

Proposal to:

Scan 1925-1969 School Registration Cards On-Site

Presented to:

**San Augustine County Clerk
106 N. Broadway
San Augustine, TX 75972**

Presented by:

**US Imaging, Inc.
400 S. Franklin Street
Saginaw, MI 48607
www.us-imaging.com**

Michael Steelman, CIP
Vice President of Operations
msteelman@us-imaging.com
(615) 714-1156

July 21, 2026

US★Imaging

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Margo Noble
San Augustine County Clerk
106 N. Broadway
San Augustine, TX 75972

US Imaging, Inc. is pleased to present this proposal to scan **School Registration Cards** on-site for San Augustine County. Our team will provide San Augustine County with an unparalleled combination of County expertise, proven processes, and state-of-the-art technology to provide the highest quality images and indexes possible. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 50 years and have successfully served over 1,300 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore, we scan all media on-site.
- **ImageXpress** – A software utility that allows Counties to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket, or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.
- **Backup** – US Imaging stores backup copies of images in climate-controlled vaults for disaster recovery and preservation with 3 choices of media:
 1. External **Magnetic Hard Drives** that have a 5-year life expectancy.
 2. Archival quality **16mm Microfilm Rolls** that have a 500-year life expectancy.
 3. Archival quality **M-DISC Blu Ray Discs** that have a 1,000-year life expectancy.
- **Guarantee** – US Imaging provides the most legible images possible and will correct any issue for free, forever.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (615) 714-1156 or e-mail msteelman@us-imaging.com.

Sincerely,

Michael Steelman, CIP
Vice President of Operations
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607
Phone: (989) 753-7933 • Fax: (989) 753-7333

San Augustine County Requirements:

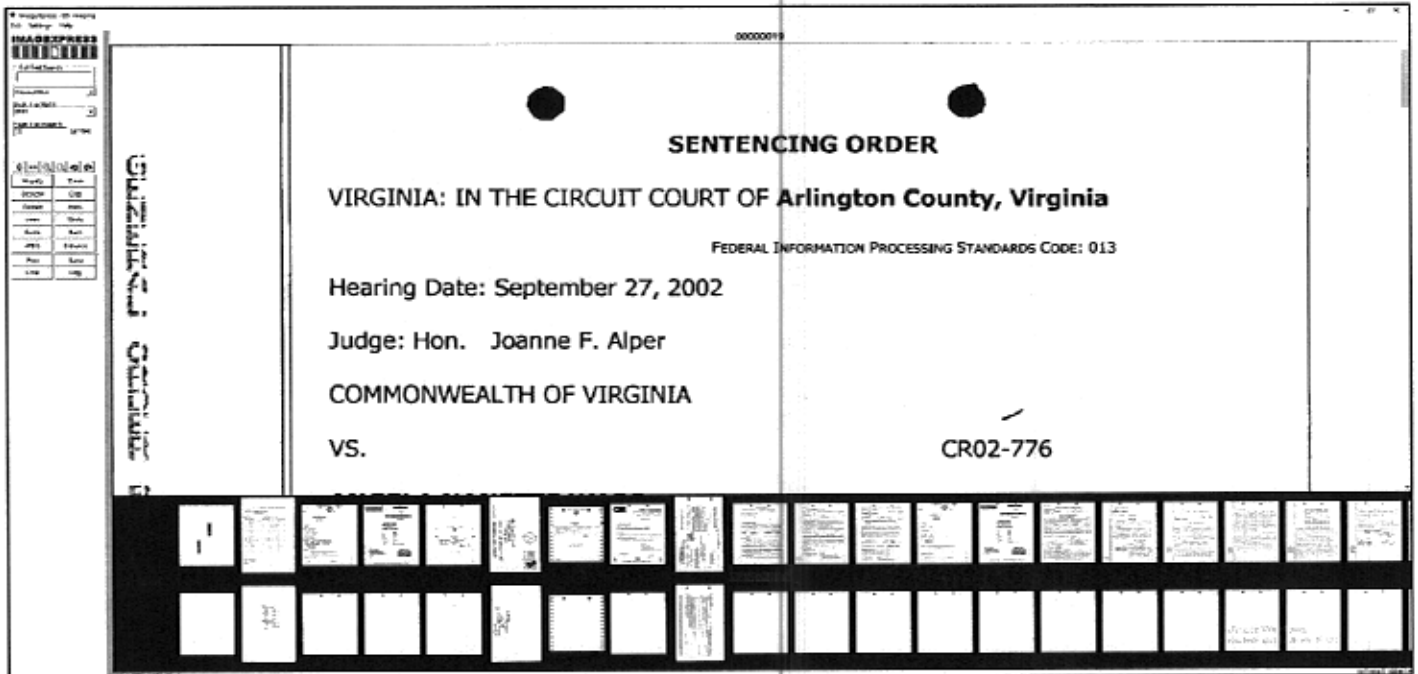
- **Work Area** - County will provide a 12' x 24' or two 12' x 12' (minimum) space(s) inside the County Building, near the vault, with electricity, lighting, internet access, and heat/air to allow on-site scanning.
- **Hardware** - County will allocate sufficient hard drive storage to store PDF files on the network.
- **Pilot** - County will inspect the first 1,000 images each time that the media changes and approve image quality, naming, formatting, and index accuracy or request changes prior to completing Stage 2.

US Imaging Requirements:

Stage 1 – Capture

- **On-Site Scanning** – We will provide all necessary hardware, software, staff, and project managers to perform scanning on-site during the standard business hours of 8:00 AM to 4:30PM Monday through Friday.
- **Inventory** – US Imaging staff will create an inventory report of all the media types for the entire range of images that require capture. This online report will be utilized to track the progress of the project from start to finish.
- **Document Preparation** – US Imaging will prepare the documents for scanning by removing staples & paper clips, mounting sticky notes on blank pages and unfolding crinkled pages. Pages will be returned to shelves without staples or clips post scan.
- **Paper Scanning** – Media up to 12" x 25" will be scanned front and back at 300dpi and saved as color JPEG images. Media larger than 12" x 25" will be scanned separately with a planetary scanner, and media larger than 24" x 36" will be scanned on a wide format scanner. All images are inspected on a 27" portrait monitor during scanning to check for any overlapping or skewed pages. If an image appears to have a problem due to scanner settings or scanner error, it will be rescanned at no charge. All pages will be returned to their shelf post scan. The County will receive 100% of the color JPEG images to have an exact digital backup of the physical file. JPEG images are sequentially numbered by a zero filled 8-digit number and stored in directories named by the Year.
- **On-Site Content Inspection** – After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double-fed, cut off, stretched, or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premises.
- **USB Hard Drives** – All single page JPEG images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for post processing and off-site backup.

- **ImageXpress Software** – We will provide a web-based software utility called *ImageXpress* to allow the County to retrieve US Imaging-hosted single-page JPEG images until the final images are completed. End users can retrieve digital images in the same manner as they currently do, only much faster! Digital images can be viewed at Fit to Height, Fit to Width, Zoomed, Deskewed, Cropped, Redacted, Masked, Inverted, and multiple pages can be selected for printing, saving, or e-mailing as JPEG or PDF. Training will be provided via GoToMeeting at no charge. Annual license and hosting fees will be assessed until the Stage 2 invoice is paid.



Stage 2 – Process and Format

- **Single Audit** – Each color image will be visually inspected as a 12" W x 18" H image on 27" Portrait monitors. Our staff will check for page orientation and general image quality.
- **Convert to Searchable PDF** – All JPEG images will be converted to color PDF and processed for Optical Character Recognition (OCR) to create text searchable files. The County should be mindful that OCR is not always compatible with handwritten text, if any should exist.
- **Final Directory Structure** – Final PDF images are sequentially numbered by a zero filled 8-digit number and stored in directories named by the Year.
- **USB Hard Drives** – All formatted images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for import and on-site backup. One set will be copied to the Stage 1 drive and stored at US Imaging for off-site backup.

Phase 1: Estimated Investment to Scan 1925-1969 School Registration Cards On-Site

School Registration Cards (up to 5"x7")

		Inches per Year Range (1925-1930)	=	0.5 Inches
		Inches per Year Range (1930-1939)	=	34 Inches
		Inches per Year Range (1940-1949)	=	34 Inches
		Inches per Year Range (1950-1959)	=	46 Inches
		Inches per Year Range (1960-1969)	=	49 Inches
164 Inches	@	300 Cards per Inch	=	49,050 Cards
49,050 Cards	@	0% Cards with Backsides	=	0 Backsides
49,050 Cards	@	5,000 Cards Scanned per Hour (Simplex)	=	10 On-Site Hours
10 Hours	@	8 Hours per Day with Limited Access (M-F 8:00am-4:30pm)	=	2 On-Site Days
49,050 Images	@	400 Images per Gigabyte for Color JPEG Format	=	123 GB for JPEG's
49,050 Images	@	600 Images per Gigabyte for Color PDF Format	=	82 GB for TIFF's

Stage 1

		\$1,500.00 Travel & Setup for On-Site Scanning	=	\$1,500.00
2 Days	@	\$1,400.00 Per Day On-Site with Limited Access	=	\$2,800.00
49,050 Cards	@	\$0.08 Per Card to Scan & Inspect 300dpi JPEG On-Site	=	\$3,924.00
1 License	@	\$1,000.00 Per <i>ImageXpress</i> Web License, Annual Hosting	=	\$1,000.00
123 GB	@	\$1.00 Per GB to Host JPEG on <i>ImageXpress</i> Server	=	\$123.00
2 Drives	@	\$150.00 Per 1TB USB Hard Drive, Copying & Backup	=	\$300.00
1 Shipment	@	\$70.00 Per USB Hard Drive Shipment	=	\$70.00
				\$9,717.00

Stage 2

0 Images	@	\$0.03 Per Image to Delete Blanks	=	\$0.00
49,050 Images	@	\$0.03 Per Image to Single Audit Images	=	\$1,471.50
49,050 Images	@	\$0.02 Per Image to Directory by Year with Sequential Pages	=	\$981.00
49,050 Images	@	\$0.08 Per Image to Convert Color JPEG to Color PDF with OCR	=	\$3,924.00
1 Drive	@	\$150.00 Per 1TB USB Hard Drive, Copying	=	\$150.00
1 Shipment	@	\$70.00 Per USB Hard Drive Shipment	=	\$70.00
				\$6,596.50

Total Estimated Investment = \$16,313.50

INVESTMENT SUMMARY:

Phase 1: Scan 1925-1969 School Registration Cards On- Site = \$16,313.50

PAYMENT TERMS:

US Imaging has successfully formatted images and indexes for importing into every Records Management System (RMS) on the market. Importing images and indexes into the County's RMS is a task of the system vendor, which is outside of our control. Thus, **all US Imaging invoices are due within 30 days**, regardless of whether the system vendor has imported the images and indexes into the RMS or not. If the system vendor requests image or index format modifications, US Imaging will do so as quickly as possible at **no charge**. US Imaging provides **ImageXpress** for Counties to inspect images and indexes prior to importing them into the County's RMS.

In exchange for the products and services outlined in this proposal, San Augustine County agrees to pay US Imaging, Inc. the total amount due within thirty (30) days from the date of the invoice. Any amounts outstanding will be assessed a finance charge of 1.5% per month on the unpaid balance. Discrepancies should be reported within fifteen (15) days of receipt.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

ACCEPTANCE AND AUTHORIZATION:

All services and prices are valid for one year from the proposal date unless otherwise extended and agreed upon by US Imaging and the County. The proposed quantities above are estimated; invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive shipment.

All hard drives, images, and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute San Augustine County images and/or indexes to any other entity without the express consent of the County.

San Augustine County may designate acceptance of this proposal by the signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

During the term of this agreement, US Imaging, Inc. agrees to extend quoted per-item prices, terms, and conditions to all Government Agencies that may benefit from Cooperative Purchasing as applicable by their local and state regulations.

US Imaging's goal is to provide the highest quality images and indexes possible, and we perform every inspection and indexing task twice to achieve this goal. To uphold our reputation for quality and accuracy, US Imaging no longer performs single pass services, **all inspection and indexing services are performed twice, and any issue will be corrected for free, forever.**

Accepted by San Augustine County:

Margo Noble
County Clerk
106 N. Broadway
San Augustine, TX 75972

Signature: Margo Noble

Date: 7/28/2026

Accepted by US Imaging, Inc.:

400 S. Franklin Street
Saginaw, MI 48607

Signature: _____

Date: _____

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