



# IN CITY COUNCIL

Marlborough, Mass., APRIL 22, 2024

## ORDERED:

That the Transfer Request in the amount of \$2,784,983.00 (Two million seven hundred eighty-four thousand, nine hundred eighty-three dollars) from Free Cash to Capital Outlay to fund the Capital Improvements for the Police Department, Fire Department, Inspectional Services and Department of Public Works, be and is herewith referred to **FINANCE COMMITTEE**.

CITY OF MARLBOROUGH BUDGET TRANSFERS --									
DEPT:		Various				FISCAL YEAR:		2024	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
\$6,614,143.45	\$2,784,983.00	10000	35900	Undesignated Fund	\$1,993,000.00	19300006	58731	Capital Outlay-DPW Equipmen	\$0.00
	Reason:	To fund various capital requests						DPW Equipment	
					\$321,983.00	19300006	58593	Capital Outlay-Police Dept	\$0.00
								Cruisers, vests, tasers	
					\$300,000.00	19300006	57102	Capital Outlay-Building Dept	\$0.00
	Reason:							Records Imaging	
					\$170,000.00	19300006	58512	Capial Outlay-Fire Dept	\$58.40
	Reason:							Alerting System, Radio Box Replacement	
	\$2,784,983.00	Total			\$2,784,983.00	Total			

ADOPTED

ORDER NO. 24-1009146



# City of Marlborough

*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2024 APR 18 AM 11:51

J. Christian Dumais, Mayor

140 Main Street  
Marlborough, MA 01752  
(508) 460-3770  
[Mayor@marlborough-ma.gov](mailto:Mayor@marlborough-ma.gov)

7

April 18, 2024

Council President Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**RE: Transfer Request from Free Cash for FY25 Capital Improvement Plan (CIP) Items**

Dear Council President Ossing and Councilors,

Enclosed for your acceptance is a transfer request from free cash in the amount of \$2,784,983.00 to fund CIP items for FY25. These items include requests from the Police Department, Fire Department, Inspectional Services, and Department of Public Works.

I am requesting the use of free cash for these items as they are all smaller in nature and is best financial practice to utilize free cash rather than bonding or adding to the tax levy. The majority of this request (\$1,993, 000) is for aging vehicles/equipment within the Department of Public Works. The existing vehicles/equipment within the DPW have reached the end of their useful life and will increase maintenance costs significantly if not replaced. I want to stress the importance of these items in particular as there is a specific timeframe for ordering. May is the first order bank cycle and November/December is the second. Due to the delivery time of six (6) months to one (1) year, the timing of these purchases is imperative for cost savings and efficiency.

Below is a breakdown of each individual request:

**Police Department:**

The Police Department request consists of three items: Police cruisers, taser replacements, and bulletproof vest replacements. The cruisers are replacing existing cruisers that have and will become more expensive to maintain than it becomes to purchase a new one. The tasers are in year two of a five-year replacement program. Tasers need to be replaced every five years. Similar to the tasers, bulletproof vests have a life span of five (5) years, wherein they “expire”. Currently five officers have vests that are due to expire in FY25 and need replacement.

\$280,500	Four (4) police cruisers
\$35,983	Taser replacements
\$5,500	Bulletproof Vest replacements

**Fire Department:**

The Fire Department request consist of two items: Replacement of both the Fire Station Alerting System and Radio Box. The Fire Station Alerting System is for replacement within each fire station that includes ramping tones, new coded light installations, and automated dispatch alerting integrated with new RedNMX Computer Aided Dispatch software. The Radio Box replacement will include upgraded receivers, software, and hardware for aging equipment and enhance the capability of monitoring and maintaining over 400 fire alarm systems that report directly to the dispatch center including city and school buildings.

\$100,000	Fire Station Alerting System
\$70,000	Radio Box replacement

**Inspectional Services:**

The Inspectional Services Department has requested \$300,000 for imaging and conversion of Inspectional Services records, Assessor Property Record Cards, and Conservation/Zoning records. This service would digitize close to 600 boxes of records and input them into a digital, accessible database. Currently, these items make up the greatest number of public records requests and are housed within the Walker Building. These requests take up considerable staff time and energy due to retrieving the documents from the Walker Building and digitizing them ourselves. With this effort, we will have all records digitized, filed, and accessible for these requests. In addition to public record requests, each respective department often refers to these documents for historical knowledge and information.

\$300,000	Records Imaging & Conversion Services
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**Department of Public Works:**

The Department of Public Works' requests consist exclusively of the replacement of aging vehicles/equipment. As mentioned above, maintenance costs for these items will continue to increase and cost the city if they are not replaced. There is also a short window for ordering that will take place in May and not take place again until November/December. A detailed breakdown is included within the enclosures.

\$1,993,000	Replacement of aging vehicles/equipment
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I am requesting that a Finance Committee meeting be held no sooner than the week of April 29, as some department heads with requests are out of the office until then. Due to the time sensitive nature of this request, I would ask the Council to consider a suspension of the rules.

Department heads with requests will join me at a future meeting to answer any questions you may have.

Sincerely,

**J. Christian Dumais**  
Mayor

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Various

FISCAL YEAR: 2024

FROM ACCOUNT:

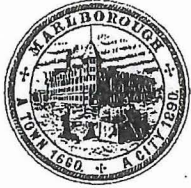
TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$6,614,143.45</u>	<u>\$2,784,983.00</u>	<u>10000</u>	<u>35900</u>	<u>Undesignated Fund</u>	<u>\$1,993,000.00</u>	<u>19300006</u>	<u>58731</u>	<u>Capital Outlay-DPW Equipment</u>	<u>\$0.00</u>
	Reason:	<u>To fund various capital requests</u>				<u>DPW Equipment</u>			
					<u>\$321,983.00</u>	<u>19300006</u>	<u>58593</u>	<u>Capital Outlay-Police Dept</u>	<u>\$0.00</u>
						<u>Cruisers, vests, tasers</u>			
					<u>\$300,000.00</u>	<u>19300006</u>	<u>57102</u>	<u>Capital Outlay-Building Dept</u>	<u>\$0.00</u>
	Reason:					<u>Records Imaging</u>			
					<u>\$170,000.00</u>	<u>19300006</u>	<u>58512</u>	<u>Capial Outlay-Fire Dept</u>	<u>\$58.40</u>
	Reason:					<u>Alerting System, Radio Box Replacement</u>			
	Reason:								
	Reason:								
	Reason:								
	<u>\$2,784,983.00</u>	Total			<u>\$2,784,983.00</u>	Total			

Department Head signature:

Auditor signature:

Comptroller signature:



## CAPITAL IMPROVEMENT PROJECT REQUEST FORM - *City of Marlborough*

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<b>Project Request Date:</b> FY 2025		<b>Priority Level 1-5:</b> 1	
<b>Project Name:</b> Marked Cruiser Replacement			
<b>Project Location:</b> 355 Bolton Street Marlborough, MA 01752			
<b>Department Requesting:</b> Police Department		<b>Contact Person:</b> Chief David A. Giorgi	
<b>Phone Number:</b> 508-485-1212		<b>Ext.:</b> 36974	<b>Email:</b> dgiorgi@marlborough-ma.gov
<b>Replacing Existing Item:</b> cruisers		<b>Age of Current Item:</b> 3+ years old	<b>Mileage:</b> 75,000+
<b>Condition of Current Item:</b> Fair to Poor		<b>Make/Model:</b> Ford Police Interceptor	
<b>Estimated Cost:</b> \$280,500		<b>Borrowing/Funding Source:</b> Free Cash/Other <input type="checkbox"/>	
<b>Amount Per Fiscal Year:</b> <i>Identify amount needed each year of Five-Year Capital Plan</i>			
FY25	280,500	FY26	
FY27		FY28	
FY29			

### Project Description

The serviceable time of a marked or unmarked cruiser is normally 3 years or when the cruiser reaches approximately 100,000+mi. After that, the cruisers are no longer under warranty and should be replaced, as they cost more to maintain than they are worth. When patrol cruisers are no longer under warranty, the routine maintenance costs increase and, in the long run, it is more cost effective to trade in for a new cruiser than invest funds to maintain an older cruiser with service issues. All cruisers are rated as "Fair" or "Poor" on the accompanying cruiser inventory spreadsheet. Their servicable years are past and the cruisers are not reliable to run properly.

### Describe Impact on Operating Costs

**Describe Dept. Priority:** 1



# Purchase & Sales Agreement

## Marlborough, MA

Company/Dept: Andrew Larose, Patrolman  
 Contact: Marlborough Police Department  
 Street Address: 355 Bolton St.  
 City, State, Zip: Marlborough MA 01752  
 Phone: 508-485-1212 X36976 774-245-2534  
 E-Mail: alarose@marlborough-ma.gov  
 Job Description: 2025 Patrol SPT Cage  
 Vehicle: **Contract Number: GBPC / BAPERN GBPC 2022 VEHICLES**

Date: 3.5.2024  
 Valid for: 60 Days\*  
 Customer #:  
 Contract: GBPC / BAPERN  
 Sales Rep: Steve Anderson

CONTRACT LINE REFERENCE	VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY	EXTENDED PRICE
K8A/500A	[Fleet] 2025 Ford Police Interceptor Utility (K8A) AWD Gas	\$ 45,145.00	1	\$45,145.00
UM	Color : Black		1	\$0.00
96	Ebony interior w/cloth front and vinyl rear seating		1	\$0.00
	Full Size Spare Tire, SYNC, LED Headlamps, Trailer Hitch		1	\$0.00
43D	Dark car feature	\$ 24.50	1	\$24.50
52T	Class III Trailer Tow Lighting Package	\$ 78.40	1	\$78.40
52P	Hidden Door Plungers & Rear Interior Door Handles Disabled	\$ 156.80	1	\$156.80
549	Heated mirrors	\$ 58.80	1	\$58.80
76R	Reverse sensing	\$ 266.75	1	\$266.75
87R	Rearview Camera (display in rearview mirror)		1	\$0.00
18D	Global Lock / UnLock		1	\$0.00
51R	Driver Only LED Spot Lamp (Unity)	\$ 387.10	1	\$387.10
	Remainder of Factory Equipment for this Trimline		1	\$0.00
	Remainder of Factory Equipment for this Trimline	\$ -	1	\$0.00
<b>Vehicle Total:</b>				<b>\$46,117.35</b>

Equipment: **Contract Number: GBPC / BAPERN GBPC 2022 AFTERMARKET**

CONTRACT LINE REFERENCE	CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY	EXTENDED PRICE
SERVICES	Fleet Key locally here at MHQ (MHQ Labor)	\$ 375.00	1	\$375.00
VS	VentVisor 4 piece VentShades	\$ 125.00	1	\$125.00
WTFL2	Front Weather Tech Floor Liners Utility or Tahoe	\$ 160.00	1	\$160.00
SERVICES	Tint Front Door Glass - 40%	\$ 195.00	1	\$195.00
SERVICES	MHQ Graphics Package "B"	\$ 550.00	1	\$550.00
267	Pro Gard Command Grille, inc 6 Whelen T-ION DUO Lightheads CG47UINT2	\$ 1,400.00	1	\$1,400.00
BB2 CORE	Whelen Liberty II DUO LED Lightbar Fully Pop. with TD/Alleys BB2MHQ* WC	\$ 4,750.00	1	\$4,750.00
PE215	Whelen remote strobe preemption emitter with a 500 series strobe module (installed in Liberty 2 Lightbar) and park kill module, model # PE215, IJ500ST and WPKM2	\$ 900.00	1	\$900.00
BB2 CORE	Whelen CORE Siren/Switch Controller C399	\$ -	1	\$0.00
BB2 CORE	Whelen CORE 2020+ Ford Utility Gateway Kit C399K4	\$ -	1	\$0.00
BB2 CORE	Whelen CORE CCTL6 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob.	\$ -	1	\$0.00
CEM16	Whelen WeCanX Expansion Module	\$ 400.00	2	\$800.00
CV2V	Whelen Vehicle To Vehicle Sync Module	\$ 450.00	1	\$450.00
hourly	Enable factory wig wag	\$ 125.00	0.5	\$62.50

VTX609	Whelen Vertex hide away light/PAIR-headlights	\$ 450.00	1	\$450.00
ILINSV2	Whelen LED Under Mirror System LINSV2* / LSVBKT50 - Pair/Installed	\$ 650.00	1	\$650.00
% off MSRP	Whelen Strip Lite DUO (1/side) 1/4 Glass PS*02FCR	\$ 225.00	2	\$450.00
% off MSRP	Whelen Strip Lite+ "L" Bracket	\$ 21.00	2	\$42.00
337	Whelen LED Warning Lights (1 pair) hatch btm. TLIB w/switch	\$ 450.00	1	\$450.00
VTX609	Whelen Vertex LED Hide-a-ways tail lights 2 Red 2White	\$ 450.00	2	\$900.00
BB2 CORE	Whelen 100W Composite Siren Speaker SA315p / SAK*	\$ -	1	\$0.00
425-3816	Magnetic Mic Clip(s) #MMSU1	\$ 50.00	2	\$100.00
% off MSRP	Whelen DUO LED Dome Lights (ea.) - hatch underside/front seats 3SRCCDC	\$ 125.00	3	\$375.00
1834	TREMCO Anti-Theft Device TM113INTUTIL	\$ 350.00	1	\$350.00
CV51012INUT	Havis 2020+ PIU Angled Communications Console	\$ 650.00	1	\$650.00
C-USB-2	Havis Dual USB charge only ports C-USB-3	\$ 120.00	1	\$120.00
C-ARM-108	Havis Side Mount Flip Up Style Arm Rest	\$ 180.00	1	\$180.00
% off MSRP	Havis 3" accessory pocket, 2.5" deep C-AP-0325	\$ 64.00	1	\$64.00
CUP2-1001	Havis Adjustable Dual Internal Cup Holder	\$ 50.00	1	\$50.00
P1000UINT20AOSB	ProGard Single Prisoner Transport w/Outboard Belts	\$ 2,850.00	1	\$2,850.00
1857	Kustom Signal Raptor "RP1" Dual Ka Band Radar System (849)	\$ 2,422.00	1	\$2,422.00
2005	Install / Transfer Cust. Supplied 2-way Radio(s) EACH	\$ 275.00	1	\$275.00
2101	Install / Transfer Cust. Supplied Electronic Gun Mount/Lock (per weapon)	\$ 95.00	1	\$95.00
2104	Install / Transfer Cust. Supplied MDT Solution (modem, Mount, Dock, Antenna)	\$ 395.00	1	\$395.00
<b>Contract Equipment Total:</b>				<b>\$20,635.50</b>

**Non-Contract Equipment:**

CONTRACT LINE REFERENCE	NON-CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY	EXTENDED PRICE
Budgeting	Estimated Equipment Increase for Budgeting Purposes (15% of quoted equipment)	\$3,150.00	1	\$3,150.00
	MHQ Equipment Barrier "Large" - MHQ0010	\$ 135.00	1	\$135.00
	RAM Base For MDT	\$ 65.88	1	\$65.88
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Non-Contract Equipment Total:</b>				<b>\$3,350.88</b>
<b>Vehicle and Equipment Total:</b>				<b>\$70,103.73</b>
<b>Qty:</b>				<b>1</b>
<b>Total:</b>				<b>\$70,103.73</b>

**Trade Vehicle/s:**

CONTRACT LINE REFERENCE	TRADE VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY	EXTENDED PRICE
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
TRADE	Vehicle: Vin Number:			\$0.00
<b>Trade Vehicle/s Total:</b>				<b>\$0.00</b>

VEHICLE	YEAR AND MODEL	MILEAGE	CONDITION	Assignment
A - 1	2022 Ford Explorer Utility (GRAY)	18,537	GOOD	Chief
A - 2	2014 Ford Taurus (Black)	44,734	FAIR	Captain
A - 3	2019 Ford Edge (gray)	14,975	GOOD	Captain
A - 4	2018 Ford Explorer Utility (Black)	44,733	FAIR	Shift Commander(Lt.)
CP - 1	2014 Ford Explorer Utility (BLACK)	72,478	POOR	Comm. Policing
C - 3	2019 FORD EDGE UTIL (BLACK )	49,390	FAIR	Prosecutor
D - 1	2022 Ford Explorer (Gray)	4,020	GOOD	Detective
D - 2	2016 Ford Fusion (Gray)	49,107	FAIR	Detective
D - 3	2017 FORD FUSION (black)	63,400	FAIR	Detective
D - 4	2017 Ford Explorer Utility (GRAY)	129,802	POOR	Detective
D - 5	2022 Ford Explorer	6,416	GOOD	Detective
K-9	2019 CHEVROLET TAHOE	73,163	POOR	K-9
P - 1	2022 Ford Interceptor Utility	38,649	GOOD	P1-P11 Patrol cruisers
P - 2	2023 Ford Interceptor Utility	5,001	NEW	
P - 3	2022 Ford Interceptor Utility	51,793	FAIR	
P - 4	2023 Ford Interceptor Utility	5,200	NEW	
P - 5	2022 Ford Interceptor Utility	37,456	GOOD	
P - 6	2022 Ford Interceptor Utility	54,410	FAIR	
P - 7	2022 Ford Interceptor Utility	34,663	GOOD	
P - 8	2022 Ford Interceptor Utility	46,108	FAIR	
P-9	2020 Ford Interceptor Utility	72,726	FAIR	
P-10	2023 Ford Interceptor Utility	3,800	NEW	
P 11	2019 Ford Interceptor Utility	62,898	FAIR	
S-1	2023 F150	2,035	NEW	Patrol Supervisor
T - 1	2017 Ford Interceptor Utility	36,088	FAIR	Traffic
T-2	2022 FORD EXPLORER SUV	8,000	GOOD	Traffic
T - 3	2019 Harley Davidson Motorcycle	4,134	GOOD	Traffic/Comm.Policing
T - 4	2011 Harley Davidson Motorcycle	23,981	GOOD	Traffic/Comm.Policing
T - 5	2018 Ford Interceptor Utility	44,444	FAIR	Traffic
SRO1	2017 Ford Interceptor Utility	86,421	POOR	Trade (School)
SRO2	2018 Ford Interceptor Utility	98,479	POOR	Trade (School)
SRO3	2019 Ford Interceptor Utility	103,160	POOR	
DT-1	2018 Ford Interceptor Utility	92,638	POOR	Trade (Detail)





## CAPITAL IMPROVEMENT PROJECT REQUEST FORM - *City of Marlborough*

<b>Project Request Date:</b> FY2025				<b>Priority Level 1-5:</b> 1			
<b>Project Name:</b> Replace Electronic Control Weapons(Tasers)							
<b>Project Location:</b> 355 Bolton Street							
<b>Department Requesting:</b> Police Department				<b>Contact Person:</b> Chief David A. Giorgi			
<b>Phone Number:</b> 508-485-1212			<b>Ext.:</b> 36970	<b>Email:</b> dgiorgi@marlborough-ma.gov			
<b>Replacing Existing Item:</b> Tasers(E.C.W.)		<b>Age of Current Item:</b> 5+ years old		<b>Mileage:</b>			
<b>Condition of Current Item:</b> Good/Fair			<b>Make/Model:</b> Taser X2				
<b>Estimated Cost:</b> 179,916.00				<b>Borrowing/Funding Source:</b> Free Cash/Other <input type="checkbox"/>			
<b>Amount Per Fiscal Year: <i>Identify amount needed each year of Five-Year Capital Plan</i></b>							
FY25	35,983.20	FY26	35,983.20	FY27	35,983.20	FY28	35,983.20

Project Description	
<p>FY25 IS YEAR #2 OF 5 YEAR REPLACEMENT PROGRAM. The project is the replacement of the department's Electronic Control Weapons (ECWs), commonly called Tasers®. ECW's are critical tools for officers in the field to help diffuse violent and potentially dangerous situations that officers encounter on a regular basis. ECW's can help to eliminate injuries to suspects, emotionally disturbed persons, and to officers, and they are a valuable less than lethal option in many situations. Electronic Control Weapons have a useful life of approximately five years. Timely replacement is important to reduce down time and to make sure these valuable tools are available to officers when needed. This project would replace all department Tasers and upgrade to a newer model, the Taser X7. Replacement will be phased in over five(5) year period.</p>	
Describe Impact on Operating Costs	
<b>Describe Dept. Priority:</b>	1



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-486349-45070.813WB

Issued: 05/24/2023



Quote Expiration: 07/15/2023

Estimated Contract Start Date: 09/01/2023

Account Number: 415588

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-355 Bolton St  355 Bolton St Marlborough, MA 01752-3935 USA	Marlborough Police Dept. - MA  355 Bolton St Marlborough, MA 01752-3935 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
William Batherson  Phone: Email: wbatherson@axon.com Fax:	Christopher Atwood  Phone: 508-485-1212 Email: catwood@marlborough-ma.gov Fax:

### Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$179,916.00</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$179,916.00</b>

### Discount Summary

Average Savings Per Year	\$4,096.80
<b>TOTAL SAVINGS</b>	<b>\$20,484.00</b>

### Payment Summary

Date	Subtotal	Tax	Total
Aug 2023	\$35,983.20	\$0.00	\$35,983.20
Aug 2024	\$35,983.20	\$0.00	\$35,983.20
Aug 2025	\$35,983.20	\$0.00	\$35,983.20
Aug 2026	\$35,983.20	\$0.00	\$35,983.20
Aug 2027	\$35,983.20	\$0.00	\$35,983.20
<b>Total</b>	<b>\$179,916.00</b>	<b>\$0.00</b>	<b>\$179,916.00</b>

Quote Unbundled Price: \$200,400.00  
 Quote List Price: \$184,920.00  
 Quote Subtotal: \$179,916.00

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
T7Basic	2021 Taser 7 Basic Bundle	60	60	\$50.30	\$46.00	\$44.61	\$160,596.00	\$0.00	\$160,596.00
<b>A la Carte Hardware</b>									
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	240			\$40.25	\$40.25	\$9,660.00	\$0.00	\$9,660.00
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	240			\$40.25	\$40.25	\$9,660.00	\$0.00	\$9,660.00
<b>Total</b>							<b>\$179,916.00</b>	<b>\$0.00</b>	<b>\$179,916.00</b>



## CAPITAL IMPROVEMENT PROJECT REQUEST FORM - *City of Marlborough*

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<b>Project Request Date:</b> FY2025		<b>Priority Level 1-5:</b> 1	
<b>Project Name:</b> Replacement of expiring police officer's bulletproof vests			
<b>Project Location:</b> 355 Bolton Street Marlborough, MA 01752			
<b>Department Requesting:</b> Police Department		<b>Contact Person:</b> Chief David A. Giorgi	
<b>Phone Number:</b> 508-485-1212		<b>Ext.:</b> 36970	<b>Email:</b> dgiorgi@marlborough-ma.gov
<b>Replacing Existing Item:</b> Vests		<b>Age of Current Item:</b> 5+ years	
<b>Condition of Current Item:</b> Good/Fair		<b>Mileage:</b>	
<b>Make/Model:</b> Safariland			
<b>Estimated Cost:</b> 5,500.00		<b>Borrowing/Funding Source:</b> Free Cash/Other	
<b>Amount Per Fiscal Year:</b> <i>Identify amount needed each year of Five-Year Capital Plan</i>			
FY25	5,500.00	FY26	
FY27		FY28	
FY29			

Project Description	
<p>Bulletproof vests have a warranty of 5 years. After that time, they are considered to be "expired" and need to be replaced. Currently, 5 officers have vests which will expire during FY2025 and need to be replaced.</p>	
Describe Impact on Operating Costs	
Empty space for describing impact on operating costs	
<b>Describe Dept. Priority:</b>	1



772 Corporate Circle, New Cumberland, PA 17070  
 Phone: 717-774-3339 • 800-781-2677 • FAX: 717-774-4463

REMIT TO: 3319 Anvil Place, Raleigh, NC 27603

**SALES QUOTE**

SQ-80793216

3/5/2024



Customer		Contact	Ship To			
Marlborough Police Dept Accounts Payable 355 Bolton St. MARLBOROUGH MA 01752 Tel: (508)-485-1212 Fax: (508)-624-6938			Marlborough Police Dept Attn: Paul Connors 355 Bolton St. MARLBOROUGH MA 01752 Tel: (508)-485-1212 Fax: (508)-624-6938			
Account	Terms	Due Date	Account Rep	Schedule Date		
343328	NET 30	4/4/2024	James Filek	3/5/2024		
Quotation	PO #	Reference	Ship VIA	Page	Printed	
SQ-80793216	CAMPBELL	ARMOR	FDX G Ground	1	3/5/2024 4:56:30PM	
I	Item	Description	Qty	Price UM	Discount	Amount
1	QUOTE-SAFMASC	MASS STATE ARMOR/EQUIP PSE01 -SAF Exp 12.31.26 Sizing TBD	1	\$0.00 EA		\$0.00
2						
3	SBA1219784M	Safariland 1219784-M SX Level II A7 - Male Panel Set	5	\$954.75 EA		\$4,773.75
4	SBA1348925NV	Safariland Armor 1348925 M Series Concealable Carrier Navy	5	\$114 EA		\$570.00
5	SBA122090258	Safariland 1220902-58 Soft Trauma Plate 5" X 8"	5	\$28.5 EA		\$142.50
Pricing is valid for 30 days. * Please verify that the part numbers and descriptions are correct before submitting your order. * Restocking fees may apply to returned items. Firearms, ammunition, special order or customized items and certain other products may not be returned. * Many products sold have manufacturer's warranties. For returns related to matters covered by a manufacturer's warranty, please contact the manufacturer directly for instructions to repair or replace your product. We do not augment or supplement the manufacturer warranty. * Prices on this quotation assume payment with cash or check.			Tax Details EXEMPT \$0.000		Taxable	\$0.00
					Total Tax	\$0.00
					Exempt	\$5,486.25
					Total	\$5,486.25
					Balance	\$5,486.25



# CAPITAL IMPROVEMENT PROJECT REQUEST FORM - *City of Marlborough*

Project Request Date:		03/29/2024			Priority Level 1-5:		1			
Project Name:	Radio Box Receiver Replacement									
Project Location:	Police Department									
Department Requesting:		Fire Department			Contact Person:		Chief Kevin Breen			
Phone Number:	(508) 624-6986			Ext.	Email:	<a href="mailto:kbreen@marlborough-ma.gov">kbreen@marlborough-ma.gov</a>				
Replacing Existing Item:	Yes		Age of Current Item:		5+		Mileage:	n/a		
Condition of Current Item:	Replaces the aging receivers				Make/Model:		n/a			
Estimated Cost:	\$70,000			Borrowing/Funding Source:		Free Cash				
Amount Per Fiscal Year: <i>Identify amount needed each year of Five-Year Capital Plan</i>										
FY25:	\$70,000		FY26:			FY27:			FY29:	

Project Description	
<p>This project replaces the aging Digitized Receivers located at Marlborough Police Department to an upgraded system. Includes upgrade from legacy KFRA-C receivers to: (1) MCR2 dual channel receiver; (3) workstations w/GUI 2.0 software; and, (1) printer. The upgraded equipment enhances capabilities to monitor and maintain the more than 400 fire alarm systems that report directly to the dispatch center, including all city buildings and schools that have a fire alarm system.</p>	
Describe Impact on Operating Costs	
<p>The upgrade provides an operational efficiency by enhancing capabilities of monitoring and maintaining an increasing number of alarm systems throughout the City.</p>	
Describe Dept. Priority:	Top public safety priority to meet demands placed on the aging system.



# CAPITAL IMPROVEMENT PROJECT REQUEST FORM – *City of Marlborough*

Project Request Date:		03/29/2024			Priority Level 1-5:		2				
Project Name:		Fire Station Alerting System									
Project Location:		Each Station									
Department Requesting:			Fire Department			Contact Person:		Chief Kevin Breen			
Phone Number:		(508) 624-6986		Ext.		Email:		<a href="mailto:kbreen@marlborough-ma.gov">kbreen@marlborough-ma.gov</a>			
Replacing Existing Item:		Yes		Age of Current Item:		10+ Years		Mileage: N/A			
Condition of Current Item:		Outdated emergency alerting			Make/Model:		N/A				
Estimated Cost:		\$100,000			Borrowing/Funding Source:		Free Cash				
Amount Per Fiscal Year: <i>Identify amount needed each year of Five-Year Capital Plan</i>											
FY25:		\$100,000		FY26:				FY27:			
FY28:				FY29:				FY30:			

### Project Description

This project provides updated visual and auditory peripherals throughout existing fire stations. Project includes replacement/installation of a station alerting system at each of our fire facilities to enhance emergency response capabilities. System includes ramping tones, new coded light installations, automated dispatch alerting, integration with the RedNMX Computer Aided Dispatch software.

### Describe Impact on Operating Costs

This project has a clear, positive impact on enhancing operations and lessening the possibility of unplanned, costly alerting system failure.

**Describe Dept. Priority:** A top priority enhancement to emergency response.



# CAPITAL IMPROVEMENT PROJECT REQUEST FORM – *City of Marlborough*

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Project Request Date: 03/28/2024		Priority Level 1-5:	
Project Name: Records Imaging System			
Project Location: City Hall			
Department Requesting: Inspectional Services		Contact Person: Tin Htway	
Phone Number: (508) 460-3776		Ext.:	Email: thtway@marlborough-ma.gov
Replacing Existing Item: N/A	Age of Current Item: N/A	Mileage: N/A	
Condition of Current Item: N/A		Make/Model: N/A	
Estimated Cost: \$300,000		Borrowing/Funding Source: Free Cash	
<b>Amount Per Fiscal Year: <i>Identify amount needed each year of Five-Year Capital Plan</i></b>			
FY25: \$300,000	FY26:	FY27:	FY28:
			FY29:

### Project Description

Digitization of paper-based documents increases efficiency of access for Staff, the public, design teams, and developers. Currently, requesting documents through the FOIA process involves multiple departments for processing, sometimes retrieving documents from cold storage at the Walker Building, and scanning on a slow multi-function copier. All documents will be indexed for easy access.

### Describe Impact on Operating Costs

Impact on operating costs will be an annual service contract for the equipment and support. A full proposal and quote has been obtained.

### Describe Dept. Priority:

Top priority. This should be considered a project that enhances service capabilities and increases efficiency across many departments that routinely process and store documents.





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## Records Imaging & Conversion Services

Version 20220701

Prepared for:

**City of Marlborough, MA**

Project for: MARLBOROUGH CITY OF Municipality Backfile 2023-03-31

Version 1.00

**3/21/2024**

Kyle Blossom

Digital Services Specialist

617-501-0009

[kyle.blossom@ricoh-usa.com](mailto:kyle.blossom@ricoh-usa.com)

**Reservation of Rights**

In response to your RFP or invitation, we are pleased to submit this proposal for your consideration. We recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the right to do the same. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and service levels and contemplates that both parties reserve the right to review and negotiate appropriate and mutually acceptable terms and conditions in the exercise of good faith. As is customary for transactions of this type, our proposal is based upon the information provided by you and the assumptions set forth in our response, and any changes to such information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

**Proprietary and Confidential Statement**

The enclosed materials are proprietary to Ricoh, and Ricoh reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to Ricoh and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent of Ricoh. These materials summarize a proposed equipment and/or services solution. They are intended for informational purposes only to assist you in your evaluation of Ricoh as a potential business partner. These materials do not represent an offer or a binding agreement.

Tin Htway  
City of Marlborough, MA  
140 Main Street, 2nd floor.  
Marlborough, MA 01752  
(508) 460-3776  
[tthway@marlborough-ma.gov](mailto:tthway@marlborough-ma.gov)



## Introduction

Thank you for your interest in Ricoh, the premier provider of high-volume document imaging and conversion services, as a potential partner for document processing services.

As part of desired partnership outlined in prior discussions, Ricoh USA, Inc. has prepared the following proposal to detail conversion services for City of Marlborough, MA ("Client"), specific to Backfile Conversion. In this proposal, Ricoh will provide recommendations that include services for the operational processes to convert paper into to electronic images. Ricoh has outlined the Project scope and estimated costs for this Project Based engagement. The estimated service costs outlined in this document are based on Ricoh's experience and preliminary information received from Client.

Ricoh owns and operates the largest network of secure scanning centers nationwide performing image capture of over 3.2 billion pages of paper and microform last year alone. For over twenty-six years, Ricoh's Document Imaging Services' primary mission has been to accurately capture images from any media (e.g., paper, large format drawings, microfilm, microfiche, aperture cards, electronically stored information, etc.) and deliver them to our clients in a hard-copy or a database-ready format.

Our emphasis on quality, performance, mutual project success while maintaining confidentiality and chain of custody has translated into thousands of satisfied customers who have entrusted Ricoh with their legal, PHI, PII, HIPAA and business-critical documents.

Our technology and labor infrastructure, coupled with our experience within your industry on comparable projects, uniquely positions Ricoh to deliver a superior work product under budget and within deadline.

## Purpose of Project



To ensure City of Marlborough, MA has the most complete and high-quality outcome for the project that supports operational needs and known business requirements, Ricoh will provide services to specific focus areas as outlined below. Per our discussions, goals identified during discovery are:

- Real Estate Optimization or Repurposing
  - Support "Remote Work Initiatives"
  - Consolidation, moving and closing existing offices
  - Conversion of storage space to revenue-generating space
- Enterprise efficiencies
  - Information mobility / digital transformation
  - Improved customer response times
  - Continuity of data & disaster recovery
  - Mobile & on-demand access to documents

## Ricoh Digital Imaging Services Overview

Ricoh has been providing fast, secure, local scanning of virtually any type or size of documents for more than 25 years. Ricoh's unique strengths include:

### Standardized Process and Services

			
<b>Transport Originals</b>	<b>Conversion Services</b>	<b>Access Anytime, Anywhere</b>	<b>Re-Assembly or Shredding</b>
Chain of Custody and Secure Transportation of paper or film Records to Ricoh BIS Facilities	Capture services from Logical Document Determination, to OCR, Indexing and naming of PDFs using AI and Manual QC	The secured, mobile-enabled hosting platform provides secure FTP access anytime, from any device.	Original records may be re-assembled with several options for return shipment or securely shredded upon request

### Professional Conversion Services

Through our national network of processing centers, we have the capacity to scan more than 50 million pages per month. This reinforces our proven track record as the nation's largest provider of document imaging services.

### Security and Confidentiality

Ricoh's procedures and protected facilities are designed to ensure that your documents will be kept secure and confidential through the entire project. Each employee has completed a background check, drug testing, and confidentiality agreements. Ricoh trains its processing center staff relative to HIPAA standards for handling confidential healthcare-related documents.

### Imaging Expertise and Best Practices

Organizations outsource scanning operations to gain access to expertise and best practices. Using one of our document processing centers, Ricoh consistently delivers world-class service and results by understanding our customers' unique business requirements and applying best practices to meet those needs. Additional details are provided herein.

### Turnkey Project Management

Ricoh assigns an experienced project manager and operations team to every imaging project, so projects proceed as planned, and clients have a single point of contact for regular communication. Additional details are provided herein.

### Universal Imaging Capabilities

Ricoh supports a wide range of industry-standard and vendor-specific input and output formats. Ricoh has the experience and expertise to provide a seamless data conversion to migrate existing images and metadata to a new document management system while minimizing conversion costs. **Ricoh also provides roll microfilm, microfiche, and aperture card scanning services.**

## Ricoh Security Measures

Ricoh has developed a methodology based on more than a quarter-century of experience that provides our clients a consistent deliverable from any of our Business Information Services Source (BIS Source) locations across the country. These time-tested, documented procedures are rigorously enforced through a continuing education and audit process for both our managers and production staff.

### Chain of Custody

We understand the risk associated with the movement of your documents. We track all documents throughout the process - from initial pickup through to delivery - via a documented chain of custody. We collect signatures of release and acceptance whenever all or portions of your materials leave our processing operation. At the completion of the process, you will sign off that you have received all of your materials. Our chain-of-custody process has been designed to document the custody of all customer materials, regardless of type, from release to Ricoh to return. This process enables us to track the location of all materials throughout the process.

#### Protect.

We simplify interactions to protect our customers' businesses — and enhance both internal and external customer experiences.

#### Manage.

We simplify everyday processes as we manage, interpret and route critical information throughout the digital transformation journey.

#### Connect.

We capture data and transform it into meaningful, actionable business insights — so you can make more informed decisions.

### Document Handling and Confidentiality

Each of our employees has completed a background check, drug testing and signed a confidentiality agreement. Ricoh BIS professionals are experienced in handling, disassembling, and reassembling clients' important legal files. Our BIS staff is also trained relative to HIPAA and HITECH standards for handling confidential healthcare-related documents.

### Security at Every Level

We employ strict protocols for handling data and other confidential information. All BIS Source locations are tightly secured, and our staff goes through rigorous confidentiality and security training and background checks. Your data, whether electronically stored information or paper, is protected physically within our centers, and all converted electronic data is subject to multilevel security through encryption and firewalls. Each BIS Source location has a business continuity plan documented and on file.

### Disaster Recovery

Each of our BIS Source locations has a business continuity plan outlining the procedures for that location. Those plans are reviewed and updated quarterly. Additionally, Ricoh's infrastructure mitigates risk associated with data loss and sustained production downtime because Ricoh has BIS Source locations across the country, all adhering to the same policies and procedures and using the same production equipment. We have redundancy built into each of our production conversion processes. If a disaster were to strike our local office, we would personally move all of the work to a nearby office (designated "hot site").

## Scope of Services

### Volume & Condition Specifications

- Ricoh will pick up the boxes from designated customer facility.
  - Assumes 1 trip for pick up
    - Customer will provide boxes.
    - Customer will prepare and box documents for shipment.
  - Distance is assumed to be 86 miles (one-way) from Ricoh Processing Center
    - Customer Pickup Address is: 140 Main Street, 2nd floor, Marlborough, MA 01752

### Project Details

- Total of 3 Record Type Populations:
  - Record Type / Population #1 – Inspectional Services / with 423 Boxes or Drawers
    - The boxes are generally 100% full
  - Record Type / Population #2 – Assessors Propert Cards/Files / with 73 Boxes or Drawers
    - The boxes are generally 100% full
  - Record Type / Population #3 – Conservation/Zoning & Planning Board / with 94 Boxes or Drawers
    - The boxes are generally 100% full

### Transportation, Processing Location & Schedule

- Offsite Transportation may be provided by the Client or may be purchased from Ricoh.
  - For Details and Discussion Topics for Transportation, see Appendix C
- Offsite scanning is provided at Ricoh's secured scanning center(s) in the United States, specifically:
  - Hartford, CT
  - Atlanta, GA
  - Cleveland, OH
  - Houston, TX
- Project commencement is estimated to begin within one week of receipt of an executed Statement of Work and/or Customer Order Authorization.
- Chain of custody is documented upon pick-up/delivery and a Ricoh representative will transfer confidential client documents to a secure imaging center for preparation and scanning.
- Ricoh will retain electronic images on Ricoh production server(s) throughout the project for up to thirty (30) days after final delivery. After thirty (30) days from delivery of data and images, Ricoh is not responsible for maintaining any archival image or data information in connection with the delivery.

## Record Type Population 1 Specifications

The Record Type 1 Population consists of the following:

### Capture Specifications

- **Population #1: Record Type / Population Name: Inspectional Services**
  - Estimated number of file boxes (1.2cf) total 423
    - Estimated qty UP TO 11"x17" in dimension: 1,057,500 pages in 423 file boxes (1.2cf)
    - Estimated qty OVER 11"x17" up to 36"x48" in size: 0 per file boxes (1.2cf)
    - Percent of duplex pages: 0%
    - Percent of B&W originals: 100%
    - Percent of color originals: 0%
    - Total anticipated image count: 1,057,500
    - Total number of resulting electronic files: 39,250 PDFs created
    - Barriers per box: 700-899
  - Data file will be provided by the Client containing all index values: No
- Paper Logical Document Determination is based on .
  - Examples: Acco clips, staples, paperclips, bands, folders, each folder, or physical file etc.

### Paper Condition

- This population will NOT require Archival Handling based on understanding that documents currently ARE in a condition that is suitable for loading into a document handler/feeder for scanning.

### Processing Location

- Processing will occur in no other locations than those listed below, without Client approval.
  - Imaging of source media will be performed at Ricoh's or Ricoh's business partner's processing center(s) located in the Continental United States
  - Index capture from images will be performed at Ricoh's or Ricoh's business partner's processing center(s) located in India.
  - Final conversion processing of images and index data will be performed in Ricoh's AWS Amazon cloud

### Image Capture Specifications

- Population pages delivered to Ricoh will be imaged
  - Document preparation is defined as Heavy Prep.
  - Document reassembly is defined as Light Reassembly.
- Capture is based on multi page images in PDF format.
- A Quality Control process will take place at the time of scanning to ensure accuracy.
  - Image quality checking is defined as Statistical/Sample QC.
- Ricoh will capture originals based on the following:
  - Originals will be scanned at a resolution of 300 dots per inch (dpi).
  - Resolution higher than 300 dpi will require custom quotation from Ricoh Operations
- Files will be delivered as multi page PDF images.
  - Capture of black & white originals as bi-tonal (b&w) images.
  - Capture of color originals, (ie: charts, photographs, etc) as bi-tonal (b&w) images.

## Paper Index Capture Specifications

- Final indexing requirements will capture 3 total fields
- Ricoh will capture of the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes
  - **FIELD 1**
    - ✓ Field Name: Street Name
    - ✓ Field Description: DI - Index Coding Offshore 11 to 35:MP
    - ✓ Value is located on the file folder tab
- Ricoh will capture of the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes
  - **FIELD 2**
    - ✓ Field Name: Street Number
    - ✓ Field Description: DI - Index Coding Offshore 11 to 35:MP
    - ✓ Value is located on the File Folder Tab
- Ricoh will capture of the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes
  - **FIELD 3**
    - ✓ Field Name: Map/Lot Number
    - ✓ Field Description: DI - Index Coding Offshore 6 to 10:MP
    - ✓ Value is located on the File Folder Tab
- File naming will be based on indexed fields, as follows:
  - Population 1 = Street Name \_ Street Number \_ Map/Lot Number
  - **ADVANCED INDEX SERVICES**
    - ✓ Project requires merging and/or splitting of PDFs: No
    - ✓ Project requires database or spreadsheet lookup for naming of PDFs: No

## Delivery of Images

- Index data will be delivered in a comma separated value (CSV) format.
- OCR (Optical Character Recognition) – **Required for Searchable PDF.**
  - OCR will be performed on all images of paper-based populations to create searchable PDFs.
- Resultant images and indexed data will be delivered to Client -provided External USB Hard Drive.

## Original Media

Original Media for this project be re-assembled and returned to Client



## Record Type Population 2 Specifications

The Record Type 2 Population consists of the following:

### Capture Specifications

- **Population #2: Record Type / Population Name: Assessors Property Cards/Files**
  - Estimated number of file boxes (1.2cf) total 73
    - Estimated qty UP TO 11"x17" in dimension: 182,500 pages in 73 file boxes (1.2cf)
    - Estimated qty OVER 11"x17" up to 36"x48" in size: 0 per file boxes (1.2cf)
    - Percent of duplex pages: 0%
    - Percent of B&W originals: 100%
    - Percent of color originals: 0%
    - Total anticipated image count: 182,500
    - Total number of resulting electronic files: 182,500 PDFs created
    - Barriers per box: 700-899
  - Data file will be provided by the Client containing all index values: No
- Paper Logical Document Determination is based on No.
  - Examples: Acco clips, staples, paperclips, bands, folders, each folder, or physical file etc.

### Paper Condition

- This population will NOT require Archival Handling based on understanding that documents currently ARE in a condition that is suitable for loading into a document handler/feeder for scanning.

### Processing Location

- Processing will occur in no other locations than those listed below, without Client approval.
  - Imaging of source media will be performed at Ricoh's or Ricoh's business partner's processing center(s) located in the Continental United States
  - Index capture from images will be performed at Ricoh's or Ricoh's business partner's processing center(s) located in India.
  - Final conversion processing of images and index data will be performed in Ricoh's AWS Amazon cloud

### Image Capture Specifications

- Population pages delivered to Ricoh will be imaged
  - Document preparation is defined as Heavy Prep.
  - Document reassembly is defined as Heavy Reassembly.
- Capture is based on multi page images in PDF format.
- A Quality Control process will take place at the time of scanning to ensure accuracy.
  - Image quality checking is defined as Statistical/Sample QC.
- Ricoh will capture originals based on the following:
  - Originals will be scanned at a resolution of 300 dots per inch (dpi).
  - Resolution higher than 300 dpi will require custom quotation from Ricoh Operations
- Files will be delivered as multi page PDF images.
  - Capture of black & white originals as bi-tonal (b&w) images.
  - Capture of color originals, (ie: charts, photographs, etc) as bi-tonal (b&w) images.

## Paper Index Capture Specifications

- Final indexing requirements will capture 2 total fields
- Ricoh will capture of the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes
  - **FIELD 1**
    - ✓ Field Name: Street Name
    - ✓ Field Description: DI - Index Coding Offshore 11 to 35:MP
    - ✓ Value is located on the file folder tab
- Ricoh will capture of the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes
  - **FIELD 2**
    - ✓ Field Name: Map/Lot Number
    - ✓ Field Description: DI - Index Coding Offshore 6 to 10:MP
    - ✓ Value is located on the File Folder Tab
- Ricoh will capture of the following File Level index fields.
  - ✓
- File naming will be based on indexed fields, as follows:
  - Population 1 = Street Name \_ Map/Lot Number
  - **ADVANCED INDEX SERVICES**
    - ✓ Project requires merging and/or splitting of PDFs: No
    - ✓ Project requires database or spreadsheet lookup for naming of PDFs: No

## Delivery of Images

- Index data will be delivered in a comma separated value (CSV) format.
- OCR (Optical Character Recognition) – **Required for Searchable PDF.**
  - OCR will be performed on all images of paper-based populations to create searchable PDFs.
- Resultant images and indexed data will be delivered to Client -provided External USB Hard Drive.

## Original Media

Original Media for this project be re-assembled and returned to Client

## Record Type Population 3 Specifications

The Record Type 3 Population consists of the following:

### Capture Specifications

- **Population #3: Record Type / Population Name: Conservation/Zoning & Planning Board**
  - Estimated number of file boxes (1.2cf) total 94
    - Estimated qty UP TO 11"x17" in dimension: 235,000 pages in 94 file boxes (1.2cf)
    - Estimated qty OVER 11"x17" up to 36"x48" in size: 0 per file boxes (1.2cf)
    - Percent of duplex pages: 0%
    - Percent of B&W originals: 100%
    - Percent of color originals: 0%
    - Total anticipated image count: 235,000
    - Total number of resulting electronic files: 5,875 PDFs created
    - Barriers per box: 700-899
  - Data file will be provided by the Client containing all index values: Yes
- Paper Logical Document Determination is based on No.
  - Examples: Acco clips, staples, paperclips, bands, folders, each folder, or physical file etc.

### Paper Condition

- This population will NOT require Archival Handling based on understanding that documents currently ARE in a condition that is suitable for loading into a document handler/feeder for scanning.

### Processing Location

- Processing will occur in no other locations than those listed below, without Client approval.
  - Imaging of source media will be performed at Ricoh's or Ricoh's business partner's processing center(s) located in the Continental United States
  - Index capture from images will be performed at Ricoh's or Ricoh's business partner's processing center(s) located in India.
  - Final conversion processing of images and index data will be performed in Ricoh's AWS Amazon cloud

### Image Capture Specifications

- Population pages delivered to Ricoh will be imaged
  - Document preparation is defined as Heavy Prep.
  - Document reassembly is defined as Light Reassembly.
- Capture is based on multi page images in PDF format.
- A Quality Control process will take place at the time of scanning to ensure accuracy.
  - Image quality checking is defined as Statistical/Sample QC.
- Ricoh will capture originals based on the following:
  - Originals will be scanned at a resolution of 300 dots per inch (dpi).
    - Resolution higher than 300 dpi will require custom quotation from Ricoh Operations
- Files will be delivered as multi page PDF images.
  - Capture of black & white originals as bi-tonal (b&w) images.
  - Capture of color originals, (ie: charts, photographs, etc) as bi-tonal (b&w) images.

## Paper Index Capture Specifications

- Final indexing requirements will capture 3 total fields.
- Ricoh will capture the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes.
  - **FIELD 1**
    - ✓ Field Name: Street Name
    - ✓ Field Description: DI - Index Coding Offshore 11 to 35:MP
    - ✓ Value is located on the file folder tab
- Ricoh will capture the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes.
  - **FIELD 2**
    - ✓ Field Name: Street Number
    - ✓ Field Description: DI - Index Coding Offshore 11 to 35:MP
    - ✓ Value is located on the File Folder Tab
- Ricoh will capture the following File Level index fields.
  - **FOLDER CAPTURE**
    - ✓ Ricoh needs to scan the paper folder itself to capture index values: Yes.
  - **FIELD 3**
    - ✓ Field Name: Map/Lot Number
    - ✓ Field Description: DI - Index Coding Offshore 6 to 10:MP
    - ✓ Value is located on the File Folder Tab
- File naming will be based on indexed fields, as follows:
  - Population 1 = Street Name \_ Street Number \_ Map/Lot Number
  - **ADVANCED INDEX SERVICES**
    - ✓ Project requires merging and/or splitting of PDFs: No

## Delivery of Images

- Index data will be delivered in a Select one... format.
- OCR (Optical Character Recognition) – **Required for Searchable PDF.**
  - OCR will be performed on all images of paper-based populations to create searchable PDFs.
- Resultant images and indexed data will be delivered to Client -provided USB Flash Drive.

## Original Media

Original Media for this project be re-assembled and returned to Client

## Unit Pricing Table

The table below, including the "estimated pre-tax total", is calculated based on the aggregate of all unit pricing multiplied by the corresponding quantities for the services outlined above. The "estimated pre-tax total" is not a fixed cost estimate and is intended solely as a general guideline for anticipated cost(s). **Ricoh will invoice for actual volumes processed.**

### Unit Pricing

#### Inspectional Services

QTY	Description	P-Code	Unit	Unit Price	Total
1,057,500	DI - Image Capture (Heavy-2)	7094	Image	\$ 0.1124	\$ 118,863.00
1,057,500	DI - QC (Statistical/Sample)	7082	Image	\$ 0.0231	\$ 24,428.25
1,057,500	DI - Re-Assemble (Light)	7084	Image	\$ 0.0258	\$ 27,283.50
1,057,500	DI - OCR	7055	Image	\$ 0.0110	\$ 11,632.50
1,057,500	DI - Image Conversion - PDF	723	Image	\$ 0.0071	\$ 7,508.25
1	DI - USB Drive	7020	Drive	\$ 385.00	\$ 385.00
39,250	DI - File Folder Capture Offshore	7013	File	\$ 0.0330	\$ 1,295.25
39,250	DI - Index Coding Offshore 11 to 35:MP	7111	Field	\$ 0.0266	\$ 1,044.05
39,250	DI - Index Coding Offshore 11 to 35:MP	7111	Field	\$ 0.0266	\$ 1,044.05
39,250	DI - Index Coding Offshore 6 to 10:MP	7110	Field	\$ 0.0207	\$ 812.48
<b>Estimated Pre-Tax Total:</b>					<b>\$ 194,296.33</b>

*Pricing does not include oversized.*

#### Assessors Property Card/Files

QTY	Description	P-Code	Unit	Unit Price	Total
182,500	DI - Image Capture (Heavy-2)	7094	Image	\$ 0.1124	\$ 20,513.00
182,500	DI - QC (Statistical/Sample)	7082	Image	\$ 0.0231	\$ 4,215.75
182,500	DI - Re-Assemble (Light)	7084	Image	\$ 0.0258	\$ 4,708.50
182,500	DI - OCR	7055	Image	\$ 0.0110	\$ 2,007.50
182,500	DI - Image Conversion - PDF	723	Image	\$ 0.0071	\$ 1,295.75
1	DI - USB Flash Drive 8 GB	7043	Drive	\$ 39.00	\$ 39.00
182,500	DI - File Folder Capture Offshore	7013	File	\$ 0.0330	\$ 6,022.50
182,500	DI - Index Coding Offshore 11 to 35:MP	7111	Field	\$ 0.0266	\$ 4,854.50
182,500	DI - Index Coding Offshore 6 to 10:MP	7110	Field	\$ 0.0207	\$ 3,777.75
<b>Estimated Pre-Tax Total:</b>					<b>\$ 47,434.25</b>

**Conservation/Zoning & Planning Board**

QTY	Description	P-Code	Unit	Unit Price	Total
235,000	DI - Image Capture (Heavy-2)	7094	Image	\$ 0.1124	\$ 26,414.00
235,000	DI - QC (Statistical/Sample)	7082	Image	\$ 0.0231	\$ 5,428.50
235,000	DI - Re-Assemble (Light)	7084	Image	\$ 0.0258	\$ 6,063.00
235,000	DI - OCR	7055	Image	\$ 0.0110	\$ 2,585.00
235,000	DI - Image Conversion - PDF	723	Image	\$ 0.0071	\$ 1,668.50
1	DI - USB Flash Drive 8 GB	7043	Drive	\$ 39.00	\$ 39.00
5,875	DI - File Folder Capture Offshore	7013	File	\$ 0.0330	\$ 193.88
11,750	DI - Index Coding Offshore 11 to 35:MP	7111	Field	\$ 0.0266	\$ 312.55
5,875	DI - Index Coding Offshore 6 to 10:MP	7110	Field	\$ 0.0207	\$ 121.61
<b>Estimated Pre-Tax Total:</b>					<b>\$ 42,826.04</b>

**Additional Services**

QTY	Description	P-Code	Unit	Unit Price	Total
1	DI - Transportation - Pickup	7044	Trip	\$ 945.00	\$ 945.00
1	DI - Transportation - Return	7044	Trip	\$ 1,047.00	\$ 1,047.00
50	DI - (hr) Project Management	7002	Hour	\$ 225.00	\$ 11,250.00
<b>Estimated Pre-Tax Total:</b>					<b>\$ 13,242.00</b>

*Optional transportation services under Ad Hoc pricing table.*

**Total Investment**

Inspectional Services	\$ 194,296.33
Assessors Property Card/Files	\$ 47,434.25
Conservation/Zoning & Planning Board	\$ 42,826.04
Additional Services	\$ 13,242.00
<b>Estimate Pre-Tax Total</b>	<b>\$ 297,798.61</b>

Pricing for any requirements to deliver images or data to a customer new or existing content management system or other business application requires further discovery.

The minimum fee for off-site services is \$10,000 per project. Ricoh will invoice based on the actual number of units processed multiplied by the unit cost as referenced in the above table. Pricing does not include shipping costs of deliverables.

*This is a fee for service engagement and the foregoing Estimated Pre-Tax Total is not a fixed cost, it is merely an estimate of the cost. Pricing does not include shipping costs of disks or drives. Prices are contingent upon analysis of a sampling of source documents and validation of imaging requirements including indexing methodology.*

For any services that are required due to mutually agreed upon out-of-scope changes in requirements, the following rates will apply:

**Ad Hoc Pricing as needed**

DI - Image Capture (Heavy-3)	7095	Image	\$ 0.1556
DI - QC (Full Image to Page)	7083	Image	\$ 0.0770
DI - Image Capture - Color	7035	Image	\$ 0.1848
DI - Image Capture (Glasswork)	7041	Image	\$ 0.5628
DI - File Retrieval	7077	Hour	\$ 85.00
DI - (hr) Hand-time/Labor	7000	Hour	\$ 85.00
DI - Overtime Labor	7100	Hour	\$ 127.50

**Optional Transportation Services**

Ricoh pallets, pallet jack, services to load trailer	7044	Trip	\$ 3,000.00
Ricoh services to load trailer, client provides pallets and pallet jack	7044	Trip	\$ 2,500.00

**Production Workflow Notes**

Ricoh is extremely sensitive to the fact that we are handling confidential legal, PHI, HIPAA and/or business-critical documents. As such, Ricoh designed its document handling procedures around the tight security standards established for evidentiary and privileged documents relating to extremely sensitive litigation matters. This allows us to maintain strict confidentiality and chain of custody throughout the entire workflow.

Ricoh is also sensitive to the fact that we frequently handle active files that our clients rely on during the regular course of business. When a file from a box that is identified as being “out for imaging”, Ricoh’s *Rapid Response* service can be activated to retrieve and return the original(s) or produce an electronic copy that can be downloaded securely. Ricoh’s entire imaging workflow and customer service is designed to not adversely impact daily business operations.

**Pricing Notes:**

The foregoing price quotation is valid for 30 days from the date of this proposal. Unit prices are based on the volumes and assumptions as detailed in the *Production Scope & Assumptions* section and are contingent upon analysis of a representative sampling of source media and indexing methodology.

Should the scope or process vary from the assumptions outlined herein, Ricoh reserves the right to submit a revised proposal based on definitions representative of the true project scope and technical requirements. The “Estimated Pre-Tax Total” listed above is calculated based on the aggregate of all unit pricing multiplied by their corresponding quantities. This estimated total is not a fixed cost estimate and is intended solely as a general cost estimate. Ricoh will invoice for actual volumes processed.

Ricoh and Client acknowledge that the services and prices that are offered to Client herein are based on the assumptions contained within this response, and assumptions to be identified by Ricoh during its more detailed evaluation and scope assessment following the engagement contemplated hereunder. All production processing will be executed pursuant to the imaging and coding instructions and instructions contained in this document and in its addenda herein.

If Ricoh determines during the production processing of Client’s document collection that the collection deviates from assumptions, Ricoh reserves the right to adjust unit price for the impacted service (effective as of the earliest date that such deviation occurred), and Client agrees to pay Ricoh in accordance with Ricoh’s standard terms and conditions for such services. Ricoh will notify Client of its determination of any deviation from the assumptions contained within this response.

**Assumptions:**

1. **Transportation quotes are valid for 10 days**, and subject to change due to variances in fuel, courier fees, etc.
2. Archival "Glasswork" imaging would be required in the event the condition of the originals are fragile/antique, hard bound, or the integrity of the document(s) would be compromised by placing them into a mechanized document handler/feeder for scanning.
3. Imaging Pricing assumes originals are in good condition without frayed edges, tears, or brittle/antique paper, not requiring Special Handling or use of a carrier sheet to facilitate scanning.
4. Optical Character Recognition (OCR) - Provides keyword search capability. Should OCR be requested at a later date, Ricoh will provide a revised quote.
  - a. OCR is not recommended for oversize maps, photo images, drawings, floor plans files, etc.
  - b. OCR is not a reliable method for extraction of handwritten, serif font, small type font under 12 point, data in tables or charts, etc. and should not be considered a reliable method for obtaining "searchable" files in larger PDFs. Ricoh cannot guarantee all words and characters will be captured consistently.
  - c. OCR will not be performed on any microform images. Ricoh cannot guarantee the consistency of OCR on microform media.
5. If processing exceptions exceed 3% of the total volume, the Change Order Process will be initiated for review and disposition.
6. If returning originals, original media will be returned to Client thirty (30) days after associated image delivery is complete. Upon Request, for a transport fee, originals may be returned to Customer Site, within 30 days of Scan
7. If shredding, original media will be shredded by Ricoh within thirty (30) days after associated image delivery is complete and Ricoh has written Client authorization to proceed with document destruction. If written authorization is not received within 30 days, original media will be returned to Client and will incur additional return shipping fees. Original Images will be shredded based on the schedule of fees outlined herein



# Project Planning

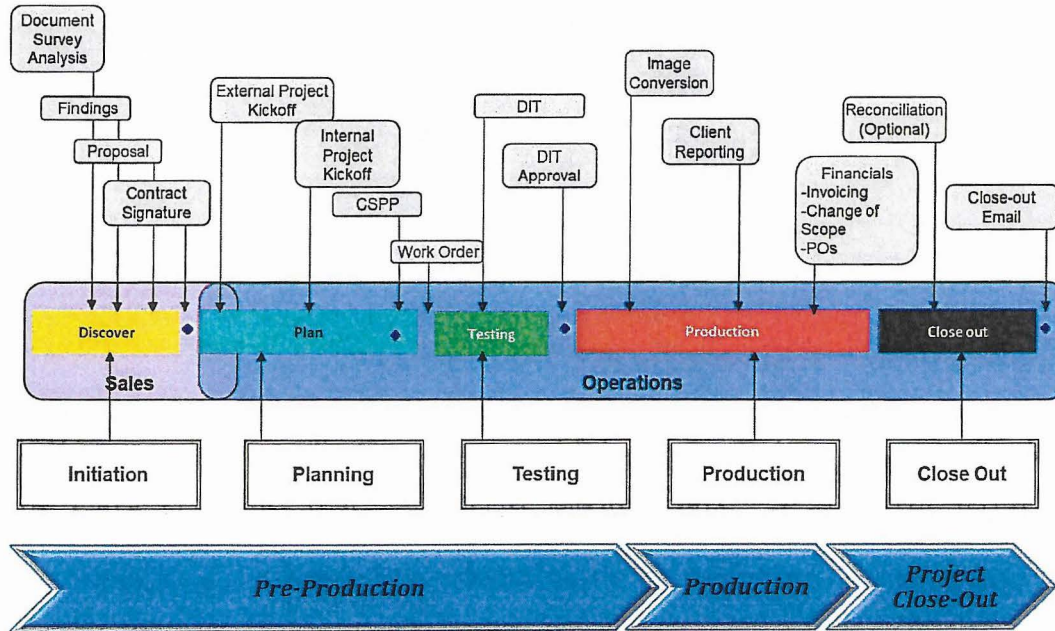
## Project Management

A Ricoh Project Manager will be assigned to plan, direct, and coordinate activities of the project to ensure goals and objectives are accomplished within the prescribed time frame and funding parameters.

Specific responsibilities include, but are not limited to:

1. Reviews project proposals and general requirement documents to determine schedule, manpower, funding, and scope limitations.
2. Develops the basic project plan for executing and controlling the project, including workflow, budget and timeline(s), including the technical specifications with the assistance of the Engineering and Technical staff.
3. Directs the preparation of the plan for organizing, staffing, budgeting, executing and controlling field projects.
4. Interprets and executes written and/or oral job specifications and instructions into project plan.
5. Coordinates with operations effected by project to plan and develop workflow/procedures and manpower needs.
6. Anticipates and mitigates potential risks by maintaining current knowledge of overall project status.
7. Develops clear written strategy guidelines for communication with clear definition of responsibilities and restraints.
8. Acts as additional client communication liaison between operations, engineering, sales, finance and/or technical staff for a project.
9. Communicates issues and suggestions succinctly and clearly so as to be understood by clients and co-workers.
10. Documents conversations, instructions and changes or deviation in work statements and procedures.
11. Proactively informs clients of project status and issues both in verbal and/or written format.
12. Proactively communicates status of projects and issues to relevant stakeholders.
13. Escalates all issues to a higher mgt level at signs of client dissatisfaction with performance of services or expectations.
14. Responsible for the reconciliation of all client materials.

## High-Level Project Plan



\*\* Note: DIT (Datea Interchange Test) requires Ricoh ASG Technical Services and client approval which may impact Pproject Timeline.

Pre-production activity is targeted to be completed in approximately two to three weeks. Following Customer approval and acceptance of the Conversion Service Project Plan (CSPP), production conversion will commence, and continue over a mutually agreed-on period. The final schedule will be mutually determined between the Ricoh project manager and Customer. Customer will deliver Source Media as necessary to support the planned schedule.

Ricoh's project lifecycle consists of three major phases:

- Pre-production
- Production
- Project close-out

The Ricoh project manager assigned to your account will be responsible for directing all phases and will be the primary point of contact for the entire project. The project manager will execute the operations based on a structured methodology approach. The Ricoh project manager will ensure that each of the phases has mutually agreed upon objectives and deliverable products. Both Ricoh and your organization will have defined responsibilities in each phase, and accordingly both will share in the project success. Transition from one phase of the project to the next shall occur only with Customer expressed approval.

The activities for each phase are described below:

**Pre-Production** —After contract award, Ricoh's project manager will lead a kick-off meeting with Customer. After kick-off, Ricoh begins work with Customer to finalize procedures and quality specifications.

During this phase, the Ricoh project team works with Customer to complete the Conversion Services Project Plan (CSPP) and presents it to Customer for approval. The purpose of the CSPP is to provide a detailed, documented reference for the complete execution of the project. In the plan, the project manager describes in detail all of the logistical, operational and technical requirements, specifications and procedures of the project.

After approval of the CSPP, Ricoh performs a data interchange test (DIT). The DIT is an end-to-end test of workflow and procedures, and is performed to verify both the technical and logistical elements of the project. The results of the DIT are to be reviewed by Customer and any required adjustments will be communicated back to Ricoh. Ricoh will not proceed with production until a successful DIT is completed and approved by Customer.

**Production** —With Customer's approval of the interchange test, Ricoh will pick up boxes of files to begin the scanning production and produce deliverable images. The production process will mirror the DIT model. Ricoh will work with Customer to ensure that the implemented process, scan, index, and import are meeting all of Customer's requirements.

During production, Ricoh will generate monthly reports of production statistics. The format of this report will be developed with Customer but should include totals of documents and images produced and delivered and invoice summaries.

**Close-out** — The Ricoh project manager closes out all open items and issues and performs a final reconciliation. The project manager conducts an end-of-project meeting. Optionally, data reconciliation reports can be produced detailing anomalies, such as documents in database but not delivered, documents delivered but not in database, duplicate documents or indices.

## Appendix A – Definitions

### **Document Preparation**

#### **Client Preparation:**

Client performs 100% of the document preparation. This includes removal of all barriers, creation, and insertion of make-ready copies to address contrast issues, fragile pages, small pages that won't feed, etc. Client preparation also includes the unbinding or cutting/trimming of books, pamphlets, etc. that are hard bound, and the insertion of Ricoh-provided barcode sheets, patch sheets, or document coding/indexing sheets. Client preparation requires that all pages are loose.

#### **Light Preparation:**

Ricoh performs 100% of the preparation and includes the assumptions listed below:

- Documents are 8 ½ by 11" (letter size) up to 11"x17" (tabloid size)
- Ricoh will insert required barcodes and document coding sheets
- 100 barriers (see definition for barrier) with ~25 pages per barrier
- Guidelines are based on average box size (16x12x10 or 1.2cf)

#### **Medium Preparation:**

Ricoh performs 100% of the preparation and includes the assumptions listed below:

- Documents are 8 ½" x 11" (Letter Size) or 11"x17" (tabloid size)
- Ricoh will insert required barcodes and document coding sheets
- 101-499 barriers (see definition for barrier).
- Guidelines are based on average box size (16x12x10 or 1.2cf)

#### **Heavy Preparation:**

Ricoh performs 100% of the preparation and includes the assumptions listed below:

- Preparation includes mixed paper sizes
- Ricoh will insert required barcodes and document coding sheets
- 500 barriers (see definition above for barrier) or more in per box
- Guidelines are based on average box size (16x12x10 or 1.2cf)

### **Quality Control**

#### **Basic Quality Control:**

Document Scanning Specialist will ensure scanner is cleaned and operating as required. Does not include a page-to-image comparison.

#### **Statistical/Sample Quality Control:**

Ricoh will complete image to page QC on 10% of the images per box. **Example** - For a box with an images count of 2,500 images - The Ricoh Quality Control Specialist will review (page-to-image comparison) the first 100 images (~4%) of every box, 50 images (~2%) from the middle of the box, and 100 images (~4%) from the end of the box. The quality control process involves the QC Specialist checking for the following items on the ~10% of the population as defined above:

- Ensure all pages defined in the ~10% sampling were scanned
- No missed back sides
- Images are legible to the original
- Images requiring color are scanned per instructions
- Post-it notes handled per instructions
- Physical document breaks captured correctly per instructions

#### **Full/Image-to-Page Quality Control:**

Quality Control Specialist will:

- Perform page-to-image comparison of every page
- Ensure all pages are scanned
- No missed back sides
- Images are legible to the original
- Images requiring color are scanned per instructions
- Post-it notes handled per instructions
- Physical document breaks captured correctly per instructions

## ***Reassembly***

### **No Reassembly:**

All documents will remain loose, not returned to folders or binders. No removal of barcode and document coding sheets is necessary. Paper returned to its original pick-up box/container

- Documents are not reassembled (re-stapled, re-clipped, re-bound, etc.)
- Documents are not returned to original folders or binds
- Documents are placed in original pick-up box/container
- Document order is maintained
- Ricoh may or may not remove barcodes placed in the documents during the preparation process

### **Light Reassembly:**

Re-Assembly includes placing pages into folders (not including placing on prongs or within binder rings) without any staples or clips or any other type of barrier. Ricoh may or may not remove barcode and/or document coding sheets.

### **Medium Reassembly**

Re-Assembly includes placing pages into folders, placing them on prongs or binder rings without any staples or clips or any other type of barrier. Ricoh may or may not remove barcode and/or document coding sheets.

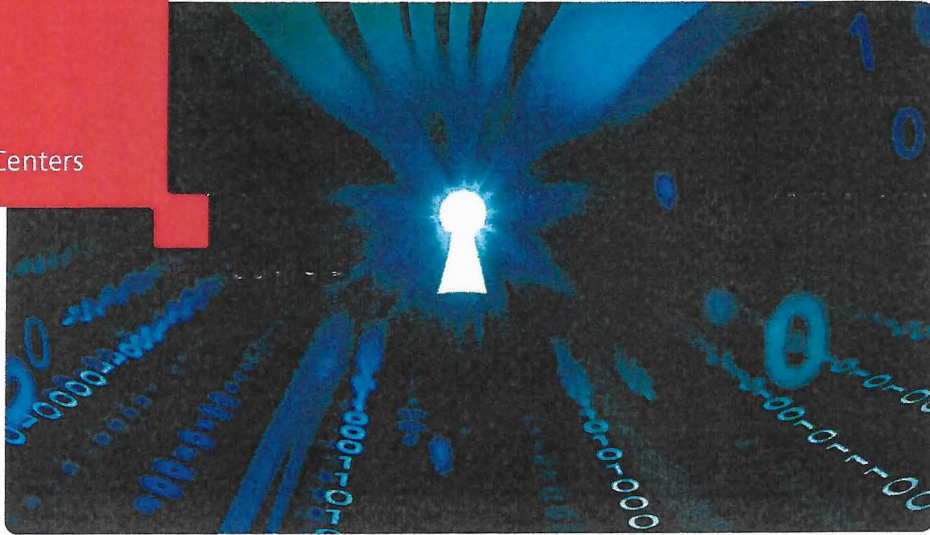
### **Heavy Reassembly:**

Re-Assemble documents as originally received. All barriers replaced as original. Ricoh will remove barcode and document coding sheets.

## Digital Imaging Services

### Security: Processing Centers

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#### Certifications and Accreditations

Ricoh has various third-party certifications and accreditations:

- Ricoh USA, Inc. is Safe Harbor certified for our processing centers.
- Ricoh has undergone a Service Organization Controls (SOC) Type 2 audit. A copy of the report, issued by PricewaterhouseCoopers, is available upon request.

Keeping your electronic data and documents secure as well as ensuring the privacy of your employees and customer is critical to the success of your business. If your information becomes compromised, the risk to your reputation and overall goodwill — along with potential sanctions and damages — is greater than ever before. Therefore, it is crucial that your documents are entrusted to a partner who understands document and data security and offers proactive solutions to assist you in protecting your information.

Ricoh is that partner. At our processing centers, our training, processes and technology are designed to provide security for your documents throughout the entire engagement, from the point of pickup to final delivery.

#### Employee Training & Confidentiality

Ricoh knows that security starts with our employees. Our team is trained and experienced in managing sensitive and confidential documents. We provide focused training on the proper security protocols.

Ricoh's employee training and confidentiality measures include, but are not limited to:

- Annual confidential information training for all processing center employees
- Employee confidentiality agreements
- Company code of ethics
- Pre-employment background checks

## Security: Processing Centers

### Facility Security

Ricoh's processing centers are secured with controlled, restricted and monitored access. Electronically stored information (ESI) and paper are physically protected within our centers and are subject to our data security policies and processes. We also conduct regular and unannounced security audits to review and reinforce compliance.

Ricoh's facility security measures include, but are not limited to:

- A dedicated corporate security team
- Site-specific business continuity plans
- Security leads in each location
- All facilities locked and secured 24/7
- All office access is controlled and monitored
- All guests escorted at all times
- Regular and unannounced security audits
- Clean desk policy
- No personal items allowed in production areas (including cell phones)
- Production areas are controlled and monitored

### Electronic Document Management System Security – DocumentMall™

Ricoh can provide images and index data for import into virtually any commercially available electronic document management system, including DocumentMall from Ricoh - a powerful, Web-enabled document management and storage solution.

DocumentMall security measures include, but are not limited to:

- All data is stored in the data center and is protected from loss, corruption, and unauthorized access
- Physical perimeter and internal defenses designed to protect against unauthorized access to the systems and internal network
- Firewalls and intrusion detection/prevention systems, with monitoring and event logging to evaluate potential threats
- Multi-tiered system architecture to limit access and vulnerabilities due to security breaches
- Redundant storage devices to prevent data loss and ensure integrity
- Regularly scheduled data backups with remote storage of duplicates and a documented recovery plan
- Hardened operating systems on all production machines with regular security patching and vulnerability scanning

### Data Security

Ricoh recognizes the importance of protecting your data and treats all data, regardless of classification, as confidential. Ricoh's processing center team works hand-in-hand with Ricoh's physical and information security teams, as well as legal and audit departments, to ensure that robust, relevant data policies, procedures and processes are always in place.

Ricoh's data security measures include, but are not limited to:

- Secure indexing process
- Dedicated, secure document network
- Production area access is restricted and monitored
- Data transmissions utilize SSL 128-bit encryption or better, including importing and exporting of data
- Application-level security for role-based user access privileges
- Audit logs capture user activities
- Third-party vulnerability assessments performed on routine basis
- Anti-virus management

### Document Security

Ricoh understands the risks associated with the movement of client documents. That's why we track all documents from initial pickup, through the production process, and to delivery through a documented chain of custody. Ricoh offers company-owned vehicles to provide secure local document pickup and delivery services, and we offer encrypted media delivery upon request.

Ricoh's document security measures include, but are not limited to:

- Local pickup and delivery by trained Ricoh employees
- Documents are secured at every point
- Delivery media encrypted upon request; during transportation data is protected using AES 256-bit encryption
- Secure File Transfer Protocol is utilized for electronic data transfers
- Documented chain of custody
- All documents, regardless of classification, are treated as confidential

Visit Ricoh at [www.ricoh-usa.com](http://www.ricoh-usa.com).

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## Appendix C: Transportation for Physical Records

### Transportation Discussion Details

- The total volume of boxes to be transported Select one... exceed 100 boxes
  - Office Hours (Customer's Local Time): 8:00 – 5:00
  - Any special instructions (E.g. non-typical working days):
- Note: Most Ricoh-provided shipping starts at \$1,000 per trip outside of a 100-mile radius of BIS Centers.

### Common Transportation Options

- **Courier (Box Truck or Van)** - For any size shipments and box sizes.
  - Box Truck sizes vary and may be scaled based on qty of boxes to transport

Box trucks are most common. Below are some alternate shipping methods that could help reduce costs, depending on the size and needs of the project:

- **ReloCubes** - For any size shipments and box sizes.
  - Cubes can handle up to 150 standard (1.2 cu ft) boxes per ReloCube.
  - Cubes can be dropped off one day for loading and picked up the next day for transport.
  - ReloCubes are not available at all locations.
  - ReloCubes do not require a loading dock. They take up half of a typical sized parking spot.
  - Locks are not provided, but they can be locked with Customer supplied locks.
    - If using a combination lock, Customer to send the combination to Ricoh PM
  - Multiple ReloCubes may be rented if a loading dock is not available.
    - Less practical if over 300 boxes due to client loading labor requirement
  - Pallets are not recommended for ReloCubes.
    - Boxes must be loaded directly on the floor of the cube and stacked accordingly for transport
    - They must be loaded properly for transport against walls with no gaps and as flat as possible
    - Customer Select one... provide a flat, open space where the ReloCubes can be offloaded and placed for loading
    - How long will the client need to load or unload the ReloCube? 1 days
- **Exclusive Use Semi-Trailer** - For larger size shipments (70+) of any box sizes.
  - Commonly chosen for larger projects with multiple populations, longer distances and / or many boxes
  - Require boxes to be on Pallets & shrink wrapped. A loading dock is required.
  - Loading Dock: The Customer Select one... a Loading dock that can handle a 53' trailer
    - Client Select one... provide palletizing / shrink wrap
    - Client Select one... require provide forklift / pallet jack and their own staff to load
    - All answers should be yes to use this option.
      - For pickups in large metropolitan areas where freight traffic is high, a trailer with a lift gate may be requested. In this case, pallets with shrink wrapped boxes are still required but a loading dock is not. A pallet jack would be needed. This is rare.
    - Client may elect to select a specific carrier. However, Client will work directly with them to schedule and procure the service and pay that carrier directly.



*City of Marlborough*  
**Department of Public Works**

135 NEIL STREET  
MARLBOROUGH, MASSACHUSETTS 01752  
TEL. 508- 624-6910  
\*TDD 508-460-3610

THEODORE L SCOTT, P.E.  
INTERIM COMMISSIONER

## MEMORANDUM

**Date:** April 9, 2024  
**To:** Mayor J. Christian Dumais  
**From:** Theodore Scott  
**Re:** Capital Equipment Request

---

I am writing to follow up on our previous discussions regarding the procurement of DPW capital equipment. Enclosed, please find our specific capital equipment request, which we believe is the most time-sensitive element of our overall capital budget request, for your review and consideration.

The condition of Marlborough DPW's fleet continues to decline each year. Without significant capital investment over the next few years, the cost of repairs and renting replacement vehicles will continue to significantly increase. We are currently forced to perform major repairs costing over \$10,000 on vehicles in need of replacement. Although we can continue with this course of action, it is not the most efficient or cost-effective way of maintaining an operational fleet. In addition, this course of action would necessitate the fleet repair/maintenance account line item in the operating budget to be significantly increased each year.

Furthermore, the timing for ordering this equipment is crucial. The order banks for vehicles will begin to close anytime from May onwards. Our preferred target to have the capital equipment funds approved and encumbered would be early May. If we miss the current order bank cycle, we will likely have to wait until the next cycle opens, which typically occurs in November or December. Considering that delivery times range from 6 months to 1 year from the order date, this would mean replacement vehicles would not be available until 12 to 18 months after the equipment is appropriated. As a point of reference, we still have not taken delivery of our 10-wheeled dump truck that was appropriated in May of 2022.

Please let me know if you need additional information or clarification.

THEODORE L. SCOTT, P.E.  
ASST. COMMISSIONER, OPERATIONS

CHRISTOPHER S. LAFRENIERE  
ASST. COMMISSIONER, UTILITIES

THOMAS DIPERSIO, JR. P.E., P.L.S.  
CITY ENGINEER



## Marlborough DPW Capital Equipment Request

No.	Equipment	Description	Cost
1	1998 John Deere 5310 tractor #205	Vehicle out of service and not replaced. Utility tractor used by Parks for variety of jobs.	\$120,000
2	2003 Ford Ranger utility #209	21 years old. 60,000 miles. Poor body and engine condition. Parks playground maintenance.	\$58,000
3	2004 F150 Pick up #37	Vehicle out of service and not replaced. Fleet service vehicle to respond to break downs and pick-up parts.	\$58,000
4	2005 F250 pick up w/plow #315	19 years old. 181,574 miles. Poor body and engine condition. Facilities craftsman traveling and tools.	\$130,000
5	2006 E250 cargo van #307	Vehicle out of service and not replaced. Facilities plumber traveling to work sites and tools.	\$62,000
6	2006 Sterling L8500 dump P&S #32	18 years old. 80,000 miles. Major rust will not pass next inspection. Streets hauling materials and S&I.	\$398,000
7	2007 F150 pick up #82	Vehicle out of service and not replaced. Engineering traveling to perform field work at construction sites.	\$58,000
8	2008 Ford Ranger Pickup #313	Vehicle out of service and not replaced. Facilities General Foreman vehicle.	\$58,000
9	2008 Ford Escape Hybrid #83	Vehicle out of service and not replaced. Engineering traveling to perform field work at construction sites	\$58,000
10	2008 Ford Fusion #85	Vehicle out of service and not replaced. Engineering traveling to perform field work at construction sites	\$58,000
11	2008 Ford F450 Dump P&S #206	Vehicle out of service and not replaced. Parks hauling loam, mulch and other materials and S&I.	\$192,000
12	2010 Toro 5910 Gang mower #211	14 years old. Used daily during for mowing extensive work over its life. Needs major repairs.	\$112,000
13	2011 John Deere Loader #43	13 years old. 7,165 hours. Major body rust will need replacement of cab. Streets loading materials and S&I.	\$335,000
14	2012 F150 PICK UP #70	12 years old. 96,049 miles. Vehicle has extensive rust, and drive train issues. FPC General Foremen vehicle.	\$58,000
15	2015 Bobcat Toolcat #77	9 years old. 5,310 miles. Vehicle used daily for cleaning downtown area and downtown S&I.	\$118,000
16	2015 F350 DRW Service Utility #52	9 years old. 200,000 miles. Vehicle is water department service truck used 7 days a week.	\$120,000

04/09/24

**Total \$1,993,000**