

**CITY OF FERNDALE  
REQUEST FOR COUNCIL ACTION**

**FROM:** Marsha Scheer, Community Development Director

**SUBJECT:** Document Scanning

**SUMMARY & BACKGROUND:**

The Building Department is required to retain many blueprints and construction documents as part of the record retention statute. We are running out of storage space. \$5000 was budgeted in FY-09 for scanning documents. Bids were sought from 4 vendors; 3 replied. All were told to bid 2,975 blueprints and 15,750 documents. Attached are their bids:

- Advanced Imaging and Micrographics \$6,245
- Leonard Brothers Data Management \$5,681
- DSS Corporation \$5,192 w/ discount to \$5,000

DSS scans to a database that cannot be amended by CDS staff. Both Advanced and Leonard Brothers will scan to “.pdf” format; Advanced will also provide microfilm. Leonard Brothers states they will attempt to work within the \$5,000 budget.

**ATTACHMENTS:** Scanning Bids

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**COUNCIL AGENDA DATE:** October 13, 2008  
**CITY ATTORNEY REVIEW:** N/A  
**FINANCE DIRECTOR REVIEW:** JCHubanks, 10/6/08  
**CITY MANAGER APPROVAL:** Robert J. Bruner, Jr.

**COMMENTS:**

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**RECOMMENDED ACTION:**

Moved by, supported by, to award the CDS document scanning bid budgeted in FY 2009 in the amount of \$5,000, to Leonard Brothers Data Management, account number 101-371-977.

**a.i.m. inc.** Advanced Imaging & Micrographics, Inc.

September 16, 2008

**Scanning Agreement with:**

City of Ferndale  
 300 E. Nine Mile Road  
 Ferndale, MI 48220

Advanced Imaging & Micrographics (AIM) is proposing the following for the City of Ferndale Building Permits. **AIM will do as much of the work as possible to stay within the \$5,000 budget for the City of Ferndale.**

Service	Quantity	Unit Price	Total Price
Scanning 8.5x11 – 11x17	15,750	\$0.093	\$1,464.75
Drawing Scanning to 36x48	2,975	\$1.59	\$4,730.25
Indexing & Prep			included
CD Rom	2		included
Microfilm 16mm	1 roll		included
Pick up & Delivery			\$50.00
<b>Total Cost</b>			<b>\$6,245.00</b>

**Statement of Work:**

- AIM will pick up at City of Ferndale Building Department Permits
- Prep documents (remove staples, repair tears, unfold prints, etc.)
- Scan documents at 200 dpi, Group IV file format
- Index permits with street address and permit issue date
- Create 16mm microfilm from scanned documents for State of Michigan Standard guidelines recommended for long-term retention
- Assemble scan documents back into permit folders
- Create CD Rom
- Deliver work back to City of Ferndale Building Department

**DocuClerk Retrieval Software:**

Quantity	Software	Annual Maintenance Agreement
1 - 3 seats	\$825.00 per seat	\$159.00 ea.
4 and over	\$775.00 per seat	\$400.00 total
Installation & Training	\$500.00	

If City of Ferndale purchases DocuClerk Retrieval Software, AIM will import the Building Permit files into DocuClerk, or AIM will index files in a PDF file format. Example: (562ardmore\_05-04-1998.pdf)

**Leonard Bros. Data Management and Data Recall**

620 Woodward Heights, Ferndale, MI 48220

Ph: (248) 542-1131 Fx: (248) 548-5677

**Project Pricing****Re: The City of Ferndale – Building Department****August 27, 2008**

There are 8 file drawers of the Residential Building Plans.  
Each drawer contains approximately 2250 documents and 425 blueprints (along with 200 addresses).

**Prepping:**

23 labor hours @ \$18.75 per hour	=	431.25
*Material for packing (15 boxes @ \$1.50)*		No Charge

**Scanning:**

15,750 documents @ \$00.058 per image	=	913.50
2,975 blue prints @ \$01.65 per image	=	4,908.75

**Indexing:**

1,400 addresses @ \$00.20 per file (address)	=	280.00
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**CD Production:**

5 CDs built and burned @ \$30.00 each	=	<u>150.00</u>
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\*\* Please note that a second copy is burned for each of the 25 Cds and kept in our climate-controlled, fire proof vault (at no charge). \*\*

Total Full Price on Project:	\$6,683.50
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15 % "Friends and Family" discount	<u>(1,002.53)</u>
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**\*\*\*Project Investment for the City \$ 5,680.97**

**\*\*\* We will do our absolute best in completing as much, if not all, of this project for the budgeted amount of \$5,000.00. \*\*\***



DSS Corporation 18311 W. 10 Mile Road, Suite 200, Southfield, MI 48075

Phone: 1-888-305-3428  
http://www.dss-corp.com

Fax: 1-248-569-6567  
E-mail: info@dss-corp.com

## INVESTMENT SCHEDULE City of Ferndale

### Conversion Investment –Backfile Investment

#### CONVERSION & INDEXING SERVICES

<u>Description</u>	<u>Qty</u>	<u>Each</u>	<u>Investment</u>
<i>Large Format Drawings</i>	<i>2,975</i>	<i>\$ 1.250</i>	<i>\$ 3,718.75</i>
<i>Letter/Legal Pages</i>	<i>15,750.00</i>	<i>\$ 0.084</i>	<i>\$ 1,323.00</i>
<i>Document Prep Hours</i>	<i>21</i>	<i>\$ 19.50</i>	<i>\$ 150.50</i>
		<i>Total Estimated Investment:</i>	<i>\$ 5,192.25</i>
		<i>Less DSS discount:</i>	<i>\$ 192.25</i>
		<i>Total Cost of project:</i>	<i>\$5,000.00</i>

#### SYSTEM & CONVERSION PROJECT PAYMENT SCHEDULE

- Point of Order.....25%
- Balance Billed Monthly Until Completed.

*The above investment is an estimate. Final charges will be based on ACTUAL drawings/ pages converted and hours worked. Invoices will be issued monthly for services performed with Net 15 Terms. The above proposal is valid for 90 days.*