

City of Mount Vernon, NY Building Department – Phase 6

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

INVESTMENT DETAIL

| City of Mount Vernon, NY | | | | |
|---|----------------|-------------------|------------|------------------------------------|
| | Est. of Images | Est. of Documents | Unit Price | Extended Price |
| Document Keying/Indexing on selected documents for population of template fields, creation of document naming and folder structure. | | - | | \$ - |
| Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation. | 76,000 | | | \$ 19,300.00 |
| Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents. | | 1 | \$ 300.00 | \$ 300.00 |
| Project Management and other related services 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> |
| Total Indexing, Processing/Upload Pricing: | | | | \$ 19,600.00 |

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 |
| Building Department | 76,000 | 2,238 |
| Folders | SBL (on folder tab) | |
| Index Field(s)/Keying - Rolled/Loose Plans | SBL (on front of plan) | |
| Index Field(s)/Keying - Graveyard Plans | Box, Map1, Map2, etc. | |
| Who is Keying/Indexing | eBizDocs | |
| Document Naming Convention | TBD based on available index fields | |
| Document Organization (Folders) | TBD based on available index fields | |
| Comments / Special Instructions | 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.

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

Department: _____ Contact Name: _____

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 • 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.