

**VILLAGE OF WINDSOR  
VILLAGE BOARD RESOLUTION 2024-70**

**AUTHORIZING SCANNING PROJECTS**

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

**WHEREAS**, the Village has completed a scan project with ARC Document Solutions LLC previously to our satisfaction; and

**WHEREAS**, staff has requested a quote for scanning various permanent files including large maps, historical minutes, planning files and miscellaneous documents including lawsuits which is attached hereto as Exhibit A; and

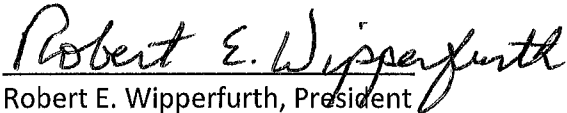
**WHEREAS**, staff anticipates additional record scanning projects related to permanent records such as resolutions, ordinances, utilities, etc.; and

**WHEREAS**, staff recommends authorizing up to \$20,000, of reserved general funds, for this scanning quote and additional scanning services as approved by the Village Administrator.

**NOW THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Windsor that it hereby authorizes up to \$20,000, of reserved general funds, for scanning service projects as approved by the Village Administrator. 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 July 18, 2024, by a vote of 5 in favor and 0 opposed.

**VILLAGE OF WINDSOR**

  
Robert E. Wipperfurth, President

**Attested by:**

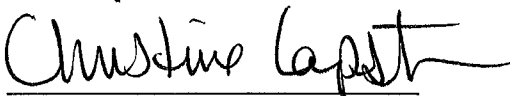
  
Christine Capstran, Clerk

EXHIBIT: A. Quote for Services



# Secure Document Scanning Services – Quotation

<i>Customer Name</i>	Village of Windsor Christine Capstran, WCMC - Village Clerk
<i>Project Description</i>	Document Scanning Services
<i>Date</i>	July 15, 2024

## ARC Document Solutions Introduction

ARC Document Solutions is amongst the largest document management solutions and services companies in the United States. We provide Consultancy Services, Document Scanning Services and Cloud based Document Management Solutions to thousands of customers in Public and Private Sector. Our history, knowledge, and experience with digitizing various types of records, indexing & building databases and implementing electronic records management solutions are unmatched by any other firm.

- ARC operates through 140 Service Centers, 7 HIPAA Compliance Service Centers. (<https://www.e-arc.com/location/>)
- Our Secure Centers are HIPAA Compliant, ISO 270001:2013 Certified and SOC2 Type 2 Compliant.
- More information: <https://www.e-arc.com/services/scanning/>

Our prominent clients for records digitization Services include the Federal Reserve Bank System, Chicago RTA, Southwest Airlines, University of Michigan, Chase Banks, etc. We can provide a comprehensive customer list and references based on your request. For this project, we offer off-site scanning services through our Service Centers in the Greater Wisconsin Area, as well as our Large Regional Scanning Center in Addison, Illinois as described in the scope of work.

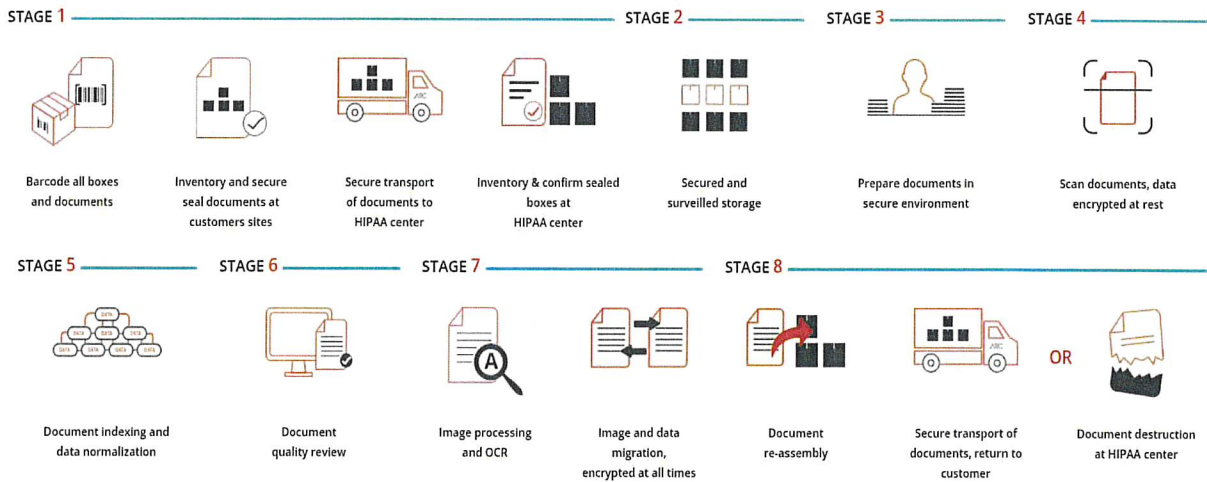
We would also like to thank you for the opportunity and please feel free to contact us for any further information.

Sincerely yours,



Scott Scheuber  
 Manager – ARC Scan Center  
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 Mobile. 832.217.7430 Email. [scott.scheuber@e-arc.com](mailto:scott.scheuber@e-arc.com)  
 Web. [www.e-arc.com](http://www.e-arc.com)

## Our Methodology



### ***Preliminary tasks may include:***

Assign Project Manager who will be the single point of contact from ARC Team, Project Kick-off meeting with all Stakeholders to review the requirements and identify risks/ exceptions, Develop Project Plan/ Schedule, Arrange Pilot Digitization and receive approval.

**Stage 1:** Comprehensive Chain of Custody process with Container level barcodes, detail inventory & tracking. Tamper-evident Secure Sealing for PHI, PII Records and secure direct transportation.

**Stage 2:** Secure storage of records throughout the project period.

**Stage 3:** Prepare records for production level digitization process. Typical activities include inserting barcode cover sheets, removing staples and other bindings, opening any folded documents etc.

**Stage 4:** Scan documents using industrial equipment and batch mode production capture management solutions. Please refer to the specs under the pricing section.

**Stage 5:** Capture index information via Advanced Recognition techniques, Manual entry or using customer supplied databases.

**Stage 6:** Document and Data Quality Reviews to ensure all the pages are scanned, in correct orientation, all index information captured, and files are named correctly.

**Stage 7:** Advanced image processing Technologies for highest quality images and Optical Character recognition (OCR) to enable Full-text content Search.

**Stage 8:** Optional records re-assembly and support ad-hoc document access needs. Records are returned to customer after receiving approval or arrange Certified Secure Shredding Services.

**Stage 9:** Data delivery via Secure Web Link or Direct Migration to SkySite Archive Solution.

**Stage 10:** Project Reporting and Lessons Learned review.

More information: <https://www.e-arc.com/services/scanning/>

## Current Document Collections

### Meeting Minutes

2 – 22" totes with three ring binders (Named by Binder Name)

3 - boxes (2 named per tab - 1 named 1970-1989 as one pdf)

Around 60+ tabs for the two boxes

Medium-Heavy prep on three ring binders. Staples, post its and tabs to be removed.

3 shelves of 3 ring binders and hard cover books

1 shelf 33" 2 shelves 36" this includes 5 spiral bound and 2 hard cover books.



Minutes Cabinet.jpg

***\*\*UPDATED\*\* Est. 7 boxes of standard content; 1 bound books***

***Approx. 18,900 pages of SF scanning***

***Blind Estimate of 250 pages from bound book***

### Planning

4 – 24" drawers; Est. 8 boxes; 17,280 pages

1 – 28" drawer; Est. 3-boxes; 6,480 pages

7 - 38" drawers; Est. 22 boxes; 47,520 pages

Mix of large and small format. Roughly 90% small 10% large

Medium-Heavy prep - fair amount of staples.

All will have to go in the boxes length wise as the folders are 15" wide

***ARC to Box up documents***

***Est. 33 boxes of mixed LF & SF content;***

***Approx. 71,280 pages of content***



Planning Cabinets.jpg

### Misc Small Format Document Content

4 boxes; Est. 10,000 pages

lots of staples – Heavy Prep

Rubber banded into groups with post it notes for naming.

Around 12 groups per box.



Planning drawer 1.jpg

**Est.4 boxes of standard content**

**Approx. 10,000 pages of content**

### Drawings/Prints/Maps

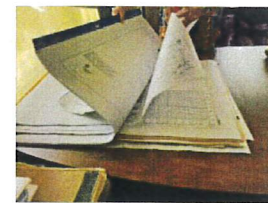
Around 200 +/-full size pages.

Some may be in color (maps); Est 20%

Will put post it notes for naming

1 PDF per Set

***ARC to Box up documents***



Drawings & Maps.jpg

## Scope of Work

### 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:
  - Binder Titles
  - Folder Tabs
  - Plan Set Project Names
  - Map Titles

Document Scanning:

- Small Format Scanning (Sheetfed duplex scanning, 11"x17" or smaller)

X 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")

X 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 pages
 Or
  - 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 files
 Or
  - 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:**

Price Collections Separately

3. Pricing:

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

<i>Meeting Minutes</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Extended</i>
<b>Scan-By-Box Program Pricing:</b> <i>Based upon 15" Boxes</i>  <i>Includes: Inventory, Med. Document Prep, Binder &amp; Folder-Level Indexing, Auto-Feed Scanning @ 200 dpi AutoColor, Auto Rotation, and Auto-Blank Page Deletion, and any Large Format Scanning</i>	\$ 219/box	7	\$ 1,533
<b>Book Scanning for bound books</b> <i>Up To 22"x32" @ 200 dpi Color</i>	\$ 0.45/image	250	\$ 113
<b>OCR Processing</b> <i>For Text-Searchable Files</i>	\$ 5/box	7	\$ 35
<b>Certified Shredding</b>	\$ 10.50/box	7	\$ 74
<b>Transportation to Scan Center (One Way)</b>	\$ 199	1	\$ 199
<b>Total Estimated Investment Cost:</b>			<b>\$ 1,954</b>

<i>Planning</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Extended</i>
<b>Scan-By-Box Program Pricing:</b> <i>Based upon 15" Boxes</i>  <i>Includes: Inventory,, Med. Document Prep, Binder &amp; Folder-Level Indexing, Auto-Feed Scanning @ 200 dpi AutoColor, Auto Rotation, and Auto-Blank Page Deletion, and any Large Format Scanning</i>	\$ 219/box	33	\$ 7,227
<b>OCR Processing</b> <i>For Text-Searchable Files</i>	\$ 5/box	33	\$ 165
<b>ARC Onsite Packing Labor &amp; Travel</b>	\$75/manhour	5	\$ 375
<b>Certified Shredding</b>	\$ 10.50/box	33	\$ 347
<b>Transportation to Scan Center (One Way)</b>	\$ 199	33	\$ 199
<b>Total Estimated Investment Cost:</b>			<b>\$ 8,313</b>

<i>Misc Small Format Document Content</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Extended</i>
<b>Scan-By-Box Program Pricing:</b> <i>Based upon 15" Boxes</i>  <i>Includes: Inventory, Med. Document Prep, Binder &amp; Folder-Level Indexing, Auto-Feed Scanning @ 200 dpi AutoColor, Auto Rotation, and Auto-Blank Page Deletion, and any Large Format Scanning</i>	\$ 219/box	7	\$ 1,533
<b>Excessive Document Prep (Heavy), if necessary</b>	\$ 30/box	0	\$ 0
<b>OCR Processing</b> <i>For Text-Searchable Files</i>	\$ 5/box	7	\$ 35
<b>Certified Shredding</b>	\$ 10.50/box	7	\$ 74
<b>Transportation to Scan Center (One Way)</b>	\$ 199	1	\$ 199
<b>Total Estimated Investment Cost:</b>			<b>\$ 1,841</b>

<i>Drawings/Prints/Maps</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Extended</i>
<b>Scan-By-Drawing Program Pricing:</b> <i>Includes: Inventory &amp; Barcoding, All Document Prep, 2-Field Indexing, and 200 dpi Large Format Scanning:</i>	\$ 0.99/sheet (B&W)	160	\$ 159
	\$ 2.20/sheet (Color)	40	\$ 88
<b>ARC Onsite Packing Labor &amp; Travel</b>	\$75/manhour	1	\$ 75
<b>Certified Shredding</b>	\$ 25 per 200 sheets	1	\$ 25
<b>Transportation to Scan Center</b>	\$99 (One Way)	1	\$ 99
<b>Total Estimated Investment Cost:</b>			<b>\$ 446</b>

**Grand Total Estimated Investment Cost for All Collections: \$ 12,554**

**Additional Notes:**

- Prices submitted are considered firm for 60 days.
- Return Shipping of boxes is not included in this estimate. Should **Return Shipping** be requested it will invoice **at the same costs** of the initial transportation charges.
- Record volumes listed above are estimates and ARC will bill for actual volumes produced.
- ARC will invoice monthly based on the actual number of documents scanned and delivered.
- Above prices excluding any taxes that will be applicable at the time of invoicing.
- Services will be executed in accordance with a Signed Master Services Agreement and an accompanying SOW... to follow.



## Conclusion:

As evidenced in this proposal, ARC Document Solutions has extensive experience, technical expertise, and a detailed comprehensive workflow to handle this project. Our Quality Assurance Plan and attention to detail throughout all phases of this project ensure the highest level of controls for quality, accuracy, and consistency for all deliverables to the Village of Windsor.

In summary, the Controls we have in place considers the following factors:

- Accounting, Completion, and Inclusion of all documents and document pages
- Quality of Scanned Images
- Readability of Resultant Images
- Accuracy of Index Data collected
- Secure Control and Tracking of Hard Copy Documents
- Consistency and Accurate Accounting of all Deliverables to Hard Copy Records
- Maintaining the highest level of security and protection for all records

We are confident that these workflows, processes, and procedures will exceed all requirements for the conversion of records for the Village of Windsor.

We look forward to assisting the Village of Windsor with providing the strongest document conversion solution for its records conversion project.

Respectfully Submitted,







### Pete Althaus

Senior Account Executive

ARC

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[Book a meeting with me](#)