



# Finance, Budget and Administration

Jim Martin

Council Initiated:

Yes

No

**ECAF:** 2024-0157

**Motion:** 24-080

**Type:**

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

**Requested Handling:**

- Normal
- Expedite
- Urgent

**Fund Source:**

- General Fund
- Other
- N/A

**Executive Rec:**

- Approve
- Do Not Approve
- N/A

**Approved as to**

**Form:**

- Yes
- No
- N/A

**Subject:** Authorizing the Executive to sign the agreement for scanning, image enhancement, and indexing services between Snohomish County and US Imaging, Inc.

**Scope:** RFP 23-006BC was issued to fill the Auditor’s need for scanning, image enhancement, and indexing services in order to import the County’s historical images from the 1860s to 1976 into the County’s recording system. US Imaging, Inc was selected, and will ensure digital images of all pages of County records from 1760 through 1976 are legible and readable (when reproduced as required by RCW 64.04.015) and prepared for import to Landmark Recording System. US Imaging, Inc. will inspect and report the quality of existing digital images (provided by the County) and provide the County with recommendations for either manual enhancement of existing image or creation of new image. Enhancements may include manual crop, manual area enhancement, reverse dual polarity, reverse marginal notations, or masking. Amount of the contract is \$1,000,000 annually, not to exceed \$3,500,000 in total.

**Duration:** Execution through January 2, 2027

**Fiscal Impact:**       Current Year     Multi-Year     N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
186.5114304983	\$1,000,000	\$1,000,000	\$1,000,000	\$500,000		<b>\$3,500,000</b>
						<b>0</b>
<b>Total's</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$500,000</b>	<b>0</b>	<b>\$3,500,000</b>

Revenue	Current Year	2025	2026	2027	2028	Total
						<b>0</b>
						<b>0</b>
<b>Total's</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Authority Granted:** Authorizes the County Executive to execute the contract.

**Background:** Currently, real property records and other important recorded documents are available online from 1976 forward through the Landmark recording system. This contract is to scan, enhance, index, and import all county recorded documents from the 1860s to 1976, thereby allowing residents, costumers, and researchers the ability to search for these records online, which has not been possible to date.

**Requested Action:** Move to GLS on March 13<sup>th</sup> for consideration.