



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 1/23/2025

File ID: 2025-25

Department: City Clerk

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to execute Change Order No. 1 and Final to the Master Services Agreement No. 29149 between the City of Huntsville and MCCi, LLC. for Scanning Services.

Resolution No.

Finance Information:

Account Number: 1000-12-12100-515376-000000000-

City Cost Amount: Reduction in cost of \$148,573.23

Total Cost: Amend Contract Amount to \$280,898.79

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments: Change order is needed to facilitate the scope of the scanning project to amend the final contract amount to \$280,898.79 for a decrease of \$148,573.23.

RESOLUTION NO. 25-

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized, to execute Change Order No. 1 to the Contract between the City of Huntsville, Alabama and MCCi, LLC, adopted and approved on the 23rd day of January, 2025, by the City of Huntsville, Alabama by Resolution No. 23-552 and is reflected on Change Order No. 1, attached hereto.

BE IT FURTHER RESOLVED that the total contract amount be, and is hereby amended from FOUR HUNDRED TWENTY-NINE THOUSAND FOUR HUNDRED SEVENTY-TWO AND 02/100 DOLLARS (\$429,472.02) to TWO HUNDRED EIGHTY THOUSAND EIGHT HUNDRED NINETY EIGHT AND .79/100 DOLLARS (\$280,898.79) including this Change Order No. 1, a decrease of ONE HUNDRED FOURTY-EIGHT THOUSAND FIVE HUNDRED SEVENTY THREE AND .23/100 DOLLARS (\$148,573.23). Said Change Order is substantially similar in words and figures as that document attached hereto and identified as "Change Order No. 1 to the Contract between the City of Huntsville, Alabama and MCCi, LLC, for Scanning Services," consisting of two (2) pages, and the date of January 23, 2025, appearing on the margin of the first page, together with the signature of the President of the City Council, and an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 23rd day of January, 2025.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 23rd day of January, 2025.

Mayor of the City of Huntsville,
Alabama

CHANGE ORDER NUMBER 01
TO ADDENDUM NO. 1 TO MASTER SERVICES AGREEMENT NO. 29149

This is Change Order Number 01 ("CO") to Addendum No. 1 ("Order") dated 7/13/2023 by and between MCCi, LLC ("MCCi") and City of Huntsville ("Client") subject to the terms of Master Services Agreement No. 29149 ("Master Legal Agreement"). MCCi and Client may be referred to individually as a "Party" or collectively as the "Parties." Capitalized terms used and not otherwise defined herein shall have the meaning ascribed to them in the Master Legal Agreement or the Order.

The Parties desire to amend the Order as follows:

Order Date	Document Title	Summary					Financial Impact		
7/13/2023	Addendum No. 1	Pricing					\$429,472.02		
1/6/2025	Change Order 01	Remove existing Pricing. Add Pricing below					-\$148,573.23		
		<i>Scanning Services Description:</i>							
		<i>Qty.</i>	<i>Unit Cost</i>	<i>OMNIA - NCPA 01-162</i>	<i>Total</i>				
		<u>MCCi SCANNING SERVICES</u>							
		Regular Size Images up to 11x17" (> 1,000,000) Doc Prep Per Image	1068121	\$0.062	\$0.0589	\$62,912.33			
		Regular Size Images up to 11x17" (> 1,000,000) Scanning per Image	1068121	\$0.079	\$0.0751	\$80,215.89			
		Regular Size Images up to 11x17" OCR Per Image	108269	\$0.013	\$0.0124	\$1,342.54			
		Regular Size Images up to 11x17" Color Scan Add-on	62183	\$0.696	\$0.6612	\$41,115.40			
		Large Format up to 42" Wide (< 100,000) Standard Scan and Prep Per Image	40392	\$1.598	\$1.5181	\$61,319.10			
		Large Format up to 42" Wide Color Scan Add-on	2760	\$1.393	\$1.3234	\$3,652.58			
		XXL Large Format Images, Special Handling	38	\$12.632	\$12.0000	\$456.00			
		Indexing Fields Per Index (> 100,001)	163919	\$0.150	\$0.1425	\$23,358.46			
		Pick Up, Base Fee	1	\$200.00	\$190.0000	\$190.00			
		Pickup, Per Box (≥300)	317	\$10.00	\$9.5000	\$3,011.50			
		Delivery, Base Fee	1	\$200.00	\$190.0000	\$190.00			
		Return, Per Box (≥300)	54	\$10.00	\$9.5000	\$513.00			
		Secure Destruction (Regular Images, Per 2,500 Images)	276	\$10.00	\$9.5000	\$2,622.00			
		<i>Scanning Services Subtotal</i>						<i>\$280,898.79</i>	
		GRAND TOTAL - SCANNING SERVICES						<i>\$280,898.79</i>	
		Cumulative Totals							
								\$280,898.79	

All Change Orders Expire 30 Days from Quote Date for the Change Order

All other terms to the Order remain unchanged.

IN WITNESS WHEREOF, the parties have caused this CO to be signed by their respective duly authorized representatives as of the date last written below:

MCCi, LLC

CITY OF HUNTSVILLE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____