



## KONICA MINOLTA

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<b>Title:</b>	LFUCG Engineering Department - Imaging Project	<b>Project:</b>	Imaging Residential and Commercial Files
<b>Date:</b>	12/17/2019		
<b>Author:</b>	Robin Brockman/ JD Gould	<b>Organization:</b>	Konica Minolta
<b>Originator:</b>	Doug Burton	<b>Organization:</b>	LFUCG Engineering

### **Proposed Change Description:**

The LFUCG Engineering Department needs to have their Engineering files scanned and loaded into OnBase.

### **Justification:**

The Engineering files need to be scanned, loaded and integrated into OnBase. This work is currently being conducted by a single individual at LFUCG, but, due to space and time constraints and the need for these files to be accessible, LFUCG is engaging Konica Minolta to outsource and accelerate the scanning process.

### **Affected Requirements:**

All file types and documents will be delivered with the Document Group, Document Type and Image Source (Box Number). Document Group and Document Type values will be provided by LFUCG Engineering before data can be delivered.

The following is a breakdown of the types of documents to be scanned and relevant details of the capture. The total estimated amount of digital storage space required for these documents is estimated to be ~50GB.

### **Commercial Cabinets**

- Each folder will be processed as one document.
- All pages larger than 11"x17" will be scanned at 600 DPI, Black and White or Color, depending on the original page, and placed at the end of the same document.
- The Keyword index fields will be Address and Name, found on the folder tab.



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**Pavement Designs**

- Each folder will be processed as one document.
- The Keyword index fields will be Year (YYYY) and Location, found on the folder tab.

**Blue Binders (11"x14" Plans)**

- Each page will be processed as one document.
- The Keyword index field will be Name, found on each plan (highlighted).

**Plan Communication Letter**

- All pages will be processed as one document. (All in one box)
- The Keyword index field will be Date Range (3/1978 – 1/2001).

**Residential Cabinets**

- Each folder will be processed as one document.
- All pages larger than 11"x17" will be scanned at 600 DPI, Black and White or Color, depending on the original page, and place at the end of the same document.
- The Keyword index fields will be Location and Building Name, found on the folder tab.

**Infrastructure Inspection Reports**

- Each folder will be processed as one document.
- The Keyword index field will be Date (MM/YYYY), found on the tab of each folder.

**Large Format Drawings (Stack)**

- Each stapled or clipped grouping will be processed as one document.
- All pages will be scanned at 600 DPI, Black and White or Color, depending on the original page.
- The Keyword index fields will be Title and Year (YYYY), found on the first page of each document (grouping).



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**Impact on Cost:**

The estimated cost of the project includes document preparation, digitization, indexing, quality assurance, and output of the documents. The estimates provided for the purposes of pricing are based upon the number of pages estimated by KM during a site visit. LFUCG Engineering will be billed based upon the unit pricing below for actual pages processed. Pricing assumes LFUCG Engineering will box up the files and provide the transportation of the boxes to the Konica Minolta Lexington, KY processing center. Upon completion of the project, LFUCG will pickup the boxes and transport back to LFUCG facilities.

Unit Pricing Quote	Unit Price
Scanning (11"x17" or Smaller) (Per Image)	\$0.060
Scanning (Large Format, Larger than 11"x17")	\$1.500
Cover Sheet Production (Per Document)	\$0.031
Indexing (Per Index Field, Per Document)	\$0.050
Document Preparation (Per Hour)	\$22
Image Publication (Per GB)	Included

Estimated page/document count and extended costs are provided in the following table.

Project Name	Pages	Documents	Extended Estimated Price
Commercial Cabinets Total	96,256	9,591	\$19,002
Pavement Designs	8,033	2,678	\$1,032
Blue Binders (11"x14" Plans)	1,785	1,785	\$270
Plan Communication Letter	525	1	\$103
Residential Cabinets Total	59,813	7,255	\$11,830
Infrastructure Inspection Reports	37,574	89	\$3,385
Large Format Drawings (Stack)	3,213	161	\$4,903
<b>TOTAL</b>	<b>207,199</b>	<b>21,560</b>	<b>\$40,525</b>

Note: The Inspection Reports are excluded from the backfile scanning project.



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**Detailed Review Results:**

Approved       Defer Until: \_\_\_\_\_       Declined

**Reasons/Comments:**

N/A

**Payment Terms:**

N/A

**Final Approvals:**

<b>LFUCG Engineering</b>		<b>Konica Minolta</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Signature</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>LFUCG Engineering</b>		<b>Konica Minolta</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Signature</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	