Subject/Title:
Replicate and Digitize Microfilm for County Recorder

Recommended Action:
That the Board of County Commissioners approve Amendment No. 2 to the contract with BMI Imaging Systems, Inc., to Replicate and Digitize Microfilm for County Recorder; and authorize the Chief Financial Officer or his designee to sign the amendment; or take other action as appropriate.

Summary:
Under Bid No. 601470-09, BMI Imaging Systems, Inc. (BMI) has completed the conversion of microfilm into images in virtual microfilm format. Twelve thousand two hundred (12,200) rolls of microfilm are now in digital format. There is a project in progress to upload the newly digitized images into our in-house recordation system. The in-house system is being upgraded to include a duplication process where the images will be stored in two locations in Clark County. However, in the event of a local disaster, both copies are at risk. It would take several months to restore electronic images locally if a disaster damaged both sets. Since the digitized images are already on BMI’s storage in a distant location, and these images can be viewed online, it is an immediate solution to our disaster recovery issue. This amendment would allow us to formalize an arrangement with BMI to maintain their set of our digital images for disaster recovery purposes.

Background:
In 1988, the Recorder’s Office began entering index data into a mainframe database. Documents recorded after 1988 can be found by electronically searching the database. Documents recorded prior to 1988 can only be found by first searching a records index that is on microfilm.

In 2004, the Recorder’s Office installed recordation software that allows it to scan and save TIFF images of each recorded document. The existing index data was migrated from the mainframe to the new recordation system. Microfilm is produced from the TIFF images and added to the archive. From 2004 forward, the index data also includes a link to that document’s image.
There must be a matching index record that points to each single-page TIFF image. Since there is an existing index record for every image back to 1988, the microfilm images are being converted to single-page TIFF images that are then uploaded into the recordation system. The problem has been how to automate access to the pre-1988 records that are on microfilm that do not have an index record.

On February 24, 2009, an invitation to Bid No. 601470-09 was published. The project was to replicate and digitize microfilm, but it also included a requirement that the successful bidder provide a “virtual microfilm” solution. The solution would convert film into a streaming roll format that mimics the viewing of images by roll on a computer. These rolls of microfilm include two types of images: indexes and images of the recorded documents. The digitized index rolls will be used to locate the digitized roll of recorded documents in the same manner that physical rolls of microfilm are managed.

In addition to being published in the Las Vegas Review Journal, the invitation to bid was sent to thirteen firms. On May 26, 2009, the bids were opened.

<table>
<thead>
<tr>
<th>Bids Received:</th>
<th>Bid Amounts:</th>
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<tr>
<td>BMI Imaging Systems, Inc.</td>
<td>$956,866.00</td>
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<tr>
<td>Global 360, Inc.*</td>
<td>$991,358.50</td>
</tr>
<tr>
<td>Sun Valley Imaging &amp; Technologies, LLC*</td>
<td>$1,061,470.50</td>
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<tr>
<td>Heritage Microfilm, Inc.</td>
<td>$1,294,808.50</td>
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<tr>
<td>Aptitude Solutions – Option 1</td>
<td>$1,359,238.50</td>
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<tr>
<td>Aptitude Solutions – Option 2</td>
<td>$1,583,472.50</td>
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*Global 360, Inc. and Sun Valley Imaging & Technologies, LLC are local firms, however Sun Valley Imaging was found to be non-responsive in their bid.

The lowest bid came from BMI Imaging Systems of Sunnyvale, CA, whose bid met the criteria for lowest responsive and responsible bidder. BMI Imaging’s virtual microfilm is called “Digital Reel.”

The Clark County Board of County Commissioners approved the award of Bid No. 601470-09, to BMI Imaging Systems at the August 18, 2009, by approving agenda item 8: “Approve the award of Bid No. 601470-09, Replicate and Digitize Microfilm for County Recorder, to the low responsive and responsible bidder. Staff recommends award to BMI Imaging Systems, Inc., and rejection of the bid received from Sun Valley Imaging & Technologies, LLC.”

After the BCC approval, the successful bidder still had to perform two phases of testing, actually producing images and film, and passing a quality inspection (General Conditions, Paragraph 23). On June 12, 2009, BMI presented results of the first test phase, and the evaluation committee accepted the final products as exceeding the test requirements. The second phase of testing was concluded and accepted on July 22, 2009. Thereafter, a Letter of Intent to Award to BMI Imaging Systems, Inc., was issued. No protest notices were received.
BMI began the digitization project in October, 2009, and by November, 2010, they had completed the conversion work for the rolls of film that were digitized as virtual microfilm. They were able to work simultaneously on virtual microfilm (Digital ReeL) images and single-page TIFF images, whereas the original schedule had a built-in assumption that Digital ReeL conversion would commence after the completion of the single-page TIFF conversion. The Digital ReeL images are now available well in advance of the original anticipated delivery date of June, 2011.

Eight thousand nine hundred fifty (8,950) of those rolls do not have an index record, so virtual microfilm is the only way to view these images. The other 3,250 rolls were converted into 4,700,000 images that are being uploaded into our in-house recordation system. Having converted all of the microfilm in to one format or the other, BMI has the initial conversion files on their storage system. We have been accessing the images through a web browser program. All of our quality assurance and image acceptance has been done through Digital ReeL pointing to the BMI storage. We therefore know that those images are available through the Internet from any location. This makes it an ideal disaster recovery location.

In summary, we are requesting that the vendor who currently houses the images that can be viewed through Digital ReeL software be allowed to continue hosting these images for disaster recovery purposes.

DONALD G. BURNETTE
County Manager