



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630)834-0100 Fax: (630)834-0120

AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, AUGUST 19, 2021
6:15 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

COMMITTEE MEMBERS

J. Healy- Chair
J. Broda
P. Gustin
K. Rush
J. Zay

- I. Roll Call
- II. Resolution No. R-35-21: A Resolution Suspending Purchasing Procedures and Approving Requisition 72864 for Document Conversion Services and an Enterprise Content Management Solution from **Datamation Imaging Services** at the August 19, 2021 DuPage Water Commission Meeting **(in an estimated amount of \$145,261.00)**
- III. Resolution No. R-38-21: Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission because these assets are no longer useful to the Commission. **(no cost)**
- IV. Other
- V. Adjournment

H:\Board\Agendas\Administration\2021\ADM2108Meeting.docx

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

DATE: August 1, 2021

REQUEST FOR BOARD ACTION

AGENDA SECTION	Omnibus Vote Requiring Super-Majority or Special Majority Vote	ORIGINATING DEPARTMENT	Administration
ITEM	A Resolution Suspending Purchasing Procedures and Approving Requisition 72864 for Document Conversion Services and an Enterprise Content Management Solution from Datamation Imaging Services at the August 19, 2021 DuPage Water Commission Meeting. Resolution No. R-35-21	APPROVAL	

Account Number: 01-60-772400 (Estimated at \$145,261.00)

Resolution No. R-35-21 would suspend purchasing procedures and approve requisition 72864 in the estimated amount of \$145,261.00 thereby authorizing staff to purchase document conversion services and an enterprise content management (ECM) solution from Datamation Imaging Services as listed.

Suspension of purchasing procedures for this purchase is in the best interest of the Commission as the existing archival documents are starting to deteriorate, we are exceeding document storage capacity, and lack efficient access to historical documentation. Commission staff received quotes from four other document conversion services. Datamation Imaging Services provided the lowest quote as well as demonstrated the most impressive presentation and qualifications. In recent years, discussion has prompted this document management project of converting our archival documents to a digital format to remedy these known issues and preserve historical documentation. The document conversion services that Datamation would provide, viable document scans for approximately 1.6 million pages and 13,000 large format documents converted to digital files for secure access through an enterprise content management software called Laserfische. The purchasing and licensing of Laserfische provided by Datamation is through a government purchasing cooperative, the National Cooperative Purchasing Alliance (NCPA).

The estimated price breakdown of the services and software listed in requisition 72864 are shown below:

Offsite Conversion Pricing Estimate	\$ 130,538.00
Laserfische Annual System User Pricing (20 user licenses)	\$ 11,748.00
Laserfische Professional Installation	\$ 2,000.00
Ongoing Professional Services (5 hours)	\$ 975.00
Total	\$ 145,261.00

MOTION: To approve Resolution No. R-35-21.

DUPAGE WATER COMMISSION

RESOLUTION NO. R-35-21

A RESOLUTION SUSPENDING PURCHASING PROCEDURES AND APPROVING
REQUISITION 72864 FOR DOCUMENT CONVERSION SERVICES AND AN
ENTERPRISE CONTENT MANAGEMENT SOLUTION FROM DATAMATION
IMAGING SERVICES AT THE AUGUST 19, 2021
DUPAGE WATER COMMISSION MEETING

WHEREAS, the DuPage Water Commission received a price quotation from Datamation Imaging Services, dated as of July 7, 2021, an estimated amount of \$145,261.00 for Document Conversion Services and an Enterprise Content Management Solution as requested by Commission staff; and

WHEREAS, the DuPage Water Commission pursued purchasing of the Enterprise Content Management Solution, Laserfische, through the National Cooperative Purchasing Alliance (NCPA), resulting in discount pricing through the government contract;

WHEREAS, the Board of Commissioners of the DuPage Water Commission believes it is in the best interest of the Commission to suspend purchasing procedures and accept the price quotation offered by Datamation Imaging Services to provide Document Conversion Services and an Enterprise Content Management Solution as requested by Commission staff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The foregoing recitals are incorporated herein and made a part hereof as findings of the Board of Commissioners of the DuPage Water Commission as if fully set forth.

SECTION TWO: The price quotation of Datamation Imaging Services, dated as of July 7, 2021, to provide Document Conversion Services and an Enterprise Content Management Solution as requested by Commission staff shall be and it hereby is approved and accepted by the Board of Commissioners of the DuPage Water Commission and the requisition 72864 in the amount of \$145,261.00 necessary to effect purchase of said services and software is hereby approved without further act.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED THIS _____ DAY OF _____, 2021.

Chairman

ATTEST:

Clerk

Exhibit 1



STATEMENT OF WORK

DuPage Water Commission Document Conversion Services and ECM Solution July 7, 2021

Project Overview

The goal of this project is to convert approximately 1.6 million pages and 13,000 large format drawings to digital files for secure, fast access when needed. These boxes contain various document types from several departments including Finance, Legal, Construction, Operations, Contracts and Board Materials. Most files are relatively static; however, a set of these files are considered active. It would be a benefit to have the files stored in a cost-effective content management system for up to 20 total users. This system may be a cloud based or inhouse server-based solution. Customer currently utilizes SharePoint as a repository for some existing files.

Project Estimates and Requirements

Boxed Files



- (300) 24" Legal boxes – 4,000 pages per box = **1,200,000 pages**
- Mix of letter, legal, 11x17, multiple binder types, large format drawings mixed in folders
- Estimate 20 large format drawings per box = **6,000 drawings**
- Documents date back to the 1970's so estimate 10% are not in the best condition.
- Medium stapling and clipping – not considered heavily stapled.
- Estimate 5% to 10% are bound and spiral ring books. Books may be cut, if clipped backed together.
- Estimate 80 folders per box = **24,000 folders** to be indexed

Active Files / Contracts - Cabinets

- (53) 36" drawers = 1,905" + (8) 29" drawers = 720" = 2,625" @ 140 pages per inch = **367,500 pages**
- (61) drawers @ 60 drawings per drawer = 3,660 drawings
- 100 rolls of large format @ 30 drawings per roll = 3,000 drawings
- Total estimated large format drawings = **6,660 Total drawings**
- Mix of letter, legal, 11x17, multiple binder types, large format drawings mixed in folders
- Larger percentage of drawings compared with folders in "Boxed Files".
- Estimate 40 folders per drawer = **3,280 folders** to be indexed
- 2,625" @ 24" per box = (110) 24" boxes



STATEMENT OF WORK

DuPage Water Commission Document Conversion Services and ECM Solution July 7, 2021

Project Requirements

- Files to be indexed by Department, Document Type, Box Description and Folder Description:

Department: Finance, Legal, Construction, Operations, and Board Materials

Doc Type: invoices, journal entries, reports, contracts, engineering drawings, submittals, meetings

Box Number: 150

Box Description : i.e., 2006 Vendor Invoices (May populate from customer Box# to Description file)

Folder Description: i.e., Vendor Name

- Customer may provide spreadsheet with box # and box description for "Boxed Files"
- All pages will be OCR processed for full text search capability.
- Files to be scanned at 200 to 300 dpi bitonal to optimize OCR readability.
- Do not anticipate a need for color scanning.
- Files may be output to text searchable PDF's and/or sent to Laserfiche ECM System
- Provide Content Management System options. Both Cloud based and server-based options.
- System to be sized for 20 total users and 1.5 million pages.
- Do not require scanners or scanning software for day forward scanning.

Datamation Recommendation

Based on our initial discussions we are recommending the following:

Offsite Conversion Services:

- Datamation offsite document conversion at our SOC2 Type 2 audited facility in Willowbrook IL.
- Datamation will plan monthly pickups to reduce the number of files offsite at any time.
- High volume conversion services have been our core competency for over 20 years.
- We employ 40+ highly skilled professionals that perform the exact services you require.
- With our people, high quality Kodak scanners and tightly controlled processes, we generate a product **that will meet or exceed our customer's highest expectations.**
- Files to be delivered directly into your ECM System- Laserfiche proposed system.
- If you require a file in our possession, we will scan and upload to ECM System for access.

Laserfiche Cloud Based ECM System:

- Eliminate the need to purchase and maintain servers internally.
- Eliminate the need to purchase software licenses, costly upgrades, and software maintenance.
- Always be running the most current version of software.
- Simple integration to most customer software applications.



STATEMENT OF WORK

DuPage Water Commission Document Conversion Services and ECM Solution July 7, 2021

Datamation Conversion Process: (Offsite)

- A project plan will be established prior to beginning project that will include:
 - Assign Project Manager contact for Datamation and Customer
 - Determine project names, document types and index field requirements
 - Define customer requirements
 - Provide spreadsheet by box # and box description
 - Boxing and labeling of files in cabinets
 - Establish requirements for Laserfiche ECM application
 - Set priorities, start with boxes, file cabinets, etc.
- Files will be transported in Datamation vehicles. Assume monthly pickups.
- Boxes will be received at our SOC 2 Type 2 processing facility in Willowbrook, IL.
- Boxes will be labeled with a bar code for tracking through the process.
- Projects will be set up in our system based on project and index field requirements.
- Projects will also be set up in Laserfiche repository
- Example Projects may include: (We will work together to define needed projects and fields)

PROJECT NAME

INDEX FIELDS

➢ Finance	Doc Type, Box #, Box Description, Folder Description
➢ Legal	Doc Type, Box #, Box Description, Folder Description
➢ Construction	Doc Type, Box #, Box Description, Folder Description
➢ Operations	Doc Type, Box #, Box Description, Folder Description
➢ Board Materials	Doc Type, Box #, Box Description, Folder Description

- Files will be prepped. Removed from folders, staples and clips removed, tears or folds repaired, small receipts taped to larger pages, etc. Books will be cut or unbound.
- 35mm slides, VHS tapes and other digital media will not be scanned. Returned in box.
- Large Format Drawing will be unfolded, labeled, scanned, and indexed by fields from the folder.
- During scanning files will be de-skewed, blank border removed, auto-orientation applied so text is readable without need to manually rotate.
- Scanning at 300dpi resolution on high quality Kodak i5XXX Scanners.
- Large Format Drawings will be scanned a large format scanner
- Reassembly: After scanning large format drawings will be folded back up and returned to the folder they came from. Estimate 1 hour per box and 2 hours per drawer for reassembly
- Files will be indexed as required for each project.
- Files will be OCR processed to provide full text search capability.
- Files will be Q/C'd to ensure image quality and document integrity.
- Files will be output and ftp'd to Content Management Software or Customer Site.
- Files will be returned after scanning is complete or sent to Vanguard Archives for storage.



STATEMENT OF WORK

DuPage Water Commission Document Conversion Services and ECM Solution July 7, 2021

Offsite Conversion Pricing Estimates:

Boxed Files

Assumptions: (Estimate based on 300 Legal size boxes)

Document Prep/Scan: 1.2 million Pages
 Large Format : 6,000 Drawings
 Indexing: 24,000 Documents

Service Description	Quantity	Unit Pricing	Total
Document Preparation – Medium Prep (Includes up to 4 hours box)	1.2 million	Included	Included
Document Reassembly – fold and refile drawings inside folder they came from. 2 hours per 24" box	600 hours	\$19 per hour	\$11,400
Document Scanning – Bitonal and Color	1.2 million	\$.055 page	\$ 66,000
Large Format Scanning	6,000	\$2.00 each	\$ 10,000
Indexing – 24,000 Documents – Folder description	24,000	\$.15 document	\$ 3,600
Full Text OCR (if needed)	1.2 million	Included	Included
Output to Laserfiche-	1	\$100 each	Included
Transportation – 300 Boxes - 30 boxes per pickup	10	\$ 60 each	\$ 600
Total Project Estimate			\$ 91,600

Active Files/ Contracts – File Drawers

Assumptions: (Estimate based on 61 file drawers and 100 rolls of drawings)

Document Prep/Scan: 367,500 Pages
 Large Format : 6,660 Drawings
 Indexing: 3,280 Documents

Service Description	Quantity	Unit Pricing	Total
Document Preparation – Medium Prep (Includes up to 4 hours box)	367,500	Included	Included
Document Reassembly – fold and refile drawings – return pages to binders – 3 hours per 36" drawer	246	\$19 per hour	\$4,674
Document Scanning – Bitonal and Color	367,500	\$.055 page	\$ 20,212
Large Format Scanning	6,660	\$2.00 each	\$ 13,320
Indexing – 3,280 Documents – Folder Description	3,280	\$.15 document	\$ 492
Full Text OCR (if needed)	367,500	Included	Included
Output to Laserfiche	1	\$100 each	Included
Transportation – 110 Boxes - 30 boxes per pickup	4	\$ 60 each	\$ 240
Total Project Estimate			\$ 38,938



STATEMENT OF WORK

**DuPage Water Commission
Document Conversion Services and ECM Solution
July 7, 2021**

ECM System Options:

Laserfiche Cloud – Starter User

Description	Annual User Cost	NCPA Price	20 User Total
Laserfiche Starter User – 20 Users – Annual Recurring Subscription	\$600	\$587.40	\$11,748 / yr.
Professional Services Installation - Laserfiche Repository configuration, data import, and customer training, etc. Includes 4 hours of user training			\$2,000
Professional Services Ongoing – Additional training, integration, technical support, etc.			\$195 / hr.

Laserfiche Cloud – Professional User (includes Workflow and Forms)

Description	Annual User Cost	NCPA Price	20 User Total
Laserfiche Professional User – 20 Users – Annual Recurring Subscription	\$830	\$812.55	\$16,251 / year
Professional Services Installation – Laserfiche Repository configuration, data import, and customer training, etc. Includes 4 hours of user training			\$2,000
Professional Services – Additional training, integration, technical support, workflow design, e-form set-up, etc.			\$195 per hr.

Laserfiche Avante – In-House System

Description	Purchase Cost	NCPA Price	Total
Avante MS SQL Server	\$5,000	\$4,845	\$4,845
Avante Named Full User with Web Client – 20 Users	\$600	\$581.40	\$11,628
Avante MS SQL Server - LSAP	\$1,000	\$1,000	\$1,000 / year
Avante Full User with Web Client – LSAP – 20 Users	\$120	\$120	\$2,400 / year
Professional Services Installation – Software Installation, Laserfiche Repository configuration, data import, and customer training, etc. Includes 4 hours of user training			\$6,000
Professional Services – Additional training, integration, technical support, workflow design, e-form set-up, etc.			\$195 per hr.

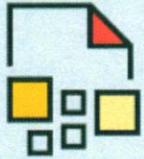
Additional Professional Services – Purchase block of 10 hours in advance = \$1,750



STATEMENT OF WORK

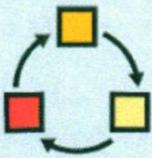
DuPage Water Commission Document Conversion Services and ECM Solution July 7, 2021

Laserfiche Cloud Benefits (Additional modules may be required for some features)



Digitize

- **Capture, scan, import and organize documents.**
- **Meet compliance regulations with DoD 5015.2-certified records management.**
- **Manage access to sensitive content with robust security features.**
- **Boost productivity with collaborative document editing.**



Automate

- **Eliminate manual processes with powerful workflows and easy-to-design e-forms.**
- **Kick off routing and approval workflows via web form submissions.**
- **Take advantage of process templates with the Business Process Library.**
- **Utilize audit features to strengthen accountability.**



Transform

- **Increase transparency with configurable reporting tools and dashboards.**
- **Optimize processes with insights from predictive analytics.**
- **Assimilate other enterprise applications into processes to boost efficiency and productivity.**

DATE: July 30, 2021

REQUEST FOR BOARD ACTION

AGENDA SECTION	Administration Committee	ORIGINATING DEPARTMENT	Pipeline
ITEM	A Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission Resolution No. R-38-21	APPROVAL	
Account Number: N/A			
<p>Resolution No. R-38-21 is a Resolution Authorizing and Ratifying the Disposal of Certain Personal Property Owned by the DuPage Water Commission. This Resolution authorizes the General Manager to dispose of the assets listed on Exhibit A to the Resolution because these assets are no longer useful to the Commission.</p> <p>The equipment and vehicle listed in Exhibit A will be listed up for auction at an open to the public Government and Municipal Auction house serving the Midwest, Northern Illinois and Southern Wisconsin.</p>			
MOTION: To adopt Resolution No. R-38-21			

DuPAGE WATER COMMISSION

RESOLUTION NO. R-38-21

A RESOLUTION AUTHORIZING AND RATIFYING
THE DISPOSAL OF CERTAIN PERSONAL PROPERTY
OWNED BY THE DuPAGE WATER COMMISSION

WHEREAS, the DuPage Water Commission is authorized to sell or otherwise dispose of personal property pursuant to 65 ILCS 5/11-135-6; and

WHEREAS, in the opinion of the Board of Commissioners of the DuPage Water Commission, the personal property described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the "Property") is no longer necessary or useful to or for the best interests of the DuPage Water Commission to retain or, if already disposed of, was not necessary or useful to or for the best interests of the DuPage Water Commission to retain.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the DuPage Water Commission as follows:

SECTION ONE: The Board of Commissioners of the DuPage Water Commission hereby finds and determines that the Property is no longer necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission will be served by its disposal or, if already disposed of, was not necessary or useful to the DuPage Water Commission and the best interests of the DuPage Water Commission were served by its disposal.

SECTION TWO: The General Manager is hereby authorized to dispose of the Property in such manner as the General Manager shall determine or, if already disposed

Resolution No. R-38-21

of, the Board of Commissioners of the DuPage Water Commission hereby ratifies and confirms its disposal.

SECTION THREE: This Resolution shall be in full force and effect from and after its adoption.

AYES:

NAYS:

ABSENT:

ADOPTED this _____ day of _____, 2021.

Chairman

ATTEST:

Clerk

Resolution No. R-38-21

EXHIBIT A

OBSOLETE / DEFECTIVE ITEMS

Qty	VIN / Model / Serial Number	Description	Date Purchased	Cost <small>*Estimated Value</small>
1	1FD8X3F66BEB90576	2011 Ford F-350	2011	\$25,000.00
1	P185CWJD/234855UFD328	1993 Ingersoll-Rand Portable Compressor	1993	\$4,500.00
1	RSK19013 U	Ingersoll-Rand Pneumatic Jackhammer with bits	1993	\$400.00
1	RTA04008 U	Ingersoll-Rand Pneumatic Jackhammer with bits	1993	\$400.00
1	SSL 01 053	Ingersoll-Rand Size 93 Pneumatic chipping hammer	1993	\$300.00
1	587353, 834670, 4983, 66475386, A68A711030214, 629ed11360150	Various small tools: Dewalt DW235G, Dewalt DW292, Dewalt DW304P, Milwaukee Magnum, Milwaukee 5387-20, Milwaukee Magnum, Milwaukee 1107-1	Various	\$300.00