Johnson County Commission

William H. Gabel
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Commissioner, Western District

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December 21, 2017

BID SPECIFICATIONS AND SCOPE OF WORK: Johnson County Recorder Digital Image Project (page 1)

BID INVITATION

The Johnson County Commission is requesting proposals for digital image projects for Original Real Estate Books 1800's – 1900's onsite. Scope of Work to be completed in three (3) stages, as follows:

Step 1: Capture (On Site)
Step 2: Crop & Inspect
Step 3: Enhance & Index

Comprehensive break down of each Step's Scope of Work pricing required.
Bid price(s) must be guaranteed for two (2) years.

BID SPECIFICATIONS

Specifications for Scanning Original Books Located at Historical Society (302 N Main St, Warrensburg) and Courthouse (300 N. Holden, Warrensburg).

Johnson County Requirements:

- **Work Area** – County will provide a minimum 6' x 12' space inside the Building(s), near the vault with access 24 hours per day, 7 days a week, electricity, lighting and heat/air to allow on-site scanning.
- **On-Line Inventory Report** – The Vendor will provide an On-Line Inventory Report that the County can utilize to key in the first and last Book # to be scanned.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** – County will work with system vendor to import images into the imaging system.
- **Pilot** – County will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy.
- **Poor Quality Image Report** – County will review images on the poor-quality image report and approve the enhancement and indexing of Poor Quality images.

Vendor Requirements:

- **On-Site Scanning** – Vendor will provide all necessary hardware, software, staff, project managers and mobile scan center to perform scanning on-site or on premise 24 hours per day, 7 days a week.
- **Inventory Report** – The Vendor will inventory the books and populate the Inventory Report.
- **Book Tracking** – Labels will be applied to the County's shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is completed.
- **Book Inspection** – If books or pages in mechanical binders require sorting or preparation, the Vendor will sort and prep them.
- **Book Scanning** – All Books must be scanned at 300 dpi in color and saved in industry standard JPEG format with 85% quality compression. Photostat pages contain 256 shades of gray and will be scanned in Grayscale to minimize JPEG file size. All JPEG images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Book Number.

- **USB Hard Drives** – All single page JPEG images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at The Vendor's facility for conversion to TIFF and off-site backup.
- **Pilot Images** – 1,000 images from each media change will be cropped, enhanced, grouped as documents, indexed by Document # or Book-Page # and saved as multi-page TIFF's that can be easily viewed by any imaging viewer.
- **JPEG to TIFF Conversion** – All JPEG images will first be converted to 300dpi single page Black & White TIFF images with Group IV compression. Until Image Enhancement is completed, TIFF images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Book # (or Document # Range for approximately 1,000 documents if Book # is not present). Although these are not the final images, County expects these images to be delivered on separate Hard Drive.
- **Page Extraction** – A single Bound Book image may contain 2 pages (left & right), the Vendor will manually extract each individual page and save it as a new single page image. Excess borders will be removed during this process.
- **Automatic Image Enhancement** – Each TIFF image will be automatically DE skewed and solid black borders will be removed for optimum file compression. DE speckle is not performed on scanned images.
- **Double Inspect & Verify** – 100% of the images will be inspected and reported a second time by a second inspector. The poor-quality images identified by the first inspector and the second inspector will be compared electronically and any mismatches will be inspected, verified or corrected by a third inspector to guarantee the highest image quality possible.
- **Excess Border Removal** – Due to certain page sizes or Bound Covers, the automatic crop included in Stage 1 may leave large white borders, black borders, black lines and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Document Grouping** – Individual pages will be manually inspected and grouped together as Multi-Page TIFF's by the document number. Grantor / Grantee Index Books will be indexed by the Letter Tab.
- **Manually Group & Index** – For the entirety of this phase of the project Computer Index data is not available, the chosen Vendor will manually group individual pages together for each document and index each document by the Document # or the Book-Page # of the first page of each new document.
- **Double Group, Index & Verify** – Manual grouping and Indexing is prone to human errors and we highly recommend double grouping and indexing to eliminate them. 100% of the images will be grouped and indexed a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer will be compared electronically and any mismatches will be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **Poor Quality Image Report** – The Vendor will provide a report on the USB Hard Drive of single page TIFF images that identifies the Book #, sequential TIFF image # and reason why it has been flagged (light, dark, blurry, poor quality original, A Page, missing, duplicate or out of order). The poor-quality image software will identify the exact number of poor quality images so the County can inspect, audit and approve the quantity of images to be enhanced prior to the enhancement process.

- **Missing Pages** – When a missing page is located, The Vendor will e-mail the County and request a copy be scanned and e-mailed or an original be shipped to The Vendor. Missing pages that are replaced will be identified as "Missing and Replaced", pages that cannot be located will be identified as "unavailable". Unavailable pages will have an "Unused Page #" flyer inserted in their place to keep the total number of scanned images in sync with the total number of recorded pages. Each missing page will be charged as a Poor-Quality Image.
- **USB Hard Drives** – All single page TIFF images and the Poor-Quality Image Report will be copied to 2 sets of external 500GB USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at The Vendor's facility for enhancing, indexing and off-site backup.
- **Image Enhancement** – The Vendor must have the ability to adjust the poor contrast of an entire page or any specific area on a page (without degrading the quality of the rest of the page) to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, The Vendor will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Page Duplication & Document Masking** – Hand Written and Typed Books commonly have multiple Documents on a single page. These pages will be duplicated so that each Document can have their own set of images. The Vendor must then "Mask", or white out the portion of the page not associated with the given document.
- **Marginal Notations** – Photostat Books commonly contain a white border around the black page. Book-Page #, Reference Book-Page # and Release information is commonly located in this white border and are called Marginal Notations. The Vendor must have the ability to include these notations in the image and make all the background white and all the text and handwriting black.
- **Dual Polarity Correction** – The majority of Photostat pages are Black background with white text, however some pages contain a mix where a portion of the page contains black background white text and another portion contains white background with black text. While the County does not foresee any of its Photostat pages to contain Dual Polarity, the Vendor must have the ability to correct this issue and adjust the background polarity so the entire page contains white background with black writing (In case some Dual Polarity Pages are found).
- **Indexing** – Each document will be indexed by the Document Number (when available), or the Book and Page when Document number is unavailable. Index books will be indexed by the Letter Tab within each book.
- **Formatting** – The Vendor will format the images and indexes to the requirements provided by the system vendor (Mobilis).
- **USB Hard Drives** – All formatted images will be copied to 2 sets of external USB Hard Drives. 1 set will be shipped to the County for review and on-site backup. 1 set will be stored at The Vendor's facility for off-site backup.

BID REQUIREMENTS

- Bid price(s) must be guaranteed for two (2) years.
- Bid Form must be completed and submitted with the comprehensive break down of each Step's Scope of Work.
- It should be acknowledged that the proposed quantities in the Bid Form are estimated; invoiced quantities will be actual. Invoices will be issued at the completion of Stage 1, Stage 2, and Stage 3.
- All hard drives, images and indexes are the exclusive property of the County. Vendor will not reproduce or distribute Johnson County images and / or indexes to any other entity except Johnson County.

ADDITIONAL REQUIREMENTS

BONDS Approved Bidder must submit payment and performance bonds as required by law for the protection of Approved Bidder and County during the performance of the Work.

INSURANCE Approved Bidder must submit to County an insurance certificate for comprehensive general public liability and workman's compensation coverage with respect to the premise having limits of liability for bodily injury, death, and property damage of not less than a combined single limit of $1,000,000 per occurrence and $2,000,000 aggregate, written on an occurrence basis, this certificate must name the County and additional insured as identified by the County.

WORK SCHEDULE Any and all scheduling shall be made at the discretion of the Recorder of Deeds.

FAIR EMPLOYMENT PRACTICES The Approved Bidder agrees they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of their age, (except when based on a bona fide occupation qualification), or because of their race, color, religion, national origin, ancestry, sex, height, weight, marital status, veteran status or handicap unrelated to the ability to perform the duties of a particular job. (Act No. 251 P.A. 1955, as amended).

PROTECTION AND RESTORATION OF PROPERTY Approved Bidder shall restore, at their expense, any public or private property damaged or injured in consequence of any act or omission on their part or on the part of their employees or agents to a condition similar and equal to that existing before such damage or injury was done. If the contractor neglects to repair or make restorations, the Johnson County Commissioners may, after 48 hour notice to the contractor, proceed to make such repairs or restorations and will deduct the cost thereof from any monies that are or may become due to the contractor.

BID CLARIFICATION AND QUESTIONS

Please contact the Johnson County Recorder, Jan Jones [JJones@jocorecorder.com; (660) 747-6811; 300 N. Holden, Suite 305, Warrensburg, MO 64093] for clarification or questions regarding this bid.

BID SUBMISSION

Sealed bids will be accepted in the County Clerk's Office no later than 1:30 p.m. on Tuesday, January 9, 2018 at which time proposals will be opened in the Commissioner's Office. The words **"DIGITAL IMAGE PROJECT—DO NOT OPEN"** must be clearly marked on the outside of the envelope containing said proposal.

Bids should include the following:

A. One (1) original of the completed Bid Form
B. Four (4) copies of the completed Bid Form
C. At least three (3) references for similar work, preferably from Recorders in Missouri

BID AWARD The County Commission reserves the right to reject any and/or all bids and may select the bid which they determine to be most advantageous.

JOHNSON COUNTY COMMISSION

William H. Gabel, Presiding Commissioner

John L. Marr, Eastern Commissioner

Charles Kavanaugh, Western Commissioner