

12/15/2025

Scope of Work

Scope of Work (SOW)

Project Title: City of Coral Gables Document Digitization & Secure Destruction

Client: City of Coral Gables Building & Historical Records Department(s)

Vendor: Blue Digital Corp. (a.k.a. Blue Digital)

Effective Dates: 12/01/2025 – 11/30/2026

1. Project Overview

Blue Digital will provide end-to-end digitization services for physical Building Permit files, including secure pickup and transportation, document preparation, high-quality scanning, indexing and metadata capture, quality control, digital file delivery, and secure destruction of originals (as authorized). The aim is to improve accessibility, preservation, and compliance with records regulations while reducing physical storage requirements.

2. Objectives

- Convert physical Building Permit documents into high-quality, searchable digital files.
- Apply consistent indexing and metadata standards to support retrieval and retention policies.
- Maintain chain of custody, confidentiality, and compliance with applicable public records and data protection laws.
- Provide verified quality and production reporting.
- Conduct secure and compliant destruction of physical originals per Client authorization.

- Large format plans: 300 DPI minimum; color mode if colored markings exist.
- File Formats:
- Master: TIFF (uncompressed LZW) for archival copies where required.
- OCR: Full-text OCR (English + [additional languages if applicable]); confidence thresholds; embedded text layer.
- Duplex & Oversize: Duplex scanning for two-sided content; large-format scanning via wide-format scanners.
- Rotation & deskew: Automated; manual correction where needed.
- Color Management: ICC profiles; no aggressive compression that degrades legibility.

Active Permit Documents:

Blue Digital will pick up paper documents at the City of Coral Gables Building Department on the first Wednesday of each month. These active documents include permit applications, NOA's, surveys, drawings, calculations and other miscellaneous permit documentation. Documents will be prepped (i.e. removing staples, clips etc.), an inserted color separator sheet will divide each permit set.

The prepped documents are then scanned into Laserfiche Enterprise Content Management repository, as tiff images. These documents are then indexed based on the Laserfiche template provided by the City. A quality control process is administered to check scan quality, page rotation and manual typing errors.

The process of Optical Character Recognition (OCR) is then performed on the native TIFF images, which enables the files to become searchable.

Deliverables will be converted into a Laserfiche Briefcase (LFB) and transferred to the City via an email link.

Once the documents are reviewed and approved for destruction, Blue Digital will proceed with destruction and will provide a Certificate of Destruction to the City once completed.

Historical Records:

Blue Digital will pick up the historical records once per month from the Historical Records Department located at 2327 Salzedo Street, 2nd Floor, Coral Gables FL 33134.

The documents will be prepped, scanned, indexed and delivered, like the active permit documents.

The original documents will be put back in the same order and delivered back to the Historical Records department. There will be no destruction done to any of the historical record documents.

Pricing:

NO.	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
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PICK-UP OF RECORDS

1	Pick-up of Record(s) from City location	Flat Fee	\$35.00
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DISPOSITION SERVICES

2	Destruction of records, upon completion of scanning/indexing and transferring into the City's records management retention software (Laserfiche).	Box	\$7.50
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DOCUMENT SCANNING AND FORMAT DELIVERY NOTE: Unit Prices for items 3 to 8 are inclusive of all services outlined under IFB Section 2, paragraph 2.5. Prepping and Indexing is included in the unit pricing.

3	8.5" x 11"	B/W Sheet	\$0.12
4	8.5" x 14"	B/W Sheet	\$0.12
5	11" x 17"	B/W Sheet	\$0.12
6	12" x 18"	B/W Sheet	\$0.45
7	18" x 24"	B/W Sheet	\$0.85
8	24" x 36"	B/W Sheet	\$0.85
9	30" x 42"	B/W Sheet	\$0.85
10	8.5" x 11"	Color Sheet	\$0.20
11	8.5" x 14"	Color Sheet	\$0.24
12	11" x 17"	Color Sheet	\$0.38
13	12" x 18"	Color Sheet	\$1.00
14	18" x 24"	Color Sheet	\$1.25
15	24" x 36"	Color Sheet	\$1.75
16	30" x 42"	Color Sheet	\$2.00

NO.	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
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DOCUMENT PREPARATION

17	<ul style="list-style-type: none">• Physical Prep: Remove bindings, staples, clips; flatten creases; repair minor tears; segregate delicate/oversized items (maps, plans).• Sorting & Separation: Maintain original file order; separate color photos, thermal paper, and carbon copies for special handling.• Annotation Handling: Capture sticky notes, tabs, and annotations (scan both sides as applicable).• Slip Sheets: Insert barcode/patch sheets for segmenting files and triggering indexing.• Exception Management: Log non-scannable items and Client approval pathways (e.g., microfilm, media).	Hourly Rate	\$25
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LASERFICHE WORKFLOW

18	Indexing, OCR and creating LF Briefcase integration with the City's records management retention software (Laserfiche).	Hourly Rate	\$30
19	Electronic Link Transmission	Flat Fee	\$15