From Town Clerk Laquerre

Survey Map Digitization Project

The need to digitize our recorded survey maps grows every year. More and more researchers count on online systems to conduct their research. Since our maps are not yet available in digital format, researchers are required to come into the office to conduct any map viewing needed. Digitizing this collection will also allow us to provide better indexing information to researchers. They currently review a printed Excel document that is more than 30 pages long to search for names on maps that are recorded. This isn't time effective and leaves room for error.

I received three quotes from vendors for this service. The quotes given are not easily compared since different companies provide services in a variety of ways (or not at all). The following is the best comparison I can give you and my recommendations.

AVENU - $14,550

Working with this company will give us a completed project from start to finish.

- Current vendor – exceptional and responsive customer service
- Proprietary scanning software will "clean up" older images for better digitization and clearer printing when condensed down to 8 ½ x 11 size for uploading.
- Very good reference for this service from Brattleboro VT City Clerk
- Project can be completed before the end of summer

KOFILE $9,300

Choosing this option will provide us with digital images only. Those images would need to be uploaded to the Avenu system and then indexed by either me or Avenu. This would essentially mean that we would only complete half of the project.

- Current Vendor for preservation– binding of Annual Reports, preservation and repair of books
- New service offered by them, so no reference available
- Will provide a thumb drive of files – no SFTP available
- Project can be completed by end of calendar year

RECORDS FORCE $2,584

I have no confidence in utilizing this vendor for the following reasons:

- New to providing this service – no references available
- No ability to provide copies while project is ongoing (in the event researchers need something)
- The salesperson could not definitively confirm scans would be in the format required.
- Lack of professionalism in general

AVENU
INSIGHTS & ANALYTICS

Avenu Insights & Analytics

Customer Contact: Rosie Laquerre
Customer Email: clerk@eastmontpeliervt.org
Phone: 802-223-3313 Ex-201
Term: 12
Start: 11/01/2023
End: 10/31/2024

Customer No:
Date: 11/6/2023
Sales Order Number: 123665

BILL TO:
Town of East Montpelier
PO BOX 157
EAST MONTPELIER, VT 5651

SHIP TO:
Town of East Montpelier
40 Kelton Road
East Montpelier, VT 5651

Product Name	Line Description	Product Code	Quantity	Unit Price	Est. Sales Amount
Map/Plat Services	Scan, Tag, Link and Load 776 maps into 20/20 system	GR000002	776.00	$15.00	USD 11,640.00
Indexing Maps/Plats	Indexing Maps/Plats	GR000170	776.00	$3.75	USD 2,910.00
Customer responsible for all shipping costs.				**ESTIMATED TOTAL:**	USD 14,550.00

Price Quote Term:
All Fees and Prices quoted are valid for ninety (90) days from the date stated above.

CONFIDENTIAL & PROPRIETARY
This document is exclusively for commercial use between Avenu Insights & Analytics, and Customer, and is considered Confidential Information according to the Terms, not to be disclosed to third parties unless such disclosure is explicitly permitted under this Agreement.

****THIS IS NOT AN INVOICE****
Please do not send payment from this order. You will receive a separate invoice for the services provided above.

TERMS AND CONDITIONS

Unless modified terms and conditions have been executed by the Parties and are referenced in the Special Instructions or Product Specific Terms below, the Sales Order Form ("Sales Order") is governed by Avenu Insights and Analytics, LLC's ("Avenu") Standard Terms and Conditions for Services ("Standard Terms and Conditions") found at [http://avenuinsights.com/processing-agreement-standard-terms-and-conditions-for-]. As used in this Sales Order, Terms and Conditions refers to either Avenu's Standard Terms and Conditions, or, if applicable, the modified terms and conditions referenced in the Special Instructions or Product Specific Terms below ("Terms and Conditions").

By executing this Sales Order, Customer acknowledges having
(i) accessed online and/or been provided a copy of Avenu's Standard Terms and Conditions,
and
(ii) read and accepted Avenu's Standard Terms and Conditions. Any capitalized terms in this Sales Order that are not defined herein have the meaning indicated in Avenu's Standard Terms and Conditions.

The Standard Terms and Conditions together with this Sales Order represent the entire agreement between the Parties' regarding this subject matter and supersede and prevail over any and all other discussions, understandings and agreements (including, without limitation, any purchase order or other unilateral document) related to the subject matter of the Agreement unless the additional terms are accepted in writing by both Parties.

In the event of any inconsistency or conflict between this Sales Order, on the one hand, and Avenu's Standard Terms and Conditions, on the other hand, this Sales Order will take precedence.
Avenu's fees are exclusive of all taxes, levies or duties imposed by taxing authorities. The Parties' respective tax obligations will be as provided for in Avenu's Standard Terms and Conditions and applicable law.

SPECIAL INSTRUCTIONS

Avenu Enterprise Solutions, LLC incorporates by reference the Agreement for Information Technology Products and Services as amended, effective May 8, 2023 through May 7, 2028.

PRODUCT SPECIFIC TERMS

ASSUMPTIONS: Avenu's delivery of Services and the Estimated Sales Amount and Estimated Total are based on the assumptions, estimated quantities, and condition of the artifacts provided by the Customer and included in the Inventory Log, attached hereto as Exhibit A. In the event the assumptions provided by the Customer are inaccurate or there is a discrepancy in the condition of the artifacts, Avenu shall notify the Customer in writing of any and all adjustments to the Sales Order and shall proceed unless, upon receipt, Customer provides written notice within five (5) days of Customer's decision not to proceed. **For the avoidance of doubt, notwithstanding the Estimated Sales Amount and Estimated Total set forth herein, Avenu shall invoice Customer for actual products and quantities processed.**

DELIVERY: The Customer shall be solely responsible for determining the output requirements for the products and quantities processed ("Output Files"). Avenu shall not be responsible for uploading Output Files (i) into a non-Avenu system unless Customer provides for such upload in the Special Instructions or (ii) into an Avenu system unless Customer has a Maintenance Agreement and the Term of said Agreement extends beyond the Term of the Sales Order.

ACCEPTANCE: Customer will notify Avenu in writing within 10 business days of any defect that requires remediation. If not notified to the contrary, Avenu will deem all deliverables as acceptable by Customer and will consider all invoicing of said deliverables to be due and payable according to the Terms and Conditions. For the avoidance of doubt, Avenu shall deem all deliverables as acceptable by Customer and will consider all invoicing of said deliverables to be due and payable upon delivery (and not uploading of Output Files into an Avenu or non-Avenu

Kofile

1541077
Receipt/SO No.

Contract SO No.

☐ DA1 ☐ DA2 ☐ GA ☐ NC ☐ NV ☑ VT ☐ SERVICES CA (PFA)

SALES ORDER RECEIPT

DATE: 12/6/23
REP(S): Bob Gerencser

OPPORTUNITY No.: P 318264
REVISION DATE:
ACCOUNTING ONLY
CUSTOMER No.:

PROJECT TERM

CONTRACT/AGREEMENT: ☐ YES ☑ NO PHASE: /
START DATE: END DATE:

CLIENT INFORMATION

CLIENT: East Montpelier, VT Town Clerk
PO No.: TxSmartBuy PO:
CONTACT: Rosie Laquerre
PHONE: 802-223-3313 FAX:
EMAIL: clerk@eastmontpeliervt.org
BILL: Town Clerk
40 Kelton Road
East Montpelier, VT 05602

SHIP TO:
☑ Same as above.

PURCHASING VEHICLE

☐ None
☑ Other, specify: Contract/RFP No., etc.: ARPA
☐ TXMAS-18-3602 Texas Only
☐ LVA Records Grant Library of Virginia

DIGITIZATION SPECIFICATIONS

IMAGE: ☑ Yes ☐ No ☐ Grayscale ☐ Color ☑ B&W
☑ TIF ☐ JPG ☐ PDF
Resol: _____ ☐ Format to Load
FILM: ☐ Yes ☐ No ☐ 16 mm ☐ 35 mm
DUPS: ☐ Yes ☐ No ☐ POS ☐ NEG
Vault Storage: ☐ Yes ☐ No
INDEX: ☐ Yes ☐ No ☐ Full ID ☐ QL Full ☐ QL Lite

SPECIAL INSTRUCTIONS

Project must be completed and billed by 7/1/24.

SHELVING: ☐ YES ☑ NO Unit(s): Style: Color:
CABINETS: ☐ YES ☑ NO Unit(s): Style:
B/A PHOTOS: ☐ YES ☐ NO
RETURN ORIGINAL BINDER/SHUCK: ☐ YES ☐ NO

BINDER SPECIFICATIONS* (Required for all preservation projects)

Material: None
Color:
SEAL: ☐ Custom ☐ None ☐ TX Star

DEDICATION LABEL NAMES

☐ Same as previous order.
None

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1541077

Receipt/SO No. | Contract SO No.

PROJECT INVENTORY

QTY.	DESCRIPTION	UNIT PRICE	ESTIMATED COST
775	Remove maps that are attached to barrier paper from map envelopes. Return maps	$2.00	$1,550.00
	to map envelopes when digitally scanned.		
775	Scan each side of maps removed from map envelopes. Maps to be scanned in	10.00	$7,750.00
	black/white, tiff file format, 300 dpi, and be compressed to CCITT.6.		
	When completed, provide images on thumb drive and send to customer.		

PROPOSAL TOTAL:	$9,300.00

NOTES:

Many sides of map envelopes contain more than one map. Image only once per side.

PRICING BREAKOUTS

PRESERVATION:	
SHELVING/CABINETS:	
IMAGING:	
INDEXING:	
SYSTEM:	
SHIPPING/HANDLING:	Additional

Any applicable taxes or fees will be applied when invoiced.

TERMS & CONDITIONS

This sales order is governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: 100% billed upon pick-up or delivery to Kofile.

CUSTOMER ACCEPTANCE:

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date:

KOFILE ACCEPTANCE:

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date:

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Investment Outline

The following table shows the Recordsforce estimate for outsourcing the conversion of those sets of documents to digital images. The final price will be based on the exact number of images and sets.

Large Format Engineering Drawings, Maps and Plans

Description	Quantity	Price	Cost
Transportation (optional)	1 Pickup 1 Return	$200 per trip	$400
Packaging Drawings per Box (optional)	3 Boxes	$25/box	$75
Removing Drawings from Glides and Returning them to the glides after scanning	15 Hours	$25/hour	$375
Oversize Document Scanning (Color)	778 Images	$2/diagram	$1,556
Indexing (Glide Number and Letter)	778 Sets	$0.10/set	$77.80
Thumb Drive + SFTP	1	$50 Each	$100
		Total Oversize Document Conversion Estimate	$2,583.80