

## Meadowlark Digital: Broadwater County Sheriff's Office Scanning Project

Document Scanning Estimate (1-2 person(s) operation for scanning, image enhancement tasks for the Sheriff's Office.

Approximately 2-4 "bankers boxes" or 1-3 file cabinet drawers per day pending preparation time of documents i.e. staple removal, tape etc

Severely damaged documents impede process speed and thorough output.

### Indexing

Will be determined to accommodate specific needs and in compliance with current software and database

### Quality Assurance

Services Estimate (1 person roughly 3.5-4 months )

Approximately 2-4 11'x17" banker boxes per day (Includes: search & retrieval validation, image quality assessment)

Every night the images will be uploaded to a solid state hard drive, upon completion of the project, the sheriff will receive a solid state hard drive of all documents for storage at a place of his choosing. All information will be kept confidential and will not leave the building, under lock and key of the sheriff department at all times.

After completion and assurance of all digital documents stored, shredding or destroying of said documents is up to the discretion of the client.

### INITIAL ACCEPTANCE

CONTRACT DURATION: 3.5-4 Months

Total Cost: \$80,000

During Discovery as discussed, this contract duration will be 3.5-4 months for:

-Labor for "document Scanning" of approximately 230 banker boxes within the Sheriff's office.

-Labor for "Indexing" and "Quality Assurance" of records

-Uploading all images to a solid state hard drive for backup

-60% Payment required upfront

-Meadowlark Digital provides solid state hard drive

**Total Project Estimate:**

\$80,000

The below sign and agree that many "unknowns" may exist when dealing with aging documents. If any "unknowns" arise during this process, they will be brought to the attention of the Sheriff and could possibly affect the terms, conditions and timeframe of this Agreement, no additional expenses will be incurred without prior approval. If later determined that a substantial amount of the initial documents included in this estimate are not to be included or not applicable the project cost can be reevaluated.

Braiden Burns, President

Or

Austin Rath, Director



Austin Rath