

MERIDIAN.
TOMORROW'S OFFICE
DELIVERED TODAY

Town of Vienna

Water and Sewer

Dave Donohue, Supervisor

October 7, 2016

MANAGED IT SERVICES

MANAGED PRINT SERVICES

MULTIFUNCTION DEVICES

DOCUMENT MANAGEMENT

BACK FILE SCANNING

PRODUCTION PRINTING

Aperture Card Scanning Proposal

Prepared for

Town of Vienna

Water and Sewer

Dave Donohue, Supervisor

October 7, 2016

Prepared by

Lisa Flynn
lflynn@whymeridian.com
301-807-4741

Ron Jones
Rjones@ladorn.com
240.441.7833

Who We Are

Meridian is a solutions-centric Information and Document Management company headquartered in the Washington DC metro area. A leading provider of **integrated document systems**, we work with organizations across all verticals identifying opportunities for improvements and efficiencies in handling documents and information. Having long been a trusted partner in the marketplace, we take an innovative approach to document and network management.

Meridian is **not tied to a specific vendor**, separating us from many other companies. This means that the document strategy we implement is driven by the needs and goals of our customers—not by a vendor or product restriction.

We are committed to helping you create a **productive business environment** to allow you to focus on your core business. By providing you with resources and most advanced technology, we keep you producing at its maximum potential. An employee-owned and independent company, our business philosophy underscores our commitment to providing **excellent customer service**. Regardless of whether we are servicing your multifunctional copier/printer or providing professional helpdesk support, our mission to solve your problem each and every time remains the same.

We look forward to partnering with you and alleviating the stresses in your office associated with document and network management.



This proposal is intended to provide a recommended solution and pricing for services.

Reservation of Right - We are pleased to submit this proposal for your consideration. We recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the right to do the same. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and service levels and contemplates that both parties reserve the right to review and negotiate appropriate and mutually acceptable terms and conditions in the exercise of good faith. As is customary for transactions of this type, our proposal is based upon the information provided by you and the assumptions set forth in our response, and any changes to such information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

Proprietary and Confidential Statement—The enclosed materials are proprietary to Meridian, and we reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent. These materials summarize a proposed equipment and/or services solution. They are intended for informational purposes only to assist you in your evaluation of Meridian as a potential business partner.

Imaging Services Overview

Since 1983, our partner, LaDorn Systems Corporation (LaDorn), has been providing quality products and services to Federal, State and Local Government as well as Commercial Clients, in the areas of software application development, secure application hosting, records management, imaging/ document retrieval systems, database administration, data conversions, and other related IT services. These services include digitizing x-rays, medical records, microfilm, microfiche, large format drawings and standard size paper documents, which also includes document preparation and customized indexing. LaDorn's unique strengths include:

On-Site and Off-Site Conversion Services

The processing facility in Landover, MD provides local off-site conversion services. In situations where documents cannot leave the premises, LaDorn can deploy its mobile imaging team that can go where the documents are and quickly set up temporary on-site imaging operations.

Security and Confidentiality

LaDorn's procedures and protected facilities are designed to ensure that your documents will be kept secure and confidential throughout the entire project. Each employee has completed a background check, drug testing, confidentiality agreements and have Federal Government Secret Clearance. LaDorn also trains its processing center staff relative to HIPAA standards for handling confidential healthcare-related documents.

Imaging Expertise and Best Practices

Organizations outsource scanning operations to gain access to expertise and best practices. Whether it's an on-site solution or at one of our document processing centers. Our partner consistently delivers world-class service and results by understanding our customers' unique business requirements and applying best practices to meet those needs.

Project-Specific Quality Control Standards

For each project, we will provide the most appropriate level of quality checking. For this project, LaDorn will apply the most rigorous quality checking it applies to the legal market—100% full page-to-page quality checking.

Turnkey Project Management

We will assign an experienced project manager and operations team to every imaging project, so projects proceed as planned, and clients have a single point of contact for regular communication.

Universal Imaging Capabilities

LaDorn supports a wide range of industry-standard and vendor-specific input and output formats. We have the experience and expertise to provide a seamless data conversion to migrate existing images and metadata to a new document management system while minimizing conversion costs. We also provide roll microfilm, microfiche, and aperture card scanning services.

Project Assumptions

This quotation is based on the following assumptions:

File Description

- LaDorn will convert The Town of Vienna, Virginia Aperture Cards.
- The drawings on the cards range from blueprint, to sepias, to grayscale, to faded.
- The drawings are various sizes and very poor quality which will require special handling.

Quantities

- Will convert 11,000 cards to deliverable images.
- Each file will contain one drawing.
- We will convert all drawings.

Transportation/Inventory Control

- We will provide round trip transportation for 11,000 cards

Document Preparation/Reassembly

- Document preparation is defined as “No Document Preparation.” Please refer to Appendix A for definition of grades.
- Document reassembly is defined as “No Reassembly.” Please refer to Appendix A for definition of grades

Image Capture

- The single-sided drawings on the aperture cards will be captured as bi-tonal images at 300 dots per inch (dpi) resolution.

Image Quality Checking

- Image Quality Checking for this project is defined as “Full Page-to-Page QC.” Please refer to Appendix A for definition of grades.

Indexing

- There are 3 index fields per document: Street Name with a FROM and TO designation. The 3 fields can be determined by viewing each drawing.
- LaDorn will perform PDF naming via manual key entry. (i.e. “STREETNAME_FROM_TO.PDF)

Formatting and Output

- We will deliver the images in PDF format.
- We will deliver images and index data on a flash drive.

Location

- The aperture cards are located at the 127 Center Street facility in Vienna, VA.
- We will perform the scanning services at LaDorn's processing center in Landover, MD.

Schedule

- To be determined

Investment Summary

Pricing Table – Fairfax County Contract #4400003990

Town of Vienna

Total number of Aperture Cards = 11,000			
	QTY	each	total
Document Transportation (round trip)	1	\$48.30	\$48.30
Imaging (estimated 11,000 Aperture Cards)	11000	\$0.68	\$7,480.00
Image Quality Checking (Full Page-to-Page QC)	11000	\$0.14	\$1,540.00
Index Capture (PDF Naming) File-level	11000	\$0.08	\$880.00
Flash Drive (each)	1	\$19.20	\$19.20
Total Cost Estimate			\$9,967.50

Pricing Notes

Prices are contingent upon analysis of a larger sampling of source material and validation of imaging requirements including indexing methodology.

For any services that are required due to mutually agreed upon out-of-scope changes in requirements, the following rates will apply:

- Operations Staff Labor-Hours \$40.25 per labor-hour

The foregoing pricing is valid for 60 days from the date of this quotation.

Appendix A – Definition of Pricing Grades Document Preparation

No Prep: The documents are ready for scanning right out of the box and do not require prep.

Client Prep: Client will perform 100% of the prep. All barriers removed all pages loose. All bar code sheets, patch sheets and document coding sheets are inserted by customer.

Light Prep: 75% of the pages within document population are loose. 25% of the population has staples, clips or other barriers. Loose documents within large rubber-banded sections. Documents are 8 ½ by 11" or 8 ½ by 14"(Legal Size). Ricoh will insert standard bar code and document coding sheets as needed.

Heavy Prep: More than 25% of the population has staples, clips, post it notes or other barriers. Prep also includes mixed paper sizes that require more handling and organizing and any projects marked "copy tagged pages only." Originals may need special handling with the possibility that photocopying prior to scanning will be needed (if applicable, copy price will be separate). Ricoh will insert standard bar code and document coding sheets as needed.

Extra Heavy Prep: More than 25% of the population has staples, clips, post it notes or other barriers that must be taped. Prep also includes mixed drawing sizes up to 36" x 48" that require extra handling and organizing. This includes drawings that require special handling with the need to repair edges and tears with transparent tape

Quality Control

Standard QC: All images are reviewed by the scanning specialist at the time of image capture, not as a separate process.

Sample QC: All images are reviewed during the scanning process. Additional page checking of images to original will be performed through a defined sampling per box.

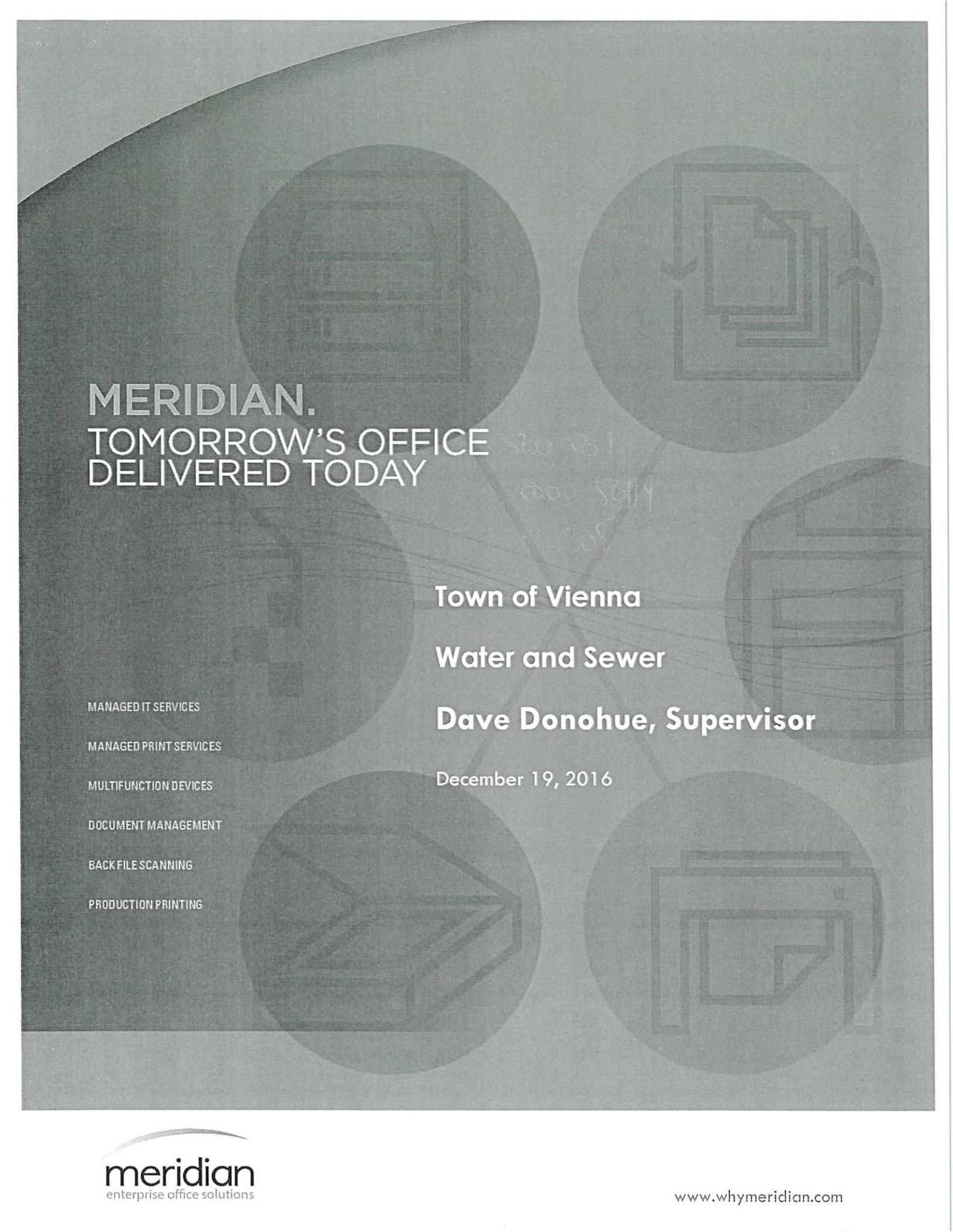
Full Page to Page QC: All images are reviewed during the scanning process. Each image is also reviewed against its original page for page for quality by a QC Specialist.

Reassembly

No Reassembly: All documents will remain loose. No removal of bar code and document coding sheets necessary.

Light Reassembly: Re-Assembly includes putting pages into folders without any staples or clips or any other type of barrier. Ricoh will not remove bar code and/or document coding sheets.

Heavy Reassembly: Re-Assemble documents as original. All staples, clips or other barriers replaced as original.



MERIDIAN.
TOMORROW'S OFFICE
DELIVERED TODAY

Town of Vienna

Water and Sewer

Dave Donohue, Supervisor

December 19, 2016

MANAGED IT SERVICES

MANAGED PRINT SERVICES

MULTIFUNCTION DEVICES

DOCUMENT MANAGEMENT

BACK FILE SCANNING

PRODUCTION PRINTING

Document Scanning Proposal #6

Prepared for

Town of Vienna

Water and Sewer

Dave Donohue, Supervisor

December 19, 2016

Prepared by

Lisa Flynn
lflynn@whymeridian.com
301-807-4741

Ron Jones
Rjones@ladorn.com
240.441.7833

Who We Are

Meridian is a solutions-centric Information and Document Management company headquartered in the Washington DC metro area. A leading provider of **integrated document systems**, we work with organizations across all verticals identifying opportunities for improvements and efficiencies in handling documents and information. Having long been a trusted partner in the marketplace, we take an innovative approach to document and network management.

Meridian is **not tied to a specific vendor**, separating us from many other companies. This means that the document strategy we implement is driven by the needs and goals of our customers—not by a vendor or product restriction.

We are committed to helping you create a **productive business environment** to allow you to focus on your core business. By providing you with resources and most advanced technology, we keep you producing at its maximum potential. An employee-owned and independent company, our business philosophy underscores our commitment to providing **excellent customer service**. Regardless of whether we are servicing your multifunctional copier/printer or providing professional helpdesk support, our mission to solve your problem each and every time remains the same.

We look forward to partnering with you and alleviating the stresses in your office associated with document and network management.



This proposal is intended to provide a recommended solution and pricing for services.

Reservation of Right - We are pleased to submit this proposal for your consideration. We recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the right to do the same. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and service levels and contemplates that both parties reserve the right to review and negotiate appropriate and mutually acceptable terms and conditions in the exercise of good faith. As is customary for transactions of this type, our proposal is based upon the information provided by you and the assumptions set forth in our response, and any changes to such information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

Proprietary and Confidential Statement—The enclosed materials are proprietary to Meridian, and we reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent. These materials summarize a proposed equipment and/or services solution. They are intended for informational purposes only to assist you in your evaluation of Meridian as a potential business partner.

Imaging Services Overview

Since 1983, our partner, LaDorn Systems Corporation (LaDorn), has been providing quality products and services to Federal, State and Local Government as well as Commercial Clients, in the areas of software application development, secure application hosting, records management, imaging/ document retrieval systems, database administration, data conversions, and other related IT services. These services include digitizing x-rays, medical records, microfilm, microfiche, large format drawings and standard size paper documents, which also includes document preparation and customized indexing. LaDorn's unique strengths include:

On-Site and Off-Site Conversion Services

The processing facility in Landover, MD provides local off-site conversion services. In situations where documents cannot leave the premises, LaDorn can deploy its mobile imaging team that can go where the documents are and quickly set up temporary on-site imaging operations.

Security and Confidentiality

LaDorn's procedures and protected facilities are designed to ensure that your documents will be kept secure and confidential throughout the entire project. Each employee has completed a background check, drug testing, confidentiality agreements and have Federal Government Secret Clearance. LaDorn also trains its processing center staff relative to HIPAA standards for handling confidential healthcare-related documents.

Imaging Expertise and Best Practices

Organizations outsource scanning operations to gain access to expertise and best practices. Whether it's an on-site solution or at one of our document processing centers. Our partner consistently delivers world-class service and results by understanding our customers' unique business requirements and applying best practices to meet those needs.

Project-Specific Quality Control Standards

For each project, we will provide the most appropriate level of quality checking. For this project, LaDorn will apply the most rigorous quality checking it applies to the legal market—100% full page-to-page quality checking.

Turnkey Project Management

We will assign an experienced project manager and operations team to every imaging project, so projects proceed as planned, and clients have a single point of contact for regular communication.

Universal Imaging Capabilities

LaDorn supports a wide range of industry-standard and vendor-specific input and output formats. We have the experience and expertise to provide a seamless data conversion to migrate existing images and metadata to a new document management system while minimizing conversion costs. We also provides roll microfilm, microfiche, and aperture card scanning services.

Project Assumptions

This quotation is based on the following assumptions:

File Description

- LaDorn will convert The Town of Vienna, Virginia's large format drawings.
- The drawings range from blueprint, to sepias, to grayscale, to faded.
- The drawings are various sizes and very poor quality which will require special handling.

Quantities

- Will convert 3,000 drawings to deliverable images.
- Each file will contain one drawing.
- We will convert all drawings.

Transportation/Inventory Control

- We will provide round trip transportation for 3,000

Document Preparation/Reassembly

- Document preparation is defined as "Extra Heavy Prep." Please refer to Appendix A for definition of grades.
- Document reassembly is defined as "No Reassembly." Please refer to Appendix A for definition of grades

Image Capture

- The single-sided drawings will be captured as bi-tonal images at 300 dots per inch (dpi) resolution.

Image Quality Checking

- Image Quality Checking for this project is defined as "Full Page-to-Page QC." Please refer to Appendix A for definition of grades.

Indexing

- There are 3 index fields per document: Street Name with a FROM and TO designation. The 3 fields can be determined by viewing each drawing.
- LaDorn will perform PDF naming via manual key entry. (i.e. "STREETNAME_FROM_TO.PDF")

Formatting and Output

- We will deliver the images in PDF format.
- We will deliver images and index data on a flash drive.

Location

- The drawings are located at the 127 Center Street facility in Vienna, VA.
- We will perform document preparation and scanning at LaDorn's processing center in Landover, MD.

Schedule

- To be determined

Investment Summary

Pricing Table – Fairfax County Contract #4400003990

Town of Vienna

Town of Vienna Project #6

Total number of Documents = 1,900			
	QTY	each	total
Document Transportation (round trip)	1	\$48.30	\$48.30
Document Preparation (Extra Heavy Prep)	1900	\$0.63	\$1,197.00
Imaging (estimated 1,900 Large 36" x 48" Drawings)	1900	\$4.32	\$8,208.00
Image Quality Checking (Full Page-to-Page QC)	1900	\$0.14	\$266.00
Index Capture (PDF Naming) File-level	1900	\$0.08	\$152.00
Flash Drive (each)	1	\$19.20	\$19.20
Total Cost Estimate			\$9,890.50

Pricing Notes

Prices are contingent upon analysis of a larger sampling of source material and validation of imaging requirements including indexing methodology.

For any services that are required due to mutually agreed upon out-of-scope changes in requirements, the following rates will apply:

- Operations Staff Labor-Hours \$40.25 per labor-hour

The foregoing pricing is valid for 60 days from the date of this quotation.

Appendix A – Definition of Pricing Grades Document Preparation

Client Prep: Client will perform 100% of the prep. All barriers removed all pages loose. All bar code sheets, patch sheets and document coding sheets are inserted by customer.

Light Prep: 75% of the pages within document population are loose. 25% of the population has staples, clips or other barriers. Loose documents within large rubber-banded sections. Documents are 8 ½ by 11" or 8 ½ by 14"(Legal Size). Ricoh will insert standard bar code and document coding sheets as needed.

Heavy Prep: More than 25% of the population has staples, clips, post it notes or other barriers. Prep also includes mixed paper sizes that require more handling and organizing and any projects marked "copy tagged pages only." Originals may need special handling with the possibility that photocopying prior to scanning will be needed (if applicable, copy price will be separate). Ricoh will insert standard bar code and document coding sheets as needed.

Extra Heavy Prep: More than 25% of the population has staples, clips, post it notes or other barriers that must be taped. Prep also includes mixed drawing sizes up to 36" x 48" that require extra handling and organizing. This includes drawings that require special handling with the need to repair edges and tears with transparent tape

Quality Control

Standard QC: All images are reviewed by the scanning specialist at the time of image capture, not as a separate process.

Sample QC: All images are reviewed during the scanning process. Additional page checking of images to original will be performed through a defined sampling per box.

Full Page to Page QC: All images are reviewed during the scanning process. Each image is also reviewed against its original page for page for quality by a QC Specialist.

Reassembly

No Reassembly: All documents will remain loose. No removal of bar code and document coding sheets necessary.

Light Reassembly: Re-Assembly includes putting pages into folders without any staples or clips or any other type of barrier. Ricoh will not remove bar code and/or document coding sheets.

Heavy Reassembly: Re-Assemble documents as original. All staples, clips or other barriers replaced as original.