

Proposal to:

**Scan Civil & Tax Records from Microfilm Off-Site**

Presented to:

**Upshur County District Clerk  
405 N. Titus Street  
Gilmer, Texas 75644**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607  
[www.us-imaging.com](http://www.us-imaging.com)**

Yvonne White  
Southeast Account Manager  
[ywhite@us-imaging.com](mailto:ywhite@us-imaging.com)  
(989) 992-3890

May 2, 2023

# US ★ Imaging

May 2, 2023

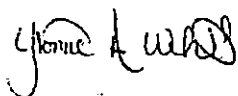
Nicole Hernandez  
Upshur County District Clerk  
405 N Titus Street  
Gilmer, Texas 75644

US Imaging, Inc. is pleased to present this proposal to scan **Civil & Tax Records** from microfilm Off-Site for Upshur County, TX. Our team will provide Upshur County with an unparalleled combination of county expertise, proven processes, and state-of-the-art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – US Imaging's staff has been converted for over 47 years and has served 968 Counties Nationwide.
- **County Focus** – US Imaging is the only scanning vendor in America that serves Counties exclusively. We have successfully scanned & indexed records for every County Department.
- **Grayscale and Bi-Tonal Images** – US Imaging scans all media at 300dpi and provides images in both Grayscale JPEG and Black and White TIFF format. JPEG images will provide an exact digital backup of the data contained within the pages, and TIFF images will provide superior performance in the imaging system.
- **Inspection & Reporting** – US Imaging inspects 100% of the images as 12" x 18" images on 27" portrait monitors and provides a detailed Poor Quality Image Report with hyperlinks to easily inspect and approve the poor quality images prior to the enhancement process.
- **Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page, or any specific area on a page to provide the most legible images possible.
- **Excess Border Removal** – US Imaging removes excess white borders, black borders, and microfilm camera copy boards to minimize file size, improve system performance and dramatically reduce toner consumption.
- **Backup** – US Imaging stores a backup of all images to provide duplicating, reformatting, and enhancement services on demand or en mass at any time in the future.
- **Guaranteed Quality** – If a County is not satisfied with any image or index, we will correct it for free, forever.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (469) 951-0615 or e-mail [ywhite@us-imaging.com](mailto:ywhite@us-imaging.com).

Sincerely,



Yvonne White  
Southeast Account Manager  
US Imaging, Inc.

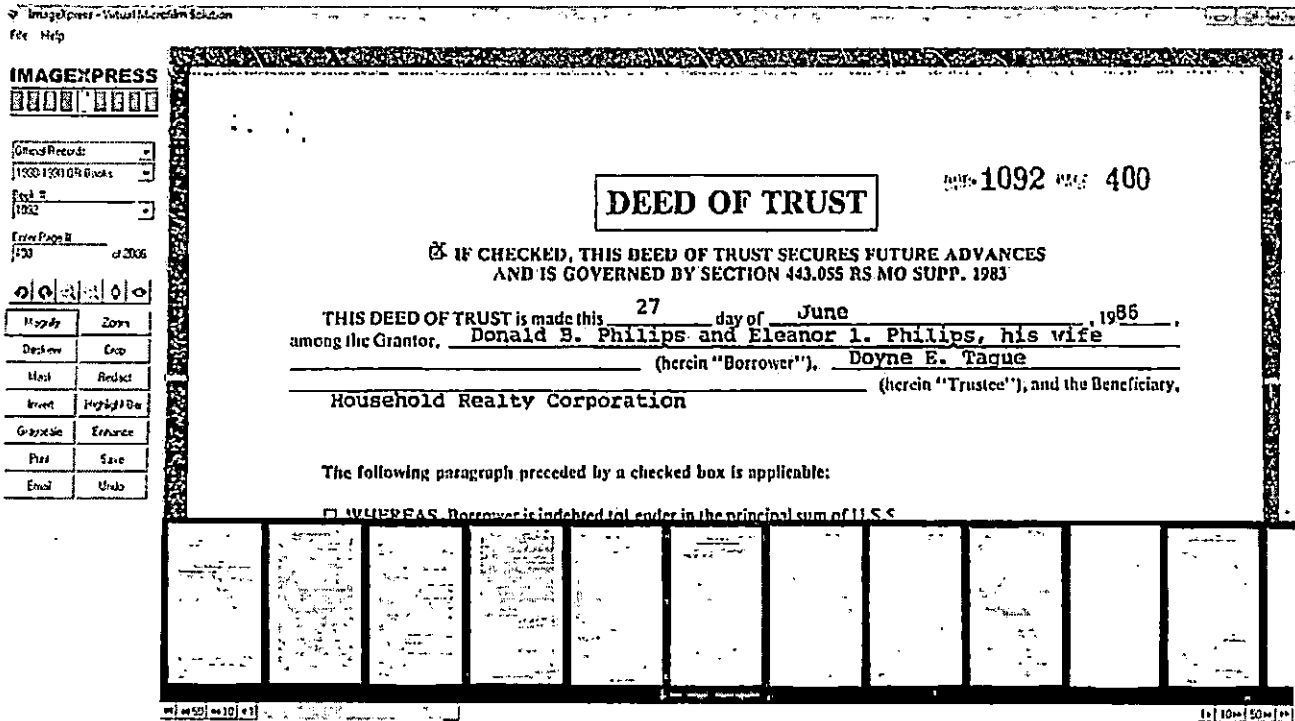
### Upshur County Requirements:

- **Original Microfilm** – County will retrieve all the original microfilm for the range of this project and confirm that all the desired document ranges are present.
- **Packing** – County will load the microfilm in order into transportation boxes, labeling the range of contents.
- **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 or request changes prior to completing Stage 2 and 3.
- **Poor Quality Image Report** – County will review images on the poor quality image report and approve the enhancement and indexing of Poor Quality images.

### US Imaging Requirements:

#### Stage 1 – Capture & Pilot

- **Rollfilm Transportation** – US Imaging will arrange for delivery and pickup of pelican cases via UPS Ground, with tracking.
- **Inventory** – US Imaging staff will create an inventory report of all the media types for the entire range of images that require capture. This online report will be utilized to track the progress of the project from start to finish.
- **Rollfilm Inspection** – Our certified lab technicians will carefully inspect 100% of each roll with a hand crank and light box and look for image quality, film issues, and splices. An electronic densitometer will be utilized to obtain the exact grayscale density of the beginning and end of each roll of film to determine the optimum scanner settings for each roll of film. Poor-quality splices will be replaced if necessary. If Vinegar Syndrome or Redox is present, we will notify the County to replace the deteriorating film. After inspection, each roll will be run through an Ultrasonic film cleaner to remove dust, lint, and static prior to scanning.
- **Rollfilm Scanning** - Microfilm contains 256 shades of gray. 100% of the microfilm images will be scanned at 300 dpi in 256 shades of gray and saved in industry-standard JPEG format with 85% quality compression. JPEG images are sequentially numbered by a zero-filled 8-digit number and stored in folders named by the Roll # or Book #.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero-filled 8-digit number and stored in folders named by the Book Number.
- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce the file size by approximately 25%. Despeckle is not performed on scanned images as it has a tendency to remove punctuation.
- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed. (Black images with white text will be reversed to white images with black text).
- **Pilot Images** – 1,000 images from each media change will be cropped, enhanced, grouped as documents, indexed by the Book-Page number, and formatted to requirements provided by the system vendor for importing testing, and County approval before starting Stage 2 or 3.
- **USB Hard Drives** – All single-page JPEG and TIFF images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for additional processing and off-site backup.
- **ImageXpress Software** – We will provide the County with a retrieval software program called *ImageXpress* that will allow the County to easily access images by Book and sequential page number, quickly scroll through an entire book, roll, jacket, or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



**Stage 2 – Crop, Inspect, Double Group, Index & Verify**

- **Excess Border Removal** – Due to certain microfilm camera copy boards, page sizes, scratches on film and film formats, 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.
- **Single Inspect & Report Quality** – Each black and white TIFF image will be visually inspected as a 12"W x 18"H image on 27" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, retakes, and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions and Signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified in the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, "A" page & retake.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 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 consolidated into one Poor Quality Report to guarantee the highest image quality possible.
- **Page Duplication** – Handwritten and Typed Books commonly have multiple Documents on a single page. These pages are duplicated so that each Document can have their own set of images. A 600-page Book commonly has 900 Documents and therefore 300 pages are duplicated.
- **Double Page Duplication (Optional)** – Duplication of pages is performed a second time and the second set of duplicated images are electronically compared against the first set of duplicated images and any mismatches are corrected by a third set of operators to provide the most accurate duplicating possible.
- **Manually Group & Index** – During scanning images are captured as single images and stored in folders by each Book #. If Computer Index data is not available, our staff will manually group individual images together as documents and index each document by the Case/Document # (when available) and the Book-Page # of the first page of each new document in a single pass at 98% accuracy.

- **Double Group, Index & Verify (Optional)** – 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, and corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- **USB Hard Drives** – 100% of the inspected, cropped, grouped, indexed, and verified TIFF images, the Poor Quality Image Report and *ImageReview* Software will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be copied to the Stage 1 USB Hard Drive and stored at US Imaging for Stage 3 enhancing and off-site backup.
- **ImageReview Software** - We will provide a reviewing software program called *ImageReview* that will allow the County to easily sort the Poor Quality Report by Document-Page #, Book-Image # or Poor Quality Issue (light, dark, blurry, etc.). *ImageReview* can also filter the images by poor quality issue to isolate specific issues of concern and minimize the number of images that need to be reviewed. *ImageReview* will display the poor quality image so the County can see the problem with the image. Images can be deselected from the list if the image is of acceptable quality to the County. *ImageReview* highlights images on the list after they have been inspected so the users know if the image has already been inspected or not. Once inspection is complete, *ImageReview* exports an approved list of images to be enhanced that can be easily e-mailed to US Imaging and provide approval to proceed to Stage 3. This tool dramatically reduces the number of images that need to be inspected by the County and provides the County with complete control over the quality and budget.

ImageReview

**US Imaging**

Open Group Export E-Mail

Unhighlight all records

Book/Image	Issue	ok
1 0220/00000005.TIF	Dark	<input checked="" type="checkbox"/>
2 0220/00000080.TIF	Dark	<input checked="" type="checkbox"/>
3 0220/00000147.TIF	Dark	<input checked="" type="checkbox"/>
4 0220/00000201.TIF	Light	<input checked="" type="checkbox"/>
5 0220/00000265.TIF	Cut Off	<input checked="" type="checkbox"/>
6 0220/00000311.TIF	Dark	<input checked="" type="checkbox"/>

Total 6 images

IN WITNESS WHEREOF, I, the Notary Public, have hereunto set my hand and official seal this 11th day of May, 2023.

WITNESSES: \_\_\_\_\_

THE STATE OF TEXAS  
 COUNTY OF ORANGE

BEFORE ME, A NOTARY PUBLIC in and for the County of Orange, Texas, this day personally appeared \_\_\_\_\_ known to me to be the person and whose name is subscribed to the foregoing instrument as \_\_\_\_\_ of the Lobbying and Public Relations Company and acknowledged to me that he executed the same as the notary and that he is duly qualified for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 11th day of May, 2023.

Notary Public in and for Orange County, Texas

THE STATE OF TEXAS  
 COUNTY OF \_\_\_\_\_

BEFORE ME, A NOTARY PUBLIC in and for \_\_\_\_\_ County, Texas, this day personally appeared \_\_\_\_\_ known to me to be the person and whose name is subscribed to the foregoing instrument as \_\_\_\_\_ and acknowledged to me that he executed the same as the notary and that he is duly qualified for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Notary Public in and for \_\_\_\_\_ County, Texas

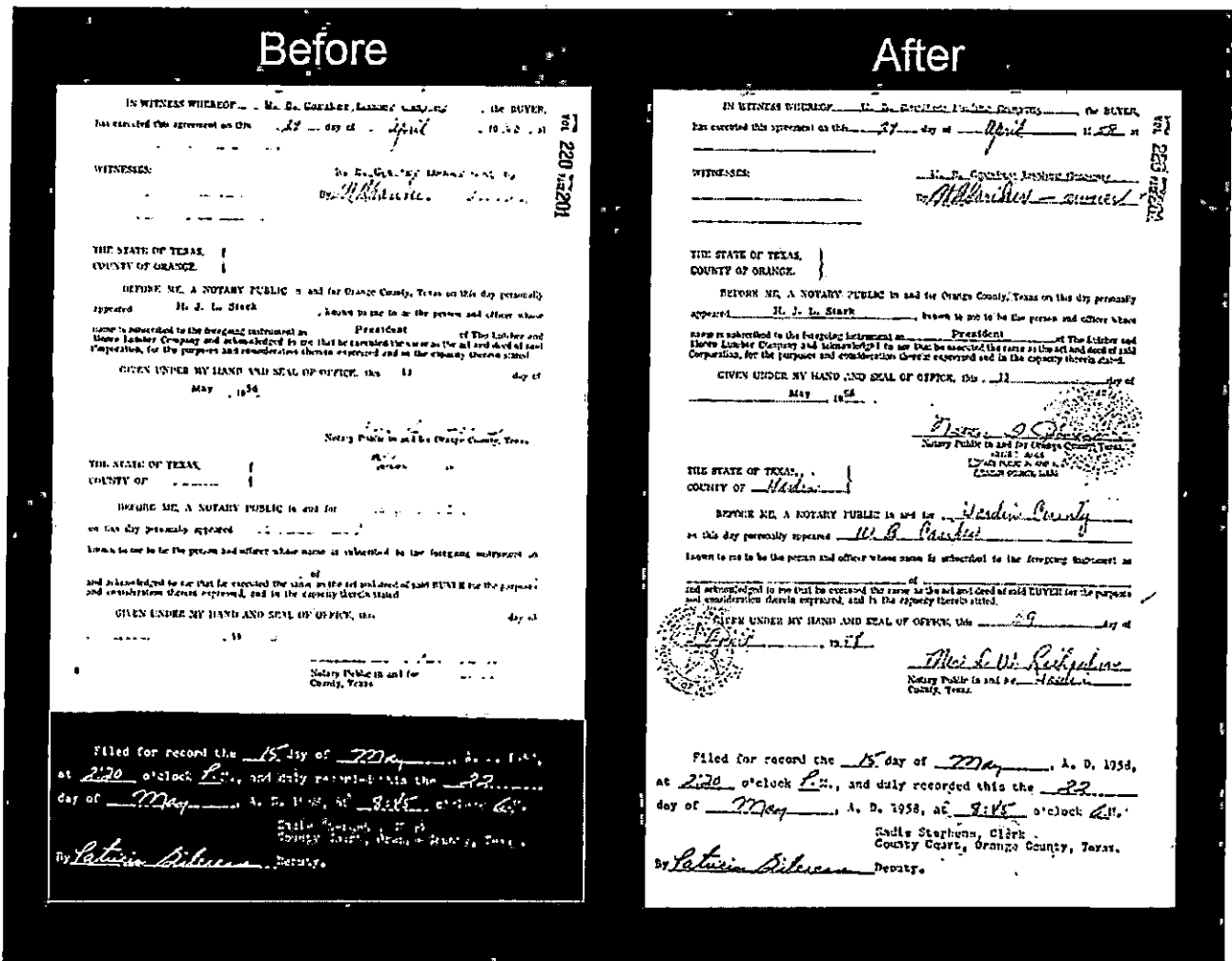
Filed for record the 15th day of May, 2023, at 11:20 a.m. at the County Clerk's Office, Orange County, Texas.

day of May, 2023. A. B. Smith, County Clerk, Orange County, Texas.

By: *Leticia Williams*, Notary

**Stage 3 – Enhance & Format**

- **Image Enhancement** – We will adjust the poor contrast of an entire page or any specific area on a page to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, US Imaging will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Masking (Optional)** – Pages with multiple documents on a page can have unwanted documents masked so only one document is visible at a time. Page numbers, page margins and overall format of the page will not be changed.
- **Marginal Notations** – Photostat Books commonly contain a white border around the black page. Book-Page number, Reference Book-Page number and Release information are commonly located in this white border and are called Marginal Notations. We have the unique 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. US Imaging has the unique ability to correct this issue and adjust the background polarity, so the entire page contains white background with black writing. This will reduce storage space and will save a huge amount of toner when printing.
- **Formatting** – US Imaging will format the images and indexes to the requirements provided by the system vendor.
- **USB Hard Drives** – All formatted images will be copied to external USB Hard Drives. One set of images will be shipped to the County for import and on-site backup on a new hard drive. One set of images will be copied to the Stage 1 backup drives stored at US Imaging.



**Phase 1: Estimated Investment to Scan Civil Records from Microfilm Off-Site**

**16mm x 100' Rollifilm (Duplicate Rolls)**

107 Rolls	@	2,000	Images per Roll (Civil Rolls 1 - 107)	=	214,000 Images
214,000 Images	@	60%	Poor Quality Images	=	128,400 Poor Images
214,000 Images	@	5%	Multiple Documents per Page	=	10,700 Multi-Docs
214,000 Images	@	1%	Dual Polarity / Marginal Notation Pages	=	2,140 Dual Polarity
107 Rolls	@	90	Rolls per 15" Box	=	2 Boxes
214,000 Images	@	400	Images per Gigabyte for Grayscale JPEG Format	=	535 GB for JPEG's
214,000 Images	@	4,000	Images per Gigabyte for B&W TIFF Format	=	54 GB for TIFF's

**Stage 1**

**TIPS**

1 Case	@	\$350.00	Per Case to Transport Microfilm to Saginaw, MI	=	\$350.00
107 Rolls	@	\$6.25	\$5.9375 Per Roll to Clean, Inspect & Prep for Scanning	=	\$635.31
214,000 Images	@	\$0.035	\$0.0333 Per Image to Scan 300dpi JPEG	=	\$7,126.20
214,000 Images	@	\$0.015	\$0.0143 Per Image to Convert JPEG to B&W TIFF	=	\$3,049.50
2 Drives	@	\$250.00	\$142.50 Per 1TB USB Hard Drive, Copying & Backup	=	\$285.00 12%
1 Shipment	@	\$50.00	\$47.50 Per USB Hard Drive Shipment	=	<u>\$47.50</u> \$11,493.51

**Stage 2**

214,000 Images	@	\$0.04	0.038 Per TIFF to Remove Excess Borders	=	\$8,132.00
214,000 Images	@	\$0.04	0.038 Per TIFF to Single Inspect & Report to 98% Quality	=	\$8,132.00
10,700 Images	@	\$0.04	0.038 Per TIFF to Single Duplicate Pages to 98% Accuracy	=	\$406.60
224,700 Images	@	\$0.04	0.038 Per TIFF to Single Group & Index to 98% Accuracy	=	\$8,538.60
1 Drive	@	\$250.00	\$142.50 Per 1TB USB Hard Drive, Copying	=	\$142.50 26%
1 Shipment	@	\$50.00	\$47.50 Per USB Hard Drive Shipment	=	<u>\$47.50</u> \$25,399.20

**Stage 3**

128,400 Images	@	\$0.50	\$0.475 Per TIFF to Enhance Poor Quality	=	\$60,990.00
2,140 Images	@	\$0.04	\$0.038 Per TIFF to Reverse Dual Polarity	=	\$81.32
2,140 Images	@	\$0.04	\$0.038 Per TIFF to Reverse Marginal Notations	=	\$81.32
1 Case	@	\$350.00	Per Case to Return Transport Microfilm to County	=	\$350.00
1 Drive	@	\$250.00	\$142.50 Per 1TB USB Hard Drive, Copying	=	\$142.50 63%
1 Shipment	@	\$50.00	\$47.50 Per USB Hard Drive Shipment	=	<u>\$47.50</u> \$61,692.64

**Total Investment = \$98,585.35**

**Phase 2: Estimated Investment to Scan Tax Records from Microfilm Off-Site**

**16mm x 100' Rollfilm (Duplicate Rolls)**

13 Rolls	@	2,000	Images per Roll (Civil Rolls 1 - 13) <sup>1</sup>	=	26,000 Images
26,000 Images	@	60%	Poor Quality Images	=	15,600 Poor Images
26,000 Images	@	5%	Multiple Documents per Page	=	1,300 Multi-Docs
26,000 Images	@	1%	Dual Polarity / Marginal Notation Pages	=	260 Dual Polarity
13 Rolls	@	90	Rolls per 15" Box	=	1 Box
26,000 Images	@	400	Images per Gigabyte for Grayscale JPEG Format	=	65 GB for JPEG's
26,000 Images	@	4,000	Images per Gigabyte for B&W TIFF Format	=	7 GB for TIFF's

**Stage 1**

**TIPS**

1 Case	@	\$350.00	Per Case to Transport Microfilm to Saginaw, MI (Incl. in Phase 1)	=	\$0.00
13 Rolls	@	\$6.25	\$5.9375 Per Roll to Clean, Inspect & Prep for Scanning	=	\$77.19
26,000 Images	@	\$0.035	\$0.0333 Per Image to Scan 300dpi JPEG	=	\$864.50
26,000 Images	@	\$0.015	\$0.0143 Per Image to Convert JPEG to B&W TIFF	=	\$370.50
2 Drives	@	\$250.00	\$142.50 Per 1TB USB Hard Drive, Copying & Backup (Incl. in Phase 1)	=	\$0.00 11%
1 Shipment	@	\$50.00	\$47.50 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u> \$1,312.19

**Stage 2**

26,000 Images	@	\$0.04	0.038 Per TIFF to Remove Excess Borders	=	\$988.00
26,000 Images	@	\$0.04	0.038 Per TIFF to Single Inspect & Report to 98% Quality	=	\$988.00
1,300 Images	@	\$0.04	0.038 Per TIFF to Single Duplicate Pages to 98% Accuracy	=	\$49.40
27,300 Images	@	\$0.04	0.038 Per TIFF to Single Group & Index to 98% Accuracy	=	\$1,037.40
1 Drive	@	\$250.00	\$142.50 Per 1TB USB Hard Drive, Copying (Incl. in Phase 1)	=	\$0.00 26%
1 Shipment	@	\$50.00	\$47.50 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u> \$3,062.80

**Stage 3**

15,600 Images	@	\$0.50	\$0.475 Per TIFF to Enhance Poor Quality	=	\$7,410.00
260 Images	@	\$0.04	\$0.038 Per TIFF to Reverse Dual Polarity	=	\$9.88
260 Images	@	\$0.04	\$0.038 Per TIFF to Reverse Marginal Notations	=	\$9.88
1 Case	@	\$350.00	Per Case to Return Transport Microfilm to County (Incl. in Phase 1)	=	\$0.00
1 Drive	@	\$250.00	\$142.50 Per 1TB USB Hard Drive, Copying (Incl. in Phase 1)	=	\$0.00 63%
1 Shipment	@	\$50.00	\$47.50 Per USB Hard Drive Shipment (Incl. in Phase 1)	=	<u>\$0.00</u> \$7,429.76

**Total Investment = \$11,804.75**

<sup>1</sup>:Cause #: 1165-5147, 5149-099, 100-276, 277-453, 454-624, 625-730,731-824, 825-919, 420-978, 989-1028, 1029-1075, 1076-1117, 1117-1120



**ACCEPTANCE AND AUTHORIZATION:**

All services and prices are valid for one year from the quote date unless otherwise extended and agreed upon by US Imaging and the County. The proposed quantities above are estimated; invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Upshur County images and/or indexes to any other entity without the County's express permission.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per-item prices, terms, and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

Upshur County may designate acceptance of this proposal by the signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Upshur County agrees to pay US Imaging, Inc. the total amount due within 30 days from the date of invoice.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

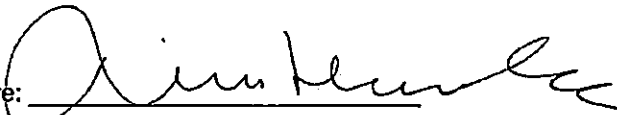
**Accepted by:**

Nicole Hernandez  
District Clerk  
Upshur County Texas  
405 N Titus Street  
Gilmer, Texas 75644

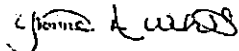
**Accepted by:**

Yvonne White  
Southeast Account Manager  
US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607

Signature: \_\_\_\_\_



Signature: \_\_\_\_\_



Date: \_\_\_\_\_

5-4-23

Date: May 2, 2023

**Please Check the Approved Phase/Service(s):**

**Fiscal Year 2022/2023 -**

**Stage 1: Scan Microfilm Off-Site**

_____ Phase 1: Civil Records	=	\$11,493.51
_____ Phase 2: Tax Records	=	<u>\$1,312.19</u>
<b>Total Investment, Stage 1</b>	=	<u><b>\$12,805.70</b></u>
<b>Total Investment, Budget Year 1</b>	=	<u><b>\$12,805.70</b></u>

**Total Investment, Budget Year 1 = \$12,805.70**

**Fiscal Year 2023/2024 -**

**Stage 2: Crop, Single Inspect, Group & Index to 98% Accuracy**

\_\_\_\_\_ Phase 1: Civil Records = \$25,399.20

\_\_\_\_\_ Phase 2: Tax Records = \$3,062.80

**Total Investment, Stage 2 = \$28,462.00**

**Stage 3: Enhance Poor Quality & Format**

\_\_\_\_\_ Phase 1: Civil Records = \$61,692.64

\_\_\_\_\_ Phase 2: Tax Records = \$7,429.76

**Total Investment, Stage 3 = \$69,122.40**

**Total Investment, Budget Year 2 = \$97,584.40**

**Total Investment, All Stages = \$110,390.10**

\_\_\_\_\_ Phase 1: Scan Civil Court Records from Microfilm Off-Site = \$98,585.35

\_\_\_\_\_ Phase 2: Scan Tax Records from Microfilm Off-Site = \$11,804.75

**Total Estimated Investment = \$110,390.10**