

**BOARD OF BIDS AND CONTRACTS JULY 9, 2009**

**4. DIGITAL BOOK SCANNING EQUIPMENT -- REGISTER OF DEEDS**

**FUNDING -- TECHNOLOGY ENHANCEMENT**

(Request for Proposal sent to forty-four vendors)

RFP #09-0121 Req 10038667

	Gov Connection	1st Run Computer Services Inc.	Kirtas Technologies	<b>Crowley Micrographics</b>	Imaging Office Systems Inc	Galaxie Business Equipment
Digital Book Scanning Equipment	No Bid	No Bid	\$69,000.00 Skyview	<b>\$22,900.00</b> <b>Zeutschel Book Scanner 12000G</b>	\$21,525.00 Indus 5002C	\$7,500.00
Extended Warranty			\$8,900.00	<b>\$3,000.00</b>	\$2,995.00	\$1,095.00
Grand Total			\$77,900.00	<b>\$25,900.00</b>	\$24,520.00	\$8,595.00

On the recommendation of Kimberly Lee, on behalf of the Register of Deeds, Jennifer Dombaugh moved to **accept the proposal from Crowley Micrographics in the amount of \$25,900.00**. Ron Estes seconded the motion. The motion passed unanimously.

A review committee composed of Marilyn Flowers-Register of Deeds; Bill Meek-Register of Deeds and Kimberly Lee-Purchasing reviewed the responses. Crowley Micrographics, Imaging Office Systems, Inc., and Galaxie Business Equipment were short listed. Demo documents were provided to the vendors for processing. Crowley Micrographics provided sample scans with the best clarity and sharpness of the documents demoed and exceeding department expectations. References were checked, and it was decided the Crowley offered the best choice for the needs of the Register of Deeds.

Galaxie offers a flatbed style scanner which has been decided that it would be too cumbersome to open and flip several 25 lb record books each time a page needs to be scanned. The equipment proposed by Imaging Office Systems and Crowley Micrographics are tabletop type overhead scanners, made specifically for book scanning. The book lies open, face up and is imaged from above using an SLR camera or scan interface. With this type of equipment there is less damage done to book bindings than a flat bad solution.

The equipment will be used to scan approximately 350-600 books, each containing approximately 600 pages, which are dated earlier than the Register of Deeds began capturing to microfilm. Having the ability to scan these books, will free up physical space, and will also preserve the information that is recorded in these books, in an electronic format. The scanning process will burn a file into the archive writer, a device that creates the microfilm.