



Routt County, CO

Digital Preservation of Historical Documents

Proposal #03182019P1V1

March 29, 2019

Prepared for:

Routt County Clerk

522 Lincoln Avenue
Steamboat Springs, CO 80477

Kim Bonner, County Clerk & Recorder

Tina Fry, Chief Deputy

Barb Houston, Recording Supervisor

Helena Taylor, County Manager

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Routt County. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 189,910
- Date Range 1883 through 2019
- Image Size 8.5” x 14”; some as large as 12” x 18”
- Condition Poor to good
- Bindery Pinned, bound, loose and electronic files (tbd)
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format PDF/A and JPEG High Resolution file
- Delivery Single page
- Metadata Defined in product categories
- Work Location Analog materials to be digitized at client location
Digital images to be processed at ArcaSearch

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES

#1 – Grantor Books

- 7,800 Images
- Date range – 1883 through 1983
- Bindery – Digital electronic files
- Condition – Image quality is very poor
- OCR – No
- Delivery – single page
- File name -uscorut-gtr-rcd-BBBB-0000-0000-000_S[5]-000
- Metadata – Book, page number, alpha

#2 – Grantee books

- 7,800 Images
- Date range – 1885 through 1983
- Bindery – Digital; electronic files
- Condition – Image quality is very poor
- OCR – No
- Delivery – Single page
- File name – uscorut-gte-rcd-BBBB-0000-0000-000_S[5]-000
- Metadata – Book, page number, alpha letter

#3 – Tract indexes - Lands

- 4,100 Images
- Date range – 1874 through 1983
- Image size – 10” x 15”
- Books – 9
- Bindery – Pinned
- Condition – Poor to fair
- OCR – No
- Delivery – Single page
- File name – uscorut-tri-lnd-BBBB-0000-0000-000_s[5]-000
- Metadata – Book, section, township, range, page number

#4 – Tract indexes- Lots

- 5,400 Images
- Date range – 1874 through unknown
- Image size – 10” x 15”
- Books – 14
- Bindery – Pinned
- Condition – Poor
- OCR – No
- Delivery – Single page
- File name – uscorut-tri-lot-BBBB-0000-0000-000_S[5]-000
- Metadata – Book, subdivision, lot, block, page number

#5 – Board of Commissioner Minutes

- 31,110 Images
- Date range – 1874 through 2019
- Image size – 12” x 18”
- Books – 47
- Bindery – Bound (6)
Pinned (41)
- Condition – Fair to good
- OCR – Yes, of typed text
- Delivery – Single page
- File name – uscorut-boc-min-BBBB-0000-0000-000_S[5]-000
- Metadata – Book, year, month, page number

#6 – Files (original)

- 118,000 Images
- Date range – Unknown
- Image size – 8.5” x 14”
- Bindery – Loose
- Condition – Fair
- OCR –
- Delivery – Single page
- File name – uscorut-fil-rcd-BBBB-0000-0000-000_S[5]-000
- Metadata – File name, register number

#7 – Resolutions

- 8,500 Images
- Date range – 1965 through 2004
- Image size – 10” x 15”
- Books – 39
- Bindery – Pinned
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Single page
- File name – uscorut-res-rcd-BBBB-0000-0000-000_S[5]-000
- Metadata – Book name, resolution number, register number

#8 – Deed Books

- 7,200 Images
- Date range – 1952 through 1961
- Image size – 11” x 17”
- Books –
- Bindery – Pinned
- Condition – Poor with photostats
- OCR – Yes, of typed text
- Delivery – Single page
- File name – uscorut-dee-rcd-BBBB-0000-0000-000_S[5]-000
- Metadata – Book and page number

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of PDF/A and JPEG files on external hardware upon receiving final payment for project

We look forward to working with **Routt County, CO**. Below are a few items ArcaSearch will need to begin your project.

- Provide courier delivery to and from ArcaSearch for the electronic content
- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 500 square feet of office space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32 inches
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 21 weeks from the start of imaging to this project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

- PC: Windows 7 or newer using the browser Internet Explorer 9 or newer
- PC: Adobe Acrobat Reader 9 or newer, with your browser set to view PDF files
- Monitor resolution set to 1024 x 768 or higher
- Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 4, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users. This authentication process includes a multifaceted feature that includes username/password challenge and ip filtering

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of PDF/A and JPEG file formats to be used as the final repository at client location. The hardware will remain the property of the client. Additional PDF/A file back-ups are available. Price dependent on the request of files to be duplicated.

STANDARD FEATURES OF ECOMMERCE

Monthly Report

Includes:

- Patron email address (username)
- Type of subscription
- Type of document purchased
- Total amount purchased by patron

Browsing Access

Patrons are allowed unlimited views of digital documents

Watermark Feature

A temporary PDF is created with a watermark feature until purchase is made

Shopping cart

Shows document(s) and brief description of items purchased by the patron

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Third Party Supplied Images

Initial _____ ArcaSearch will do its best to bring image abnormalities to the client's attention when ArcaSearch is aware of them. When images are supplied by a third-party vendor, the client accepts full responsibility for image abnormalities including but not limited to images being out of focus, inverted, obstructed, missing pages, rotated etc.

Images supplied by a third party will be noted on the research site.

Initial

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches' x 23 inches'. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #03182019P1V1** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$159,949**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your completed, archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$3,283**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results
- Seamless integration of Analog and Digital Documents within the Compass Eclipse Research System
- Google Analytics Tracking

ECommerce FEES

- **Installation fee: \$2,495**

- **Annual fee: \$1,399**

- Monthly Report includes:
 - Patron email address (username)
 - Type of subscription
 - Type of document purchased
 - Total amount purchased
- Browsing access
- Watermark feature
- Shopping cart

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

CONTACT INFORMATION:

David Frank
Document Preservation Consultant
ArcaSearch Corporation
22517 178th Ave., Suite D
Cold Spring, MN 56320
(320) 282-4375
david.frank@arcasearch.com

Tammy Hoekstra
Customer Service Manager
ArcaSearch Corporation
22517 178th Ave., Suite D
Cold Spring, MN 56320
(800) 846-9433
tammy.hoekstra@arcasearch.com