



BMI Imaging Systems, Inc.  
749 W. Stadium Lane  
Sacramento, CA 95834

Michael D. Aufranc  
[maufranc@bmiimaging.com](mailto:maufranc@bmiimaging.com)  
916.244.4056

Clerk-Recorder-Assessor-Registrar of Voters  
**Clerk-Recorder**

## Digital Reel Export Project

May 8, 2023

**Prepared for:**

Ms. Deva Proto  
County of Sonoma  
Clerk-Recorder's Office





May 8, 2023

Ms. Deva Proto  
Chief Deputy County Clerk-Recorder  
County of Sonoma  
2300 County Center Drive, Suite B177  
Santa Rosa CA 95403

Dear Deva,

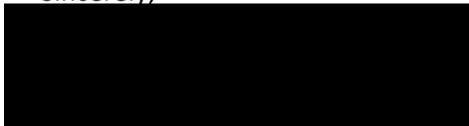
We appreciate the opportunity to provide Sonoma County with this image export from your Digital Reel system. Included with this proposal are the following items:

**Export of Land Records from Digital Reel Overview:**

- Create multi-page documents from all Patents, Deed Books and Official Records Book 1 thru Book 2012 page 275.
- Export Grantor/Grantee Indices and Fee Books.
- Manually crop all images to eliminate excess border, preserving page numbers where possible.
- Separate and white redact documents that currently share pages as multiple documents per page for Patents, Deeds and Official Records Book 1 thru Book 1500.
- Assemble and index Official Record documents from Book 1501 thru 2012 page 275 without redactions.
- Research Miscellaneous Records for anomalies and report at document-type level.
- Provide an electronic deliverable format for import into Tyler.

We look forward to working with Sonoma County to make this another successful project. If you have any questions or need any additional information, please contact me at 916.244.4056.

Sincerely,



Michael D. Aufranc

## Export of Land Records from Digital Reel:

BMI currently hosts the following document types in Digital Reel:

The screenshot shows the 'DIGITAL REEL' interface. At the top, there is a navigation bar with 'DIGITAL REEL' on the left and 'Share', 'Help', and 'Mike@bmiimaging.com' on the right. Below the navigation bar, the breadcrumb 'Home > Sonoma County Historical Land Records' is visible. A search bar contains the text 'search Sonoma County Historical Land Records ...' and a 'Search' button. To the right of the search bar is a 'SEARCH' sidebar with the text 'Available Fields'. The sidebar contains two input fields: 'Book:' and 'Page:'. The 'Page:' field has the number '1' entered. Below the input fields are 'Search' and 'Clear' buttons. On the left side of the search results area, there is a table with the following rows:

Document Type
DEED BOOKS
FEE BOOKS
GRANTEE
GRANTOR
MISCELLANEOUS RECORDS
OFFICIAL RECORDS
PATENTS

Showing 1 to 7 of 7 entries

- Patents, Deeds and Official Records thru Books 1500 page 275
  - Estimated image count = 1,100,000.
  - Manual cropping to reduce or eliminate border (as possible).
  - Identification and redaction of documents sharing a single page
  - Document assembly.
  - Index each assembled document by: Unique ID, Book Number, Start Page. Number, Document #, Recording Date, Doc Type (Deed or Official Record), Image Path.
  - For document Indexing, all dates, page or document numbers must be legible or documents will be delivered without those data elements.
  
- Official Records Books 1501 thru 2012 page 275
  - Estimated image count = 400,000.
  - Manual cropping to reduce or eliminate border (as possible).
  - Document assembly.
  - Index each assembled document by: Unique ID, Book Number, Start Page. Number, Document #, Recording Date, Doc Type (Deed or Official Record), Image Path.
  - For document Indexing, all dates, page or document numbers must be legible or documents will be delivered without those data elements.

- Grantor, Grantee, Fee Books
  - Estimated image count = 141,195.
  - Manual cropping to reduce or eliminate border as possible.
  - Output single page tiffs for Fee Books Bk 1, 17-29 only (not indexed) output Fee Books 30-155 indexed by doc and date ranges in Digital Reel.
  - Index by: Unique ID, Doc Type, Book Title (Alpha Index and Date Criteria as viewed in Digital Reel) , additional Alpha section identification A-Z in Indices only, Page (as presented consecutively and auto assigned), Image Path

All Document Types will be exported in bi-tonal output from the existing system and formatted for Tyler import (described). Indexing accuracy is subject to legibility of exported tiff images.

**Schedule of Fees:**

Service	Est. Volume	Unit Price	Total Price
Patents, Deeds, Official Records Book 1 thru Book 1500	1,100,000	\$.106/image	\$116,600.00
Official Records Book 1501 thru Book 2112 page 275	400,000	\$.082/image	\$32,800.00
Export Grantor Grantee Index and Fee Books	141,195	\$.035/image	\$4,941.82
Book/Doc formatting of Misc. Records	65 hours	\$325/hour	\$21,125.00
Export Misc. Records (cost based on selected format)	379,815	\$.106/image	\$40,260.39
Professional Services - Project Set Up	70 hours	\$325/hour	\$22,750.00
<b>Total</b>			<b>\$238,477.21</b>

Note: Image counts and Professional Service hours are estimates.

Final deliverables will be sent to the County via SFTP so we can avoid sales tax.

Note: Does not include image enhancement. BMI will be providing unadjusted 300 dpi bi-tonal tiff images. Project completion 4 months ARO.