



**CORPORATE OFFICES:**  
11 Columbia Circle Drive, Albany, NY 12203  
Phone: (518) 463-9706 Fax: (518) 463-9708

October 17, 2023

Mr. Francis Bock  
East Hampton Town Trustees  
267 Bluff Road  
East Hampton NY 11930

**Data Imaging Services for the East Hampton Town Trustees Records**

Dear Mr. Bock,

Thank you for allowing NYSID via Seery Systems Group, Inc. (Seery Systems) / Abilities, Partnership the opportunity to provide the East Hampton Town Trustees with the following proposal.

We appreciate the time that you and Ms. Alyson Follenius took with Rich Seery of Seery Systems to review the project.

If you are ready to move forward with this project, you simply need to issue a Purchase Order to NYSID. Please sign and return the enclosed Price Concurrence.

If you should have any questions or concerns, please feel free to contact Seery Systems Group, Inc. or myself.

Thank You,

Katie Cox  
Account Representative – Metro – NY and Long Island

**NYSID/ New York State Industries for the Disabled, Inc**  
11 Columbia Circle Drive  
Albany NY 12203  
Mobile: (631) 739-7000  
E-mail [KCox@nysid.org](mailto:KCox@nysid.org)  
Internet: [www.nysid.org](http://www.nysid.org)

**Our Mission is to provide employment for New Yorkers with Disabilities**

## **Section I – Project Overview**

The East Hampton Town Trustees has asked Seery Systems to evaluate their records for Data Imaging Services. Rich Seery met with Mr. Francis Bock and Ms. Alyson Follenius, and they reviewed the following sets of records:

- I. Permit Files**
- II. Minutes & Ledger Records**
- III. Trustees Resolution Records**

**The various will be indexed as follows:**

### **Permit Files:**

- A. Type of Record      Ex.    - Permit Files
- B. Types of Property    Ex.    - Water Body or Location
  - Docks
  - General Construction
  - Aquaculture
- C. Name of Property    Ex.    - Georgica
  - 14 Jones Cove Creek

### **Minutes & Ledger Records:**

- A. Type of Record      Ex.    – Minutes & Ledgers
- B. Year of Record      Ex.    - 2005

### **Trustees Resolutions:**

- A. Type of Record      Ex.    – Trustees Resolutions
- B. Year of Record      Ex.    - 1977

To provide secure backup and to facilitate authorized access to these records without degrading the originals due to handling the East Hampton Town Trustees recognizes the need for a digital conversion.

In Section III - Project Description / Document Conversion Services of this proposal you will find a full description of each set of records. We have also included on the same page a cost estimate broken down by the required services for each project.

## Section II– Document Conversion Services

### Conversion Procedures for Scanning the East Hampton Town Trustees Records

- Seery Systems will provide the boxes and pack up the various records from the East Hampton Town Trustees Department.
- Seery Systems will transport the records to our facility in Garden City Park. Seery Systems will take an inventory of all files in each box we receive.
- Seery Systems will create an inventory list of all files in each box and provide that list to the Town Trustees staff.
- Once Seery Systems has indexed each file we will then take that electronic file and create a Barcode Cover Sheet (BCS) for each file. This document will be scanned, and the indexing information will be captured.
- If there are Large Format Plans in the file Seery Systems will create another BCS.
- Seery Systems will prepare the documents for scanning which includes pulling all staples, paperclips, taping torn documents and unfolding documents so they are flat and ready to be scanned. These files will require quite a bit of preparation. The Large Format Plans are presently all folded within each folder and need to be unfolded and laid flat for a while before scanning.
- Seery Systems will scan all the documents. The 8.5”x11” up to 11”x14” documents will be scanned on a standard document scanner while the Large Format Plans (B through E size) up to 34” x 44” will be scanned on a Large Format Engineering Scanner.
- If any of the files contain both regular size documents and Large Format Plans after both sets of documents (regular size and plans) are scanned they will be merged back together and delivered back as one digital file.
- Seery Systems will scan all documents at 300 DPI and provide the best possible image for each page.
- Upon completion of the scanning process, a final quality control check will be performed. All images will be reviewed for image quality. Any problems discovered with image quality will be corrected *other than those affected by the quality of the original document.*
- Seery Systems will create PDF files of the original TIFF files.
- Seery Systems will output and deliver the images back on a hard drive.
- Seery Systems will then deliver all images, indexes, and hard drive back to the East Hampton Town Trustees Office.
- Seery Systems can also work with the Town of East Hampton’s Information Technology Department to upload these files into their Digitech PaperVision Enterprise Document Management Software Systems so your staff can have access online to these important records.

## Section III – Project Description / Document Conversion Costs

### I. East Hampton Town Trustees Various Records (as described above)

These records are stored in your office in forty-eight (48) files drawers and one (1) shelf of Books/Binders.

**This project has the following records:**

- 48 File Drawers of Files & 1 Shelf of Books/Binders (Approx. 1,200” of records)
- 2,000 Files & Reports/Binders (approx.) to index
- 160,000 Business Documents
- 14,000 Large Plans
- 21,000 Photos
- Index as described above with information found on outside of each folder and book/binder

#### **Document Conversion Costs**

• 160,000 Business Document images scanned & indexed at \$.1595 per image	\$25,520.00
• 14,000 Large Plans at \$3.25 to scan	\$45,500.00
• 21,000 Photos at \$.5175 to scan	\$10,867.50
• 160,000 Images OCR'd at \$.02 per image	\$ 3,200.00
• Images loaded onto a Hard Drive at \$265.00 each	\$ 265.00
• (4) Pickup & Deliveries at \$395.00 each way	\$ 1,580.00
• 90 boxes at \$3.95 per box	\$ 355.50
• 12 hours of Labor to pack the boxes at \$42.35 per man hour	<u>\$ 508.20</u>
<b>Estimated Total</b>	<b>\$87,796.20</b>

**Important Note:** The above volume of work is very difficult to estimate because they are Land Management Files which contain both standard-size business documents as well as many different size Large Format Plans. Depending on the size of a plan they can be folded up multiple times and could take up the space of 4, 8, 16 or 32 regular size documents based on how large the plan is and how many times the plan is folded.

**The above volume of work to be scanned is only an ESTIMATE. The actual number of images scanned will be billed. We guarantee the results!**



## Partnership Request for Price Concurrence

Date Sent:	<u>January 19, 2024</u>	PLEASE UPDATE INFORMATION IF NEEDED
Contracting Agency:	<u>East Hampton Town Trustees</u>	
Customer Contact:	<u>Mr. Francis Bock</u>	
Job Title:	_____	
Street Address:	<u>267 Bluff Road</u>	
City, State Zip:	<u>East Hampton, NY 11930</u>	
[Customer Contact Business Phone: <u>Phone</u> Fax: <u>-</u> E-Mail: <u>FBock@EHamptonNY.gov</u>		

Member Agency:	<u>Abilities</u>
Corporate Partner:	<u>Seery</u>
Description:	<u>Data Imaging</u>
Location:	<u>Garden City NY</u>

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<b>Proposed Price:</b>	_____
If a Renewal, Current Contract #	<u>NEW CONTRACT - # TBD</u>

**This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.**

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc.	E-mail: <a href="mailto:kcox@nysid.org">kcox@nysid.org</a>
ATTN: Katie Cox	Phone: 631-739-7000
11 Columbia Circle Drive	Ext.: [Staff Assignment Phone]
Albany, NY 12203-5156	Fax: [Staff Assignment Fax]

Authorized Signature: _____	_____
NYSID Account Representative	Printed Name: _____
Katie Cox	Job Title: _____



Partnership Request for Price  
Concurrence

Date: \_\_\_\_\_

See attached documents in lieu of signed form.