FY 2018 Department Requests - Adopted

Tax Office   001 - 3101

| Improvement Title | OPEX DOCUMENT SCANNING MACHINE | Priority # | 2 |

The Tax Office has two OPEX Document Scanning Machines to sort, open and scan all mail received for Property Tax and Motor Vehicle.   The machines were purchased in 2008, one was purchased new and the other one was purchased used and refurbished.   Both of these machines are using Windows XP Operating System.   These machines are capable for the volume of mail that is processed each day.   However we are experiencing issues that delay the processing of our mail.   All envelopes have to be pre-sorted by size and thickness to reduce feeder jams.   Large envelopes are sorted and copied before scanning because large envelopes will not feed through the feeder.   Often, documents inside the envelope are sliced during the opening process or stick together during scanning and are not scanned.   With the improvements made to newer models, the current issues we are experiencing could be reduced or eliminated.

The OPEX Falcon V Document Scanner minimizes prep time, paper handling, and other manual tasks to improve efficiency that results in superior document integrity. The Falcon V uses updated CertainScan software with a higher resolution for exceptional clarity.   It also includes multiple upgrades from the previous model, including a Friction Feeder that is able to run mixed length and height mail together reducing pre-sorting of envelopes by size. This machine also uses Milling Cutter Technology and an Auto-Jogger Transport that shifts contents away from the cutting edge to avoid cutting documents inside the envelope.   It can also process intermixed envelopes of varying thicknesses, including difficult to process multi-page forms, tax documents and other thick, variable size envelopes. The Falcon V also has various Media Detection capabilities which includes height, length, and Document Skew Detect that can eliminate pages being passed through the scanner unnoticed and uncaptured.   With the advances in technology over the years the improved technology would make the daily mail processing more efficient and effective.

Notes for Purchasing   OPEX Falcon V, Model 72

IT Notes for Purchasing   Microsoft EA License

Item Description / Account Description	Final Result	Account # / Project Code	User Name / Title	New / Replace	Qty	Final Unit Cost	Total Amount
OPEX Document Scanning Machine	**Adopted**	001-3101-483.90-02 N31001		Replace	1	$87,450.00	$87,450.00
SWM - OPEX Document Scanning Machine Maintenance Agreement	**Adopted**	Non Dept.			1	$10,780.00	$10,780.00
						Request Total	$98,230.00