services
Sample Affirmative Motion:	Motion to approve Resolution 2024-xx.
Attachments:	Resolution 2024-27 Awarding Contract for Scanning Services Exhibit A: Quote Results Statement of Work