

VIGO COUNTY COUNCIL SUNSHINE MEETING

August 6, 2024

5:00 P.M.

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VIGO COUNTY COUNCIL SUNSHINE MEETING
Agenda
Tuesday, August 6, 2024 at 5:00 P.M.
Council Chamber – Vigo County Government Center

1. Pledge of Allegiance
2. Calling of the roll
3. Communications from elected officials, other officials, or agencies of the County
4. Reports from committee(s)
5. Resolutions and Ordinances other than appropriations
 - i. Public Safety LIT: Options for Distribution to Units for Distribution in 2024
 - ii. Resolution 2024-12 – Resolution Modifying Local Income Tax Rates
6. Ordinances relating to appropriations-first reading
 - i. Additional Appropriation Ordinance 2024-70: Clerk Perpetuation Fund – Contractual Services
 - ii. Additional Appropriation 2024-71: Solid Waste Management Fund – Employee Benefits, Special Events, Equipment
7. Public comment
8. Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 p.m. on Tuesday, August 13, 2024 to consider the following appropriations in excess of the budget of the current year. The Vigo County Council will also meet on Tuesday, August 6, 2024, at the same location for a Sunshine Meeting.

| | <u>REQUESTED</u> |
|--|---------------------|
| <u>CLERK PERPETUATION FUND/1119</u> | |
| 1119.33300.00000.0000 Contractual Services | \$ 5,596,945 |
| Total Clerk Perpetuation Fund | \$ 5,596,945 |

The meeting will be made available for observance by electronic means at the following web address:

https://www.vigocounty.in.gov/department/division.php?structureid_71.

Unless otherwise directed or required for public health reasons,

the meetings will be open to the public. Members of the public may submit comments prior to the meeting to county.council@vigocounty.in.gov.

JAMES W. BRAMBLE

VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, July 26, 2024

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the Taxpayers of Vigo County, Indiana, that the Vigo County Council will meet at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana at 5:00 pm on August 13, 2024 to consider the following appropriations in excess of the budget of the current year for Solid Waste Management District.

This will be introduced and discussed at the meeting of the Vigo County Council at the meeting on August 6, 2024, at 5:00 p.m., held at the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana.

SOLID WASTE MANAGEMENT FUND/1194

| | |
|--|-----------------|
| 1194.15210.000.0000 Employee Benefits | \$ 5,000 |
| 1194.31001.000.0000 Special Events | 75,000 |
| 1194.44510.000.0000 Equipment | <u>10,000</u> |
| TOTAL SOLID WASTE MANAGEMENT FUND | \$90,000 |

JAMES W. BRAMBLE
VIGO COUNTY AUDITOR

TO BE PUBLISHED: Friday, July 26, 2024.
TRIBUNE- STAR

**NOTICE TO TAXPAYERS
HEARING ON PROPOSED LOCAL INCOME TAX
RESOLUTION 2024-12**

Notice is hereby given to the taxpayers of Vigo County, Indiana that the County Council will conduct a public hearing on Resolution 2024-12 on Tuesday, August 6, 2024 at 5:00 pm in the Council Chambers located in the Vigo County Government Center, 127 Oak Street, Terre Haute, Indiana. The County Council will consider the following proposed Resolution 2024-12 regarding the local income tax imposed within Vigo County on August 13, 2024 at 5:00 pm at the same location.

**RESOLUTION 2024-12
RESOLUTION MODIFYING LOCAL INCOME TAX RATES
VIGO COUNTY**

BE IT RESOLVED by the County Council of Vigo County that a need now exists to modify the local income tax rates imposed in the following way:

| Allocation Rate Category | Existing LIT Rate | Proposed LIT Rate |
|---|--------------------------|--------------------------|
| Certified Shares (IC 6-3.6-6) | 0.75% | 0.75% |
| Public Safety (IC 6-3.6-6) | 0.30% | 0.30% |
| Economic Development (IC 6-3.6-6) | 0.50% | 0.50% |
| Property Tax Relief Rate ¹ (IC 6-3.6-5) | 0.00% | 0.00% |
| Special Purpose Rate ² (IC 6-3.6-7-25) | 0.25% | 0.25% |
| Correctional or Rehabilitation Facilities ³ (IC 6-3.6-6-2.7) | 0.20% | 0.20% |

The public safety allocation identified above includes revenue associated with an expenditure rate that was previously authorized for the purposes of funding the county’s public safety access point (“PSAP”). The revenue associated with this rate shall be directed to the PSAP prior to the distribution of the remainder of the public safety revenue.

| Allocation Rate Category | Existing LIT Rate | Proposed LIT Rate |
|---------------------------------|--------------------------|--------------------------|
| Public Safety (IC 6-3.6-6) | 0.30% | 0.30% |

| Local Income Tax Type | Existing PSAP Rate | Proposed PSAP Rate |
|---------------------------------|---------------------------|---------------------------|
| Public Safety Access Point Rate | 0.10% | 0.10% |

From the LIT amount generated by the Public Safety Rate (IC 6-3.6-6), the following qualifying service providers shall receive a specified amount of the tax revenue to be distributed under this section during the following calendar year.

| Service Provider Name | Amount |
|---------------------------------------|---------------|
| Honey Creek Fire Department | \$120,803.80 |
| Linton Fire Department | \$ 6,548.17 |
| Nevins Fire Department | \$ 184.30 |
| New Goshen Fire Department | \$ 15,442.04 |
| Otter Creek Fire Department | \$ 30,668.88 |
| Pierson Fire Department | \$ 9,294.99 |
| Prairieton Fire Department | \$ 14,321.97 |
| Riley Fire Department | \$ 25,770.89 |
| Lost Creek Fire Department | \$ 30,467.51 |
| Shepardsville/Fayette Fire Department | \$ 4,698.90 |
| Sugar Creek Fire Department | \$ 50,205.71 |

BE IT FURTHER RESOLVED that a public hearing was held on the proposed local income tax rate modifications on August 6, 2024. Proper notice of the public hearing was provided pursuant to IC 5-3-1.

After the public hearing on Tuesday, August 6, 2024, the County Council may take action on the proposed resolution on Tuesday, August 13, 2024 at 5:00 pm or a subsequent meeting. There is no remonstrance opportunity on any action taken on the proposed resolution. The public hearing identified above is the taxpayer's opportunity to express concerns and ask questions on the proposed resolution.

Dated this 26th day of July, 2024.

Vigo County Council

| Unit | Runs | Percentage | DISTRIBUTORS | | | DISTRIBUTION COMBINATIONS | | | | | |
|-----------------------|--------------|------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|----------------------|--|--|
| | | | Run | Levy | 40R/60L | 50R/50L | 60R/40L | 65R/35L | 70R/30L | | |
| Honey Creek FPD | 2,439 | 32.9773% | \$ 101,927.92 | \$ 155,859.01 | \$ 134,286.56 | \$ 128,893.47 | \$ 123,500.37 | \$ 120,803.80 | \$ 118,107.25 | | |
| Linton | 180 | 2.4337% | \$ 7,522.36 | \$ 4,738.96 | \$ 5,852.32 | \$ 6,130.66 | \$ 6,409.00 | \$ 6,548.17 | \$ 6,687.34 | | |
| Newins | - | 0.0000% | \$ - | \$ 526.55 | \$ 315.93 | \$ 263.28 | \$ 210.62 | \$ 184.30 | \$ 157.97 | | |
| New Goshen FPD | 426 | 5.7599% | \$ 17,802.91 | \$ 11,057.56 | \$ 13,755.70 | \$ 14,430.24 | \$ 15,104.77 | \$ 15,442.04 | \$ 15,779.31 | | |
| Other Creek | 878 | 11.8713% | \$ 36,692.38 | \$ 19,482.38 | \$ 26,366.38 | \$ 28,087.38 | \$ 29,808.38 | \$ 30,668.88 | \$ 31,529.38 | | |
| Pierson | 159 | 2.1498% | \$ 6,644.75 | \$ 14,216.87 | \$ 11,188.02 | \$ 10,430.81 | \$ 9,673.60 | \$ 9,294.99 | \$ 8,916.39 | | |
| Prairiefort FPD | 283 | 3.8264% | \$ 11,826.82 | \$ 18,955.83 | \$ 16,104.23 | \$ 15,391.33 | \$ 14,678.42 | \$ 14,321.97 | \$ 13,965.52 | | |
| Riley FPD | 562 | 7.5987% | \$ 23,486.47 | \$ 30,013.39 | \$ 27,402.62 | \$ 26,749.93 | \$ 26,097.24 | \$ 25,770.89 | \$ 25,444.55 | | |
| Lost Creek FPD | 952 | 12.8718% | \$ 39,784.91 | \$ 13,163.77 | \$ 23,812.23 | \$ 26,474.34 | \$ 29,136.45 | \$ 30,467.51 | \$ 31,798.57 | | |
| Shepardsville/Fayette | 78 | 1.0546% | \$ 3,259.69 | \$ 7,371.71 | \$ 5,726.90 | \$ 5,315.70 | \$ 4,904.50 | \$ 4,698.90 | \$ 4,493.30 | | |
| Sugar Creek FPD | 1,439 | 19.4565% | \$ 60,137.06 | \$ 33,699.24 | \$ 44,274.37 | \$ 46,918.15 | \$ 49,561.93 | \$ 50,883.82 | \$ 52,205.71 | | |
| Total | 7,396 | 100.0000% | \$ 309,085.27 | \$ 309,085.27 | \$ 309,085.26 | \$ 309,085.27 | \$ 309,085.28 | \$ 309,085.27 | \$ 309,085.29 | | |

Amount to Distribute
\$ 309,085.27

BRADLEY M. NEWMAN
CLERK OF THE CIRCUIT COURT

43RD JUDICIAL CIRCUIT

7/10/24

Vigo County Council,

The Clerk's Office is requesting funding for a records digitization project. We have records for Vigo County dating back to 1818, and it is important for these records to be digitized to preserve them as well as make them easily retrievable. We have provided detailed information for you to review. The amount we are requesting to cover the amount of the entire project is \$5,596,945.00 and it is being requested to go under our contractual services line from our Clerk perpetuation budget, 1119.33300.000.0000.

Thank you,



Elizabeth Stiverson

Supervisor

Vigo County Clerk's Office



33 SOUTH 3RD STREET, TERRE HAUTE, INDIANA 47807

TEL: 317.261.1111

FAX: 317.261.1112

**Proposal:
Digital Preservation & Retrieval Systems For Permanent Records**

**Prepared for:
The Honorable Brad Newman
Clerk of the Circuit Court**



Agenda

- Introductions
- Our Model
- Vigo County Project Goals
- Challenges and Solutions
- Solution for Success



The “A” Team



Goldfinch
Digital Transformation

Gary & Elizabeth Fincher



Arcasearch
Digital Archiving Services

Steve Fiers

Goldfinch Digital Transformation

Since 2007, we've offered a unique blend of digital transformation experience, technology and old-world work ethic to serve the imaging needs for county governments across the Midwest.

Gary and Elizabeth Fincher reside in Bettendorf IA and have been married 35 years along with five children.

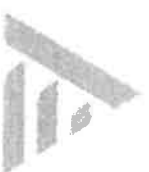
We operate Goldfinch Digital Transformation, GLF LLC, as a family-owned business working closely on each project to deliver a high-quality digital system. We have a combined 40 years of experience in the digitization industry.



Goldfinch
Digital Transformation

ArcaSearch Digital Preservation

- ArcaSearch founded in 2002
- Specialized Equipment – Large Bound & Pinned Books
- On-site Capture
- Full Color Digital Preservation
- Keyword Search Capability
- Hosted Cloud Website
- Steve Fiers – Over 35 years experience in digital preservation for County Government. Holds the highest certification in the industry: Certified Document Imaging Architect (CDIA+) and has served on International Standards Committees.



ArcaSearch

Digital Archiving Services

The Past & Present

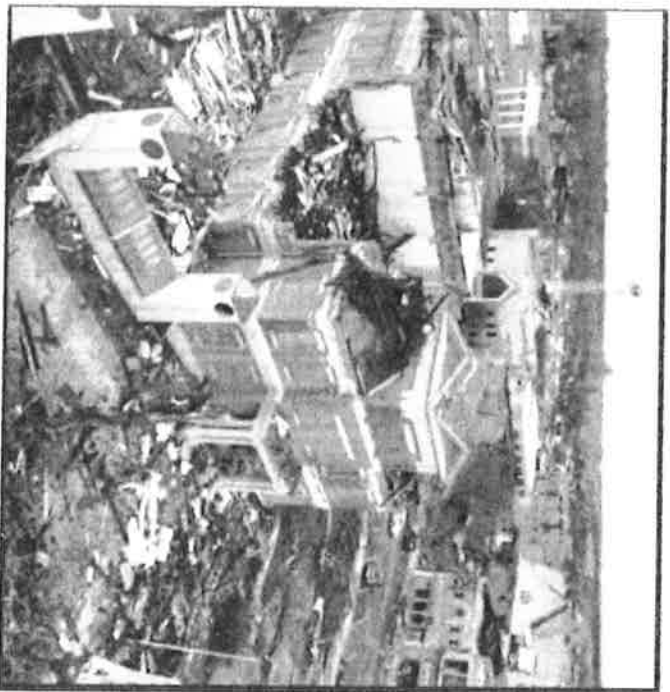


Over the past 206 years Vigo County has accumulated approximately 30 million records currently stored and managed in Four locations: County Clerk's Office, Top Floor of the Courthouse, The Chicken Coop, and the warehouse located at 823 South 13th Street. The Clerk's Office is charged with the responsibility of management, security and safekeeping of these permanent records. The staff has done a remarkable job of managing and caring for these valuable permanent records, but the efficiencies and risks pose a great challenge. The following must be considered:

- Annual cost of maintaining Warehouse building and office spaces.
- Space Requirements causing issues with retrieval, condition, tracking, and location of the records
- Exposure to the elements, dust, vermin, tornado, fire, water, vandalism, trains, and deterioration
- The only copy — High Risk!

Digital Security & Protection

Fire, Water, Infestation, Theft & Natural Disasters



December 11, 2021

**Tornado destroys Graves
County Courthouse
Mayfield, KY**

Warehouse

823 S 13th St

8,400 Sq Ft

Filing Cabinets, Shelves

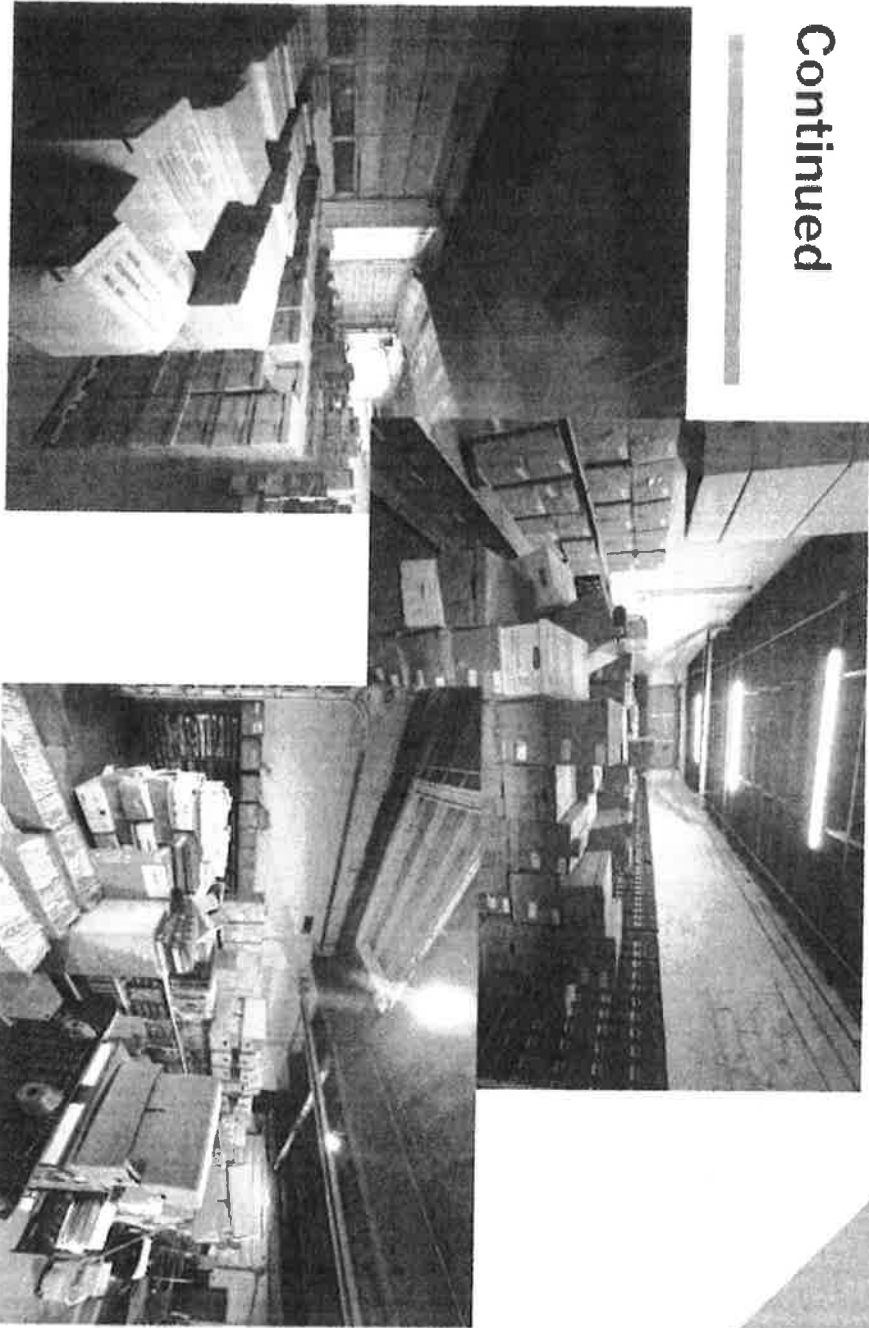
Boxes & Books



Warehouse

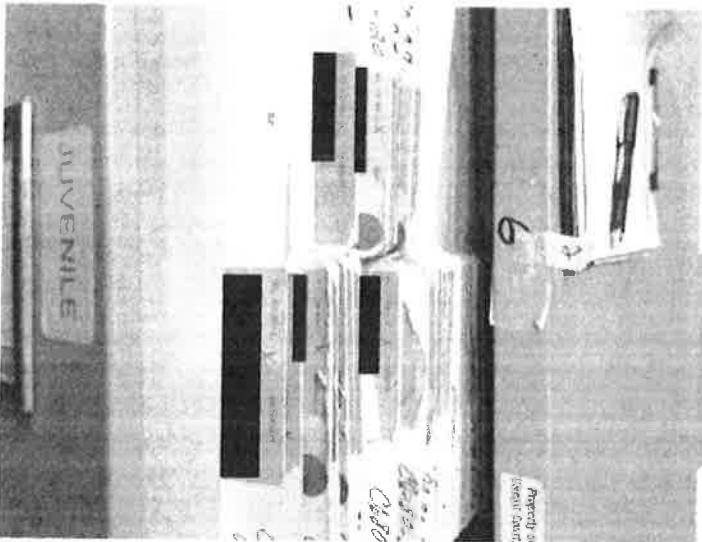
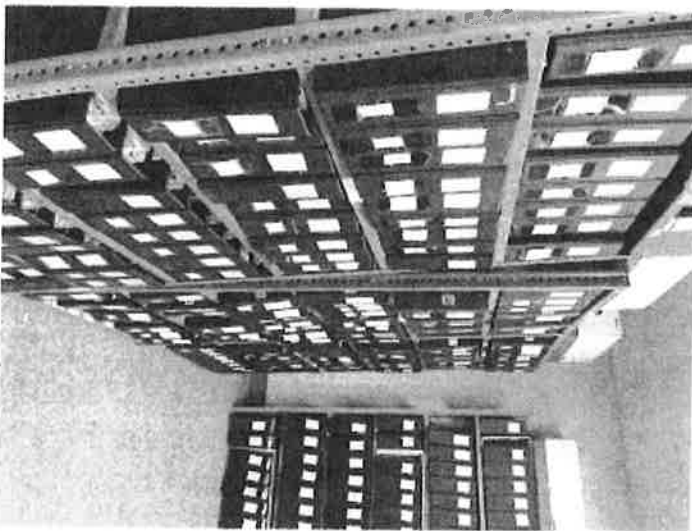
823 S 13th St

Continued



County 911 Offices

Juvenile Records



Clerks Office

Large Bound & Pinned Books



Effective Document Imaging

- Our team is offering to manage the project for the removal of the items from your location. We will provide the guidance, inventory management, transportation to/from our facility and management of the records for scanning with on demand delivery of needed materials during the project. We will provide the certified shredding or will return the materials to Vigo County. Our point is that we manage and protect every step of the process for you.

We have provided this level of service for many years in several states and various business with a stellar reputation. We would be honored to review our referrals with you upon request and arrange a conversation with our satisfied clients. We recognize this type of service is all about trust, value, and the quality of the products and services. We will explain some of the process in the following slides.

KNOW HOW

Effective Document Imaging

Our scan teams are trained with years of document preparation and scanning experience to utilize the latest and proven - tested technology - Artificial Intelligence & Machine Learning intelligent capture software, scanner hardware, and processing to return the highest level of quality for the Vigo County project. We own several 130 Page per Minute high speed single pass, high quality scanners that utilize double feed detection, staple detection, deskew, speckle removal, blank page removal, reverse image, hole shadow removal, crop, auto color - monochrome, and auto page detection.

We will provide an accurate Scope of Work for your requirements based on document types, dpi, file name, Optical Character Recognition, handwriting and notes when necessary (ICR), workflows, compliance, lifecycle & retention, license requirements, storage and retrieval. This will be part of the discovery process if we have the privilege to be your solution provider.

File Sample for Review - See Folder

84E05-0003-SC-1690_VC_SCHOOL_CORP-V-CESINGER_03-08-2000.pdf

84E05-0003-SC-01599_HEIGHTS_FINANCE_V_COFFMAN_ETAL_03-06-2000.pdf

22

84E05-0003-SC-1690_VC_School_Corp-V-Cesinger_03-08-2000.pdf

E04-CP-00-1724_ADV_REC_SVC_V_KEARSCHNER_ET_AL-03-09-2000.pdf

The Proposal for Document Scanning

One Price - All Inclusive

Vigo County - June 2024

Project Features - Project Scanned at GIF LLC Facility

What's included in the cost:

- Pick up boxes of files and Transport:** We will pack, label, transport, and deliver your boxes to our facility. included
- Document Preparation:** removal of Files, Staples, Folds, Clips, Books, Bound material, etc. included
- Indexing:** up to 3 data fields (Metadata) for file naming, organized filing, and high speed searchability (label copied from your manilla file) included
- Full Text OCR:** (Convert the entire document to searchable text to locate any information on the file with a search engine) included
- Digitization Cost:** (up to 20,000,000 images) - Size 8 1/2 x 11 to 8 1/2 x 14 inches per image included
- Scan on Demand:** We will work out a plan to prioritize scan needed records during the project via email included
- Digital Storage:** We will provide a high quality storage device for you to transfer to your server included
- All Inclusive Cost Per Image** \$ 0.17

Optional Storage and Document Management - File Storage - Search - Security

What are the options?

- Annual Cost for Cloud Storage and Content Management System based on 1 Million documents Quote
- Annual system software license fees per user Quote
- Annual software maintenance fees Quote
- Text Shredding rate per box size (2,500 sheets) or return boxes to Vigo County Quote

The Proposal Storage, Retrieval and Security

Options for discussion:

Cloud Storage - Private

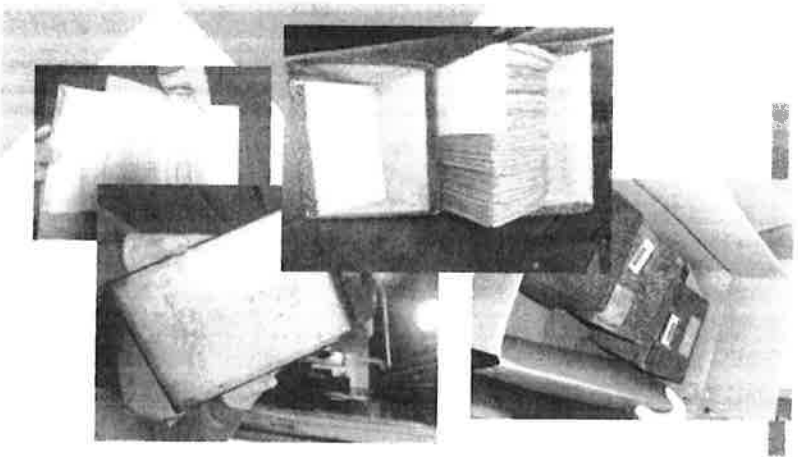
Cloud Storage - AWS or MS Azure

On Prem - Vigo County Server

Digital Tool sets:

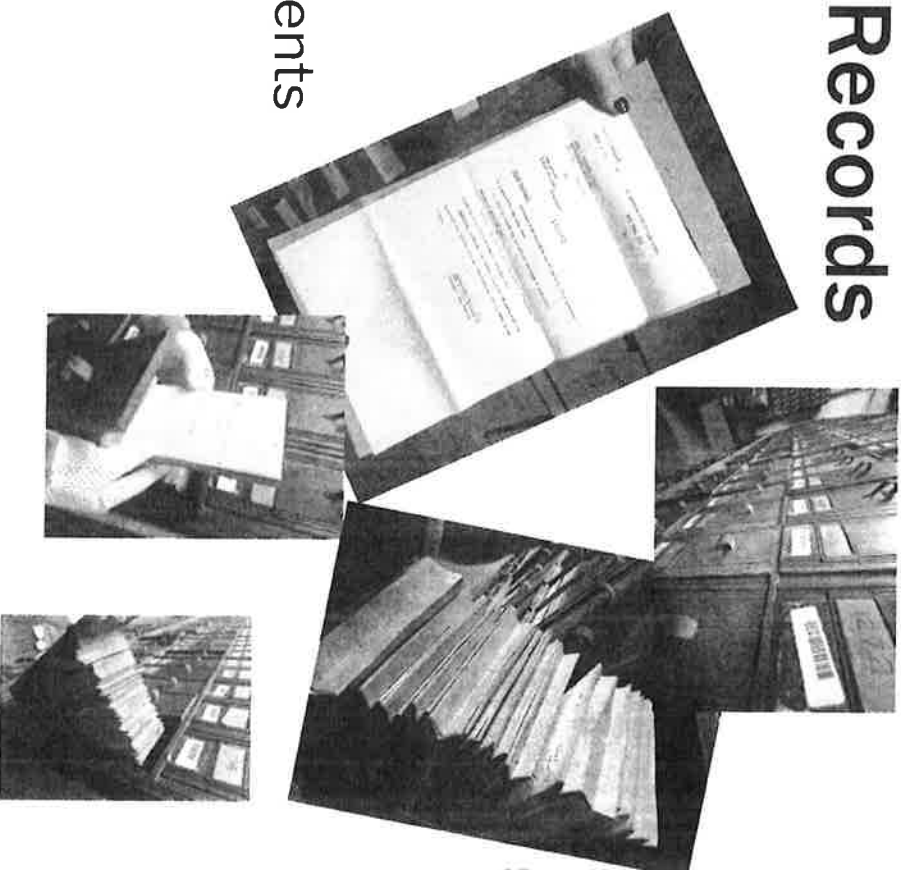
-Document Management, High Speed search, secure filing system, life cycle management, and more!

The Proposal for Tri-Fold Records



Options for discussion:

- Separate project plan
- Specific proposal
- Duration of the project
- Transportation
- Miscellaneous requirements





Qualifies as an American Rescue Plan Act Funded Project (ARRPA)

**Mitigates the spread of COVID-19: Reduces
and/or eliminates the need for access to
your archives making a safer office
environment.**

SUMMARY – Project Plan

Gant chart type plan for the order of scanning, volume based, and duration of the budget approval

- Assistance to prep for transportation of files
- Inventory and Tracking for every box, book, etc. with Check out - Check in
- Secure and Protected Storage – Transportation
- Document Preparation, Document Imaging, Indexing
- Secure Capture with 300 dpi searchable PDF by fields/OCR and high-speed retrieval system
- Quality Assurance for Page Count Blank, staple, hole speckle detection removal
- Post File assembly
- Files uploaded to a secured cloud or drive per Vigo County instructions
- Return of files or approval and certified shredding and inventory of files-boxes
- Projects managed at an agreed pace and volume of images
- File on demand by email for needed items
- Team availability as of September 1st, 2024

Thank you

Gary Fincher & Elizabeth Fincher

Steve Fiers



ArcaSearch

Digital Archiving Services

**PROPOSAL FOR:
DIGITAL PRESERVATION OF
VIGO COUNTY COURT RECORDS
AT ARCASEARCH
&
DEVELOPMENT OF
VIGO COUNTY ONLINE ARCHIVE SITE**

**PRESENTED TO:
THE HONORABLE JAMES MUIR
VIGO COUNTY CLERK OF THE CIRCUIT COURT
VIGO COUNTY, IN**

**Option A
Proposal #12272023P1V4**

June 11, 2024

Prepared for:

Vigo County
33 South 3rd Street
Terre Haute, IN 47807

Brad Newman
Circuit Clerk
812.462.3211
Brad.newman@vigocounty.in.gov

Leanna Moore
Chief Deputy Circuit Clerk
812.462.3211
leanna.moore@vigocounty.in.gov

Project Benefits to the Vigo County Circuit Clerk:

- **Provides Protection from Loss:** Digital preservation and back-up of historical original documents provides protection from loss due to fire, water events, natural disasters.
- **Word searchable Archive:** Makes your archive word searchable for typed content.
- **Provides the ability to generate revenue:** by offering E-Commerce on-line record access and payment you have created a new revenue source when the laws allow.
- **Saves Time & Money:** Creates a fast and easily searchable collection without expensive manual data input.
- **Reduces Required Office Space:** Digitizing records reduces required office space. Paper records can be relocated to less valuable storage space.
- **Reduces Mis-Filed or Mis-Placed:** Reduces the possibilities of mis-filed or missing records within your archives.
- **Mitigates the spread of COVID-19:** Reduces and/or eliminates the need for access to your archives by the public, making a safer office environment.
- **Reduces internal IT support & costs:** Your hosted Compass Research System will be maintained in a Tier 3 Data Center which means your IT staff will not be required to maintain your site and has 99.98% Guaranteed Availability.

Project Benefits by using ArcaSearch patented Equipment & Process's

- **ArcaSearch will perform 100% quality check on every image and related metadata.** Each page and related Metadata reviewed by two different production staff for the highest quality.
- **ArcaSearch provides a searchable database** of historical documents without additional back-indexing of documents.
- **Images are Web Optimized:** All Images will be Web Optimized for high image quality and fast retrieval.
- **Secure Records Storage:** County Documents will be stored in a Secure Tier 3 Data Site.
- **Backup Copy of all Images:** The County will receive two hard drives with copies of all records on our hosted site. The hard drives are delivered in a hard sided case for secure off-site storage.

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Vigo County, IN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 469,200
- Date Range 1958 through 2005
- Image Size 11" x 17"
- Condition Poor to good
- Bindery Bound, pinned, digital files
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single page and two-page spread
- Metadata Defined in product categories
- Work Location Materials to be digitized at ArcaSearch

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES

#1 – Index Books

- 18,500 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 37
- Bindery – Bound (20), pinned (17)
- Condition – Poor to good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, sequential page number

#2 – Marriage License Record

- 56,400 Images
- Date range – 1958 through 2005
- Image size – 11” x 17”
- Books – 94
- Bindery – Bound (79), pinned (15)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, alpha character for index, actual and sequential page number

#3 – Chapter 112 Accts 1941

- 9,300 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 23
- Bindery – Bound (11), pinned (12)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#4 – Juvenile Order Books

- 22,000 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 40
- Bindery – Bound (15), pinned (25)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#5 – Juvenile Entry, Issue and Fee Book

- 8,400 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 14
- Bindery – Bound
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#6 – Miscellaneous Record Books

- 5,000 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 10
- Bindery – Bound
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#7 – Juvenile Order Book

- 349,600 Images
- Date range – Unknown
- Bindery – Digital; PDF files
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, sequential page number

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Provide delivery to and from ArcaSearch for the original content
- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Vigo County, IN**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 6 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan” or “Variable Power Plan”
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software

Antivirus software is run at the Data Center on the file storage servers.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Third Party Supplied Images

ArcaSearch will do its best to bring image abnormalities to the client's attention when ArcaSearch is aware of them. When images are supplied by a third-party vendor, the client accepts full responsibility for image abnormalities including but not limited to images being out of focus, inverted, obstructed, missing pages, rotated etc.

Images supplied by a third party will be noted on the research site.

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50% of the project price upon receipt of this signed proposal and 25% upon imaging completion. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price.

Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #12272023P1V4a** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$241,503**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$8,997**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

CONTACT INFORMATION

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800.846.9433
tammy.hoekstra@arcasearch.com



Digital Archiving Services

**PROPOSAL FOR:
ON-SITE DIGITAL PRESERVATION OF
VIGO COUNTY COURT RECORDS
&
DEVELOPMENT OF
VIGO COUNTY ONLINE ARCHIVE SITE**

**PRESENTED TO:
THE HONORABLE JAMES MUIR
VIGO COUNTY CLERK OF THE CIRCUIT COURT
VIGO COUNTY, IN**

**Option B
Proposal #12272023P1V4**

June 11, 2024

Prepared for:

Vigo County
33 South 3rd Street
Terre Haute, IN 47807

Brad Newman
Circuit Clerk
812.462.3211
Brad.newman@vigocounty.in.gov

Leanna Moore
Chief Deputy Circuit Clerk
812.462.3211
leanna.moore@vigocounty.in.gov

Project Benefits to the Vigo County Circuit Clerk:

- **Provides Protection from Loss:** Digital preservation and back-up of historical original documents provides protection from loss due to fire, water events, natural disasters.
- **Word searchable Archive:** Makes your archive word searchable for typed content.
- **Provides the ability to generate revenue:** by offering E-Commerce on-line record access and payment you have created a new revenue source when the laws allow.
- **Saves Time & Money:** Creates a fast and easily searchable collection without expensive manual data input.
- **Reduces Required Office Space:** Digitizing records reduces required office space. Paper records can be relocated to less valuable storage space.
- **Reduces Mis-Filed or Mis-Placed:** Reduces the possibilities of mis-filed or missing records within your archives.
- **Mitigates the spread of COVID-19:** Reduces and/or eliminates the need for access to your archives by the public, making a safer office environment.
- **Reduces internal IT support & costs:** Your hosted Compass Research System will be maintained in a Tier 3 Data Center which means your IT staff will not be required to maintain your site and has 99.98% Guaranteed Availability.

Project Benefits by using ArcaSearch patented Equipment & Process's

- **ArcaSearch will perform 100% quality check on every image and related metadata.** Each page and related Metadata reviewed by two different production staff for the highest quality.
- **ArcaSearch provides a searchable database** of historical documents without additional back-indexing of documents.
- **Images are Web Optimized:** All Images will be Web Optimized for high image quality and fast retrieval.
- **Secure Records Storage:** County Documents will be stored in a Secure Tier 3 Data Site.
- **Backup Copy of all Images:** The County will receive two hard drives with copies of all records on our hosted site. The hard drives are delivered in a hard sided case for secure off-site storage.

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Vigo County, IN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 469,200
- Date Range 1958 through 2005
- Image Size 11" x 17"
- Condition Poor to good
- Bindery Bound, pinned, digital files
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery Single page and two-page spread
- Metadata Defined in product categories
- Work Location Materials to be digitized at the client location

There will be no other metadata schema understanding than what is expressly stated within this proposal.

#4 – Juvenile Order Books

- 22,000 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 40
- Bindery – Bound (15), pinned (25)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#5 – Juvenile Entry, Issue and Fee Book

- 8,400 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 14
- Bindery – Bound
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#6 – Miscellaneous Record Books

- 5,000 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 10
- Bindery – Bound
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

PRODUCT CATEGORIES

#1 – Index Books

- 18,500 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 37
- Bindery – Bound (20), pinned (17)
- Condition – Poor to good
- OCR – No
- Delivery – Two-page spread
- Metadata – Book name, sequential page number

#2 – Marriage License Record

- 56,400 Images
- Date range – 1958 through 2005
- Image size – 11” x 17”
- Books – 94
- Bindery – Bound (79), pinned (15)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, alpha character for index, actual and sequential page number

#3 – Chapter 112 Accts 1941

- 9,300 Images
- Date range – Unknown
- Image size – 11” x 17”
- Books – 23
- Bindery – Bound (11), pinned (12)
- Condition – Good
- OCR – Yes, of typed text
- Delivery – Two-page spread
- Metadata – Book name, actual page number

#7 – Juvenile Order Book

- 349,600 Images
- Date range – Unknown
- Bindery – Digital; PDF files
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, sequential page number

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Vigo County, IN**. Below are a few items ArcaSearch will need to begin your project.

- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 14ft x 20ft of office space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32 inches
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 6 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

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Images supplied by a third party will be noted on the research site.

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

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Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50% of the project price upon receipt of this signed proposal and 25% upon imaging completion. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price.

Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #12272023P1V4b** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$276,565**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$8,997**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

Document Preservation

Steve Fiers
Document Preservation Consultant
ArcaSearch, LLC
720 St. Germain ST.
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309.269.6220
steve.fiers@arcasearch.com

Tammy Hoekstra
Customer Service Manager
ArcaSearch, LLC
720 St. Germain ST.
St. Cloud, MN 56301
800.846.9433
tammy.hoekstra@arcasearch.com

Vigo County Solid Waste Management District
3230 E Haythorne Ave
Terre Haute, IN 47805

July 2, 2024

Vigo County Auditor's Office

Terre Haute, IN

The Vigo County Solid Waste Management District board requests an additional appropriation of \$90,000 in the following budget lines for 2024:

| | |
|-------------------------|-----------------|
| 15210 Employee Benefits | \$ 5,000 |
| 31001 Special Events | 75,000 |
| 44510 Equipment | <u>10,000</u> |
| Total | <u>\$90,000</u> |

The additional funding is needed for employee insurance benefits and to fund the expenses for the additional south location for recycling.

Sincerely,



Karrum Nasser

Director



CERTIFIED COPY OF ADDITIONAL APPROPRIATION
 State Form 55819 (R3 / 11-17)
 PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

Section I

When reporting the appropriation of bond proceeds, complete Section I, lines A, B, C and 5 of Section II; Section III; and Section IV.

UNIT NAME: Vigo County Solid Waste Management District
 COUNTY NAME: Vigo
 Date of Publication _____ Newspaper Name: _____
 (month, day, year): _____
 Date of Publication _____ Newspaper Name: _____
 (month, day, year): _____
 Date of Public Hearing _____
 (month, day, year): _____
 Date Resolution Passed _____
 (month, day, year): _____

Unit Number: 0334
 County Number: 84

DLGF USE ONLY
 Date Received (month, day, year): _____
 Order Number: _____

Section II

Complete a column for each fund for which the additional appropriations are being made. Values omitted from the sheet may impact the Department's review and approval of the request. Rows A and B should be completed using the fund number and fund name as listed on the Fund Report of the Final 1782 Notice Issued by the Department. A listing of these values may be found at: <http://www.in.gov/dlgf/files/pdf/170630%20-%20Jones%20Memo%20-%20Additional%20Appropriations%20-%20Supplemental%20Information.pdf>

| | | | | | |
|---|--------------------------|--------|--------|--------|--------|
| A. DLGF Fund Number | 8210 | | | | |
| B. Fund Name | Special Solid Waste Mgmt | | | | |
| C. Appropriation Amount Requested | \$90,000.00 | | | | |
| D. Amount by Reduction (Enter as a positive number.) | | | | | |
| E. Net Amount of Increase (C minus D.) | \$90,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 1. Property Tax Levy (Line 16) | | | | | |
| 2. Levy Excess (Line 15) | | | | | |
| 3. PTRC from Local Income Tax (LIT) (Line 13A) | | | | | |
| 4. LIT Levy Freeze Amount (Line 13B) | | | | | |
| 5. Misc. Revenue (Line 8B) (See Note #1.) | \$420,000.00 | | | | |
| 6. January 1 Cash Balance (Include Investments.) | \$358,103.36 | | | | \$0.00 |
| 7. Subtotal of Funds (Add 1 thru 6.) | \$776,103.36 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 8. Less Circuit Breaker (Amount From Circuit Breaker Report) | | | | | |
| 9. Total Funds (7 minus 8) | \$776,103.36 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 10. DLGF Approved Budget (Line 1C) | \$418,397.00 | | | | |
| 11. Encumbered Appropriations Carried Forward From Previous Year | | | | | |
| 12. Temporary Loans Outstanding as of January 1 | | | | | |
| 13. Beginning Obligations (Add 10 thru 12.) | \$418,397.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 14. Surplus Funds (9 minus 13.) | \$357,706.36 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations. | | | | | |
| 16. Amount transferred to the Rainy Day Fund (See Note #2.) | | | | | |
| 17. Surplus Funds Remaining (14 minus 15 minus 16.) | \$357,706.36 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Note #1: If amount report on Row 5 is higher than 8B amount, then a revised Budget Form 2 must be attached with the Additional Appropriation Request.
 Note #2: Row 16 cannot be used for additional appropriations for the rainy day fund. Transfers to the rainy day fund are entered as miscellaneous revenues on Line 5.

Section III

Please check the requested method for the Department to inform your unit of the status of the Additional Appropriation Request.

Check One:

Follow Up Via E-mail karrum.nasser@vigocounty.in.gov
 E-mail Address(es)

Follow Up Via Mail _____
 Mailing Address (Number, Street, City, State, ZIP Code)

Section IV

I, Karrum Nasser (Please Print) fiscal officer of Vigo Co Solid Waste Mgmt District do hereby certify that the above information is true and correct.
 Signature: [Signature] Title: Director Telephone Number: 812-298-6782 Date (month, day, year): 7/16/24

Completed additional appropriation requests may be submitted to the Department via e-mail at AdditionalAppropriationRequests@dlgf.in.gov or via fax (317) 974-1629.