

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners

FROM: Brenda Huntingford, Auditor

DATE: August 5, 2024

RE: AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN US
IMAGING, INC AND JEFFERSON COUNTY AUDITOR

STATEMENT OF ISSUE:

Jefferson County has digitized and indexed recorded documents from 1981 to the present. The Jefferson County Auditor would like to digitize images of Deeds, Official Records and various other Records dated 1890 through 1981 to complete these series of documents.

US Imaging, Inc has an unparalleled combination of county expertise, proven processes, and state of the art technology to provide the highest quality images and indexes possible. Jefferson County has entered into an Intergovernmental Cooperative Purchasing Agreement with Snohomish County that allows us to "piggyback" on the contract with US Imaging, Inc. US Imaging, Inc will Crop, Inspect, Group, Index, Verify and Import these records into our Recording System. This project would complete the entire Deeds and Official Records making them available to the public through our Document Search website.

ANALYSIS:

The purpose of the agreement is to have all Deed and Official Records digitized, indexed and uploaded to the Recording Department software.

Supporting attachments:

Contract: Snohomish County and US Imaging

Approved Intergovernmental Cooperative Purchasing Agreement: Snohomish and Jefferson Counties

US Imaging Request for Proposal Submission

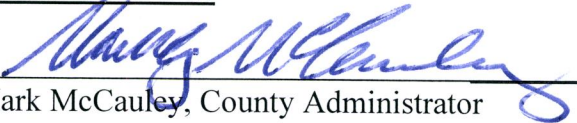
FISCAL IMPACT:

Estimated amount \$265,856.12

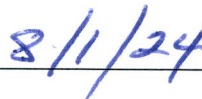
RECOMMENDATION:

That the Board of County Commissioners approve the attached Proposal from US Imaging, Inc.

REVIEWED BY:


Mark McCauley, County Administrator

Date



CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: U.S. Imaging, Inc

Contract No. U.S. Imaging

Contract For: Historical Document Image Enhancement and Indexing Services

Term: January 2, 2027

COUNTY DEPARTMENT: Auditor

Contact Person: Brenda Huntingford or Jessie Graves

Contact Phone: (360) 385-9358 or (360) 385-9118

Contact email: bhuntingford@co.jefferson.wa.us or jgraves@co.jefferson.wa.us

AMOUNT: \$314,626 - \$390,864

PROCESS:

- | | |
|-------------------------------------|-------------------------|
| ☐ | Exempt from Bid Process |
| ☒ | Cooperative Purchase |
| ☐ | Competitive Sealed Bid |
| ☐ | Small Works Roster |
| ☐ | Vendor List Bid |
| ☐ | RFP or RFQ |
| ☐ | Other: _____ |

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Fund # 105 Auditor's O&M

Munis Org/Obj 10551430 491145

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Brenda Huntingford
Signature

May 23, 2024
Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Brenda Huntingford
Signature

May 23, 2024
Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 7/24/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 7/25/2024.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY (IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

Proposal to:

**Process Land Records from Previously Scanned Images
with Document Indexing Services**

Presented to:

**Jefferson County Auditor
1820 Jefferson Street
Port Townsend, WA 98368**

Presented by:

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607
www.us-imaging.com**

Eric Nejedly
Western Account Manager
enejedly@us-imaging.com
(303) 319-9457

Rhonda Olson
Western Account Manager
rolson@us-imaging.com
(989) 928-1599

May 24, 2024

US★Imaging

May 24, 2024

Brenda Huntingford
Jefferson County Auditor
1820 Jefferson Street
Port Townsend, WA 98368

US Imaging, Inc. is pleased to present this proposal to process Land Records from existing images for Jefferson County. Our team will provide Jefferson 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** – We have been in the imaging business for 48 years and have successfully served over 1,045 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore, we scan all media on-site.
- **State of the Art Scanners** – We are a beta test site for multiple scanner manufacturers and receive new technology several months before our competitors. We are constantly upgrading and currently operate the very latest scanners for Bound books, Photostat books, Rollfilm, Cards, Aperture Cards, and Drawings.
- **ImageXpress** – A software utility that allows Counties to easily access images by book-page #, document #, 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: Double Inspect, Group, Index & Verify** – 100% of the images are inspected for legibility, grouped together as documents, and indexed by two separate operators and compared electronically, any mismatches are inspected by a third operator and corrected for 100% accuracy.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 18" images on 27" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **ImageReview** – A software utility that sorts and filters the images on the poor quality image report and displays the poor quality images. The County can easily uncheck images that are acceptable quality.
- **Stage 3: 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.
- **Image & Index Formatting** – US Imaging has export formats for every County Imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (989) 928-1559 or e-mail rolson@us-imaging.com.

Sincerely,



Rhonda Olson
Western Account Manager
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (989) 753-7333

Jefferson County Requirements:

- **Original Images** – County will provide US Imaging with a copy of the raw JPEG images scanned by the Washington State Archives. US Imaging will convert the JPEG images using our sophisticated software and process.
- **Hardware** – County will allocate sufficient hard drive storage to import TIFF images into the system.
- **Import** – County will work with their system vendor, **Tyler Technologies**, 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.

US Imaging Requirements:

Stage 2 – Crop, Inspect, Group, Name, and Verify

- **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 Document Type and Book #.
- **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 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 so that black images with white text will be reversed to white images with black text. If Dual Polarity exists, it will be corrected in Stage 3.
- **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. We will e-mail a link, username, and password to download the Pilot Images from our FTP site.
- **Excess Border Removal** – Due to certain 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 will 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.
- **Page Duplication** – Handwritten Books commonly have multiple documents on a single page. These pages are duplicated so that each document can have its own set of images. A 600-page handwritten book will typically contain 900 documents; thus 300 pages will be duplicated.
- **Manually Group & Name** – If Computer Index data is not available, our staff will manually group individual images together as documents and name each document by the AFN and Book-Page # of the first page of each new document in a single pass at 98% accuracy.
- **Double Group, Name, & Verify** – Manual grouping and naming is prone to human errors, and we highly recommend double grouping and naming to eliminate them. 100% of the images will be grouped and named a second time by a second indexer. The documents and naming 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 naming accuracy possible.
- **USB Hard Drives** – 100% of the inspected, cropped, grouped, named, and verified 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 copied to the Stage 1 drive and stored at US Imaging for off-site backup.

Stage 3 – Enhance & Format

- **Image Enhancement** – US Imaging 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** – Pages with multiple documents on a page can have unwanted documents masked so only one document is visible at a time. Page #'s, page margins and overall format of the page will not be changed.
- **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.
- **Marginal Notations** – Photostat Books commonly contain a white border around the black page. Book-Page #, Reference Book-Page # 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.
- **Formatting** – We will format images and indexes for remote importing into the County's Records Management System.
- **USB Hard Drives** – All formatted 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 off-site backup.

Before

IN WITNESS WHEREOF, M. B. Carlsberg, LANCER COMPANY, the BUYER,
has executed this agreement on this 12 day of April, 1958 at
WITNESSES: By M. B. Carlsberg, LANCER COMPANY
THE STATE OF TEXAS,
COUNTY OF ORANGE.
BEFORE MR. A NOTARY PUBLIC in and for Orange County, Texas on this day personally
appeared M. J. L. Stark, known to me to be the person and officer whose
name is subscribed to the foregoing instrument as President of The Lancher and
Motor Lancher Company and acknowledged to me that he executed the same as the act and deed of said
Corporation, for the purposes and consideration therein expressed and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 12 day of
MAY, 1958
Notary Public in and for Orange County, Texas.
THE STATE OF TEXAS,
COUNTY OF _____
BEFORE MR. A NOTARY PUBLIC in and for _____
on this day personally appeared _____
known to me to be the person and officer whose name is subscribed to the foregoing instrument as
_____ of _____
and acknowledged to me that he executed the same as the act and deed of said BUYER for the purposes
and consideration therein expressed, and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____
1958
Notary Public in and for _____
County, Texas.
Filed for record the 15 day of May, A. D. 1958,
at 2:20 o'clock P.M., and duly recorded this the 15
day of May, A. D. 1958, at 8:45 o'clock A.M.
By Leticia Bilsman, Deputy.

After

IN WITNESS WHEREOF, M. B. Carlsberg, LANCER COMPANY, the BUYER,
has executed this agreement on this 12 day of April, 1958 at
WITNESSES: By M. B. Carlsberg, LANCER COMPANY
THE STATE OF TEXAS,
COUNTY OF ORANGE.
BEFORE MR. A NOTARY PUBLIC in and for Orange County, Texas on this day personally
appeared M. J. L. Stark, known to me to be the person and officer whose
name is subscribed to the foregoing instrument as President of The Lancher and
Motor Lancher Company and acknowledged to me that he executed the same as the act and deed of said
Corporation, for the purposes and consideration therein expressed and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 12 day of
MAY, 1958
Notary Public in and for Orange County, Texas.
THE STATE OF TEXAS,
COUNTY OF Harris.
BEFORE MR. A NOTARY PUBLIC in and for Harris County,
on this day personally appeared M. B. Carlsberg
known to me to be the person and officer whose name is subscribed to the foregoing instrument as
_____ of _____
and acknowledged to me that he executed the same as the act and deed of said BUYER for the purposes
and consideration therein expressed, and in the capacity therein stated.
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 12 day of _____
1958
Notary Public in and for Harris
County, Texas.
Filed for record the 15 day of May, A. D. 1958,
at 2:20 o'clock P.M., and duly recorded this the 15
day of May, A. D. 1958, at 8:45 o'clock A.M.
By Leticia Bilsman, Deputy.
Sadie Stephens, Clerk
County Court, Orange County, Texas.

Document Indexing

- **Pilot** – County will review and approve the index accuracy of the pilot prior to US Imaging beginning full production of the project.
- **Double Pass Index and Verify** – US Imaging's indexing specialists will view the TIFF images at their full original letter/legal size on a 27" portrait monitor. Team 1 will key 100% of the fields listed below exactly as they appear on the originally recorded document to create database 1 for an estimated 300,000 documents. Team 2 will key 100% of the fields listed below exactly as they appear on the originally recorded document to create database 2 for the same 300,000 documents. *ImageXpert* will compare Database 1 and 2 against each other and present any mismatches to our most experienced Quality Control staff, who will make the necessary corrections to provide the highest accuracy possible.

Fields to be Indexed:

- 1) Book-Page Number (Stage 2)
- 2) Document Number (AFN) (Stage 2)
- 3) Document Type
- 4) Recorded Date
- 5) Grantor(s)
- 6) Grantee(s)

Assumptions:

- a. US Imaging will capture all index data that is present and legible.
- b. US Imaging will capture all index data per established index rules.

Exceptions:

- a. For all phases herein, US Imaging reserves the right to charge per Grantor or Grantee name once the combined party count exceeds ten (10) in a given document. The same will be true for excessive legal descriptions. The charges will be as follows:
 - \$0.25 per Grantor/Grantee Name (Handwritten) for each subsequent name beyond ten (10)
 - \$0.15 per Grantor/Grantee Name (Typed) for each subsequent name beyond ten (10)
 - \$0.50 per Legal Description (Handwritten) for each subsequent parcel beyond ten (10)
 - \$0.25 per Legal Description (Typed) for each subsequent parcel beyond ten (10)
 - b. If the required indexing information is illegible or unavailable, US Imaging will log this as "Not Indexable," and deliver this information to the County as an error for review.
 - c. Any changes to the scope of indexing will be handled through an amendment.
 - d. US Imaging will not provide any additional indexing other than that which is stated within this Statement of Work.
- **Delivery and Import** – US Imaging will format the images and indexes for remote importing into the County's Records Management System. The County will work with its software vendor to import the images and indexes into the system.
 - **USB Hard Drives** – All formatted images and indexes will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for import and on-site backup. One set will be copied and stored at US Imaging for off-site backup.

Phase 1: Investment to Process Deed and Official Records from Rollfilm

35mm Rolls

99 Rolls	@	1,200 Images per Roll	=	118,800 Images
118,800 Images	@	10% Poor Quality Images	=	11,880 Poor Quality
118,800 Images	@	400 Images per Gigabyte for Grayscale JPEG Format	=	297 GB for JPEG's
118,800 Images	@	4,000 Images per Gigabyte for B&W TIFF Format	=	30 GB for TIFF's

Stage 2

118,800 Images	@	\$0.01 Per Image to Convert JPEG to B&W TIFF	=	\$1,188.00
118,800 Images	@	\$0.03 Per TIFF to Remove Excess Borders*	=	\$3,564.00
118,800 Images	@	\$0.035 Per TIFF to Single Inspect & Report Quality*	=	\$4,158.00
118,800 Images	@	\$0.065 Per TIFF to Single Group & Index to 98% Accuracy	=	\$7,722.00
118,800 Images	@	\$0.065 Per TIFF to Double Group & Index to 100% Accuracy	=	\$7,722.00
1 Drive	@	\$250.00 Per USB Hard Drive, Copying	=	\$250.00 40%
1 Shipment	@	\$45.00 Per USB Hard Drive Shipment*	=	<u>\$45.00</u> \$24,649.00

Stage 3

11,880 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality*	=	\$4,752.00
1 Drive	@	\$250.00 Per USB Hard Drive, Copying	=	\$250.00 51%
1 Shipment	@	\$45.00 Per USB Hard Drive Shipment*	=	<u>\$45.00</u> \$5,047.00

Total Investment = \$29,696.00

Inventory: Official Records 1-152; Deeds 168-176; Mortg 69-72; Misc 10

*Denotes cooperative pricing per Snohomish WA Contract.

Phase 2: Estimated Investment to Process Deed Records from Books

Bound Books

85 Books	@	640 Pages per Book (Deed 1-85)	=	54,400 Images
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Mechanical Books

18 Books	@	640 Pages per Book (Deed 86-102)	=	11,520 Images
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65 Books	@	640 Pages per Book (Deed 103-166) - Photostat	=	41,600 Images
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107,520 Images	@	20% Poor Quality Pages	=	21,504 Poor Quality
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65,920 Images	@	45% Multiple Documents per Page	=	29,664 Multi-Docs
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41,600 Images	@	10% Dual Polarity / Marginal Notations	=	4,160 Dual Polarity
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107,520 Images	@	400 Images per Gigabyte for Color/Grayscale JPEG Format	=	269 GB for JPEG's
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107,520 Images	@	4,000 Images per Gigabyte for B&W TIFF Format	=	27 GB for TIFF's
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Stage 2

65,920 Images	@	\$0.015 Per Image to Convert JPEG to B&W TIFF*	=	\$988.80
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41,600 Images	@	\$0.02 Per Image to Convert JPEG to B&W TIFF - Photostat*	=	\$832.00
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107,520 Images	@	\$0.03 Per TIFF to Remove Excess Borders*	=	\$3,225.60
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107,520 Images	@	\$0.035 Per TIFF to Single Inspect & Report Quality*	=	\$3,763.20
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29,664 Images	@	\$0.03 Per TIFF to Single Duplicate Multi-Doc Pages*	=	\$889.92
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137,184 Images	@	\$0.065 Per TIFF to Single Group & Index to 98% Accuracy	=	\$8,916.96
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137,184 Images	@	\$0.065 Per TIFF to Double Group & Index to 100% Accuracy	=	\$8,916.96
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1 Drive	@	\$250.00 Per USB Hard Drive, Copying* (Incl. in Phase 1)	=	\$0.00	74%
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1 Shipment	@	\$45.00 Per USB Hard Drive Shipment* (Incl. in Phase 1)	=	<u>\$0.00</u>	\$27,533.44
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Stage 3

21,504 Poor Images	@	\$0.40 Per TIFF to Enhance & Replace Poor Quality*	=	\$8,601.60
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59,328 Images	@	\$0.04 Per TIFF to Mask Unwanted Documents*	=	\$2,373.12
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4,160 Images	@	\$0.04 Per TIFF to Reverse Dual Polarity*	=	\$166.40
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4,160 Images	@	\$0.04 Per TIFF to Reverse Marginal Notations*	=	\$166.40
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1 Drive	@	\$250.00 Per USB Hard Drive, Copying* (Incl. in Phase 1)	=	\$0.00	31%
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1 Shipment	@	\$45.00 Per USB Hard Drive Shipment* (Incl. in Phase 1)	=	<u>\$0.00</u>	\$11,307.52
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Total Investment			=	<u>\$37,020.16</u>
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*Denotes cooperative pricing per Snohomish WA Contract.

Phase 4a: Estimated Investment to Scan High Priority Various Record Books On-Site
- Highlighted in Yellow on subsequent page.

Bound Books

20 Books @ 640 Pages per Bound Book = 12,800 Images

Mechanical Books

12 Books @ 640 Pages per Mechanical Book = 7,680 Images

1 Books @ 640 Pages per Photostat Book = 640 Images

21,120 Images @ 20% Poor Quality Pages = 4,224 Poor Quality

20,480 Images @ 45% Multiple Documents per Page = 9,216 Multi-Docs

640 Images @ 10% Dual Polarity / Marginal Notations = 64 Dual Polarity

21,120 Images @ 400 Images per Gigabyte for Color/Grayscale JPEG Format = 53 GB for JPEG's

21,120 Images @ 4,000 Images per Gigabyte for B&W TIFF Format = 6 GB for TIFF's

Stage 2

20,480 Images @ \$0.015 Per Image to Convert JPEG to B&W TIFF* = \$307.20

640 Images @ \$0.02 Per Image to Convert JPEG to B&W TIFF - Photostat* = \$12.80

21,120 Images @ \$0.03 Per TIFF to Remove Excess Borders* = \$633.60

21,120 Images @ \$0.035 Per TIFF to Single Inspect & Report Quality* = \$739.20

9,216 Images @ \$0.03 Per TIFF to Single Duplicate Multi-Doc Pages* = \$276.48

30,336 Images @ \$0.065 Per TIFF to Single Group & Index to 98% Accuracy = \$1,971.84

30,336 Images @ \$0.065 Per TIFF to Double Group & Index to 100% Accuracy = \$1,971.84

1 Drive @ \$250.00 Per USB Hard Drive, Copying* (Incl. in Phase 1) = \$0.00 71%

1 Shipment @ \$45.00 Per USB Hard Drive Shipment* (Incl. in Phase 1) = \$0.00 \$5,912.96

Stage 3

4,224 Poor Images @ \$0.40 Per TIFF to Enhance & Replace Poor Quality* = \$1,689.60

18,432 Images @ \$0.04 Per TIFF to Mask Unwanted Documents* = \$737.28

64 Images @ \$0.04 Per TIFF to Reverse Dual Polarity* = \$2.56

64 Images @ \$0.04 Per TIFF to Reverse Marginal Notations* = \$2.56

1 Drive @ \$250.00 Per USB Hard Drive, Copying* (Incl. in Phase 1) = \$0.00 29%

1 Shipment @ \$45.00 Per USB Hard Drive Shipment* (Incl. in Phase 1) = \$0.00 \$2,432.00

Total Investment = \$8,344.96

*Denotes cooperative pricing per Snohomish WA Contract.

Phase 4a: Various Other Records Inventory

Records Series	No. of Volumes	Volume Nos.	Start Date	End Date
Road Waivers & Quit Claims	1	1	1908	1944
Adjusted Service Certificates	1	no vol. #	1925	1925
Birth Register	1	no vol. #	1891	1931
Chattel Liens Index	1	1	1916	1947
Chattel Mortgage Index	2	1,1	1889	1947
Chattel Mortgage Record	5	2-6	1882	1967
Conditional Sales Index	2	1, no vol. #	1904	1928
Conditional Sales Record	1	1	1893	1937
County Commissioners' Proceedings Regarding School Lands	1	1	1863	1893
Death Register	1	no vol. #	1891	1906
Delinquent Tax Sale Record	1	1	1889	1890
Land Register of Titles	1	1	1916	1959
Leases & Contracts	9	1-9	1861	1965
Levies Record	2	1-2	1893	1905
Liens & Bonds Record	1	1	1860	1888
Liens on Logs [etc.] Record	3	2-4	1890	1965
Liquor Permit Applications	2	1-2	1916	1917
Marriage Certificates	2	1, no vol. #	1853	1890
Marriage License Index	1	no vol. #	1853	1888
Marriage Licenses	1	1	1853	1884
Mechanics & Other Liens	2	1-2	1882	1926
Mining Claims Record	9	1-9	1897	1965
Mining Record Index	4	1-4	1897	1985
Miscellaneous Recorded Documents	9	2-10	1877	1967
Mortgage Records Index	4	1-4	1857	1928
Oaths of Office				
Official Bonds and Oaths	1	1	1884	1927
Oyster Claims Record	1	1	1890	1890
Patents	5	1-5	1885	1950
Powers of Attorney	3	2-4	1902	1965
Special [School District] Election Records	1	no vol. #	1913	1955
Tide Lands and Shore Lands Appraisal Record	2	no vol. #s	1891	1895

Phase 6: Estimated Investment for Expanded Indexing of Deed and OR Records (1857-1981 – Through AFN 273750)

Deeds & Official Records

Handwritten Documents = 50,000 Docs
Typed Documents = 200,000 Docs

Additional Document Indexing

50,000 Documents @ \$1.05 Per Handwritten Document to Double Pass Index = \$52,500.00
200,000 Documents @ \$0.69 Per Typed Document to Double Pass Index = \$138,000.00
1 Drive @ \$250.00 Per USB Hard Drive, Copying* = \$250.00
1 Shipment @ \$45.00 Per USB Hard Drive Shipment* = \$45.00

Total Investment = \$190,795.00

*Denotes cooperative pricing per Snohomish WA Contract.

Fields to be Indexed – Official Records:

- Book-Page # (Stage 2)
- Document # (Stage 2)
- Grantor(s)/Grantee(s)
- Recording Date
- Document Type

ACCEPTANCE AND AUTHORIZATION:

Where applicable US Imaging has applied cooperative pricing to match Snohomish WA Contract (RFP #23-4006BC). All services and prices are valid until **July 17, 2024**, 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 Jefferson County images and/or indexes to any other entity without the County's express permission.

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

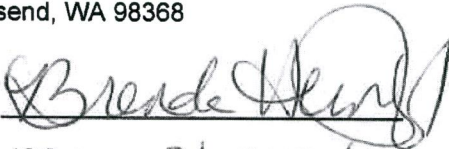
During the term of this agreement, US Imaging, Inc. agrees to extend quoted per item prices, terms and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

In exchange for products and services outlined in this proposal, Jefferson County agrees to pay US Imaging, Inc. the total amount due within 30 days from the date of invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance.

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:

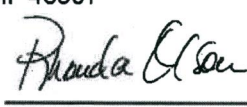
Brenda Huntingford
County Auditor
Jefferson County
1820 Jefferson Street
Port Townsend, WA 98368

Signature: 

Date: May 31, 2024

Accepted by:

Rhonda Olson
Western Account Manager
US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607

Signature: 

Date: May 24, 2024

Please Check the Approved Phase(s):

☒	Phase 1: Process Deed & Official Records from Rolls (Stage 2-3)	= \$29,696.00
☒	Phase 2: Process Deed & Mortgage Books (Stage 2-3)	= \$37,020.16
☒	Phase 4a: Process High Priority Various Record Books (Stage 2-3)	= \$8,344.96
☒	Phase 6: Additional Document Indexing	= \$190,795.00
Total Estimated Investment		= <u>\$265,856.12</u>

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Agreement is made by and between JEFFERSON COUNTY, and SNOHOMISH COUNTY, both public agencies of the State of Washington within the meaning of RCW 39.34.020(1) (collectively the "Parties" and, individually, a "Party").

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, provides for interlocal cooperation between governmental agencies; and

WHEREAS, each of the Parties desires to utilize the other Party's competitively awarded contracts when it is consistent with those awards and applicable law and when it is in their individual interest;

NOW, THEREFORE, the Parties agree as follows:

1. Each of the Parties from time to time goes out to public bid or undertakes other competitive solicitations and then contracts with vendors and service providers to purchase supplies, materials, equipment, and services.
2. Each of the Parties hereby agrees to extend to the other Party the right to purchase pursuant to such bids and contracts to the extent (a) permitted by applicable law and (b) agreed upon between the awarding Party and its bidders, contractors, vendors, suppliers or service providers.
3. Each Party shall comply with all applicable laws and regulations governing its own purchases.
4. A Party purchasing from one of the other Party's contracts shall pay the bidder, contractor, vendor, supplier, or service provider directly in accordance with its own payment procedures for its own purchases.
5. This Agreement shall create no obligation on either Party to purchase any particular good or service from the other Party's contracts, nor shall it create any assurance, warranty, or other obligation on either Party to supply to the other Party any good or service through contracts awarded by it.
6. Each Party will indemnify and hold the other Party harmless as to any claim arising out of its negligence in the use of this Agreement.
7. Any purchase made pursuant to this Agreement is not a purchase from either of the Parties. The Party awarding a contract shall not be responsible or liable for the performance of the bidder, contractor, vendor, supplier, or service provider. No obligation, except as stated herein, shall be created between the Parties or between the Parties and any applicable bidder or contractor.

8. No separate legal or administrative entity is intended to be created pursuant to this Agreement. Nothing in this Agreement shall be construed to render the Parties partners or joint venturers.
9. Both Parties agree that they shall not discriminate against any person or vendor on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (Chapter 49.60 RCW) or the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.) or another applicable state, federal or local law, rule or regulation.
10. The Purchasing Manager of Snohomish County and the County Administrator of Jefferson County shall be the representatives of the Parties for purposes of carrying out the terms of this Agreement.
11. This Agreement will become effective upon execution by the parties and either: (a) filing of the Agreement with the appropriate County Auditor, or (b) listing of the Agreement by subject on the public agency's web site as provided in RCW 39.34.040.
12. This Agreement shall continue in force until terminated by either Party, which termination may be effected upon receipt by one of the Parties of the written notice of termination of the other Party.
13. In the event of termination of this Agreement, any goods or services acquired by either Party pursuant to the terms of this Agreement shall remain the property of the purchasing Party.
14. This Agreement constitutes the entire Agreement between the Parties as to its subject matter.

SNOHOMISH COUNTY

By: Signature on
County Executive
following page

DATED: _____, 2024

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Heidi Eisenbar Acting Chair
for Kate Dean, Chair

DATED: March 13, 2024

Approved as to form only:

Melissa Pleimann 05/07/2024
Melissa Pleimann, Date
Civil Deputy Prosecuting Attorney

8. No separate legal or administrative entity is intended to be created pursuant to this Agreement. Nothing in this Agreement shall be construed to render the Parties partners or joint venturers.
9. Both Parties agree that they shall not discriminate against any person or vendor on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (Chapter 49.60 RCW) or the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.) or another applicable state, federal or local law, rule or regulation.
10. The Purchasing Manager of Snohomish County and the County Administrator of Jefferson County shall be the representatives of the Parties for purposes of carrying out the terms of this Agreement.
11. This Agreement will become effective upon execution by the parties and either: (a) filing of the Agreement with the appropriate County Auditor, or (b) listing of the Agreement by subject on the public agency's web site as provided in RCW 39.34.040.
12. This Agreement shall continue in force until terminated by either Party, which termination may be effected upon receipt by one of the Parties of the written notice of termination of the other Party.
13. In the event of termination of this Agreement, any goods or services acquired by either Party pursuant to the terms of this Agreement shall remain the property of the purchasing Party.
14. This Agreement constitutes the entire Agreement between the Parties as to its subject matter.

SNOHOMISH COUNTY

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

By: **Klein, Ken** Digitally signed by Klein, Ken
Date: 2024.05.01 10:39:57
+07'00'

County Executive Ken Klein
Executive Director

Kate Dean, Chair

DATED: _____, 2024

DATED: _____, 2024

COUNCIL USE ONLY	
Approved	<u>5/1/2024</u>
ECAF #	<u>2024-0674</u>
MOT/ORD	<u>Motion 24-183</u>

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 24-183

AUTHORIZING AN INTERGOVERNMENTAL COOPERATIVE PURCHASING
AGREEMENT WITH JEFFERSON COUNTY

WHEREAS, Chapter 39.34 RCW authorizes two or more public entities to enter into agreements with one another for joint or cooperative action; and

WHEREAS, Jefferson County and Snohomish County have determined there are opportunities for efficiency and effectiveness of taking advantage of contracts for the procurement of supplies, materials, equipment, and services competitively awarded by each agency; and

WHEREAS, SCC 3.04.220 allows for cooperative purchasing when the best interests of the county would be served; and

WHEREAS, SCC 3.04.220 requires agreements for intergovernmental cooperative purchasing be awarded and approved by Council;

NOW, THEREFORE, ON MOTION, the County Council approves and authorizes the County Executive to sign the Intergovernmental Cooperative Purchasing Agreement with Jefferson County.

PASSED this 1st day of May, 2024.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Deputy Clerk of the Council

PIGGYBACK PURCHASING AGREEMENT

This Piggyback Purchasing Agreement ("this Agreement") is between Jefferson County, a Washington state political subdivision and municipal corporation ("County"), and U.S. Imaging, Inc. UBI Number 603384605 a Corporation, having its principal offices at 400 S. Franklin Street, Saginaw, MI 48607 ("Contractor").

RECITALS

WHEREAS, pursuant to Chapter 39.34 RCW, a government agency may use the contract of another public agency as defined by RCW 39.34.020 ("Host Agency") for purchase of goods, services, public works, and the like (collectively "Purchases") pursuant to an interlocal cooperative agreement with the Host Agency if that agency has complied with its competitive purchasing and solicitation requirements when procuring such Purchases. This process is referred to as a "Piggyback Purchasing."

WHEREAS, after complying with its competitive purchasing and solicitation requirements, the Host Agency executed Intergovernmental Cooperative Purchasing Agreement for digitizing cropping and indexing permanent recording records on May 13, 2024, with Contractor (U.S. Imaging, Inc.), attached hereto as Appendix A, and incorporated herein by reference.

WHEREAS, on May 13, 2024, County executed an interlocal cooperative agreement with Snohomish County, which authorizes Piggyback Purchasing and is attached as Appendix B.

WHEREAS, County and Contractor desire to enter into this Agreement for the purpose of: (i) acknowledging a cooperative contractual relationship under the Master Contract, (ii) establishing the terms and conditions by which Contractor may provide County with services or purchases identified in the Master Contract.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference, the following mutual covenants and conditions, and any other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, County and Contractor agree as follows:

1. Master Contract. Contractor affirms and ratifies the terms and conditions of the Master Contract with the Host Agency and agrees to provide the Purchases consistent with the Master Contract for County until all aspects of the Purchases are completed. Contractor further agrees that for the purposes of interpretation and enforcement of the Master Contract the term "Jefferson County" shall be substituted for the term for the Host Agency throughout the Master Contract, including for purposes of insurance and indemnification. Any rights, duties, or obligations the Host Agency has under the Master Contract shall inure to the benefit of County, and any rights, duties, or obligations Contractor has under the Master Contract shall inure to the benefit of Contractor.

2. Term of Agreement. This Agreement shall be effective on January 2, 2024 and remain in effect until January 2, 2027, unless terminated or extended. Any work performed by Contractor prior to the effective date is hereby ratified.
3. Scope of Work. Contractor shall perform the work required in the Master Contract for County as may be modified in in Appendix C (Scope of Work), which is attached and incorporated by reference.
4. Compensation. The maximum compensation to be paid under this Agreement is required in the Master Contract for County as may be modified in in Appendix D (Compensation), which is attached and incorporated by reference.
5. Notice. Each party's contract representative, as designated below, shall be responsible for administering this Agreement for that party. A party may change its representative by providing written notice to the other party.

Notices to County shall be sent to the following address:

Jefferson County Risk Management
P.O. Box 1220
Port Townsend, WA 98368

Notices to Contractor shall be sent to the following address:

U.S. Imaging, Inc
405 S. Franklin Street
Saginaw, MI 48607

Any notice required under this Agreement will be in writing and deemed received on the date personally delivered to other party's contract representative, or on the third day after deposit by registered or certified first-class U.S. mail, postage prepaid and properly addressed.

6. Disputes. The parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to County Risk Manager, whose decision in the matter shall be final, but shall be subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. Contractor hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.
7. Compliance with Laws. Contractor shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.

8. Independent Contractor. Contractor and County agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Contractor specifically has the right to direct and control Contractor's own activities, and the activities of its subcontractors, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded County employees by virtue of the services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Contractor, or any employee of Contractor
9. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, Contractor agrees to maintain all records constituting public records and to produce or assist County in producing such records, within the time frames and parameters set forth in state law. Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify County by providing a copy of the request per the notice provisions of this Agreement.
10. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
11. Implied Terms. Each provision of law and any terms required by law to be in this Agreement are made a part of this Agreement as if fully stated in it.
12. Precedence. The Contract documents consist of this Contract and its appendices and exhibits. In the event of a conflict between or among the Contract documents, the order of precedence shall be this Contract, then the appendices and exhibits.
13. Counterparts/Electronic Signature. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.
14. Non-Exclusive Agreement. County may at its discretion enter into multiple agreements to obtain the same or similar services that are the subject of this Agreement or may have its own employees perform the same or similar purchases contemplated by this Agreement.

15. Event of Conflict. In the event of any conflict or inconsistency between the provisions of this Agreement and the Master Contract, the provisions of this Agreement shall prevail. If the provisions of this Agreement are not in direct conflict, then the provisions of this Agreement and the Master Contract shall be read together.
16. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated Agreement between County and Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by County within the scope of this Agreement. Contractor ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by Contractor, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.
17. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Contractor.
18. Maintenance of Records. Each party shall maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either to perform this Agreement. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of agreement. The Office of the State Auditor, federal auditors, the Jefferson County Auditor, and any persons duly authorized by the parties shall have full access and the right to examine these materials during this period. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed.
19. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign with all terms binding commitments on behalf of the person signing and the party for which they purport to act.

(SIGNATURES APPEAR ON THE NEXT PAGE)

JEFFERSON COUNTY WASHINGTON

Board of County Commissioners

Jefferson County, Washington

U.S. IMAGING, INC.

By: _____
Kate Dean, Chair Date

By: _____
Signature

By: _____
Greg Brotherton, Commissioner Date

Name: _____

By: _____
Heidi Eisenhour, Commissioner Date

Title: _____

SEAL:

Date: _____

ATTEST:

Carolyn Galloway, CMC Date
Clerk of the Board

Approved as to form only:



7/25/2024

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

APPENDIX B – INTERLOCAL AGREEMENT

Insert Interlocal Agreement Between County the Host Agency.

APPENDIX C - SCOPE OF WORK

No Change from Master Contract, Unless Discussed Below.

APPENDIX D – COMPENSATION

No Change from Master Contract, Unless Discussed Below.