

COUNTY CLERK

Sasha Kelton

Clay County Courthouse Annex - 214 N. Main Street
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May 29, 2019

Re: Request for consideration for purchase of scanner

Honorable County Judge & County Commissioners:

As you know, every two-three years we hire preservation specialists, Kofile Technologies, to perform a bulk scan of different record types, as funds permit. These projects are very expensive, and take years to complete, so in our free time we back-scan historic records in-house, using our standard-size scanners that we use daily. We have recently run into an issue, where the farther back we get, the larger the book pages get, resulting in hundreds of documents in my office which will not fit in our standard scanners. It is necessary for the County to have at least one scanner in-house which will accommodate large, ledger size pages, so that these records may be scanned, archived, and stored for disaster recovery.

The only software-compatible scanner that meets our needs is the Fujitsu fi-7770, which is a combo duplex automatic document feeder scanner (up to 11x17) and flatbed (up to 12x18), with a 90 factory warranty. The cost is \$6,500, with one-year extended warranty at \$1,100 (quote attached).

We currently have funds in the County Clerk's Records Management & Automation fee fund line 16-440-345 to cover this cost. Normally this is something that I would present to the court in my annual RMF & Archive fee plan to be approved with the Budget, however, I did not foresee this need last year. I'd like to go ahead and purchase this scanner now, instead of waiting until next budget year, because our efforts are at a stand-still until we have a larger scanner. It is acceptable and lawful for the Court to approve a purchase from this fund, at the Clerk's request, at any time (see attached LGC 118.2016 & 203.003).

Thank you for your consideration,

Sec. 118.0216. RECORDS MANAGEMENT AND PRESERVATION

(a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk.

(b) The fee must be paid at the time of the filing of the document. (c) The fee shall be deposited in a separate records management and preservation account in the general fund of the county. (d) The fee may be used only to provide funds for specific records management and preservation, including for automation purposes.

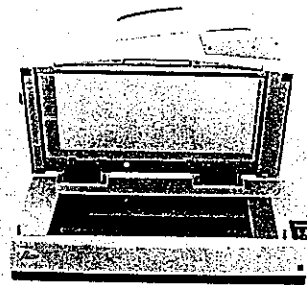
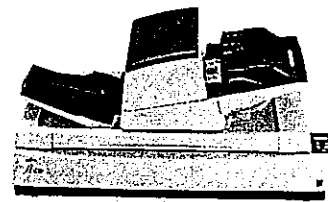
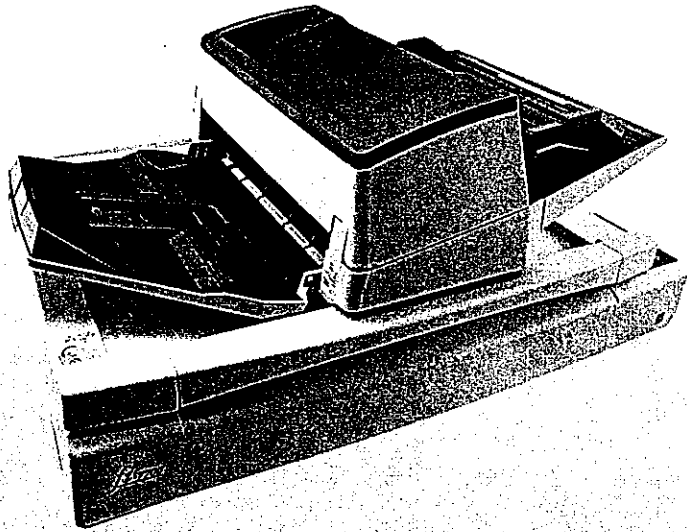
Sec. 203.003. DUTIES OF COMMISSIONERS COURT

The commissioners court of each county shall (1) promote and support the efficient and economical management of records of all elective offices in the county to enable elected county officers to conform to this subtitle and rules adopted under it; (2) facilitate the creation and maintenance of records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of each elective office and designed to furnish the information necessary to protect the legal and financial rights of the local government, the state, and the persons affected by the activities of the local government; (3) facilitate the identification and preservation of the records of elective offices that are of permanent value; (4) facilitate the identification and protection of the essential records of elective offices; (5) establish a county clerk records management and preservation fund for fees subject to Section 118.0216 and approve in advance any expenditures from the fund; and (6) establish a records management and preservation fund for the records management and preservation fees authorized under Sections 118.052, 118.0546, and 118.0645, Section 51.317, Government Code, and Article 102.005(d), Code of Criminal Procedure, and approve in advance any expenditures from the fund, which may be spent only for records management preservation or automation purposes in the county.

Datasheet

FUJITSU Image Scanner fi-7700

Flatbed scanner for professional use enables heavy-duty & flexible scanning



The fi-7700 scans documents at 100 ppm/200 ipm (A4 landscape 200/300 dpi) and improves work efficiency with its ability to scan a wide variety of business documents as well as capacity to load 300 sheets at a time.

Assistance for safe and reliable scanning

The straight paper path structure is designed to assure stable scanning regardless of document conditions and types. With Manual/Single mode, scan thick documents such as drawings folded in half, multi-layered receipts, and envelopes without specific operation. Minimize risk of document damage with stable paper feeding that Paper Protection function provides through its detection of anomalies in sound and monitoring of paper feed distance. Missing edges are also no longer a struggle with the scanner's Skew Reducer mechanism.

Flexible and functional design to meet all user needs

The fi-7700 is equipped with an ADF that can slide to the right or left, as well as rotate 180 degrees, enabling easy document loading with ADF adjustment to suit workspace environments or physical conditions. Keep track of scanner operations such as document scanning settings, number of sheets scanned, as well as any existing error statuses, using the LCD operation panels. Load documents with ease and reduce your workload before and after scanning, with the scanner's independent side guides helping you align edges of variously sized documents. You can now also scan thick or fragile documents with the document cover kept open, thanks to the Cover-Open Cropping function.

Advanced software for maximized efficiency

Bypass the inconvenience of making fine adjustments to OCR settings with the PaperStream IP scanner driver, supporting both TWAIN and ISIS. The software automatically converts scanned images into exceptionally clean images, supporting OCR accuracy even when scanning documents with background patterns or wrinkled and soiled documents. Seamlessly linked to PaperStream IP, PaperStream Capture effectively and efficiently feeds information into your organization workflow with its various batch scanning capture features. Automatically utilizing data extracted from barcodes and patch codes, the software also determines your preferred saving destinations and eliminates time allocated to routine tasks.

Technical Information

Scanner Type	ADF (Automatic Document Feeder) / Manual Feed / Flatbed, Duplex	
Scanning Speed*1 (A4 Landscape) (Color**/Grayscale**/Monochrome**3)	ADF	Simplex: 100 ppm (200/300 dpi) Duplex: 200 lpm (200/300 dpi) 0.6 seconds (200/300 dpi)
Scanning Speed*1 (A4 Portrait) (Color**/Grayscale**/Monochrome**3)	ADF	Simplex: 80 ppm (200/300 dpi) Duplex: 160 lpm (200/300 dpi) 0.9 seconds (200/300 dpi)
Image Sensor Type	Color CCD x 3 (front x 1, back x 1, Flatbed x 1)	
Light Source	White LED Array x 6 (front x 2, back x 2, Flatbed x 2)	
Optical Resolution	600 dpi	
Output Resolution**4 (Color / Grayscale / Monochrome)	50 to 600 dpi (adjustable by 1 dpi increments) 1,200 dpi (driver)**5	
Output Format	Color: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit	
Background Colors	ADF: White / Black (selectable) Flatbed: White (or optional black)	
Document Size		
ADF	Maximum	304.8 x 431.8 mm (12 x 17 in.)
	Minimum	50.8 x 69 mm (2 x 2.7 in.) (Portrait)
	Long Page Scanning**6	5,588 mm (220 in.)
Flatbed	Maximum	304.8 x 457.2 mm (12 x 18 in.)
Paper Weight (Thickness)**7		
Paper	20 to 413 g/m ² (5.3 to 110 lb) Less than A8 size: 128 to 209 g/m ² (34 to 56 lb)	
Plastic Card	Up to 1.4 mm**8	
ADF Capacity**9	300 sheets (A4 80 g/m ² or Letter 20 lb)	
Expected Daily Volume**10	44,000 sheets	
Multifeed Detection	Overlap detection (Ultrasonic sensor), Length detection	
Paper Protection	Lag detection, Sound detection (ISOP)**11	
Interface	USB 3.1 Gen 1 / USB 2.0 / USB 1.1	

Power Requirements	AC 100 to 240 V ±10 %
Power Consumption	
Operating Mode	64 W or less
Sleep Mode	1.7 W or less
Auto Standby (Off) Mode	0.35 W or less
Operating Environment	
Temperature	5 to 35 °C (41 to 95 °F)
Relative Humidity	20 to 80% (non-condensing)
Environmental Compliance	ENERGY STAR®, RoHS
Dimensions*12 (Width x Depth x Height)	706 x 500 x 345 mm (27.8 x 19.7 x 13.6 in.)
Weight	35 kg (77 lb)
Supported Operating System	Windows® 10 (32-bit/64-bit), Windows® 8.1 (32-bit/64-bit), Windows® 7 (32-bit/64-bit), Windows Server® 2019 (64-bit), Windows Server® 2016 (64-bit), Windows Server® 2012 R2 (64-bit), Windows Server® 2012 (64-bit), Windows Server® 2008 R2 (64-bit), Windows Server® 2008 (32-bit/64-bit)
Included Software / Drivers	PaperStream IP driver (TWAIN/TWAIN x64/ISIS), WIA Driver**13, PaperStream Capture, ScanSnap Manager for fi Series**14, Software Operation Panel, Error Recovery Guide, ABBYY FineReader for ScanSnap**15, Scanner Central Admin, 2D Barcode for PaperStream**16
Image Processing Functions	Multi Image output, Automatic color detection, Blank page detection, Dynamic threshold (IDTC), Advanced DTC, SDTC, Error diffusion, Dither, De-Screen, Emphasis, Dropout color (None/Red/Green/Blue/White/Saturation/Custom), sRGB output, Hole punch removal, Index tab cropping, Split Image, De-Skew, Edge correction, Vertical streaks reduction, Cropping, Static threshold, Divide long page
Included Items	Stacker, ADF paper chute, AC cable, AC adapter, USB cable, Setup DVD-ROM

Options

Black Document Pad (FI-S75BK)	PA03338-D960	Black flatbed background pad
PaperStream Capture Pro Scan Station (LV)	PA43404-A685	PaperStream Capture Pro optional license

Consumables

Brake Roller	PA03740-K010	Every 250,000 sheets or one year
Pick Roller	PA03740-K011	Every 250,000 sheets or one year

*1 Actual scanning speeds are affected by data transmission and software processing times. *2 Indicated speeds are from using JPEG compression. *3 Indicated speeds are from using TIFF CCIT Group 4 compression. *4 Selectable maximum density may vary depending on the length of the scanned document. *5 Limitations may apply to the size of documents that can be scanned, depending on system environment, when scanning at high resolution (over 600 dpi). *6 Capable of scanning documents that exceed Legal sheets in length. Long page scanning supports documents with lengths of up to 5,588 mm (220 in.) when the resolution is set to 200 dpi or less. Documents of up to 200 m (218.8 yd.) can be scanned if scans of long page documents are split into multiple pages. *7 Paper weight limitations only apply when using the ADF. There are no limitations when using the flatbed. *8 Capable of scanning up to 3 cards at a time when using the ADF. (Note: only one embossed card can be scanned at a time). *9 Maximum capacity depends on paper weight and may vary. *10 Numbers are calculated using scanning speeds and typical hours of scanner use, and are not meant to guarantee daily volume or unit durability. *11 Intelligent Sonic Paper Protection. *12 Excludes the ADF hopper and stacker. *13 Functions equivalent to those offered by PaperStream IP may not be available with the WIA Driver. *14 Software can be downloaded from the website designated in the Setup DVD-ROM.

Trademarks

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Safety Precautions

Be sure to carefully read all safety precautions prior to using this product and use this device as instructed. Do not place this device in wet, moist, steamy, dusty or oily areas. Using this product under such conditions may result in electrical shock, fire or damage to this product. Be sure to limit the use of this product to listed power ratings.

ENERGY STAR®

PFU Limited, a Fujitsu company, has determined that this product meets the ENERGY STAR® guidelines for energy efficiency. ENERGY STAR® is a registered trademark of the United States.

Specifications are subject to change without notice. Visit the fi Series website for more information. <http://imagescanner.fujitsu.com/>

Contact



Sales Quotation For

Sasha Keiton
Clay County
100 N Bridge St
Henrietta, TX 76365-2800
Phone: +1 (940) 538-4631

Quoted By: Christine Jandreau
Quote Expiration: 11/26/2019
Quote Name: Clay County - Scanner for Clerk
Quote Number: 2019-86302
Quote Description:

Third Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Maintenance
Fujitsu 7770 Basic In-Warranty - 1 year extended	1	\$1,100	\$0	\$1,100	\$0
Fujitsu FI-7770 Color Flatbed Duplex Document Scanner	1	\$6,500	\$0	\$6,500	\$0
TOTAL:				\$7,600	\$0

Summary
 Total Tyler Services \$0
 Total Third Party Hardware, Software and Services \$7,600
Summary Total \$7,600
Contract Total \$7,600

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Client Approval:  Date: 6/10/19
 Print Name: MIKE CAMPBELL P.O.#: N/A
COUNTY JUDGE

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Expenses associated with onsite services are invoiced as incurred.