

# City of Mount Vernon, NY Building Department – Phase 5

May 30, 2024



## *Document Management Solution*

### *Scanned Image Indexing and Processing Services*

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## DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

### DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between eBizDocs and the **City of Mount Vernon, NY**.

### PROJECT DELIVERABLES

The following deliverables are included in your project pricing.

- The document conversion services associated with the project will be performed by eBizDocs,
- Upon completion of the scanning portion of the project by eBizDocs, eBizDocs will upload the image files to ICC-CDS, LLC.
- Once received from eBizDocs, ICC-CDS, LLC will process the images into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- ICC-CDS, LLC is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), or other errors on the scanning portion provided to ICC-CDS, LLC by eBizDocs.
- ICC-CDS will index documents exactly as they appear on the original documents unless otherwise stated. ICC-CDS is not responsible for inconsistencies throughout the index data (for example, where some street suffixes may be abbreviated while others are fully spelled out).
- Laserfiche Viewer formatted documents will be provided via secure FTP link. One (1) copy of the Laserfiche Viewer can be provided on removable media, upon request.

### PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by eBizDocs to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in your repository will be performed as a courtesy service upon request.
- Schedule the placement of the documents into your Laserfiche repository by contacting our Laserfiche Helpdesk at - [LFSupport@icc-cds.com](mailto:LFSupport@icc-cds.com)

## INVESTMENT DETAIL

City of Mount Vernon, NY				
	Est. of Images	Est. of Documents	Unit Price	Extended Price
<b>Document Keying/Indexing</b> on selected documents for population of template fields, creation of document naming and folder structure.		-		\$ -
<b>Data Processing/Upload services</b> on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	76,000			\$ 19,300.00
<b>Delivery Fee</b> per delivery for processing, copying, delivery and upload of backfile documents.		1	\$ 300.00	\$ 300.00
<b>Project Management and other related services</b> including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
<b>Total Indexing, Processing/Upload Pricing:</b>				<b>\$ 19,600.00</b>

Our price is based upon the information set forth above and is valid for six months.

Document Indexing/Processing Specifications		
Document Type / Description	Est. of images	Est. of Documents
<b>Building Department</b>	76,000	2,238
<b>Folders</b>	SBL (on folder tab)	
<b>Index Field(s)/Keying - Rolled/Loose Plans</b>	SBL (on front of plan)	
<b>Index Field(s)/Keying - Graveyard Plans</b>	Box, Map1, Map2, etc.	
<b>Who is Keying/Indexing</b>	eBizDocs	
<b>Document Naming Convention</b>	TBD based on available index fields	
<b>Document Organization (Folders)</b>	TBD based on available index fields	
<b>Comments / Special Instructions</b>	Tag & Match file may be provided to apply additional index fields	

## AUTHORIZATION & AGREEMENT

The City of Mount Vernon, hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at [ICC-CDS terms & conditions](#) and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

### Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

### Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from eBizDocs of all materials necessary to complete the project.

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*(Client please fill out)* Invoice for this Project to be sent to:

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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### CITY OF MOUNT VERNON, NY

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

### ICC-CDS, LLC

By: \_\_\_\_\_ In the Presence of: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

### In order to authorize the project:

1. Sign the Proposal
  2. Fax or email the Authorization & Agreement Section only to: [sales@icc-cds.com](mailto:sales@icc-cds.com) • fax (585) 328-8189
  3. Mail the signed Proposal to ICC-CDS, LLC at: 781 Elmgrove Road • Rochester, NY 14624
- Upon request, ICC-CDS, LLC can mail a signed copy of this agreement back to the Municipality for its records.