

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
201909002-2

| | |
|---|---|
| Originating Department: | Auditor |
| Division/Program: <i>(i.e. Dept. Division and Program)</i> | Recording |
| Contract or Grant Administrator: | Stacy Henthorn |
| Contractor's / Agency Name: | US Imaging, Inc. |
| Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>201909002</u> | |
| Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100) | |
| Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____ | |
| Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____ | |
| Is this contract the result of a RFP or Bid process? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, RFP and Bid number(s): <u>19-38</u> Contract _____ Cost Center: <u>16600</u> | |
| Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form. | |
| If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA. | |
| Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>128,000.00</u> This Amendment Amount: \$ <u>28,966.05</u> Total Amended Amount: \$ <u>156,966.05</u> | Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County. |
| Summary of Scope: The original contract amount was calculated in error. Final completion of the project totaled \$156,966.05. Request for an additional \$28,966.05 to fund the completed project. | |
| Term of Contract: 26 months | Expiration Date: 12/31/2021 |

| | | |
|-------------------|---|-----------------------|
| Contract Routing: | 1. Prepared by: Stacy Henthorn | Date: 11/4/2021 |
| | 2. Attorney signoff: Royce Buckingham by email | Date: 11/5/2021 |
| | 3. AS Finance reviewed: MCaldwell | Date: 11/10/21 |
| | 4. IT reviewed (if IT related): _____ | Date: _____ |
| | 5. Contractor signed: _____ ✓ | Date: <u>11-10-21</u> |
| | 6. Submitted to Exec.: _____ ✓ | Date: <u>11-12-21</u> |
| | 7. Council approved (if necessary): <u>AB2021-682</u> | Date: <u>11/23-21</u> |
| | 8. Executive signed: _____ ✓ | Date: <u>11-24-21</u> |
| | 9. Original to Council: _____ ✓ | Date: <u>12-2-21</u> |

Whatcom County Contract No.
201909002-2

Amendment No. 2
Whatcom County Contract No. 201909002
CONTRACT BETWEEN WHATCOM COUNTY AND
US Imaging, Inc.

THIS AMENDMENT is to the Contract between Whatcom County and US Imaging, Inc, dated September 11, 2019 and designated "Whatcom County Contract No. 201909002". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment increases the maximum consideration by \$ 28,966.05 to a total consideration of \$ 156,966.05.

The original contract was executed for the erroneous amount of \$128,000.00 rather than the \$171,782 presented in Exhibit B. Final completion of the project totaled \$156,966.05. Differences from the amounts presented in Exhibit B in the original contract include:

- adding an additional 22,005 images over and above the amounts estimated
- receiving .08 per image discounts during Stage 1 of the project as a result of image scanning from mechanical books versus bound books
- other minor variances

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: November 4, 2021, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and US Imaging, Inc. have executed this Amendment on the date and year below written.

DATED this 10th day of November, 2021.

CONTRACTOR:

US Imaging, Inc.

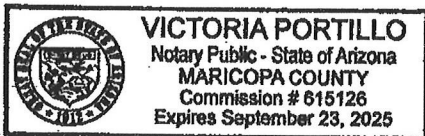
[Signature] Acct. Mgr.
NAME, TITLE

Arizona
STATE OF ~~WASHINGTON~~)

Maricopa) ss.
COUNTY OF ~~WHATCOM~~)

On this 10 day of Nov, 2021, before me personally appeared _____ to me known to be the _____ and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

[Signature]
NOTARY PUBLIC in and for the State of Arizona



Victoria Portillo printed name,
residing at 3039 W Peoria Ave
My commission expires Sep. 23rd 2025

WHATCOM COUNTY:

Recommended for Approval:

Diana Bradrick 11/10/21
Diana Bradrick, County Auditor Date

Approved as to form:

Royce Buckingham approved by email 11/5/2021
Royce Buckingham, Prosecuting Attorney Date

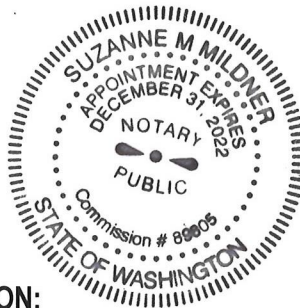
Approved:

Accepted for Whatcom County:

By: Satpal Singh Sidhu
Satpal Singh Sidhu, Whatcom County Executive

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this 24th day of November, 2021, before me personally appeared Satpal Singh Sidhu, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



Suzanne M. Mildner
NOTARY PUBLIC in and for the State of Washington,
Suzanne M. Mildner, printed name.
residing at Bellevue. My commission
expires 12-31-22.

CONTRACTOR INFORMATION:

US Imaging, Inc.
400 S. Franklin St.
Saginaw, MI 48607

Contact Name: Eric Nejedly
Contact Phone: 303-319-9457
Contact Email: Enejedly@us-imaging.com

EXHIBIT "B"
(COMPENSATION)

Whatcom County, WA
RFP# 19-38

Cost Proposal

Phase 1: Estimated Investment to Scan Books at the Washington State Archives, Regional Branch

Bound Books

| | | | | | |
|----------------|---|---|---|----------------------|--|
| | | 1907-1961 Deed Vols. 90 - 469 | = | 264,000 Images | |
| | | 1967 Official Records Vols. 55-57, 61-64 | = | 6,000 Images | |
| | | 1974 Official Records Vols. 208-241 | = | 32,000 Images | |
| 302,000 Images | @ | 10% Poor Quality Pages | = | 30,200 Poor Quality | |
| 264,000 Images | @ | 40% Multiple Documents per Page | = | 105,600 Multi-Docs | |
| 264,000 Images | @ | 5% Dual Polarity / Marginal Notations | = | 13,200 Dual Polarity | |
| 302,000 Images | @ | 1,200 Images Scanned per Hour (2 Scanners) | = | 252 On-Site Hours | |
| 252 Hours | @ | 7.5 Hours per Day with Access 8:30a - 4:30p | = | 34 On-Site Days | |
| 302,000 Images | @ | 400 Images per Gigabyte for JPEG Format | = | 755 GB for JPEG's | |
| 302,000 Images | @ | 4,000 Images per Gigabyte for TIFF Format | = | 76 GB for TIFF's | |

Stage 1

| | | | | | |
|----------------|---|--|---|----------------|-------------|
| | | On-Site Scan with Access 8:30a - 4:30p | = | \$32,300.00 | |
| 302,000 Images | @ | \$0.17 Per Image to Scan 300dpi Color JPEG & Inspect Content | = | \$51,340.00 | |
| 302,000 Images | @ | \$0.01 Per Image to Convert JPEG to B&W TIFF | = | \$3,020.00 | |
| 2 Drives | @ | \$250.00 Per USB Drive, Copying & Backup | = | \$500.00 | 57% |
| 1 Shipping | @ | \$40.00 Per USB Hard Drive Shipment | = | <u>\$40.00</u> | \$87,200.00 |

Stage 2

| | | | | | |
|----------------|---|---|---|----------------|-------------|
| 302,000 Images | @ | \$0.03 Per TIFF to Remove Excess Borders | = | \$9,060.00 | |
| 302,000 Images | @ | \$0.03 Per TIFF to Inspect & Report Quality | = | \$9,060.00 | |
| 105,600 Images | @ | \$0.03 Per TIFF to Duplicate Multi-Doc Pages | = | \$3,168.00 | |
| 407,600 Images | @ | \$0.03 Per TIFF to Group & Index Pages as Docs | = | \$12,228.00 | |
| 407,600 Images | @ | \$0.03 Per TIFF to Double Group, Index & Verify | = | \$12,228.00 | |
| 1 Drive | @ | \$250.00 Per USB Drive, Copying | = | \$250.00 | 30% |
| 1 Shipping | @ | \$40.00 Per USB Hard Drive Shipment | = | <u>\$40.00</u> | \$46,034.00 |

Stage 3

| | | | | | |
|--------------------|---|---|---|----------------|-------------|
| 30,200 Poor Images | @ | \$0.40 Per TIFF to Enhance & Replace Poor Quality | = | \$12,080.00 | |
| 211,200 Images | @ | \$0.03 Per TIFF to Mask Unwanted Documents | = | \$6,336.00 | |
| 13,200 Images | @ | \$0.03 Per TIFF to Reverse Dual Polarity | = | \$396.00 | |
| 13,200 Images | @ | \$0.03 Per TIFF to Reverse Marginal Notations | = | \$396.00 | |
| 1 Drive | @ | \$250.00 Per USB Drive, Copying | = | \$250.00 | 13% |
| 1 Shipping | @ | \$40.00 Per USB Hard Drive Shipment | = | <u>\$40.00</u> | \$19,498.00 |

Total Investment = \$152,732.00

Investment per Image = \$0.51

****US Imaging has responded to the RFP pricing as if all the books are Bound; however, we believe some books are in mechanical binders, which can be scanned at a reduced price. Any Mechanical books would receive a \$0.08 discount per image to scan for a total investment of \$0.43 per image.**

Phase 2: Estimated Investment to Group and Index Previously Scanned Images

Previously Scanned Images

| | | | | |
|---------------|---|---|---|-------------------|
| | | 1853-1907 Deed Vols. A-89 | = | 68,000 Images |
| 68,000 Images | @ | 50% Multiple Documents per Page | = | 34,000 Multi-Docs |
| 68,000 Images | @ | 4,000 Images per Gigabyte for TIFF Format | = | 17 GB for TIFF's |

Stage 2

| | | | | |
|----------------|---|---|---|-------------------------|
| | | | | <u>Optional Service</u> |
| 68,000 Images | @ | \$0.03 Per TIFF to Inspect & Report Quality | = | \$2,040.00 |
| 68,000 Images | @ | \$0.03 Per TIFF to Manually Crop & Resize Image | = | \$2,040.00 |
| 34,000 Images | @ | \$0.03 Per TIFF to Duplicate Multi-Doc Pages | = | \$1,020.00 |
| 68,000 Images | @ | \$0.03 Per TIFF to Mask Unwanted Documents | = | \$2,040.00 |
| 102,000 Images | @ | \$0.03 Per TIFF to Group & Index Pages as Docs | = | \$3,060.00 |
| 102,000 Images | @ | \$0.03 Per TIFF to Double Group, Index & Verify | = | \$3,060.00 |
| 1 Drive | @ | \$250.00 Per USB Drive, Copying | = | \$250.00 |
| 1 Shipping | @ | \$40.00 Per USB Hard Drive Shipment | = | \$40.00 |

Total Investment = \$8,460.00

Investment per Image = \$0.13

Phase 3: Archive Digital Images to 16mm Microfilm

16mm Rollfilm

370,000 Images @ 6,000 Images per Roll, 16mm x 215', 24x Reduction Ratio = 62 Rolls

370,000 Images @ \$0.02 Per Image to Archive Silver Original Rollfilm = \$7,400.00

62 Rolls @ \$20.00 Per Silver Original Roll to Brown Tone = \$1,240.00

62 Rolls @ \$30.00 Per Diazo Duplicate Roll = \$1,860.00

1 Box @ \$50.00 Per Box, Microfilm Shipment to Regional Archives (Originals) = \$50.00

1 Box @ \$50.00 Per Box, Microfilm Shipment to County (Diazo Duplicates) = \$50.00

Total Investment = \$10,600.00

Investment per Image = \$0.03

****If it is determined that the images are better suited for archiving to 35mm, due to page size, adjusted pricing will be submitted to the County for approval.**

**Whatcom County
Auditor's Office**

Whatcom County Courthouse
311 Grand Avenue, Suite 103
Bellingham, WA 98225-4038



Diana Bradrick
County Auditor

Stacy Henthorn
Chief Deputy Auditor

RECEIVED

NOV 12 2021

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**

MEMORANDUM

Date: November 8, 2021

To: Satpal Sidhu, County Executive

From: Diana Bradrick

RE: Amendment No. 2 to Whatcom County Contract No. 201909002 – Digitizing
historic County deed books

Enclosed is Amendment No. 2 to Contract No. 201909002 between Whatcom County and US Imaging, Inc.

▪ **Background and Purpose**

The Auditor executed a contract with US Imaging, Inc. on September 11, 2019 to scan and digitize bound historical deed books at the Northwest Regional Archives. The original contract was erroneously executed for \$128,000 rather than the \$171,782 presented in Exhibit B – Compensation.

This Amendment increases the total compensation from the original contract amount of \$128,000.00 to \$156,966.05, which is the final cost of the project. Even though the final number of images was 22,005 more than presented in the original contract, significant discounts allowed the project to come in under the Exhibit B amount.

▪ **Funding Amount and Source**

Funding for the contract increase of \$28,966.05 is currently available in the 2021 appropriated O&M budget. The funds are available from under-expended temporary help and need to be moved to contracted services for completion of this project.

Contact Diana Bradrick at Dbradric@co.whatcom.wa.us if you have any questions.

Encl.