

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

FROM (DEPT/ DIVISION): Dan Lonai, Administrative Services

PROGRAM: Records

SUBJECT: Filming of mortgage books

<p>Administrative Services is requesting the remaining mortgage books be scanned, filmed and the originals be destroyed. The books take up a small office in the basement. By filming the books we are no longer required to keep the paper copies and can repurpose the space in the basement. The cost to film the books is \$6,249.84 and there are funds in the Records Archive budget (3513) to fund the project.</p>	<p>( ) <u>ACTION REQUESTED:</u> Approve the purchase of services from Technical Imaging Systems (TIS) for \$6,249.84 to film the counties mortgage books.</p>
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ATTACHMENTS: Quote

Date: (12/20/21) Submitted By: (Dan Lonai)

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List: )

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: December 29, 2021

Action taken:

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Follow-up:



**TECHNICAL IMAGING SYSTEMS, INC.**

610 E 40th Street  
Vancouver, WA 98663

**QUOTE**

Good for 30 days

Ph: (360) 567-1260  
Fax: (360) 567-1261  
www.tisimaging.com

QUOTE DATE	QUOTE NO.	PAGE
11/10/21	1484	1

SOLD TO

UMATILLA CO. RECORDS  
216 S.E. 4TH  
PENDLETON, OR 97801  
ATTN: DAN LONAI

SHIP TO

UMATILLA CO. RECORDS  
216 S.E. 4TH  
PENDLETON, OR 97801  
ATTN: DAN LONAI

CUSTOMER NO.	SALES	SHIP VIA
U216	3	DAILY TAKE/O

QUANTITY SHIPPED	ITEM #	DESCRIPTION	UNIT	ITEM PRICE	EXTENDED PRICE
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QUOTE FOR SCANNING &  
MICROFILM FOR 72 MORTGAGE  
BOOKS (48281 PAGES)

48281	7009	PAPER SCANS 11X17 300 DPI GRAYSCALE, SCAN, INVERT, ADJUST, CROP, SPLIT, INDEX	IMG	0.085	4,103.89
62765.00	5556	DIGITAL IMAGES TO 16MM 100' PORTRAIT ORIENTATION 72 MORTGAGE BOOKS, AFTER SPLIT, TARGETS ADDED, 32X	IMG	0.03	1,882.95
20.00	5017	16MM X 100 FT POLYSULFIDE TREATMENT	ROLL	4.40	88.00
1.00	5520	RESALE HARD DRIVE/LOAD 1 TB	EA	75.00	75.00
1.00	9004	SHIPPING AND HANDLING TIS PICKUP/DELIVERY	EACH	100.00	100.00
1.00	7005	SECURE DOCUMENT RECYCLING INCLUDED IN SCAN PRICE	BOX	0.00	0.00

SALES AMOUNT	6249.84
MISC. CHARGES	0.00
FREIGHT	
SALES TAX	0.00
TOTAL	6249.84