



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 6/12/2025

File ID: TMP-5612

Department: City Clerk

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to execute Addendum No. 5 to Master Services Agreement No. 29149, between the City of Huntsville and MCCi, LLC, for the provision of records management imaging services for Municipal Court.

Resolution No.

Finance Information:

Account Number: 1000-12-12200-515376-00000000

City Cost Amount: \$154,192.69

Total Cost: \$154,192.69

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: Contract pricing is made available through Omnia Partners Cooperative Purchasing contract #01-162. The amount of \$154,192.69 is based on an estimated quantity of documents for the first of two scanning projects for Municipal Court. The City shall be invoiced for actual documents (images) scanned.

RESOLUTION NO. 25-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor is hereby authorized to execute Addendum No. 5 to Master Services Agreement No. 29149, between the City of Huntsville, a municipal corporation in the State of Alabama, and MCCi, LLC, which said Agreement is attached hereto and identified as "Addendum No. 5 to Master Services Agreement No. 29149, for the provision of records management imaging services for Municipal Court," and in accordance with the provisions made available through Omnia Partners Cooperative Purchasing contract no. 01-162 for provisions of the scope of services and deliverables as outlined in Master Services Agreement No. 29149, Addendum No. 5, consisting of nine (9) pages and the date of June 12, 2025, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, and 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 12th day of June, 2025.

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

APPROVED this the 12th day of June, 2025.

Mayor of the City of Huntsville,
Alabama

ADDENDUM NO. 5 TO MASTER SERVICES AGREEMENT NO. 29149

SCANNING ORDER

Pursuant to Master Services Agreement No. 29149 ("**Agreement**");

This Scanning Order, designated as Addendum No. 5 is entered into as of June 12, 2025, ("**Addendum Effective Date**"), by and between MCCi and Client and is hereby incorporated into the Agreement and made a part thereof. If there is any conflict between a provision of the Agreement and this Addendum, the Agreement will control. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Order supersedes any previous quote or proposals received.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum No. 5 to be executed by their respective duly authorized representatives as of the Addendum Effective Date.

MCCi, LLC

CITY OF HUNTSVILLE ("Client")

Signed: _____

Signed: _____

Name: _____

Name: Tommy Battle

Title: _____

Title: Mayor

Date: _____

Date: June 12, 2025

PROJECT SCOPE

GENERAL DESCRIPTION

DOCUMENT SIZE	Regular up to 11" x 17
DEPARTMENT	Courts
DOCUMENT TYPES	Court case files
DOCUMENT/ROLL/FICHE COUNT	19,667
IMAGE COUNT	590,000
IMAGES PER DOCUMENT/ROLL/FICHE	30

DOCUMENT PREPARATION

CURRENT STORAGE METHOD	Boxes, Shelves
CONDITIONS OF DOCUMENTS	Good

IMAGE PROCESSING & INDEXING

DPI & COLOR	300 DPI, Black & White
NUMBER OF INDEX FIELDS	Up to 3 Fields
DOCUMENT NAMING CONVENTION	Case Number
FIELDS TO BE INDEXED	Case number, Charge, Name
OPTICAL CHARACTER RECOGNITION	Included

IMAGE OUTPUT

DELIVERY METHOD	Secure FTP Transfer
OUTPUT TYPE	Laserfiche Briefcase

MATERIAL HANDLING

SHIPPING LOGISTICS	MCCi Pickup
SHIPPING & DELIVERY TERMS	Up to 1 Shipment
PHYSICAL DOCUMENTS	Secure Destruction

The Scope above has been provided and/or confirmed by Client. Both Parties agree that the estimated Pricing defined herein is based on the Project Scope and the following assumptions. If documents are not as initially represented, additional charges will apply. MCCi will call for authorization to proceed with the project.

MILESTONES, TASKS & DELIVERABLES

Milestone	TASKS / Deliverables
#1: Project Kickoff	<p>Tasks: Client's MCCi salesperson will set up a project kickoff call. During the kickoff call, the MCCi team will walk Client through the project scope and contract. Requirements, timeline, pickup and delivery, and other project specifics will be discussed with Client.</p> <p>Client Deliverables:</p> <ul style="list-style-type: none"> ▫ All documents will be boxed and securely closed. ▫ Boxes will not exceed 40 lbs each ▫ Boxes will need to be 95% filled or less ▫ Boxes will need to be accessible without the use of stairs ▫ Boxes will need to be clearly labeled ▫ Boxes will only contain one document type per box ▫ Items that do not need to be converted are removed from the boxes ▫ Client will furnish MCCi with all hardcopy/electronic documents for its use in preparing the document imaging project for conversion <p>Assumptions: MCCi may utilize Basecamp to communicate with Client on a regular basis about project progress, issues, etc.</p> <p>MCCi may not conduct Client kickoff for continuations of existing project(s).</p>
#2: Sample Sign-Off	<p>Tasks: Once Client documents are brought into MCCi facility and reviewed, the MCCi team will scan a sample of Client's documents. MCCi will select settings based on the Project Scope, and to make sure Client's documents are being digitized in a manner that preserves as much detail, clarity, and quality as possible.</p> <p>MCCi will deliver these sample scans to Client electronically for review. Once Client agrees that the sample scan quality is satisfactory, the MCCi team will proceed with the rest of the project.</p> <p>Client Deliverables: Client will need to approve or deny image quality samples within two (2) business days of electronic delivery. Delays in approval may cause significant delays in project timeline.</p> <p>Assumptions: Sample scans may not be needed if MCCi and Client have previously worked on similar conversion projects together.</p>

#3: Scheduled Finished Product Delivery	<p><i>Deliverable:</i> At regular intervals (typically monthly), the MCCi team will electronically deliver the digitized documents that were finished in the previous period.</p> <p><i>Client Deliverables:</i></p> <ul style="list-style-type: none"> ▪ Client is responsible for filing of all documents in their document management system ▪ Client will have 60 days from the date of the last data delivery to review deliverables, after this time period MCCi will not be held responsible for any quality issues <p><i>Assumptions:</i> Billing will occur upon completion of this milestone.</p> <p>These documents will have gone through MCCi prepping, scanning, and quality control processes.</p> <p>The delivery schedule will vary based on the size and scope of project.</p>
#4 Physical Document Return/Destruction	<p><i>Tasks:</i> Once the last finished product delivery has taken place, Client's documents will be returned or destroyed in the fashion indicated in the Project Scope. Documents will continue to be treated with care until they are in Client's possession or destroyed.</p> <p>Documents will be returned to Client in the order they were received, but they will not be placed back into their file folders/envelopes or be re-prepped (unless specifically stated otherwise in the Project Scope). Folders/envelopes may need to be cut for processing. If Client has chosen to have MCCi destroy their documents (as opposed to being returned), Client will receive written notification that the documents have been destroyed.</p> <p><i>Client Deliverables:</i></p> <ul style="list-style-type: none"> ▪ Client should review all returned documents within 30 days of return, to ensure all originals are back in their possession.

PRICING



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Bill /Ship to: Shaundrika Edwards
shaundrika.edwards@huntsvilleal.gov
cc AP Contact: accountspayable@huntsvilleal.gov

Client Name: City of Huntsville
Client Address: 305 Fountain Circle, Huntsville, AL 35801
Quote Number: 36342
Order Type: Scanning

Quote Date: June 2, 2025

<i>Scanning Services Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>OMNIA - NCPA 01-162</i>	<i>Total</i>
MCCI SCANNING SERVICES				
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 1,000,000) Doc Prep Per Image	590000	\$0.091	\$0.0860	\$50,740.00
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 1,000,000) Scanning per Image	590000	\$0.113	\$0.1077	\$63,543.00
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" OCR Per Image	590000	\$0.016	\$0.0149	\$8,791.00
<input checked="" type="checkbox"/> Indexing Fields Per Index (< 100,000)	59001	\$0.253	\$0.2400	\$14,160.24
<input checked="" type="checkbox"/> Pick Up, Base Fee, Per 150 Boxes	2	\$500.000	\$475.0000	\$950.00
<input checked="" type="checkbox"/> Pickup, Per Box (<250)	236	\$16.500	\$15.6750	\$3,699.30
<input checked="" type="checkbox"/> Secure Destruction (Regular Images, Per 1.2 CU Ft Box)	236	\$12.000	\$11.4000	\$2,690.40
<input checked="" type="checkbox"/> Project Management for Scanning	1	\$10,125.000	\$9,618.75	\$9,618.75
Scanning Services Subtotal				\$154,192.69

GRAND TOTAL - SCANNING SERVICES	\$154,192.69
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TOTAL SCANNING PROJECT COST	\$154,192.69
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All Quotes Expire in 30 Days

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

Project must be received in its entirety within 90 days of contract execution or pricing is subject to change

OMNIA - NCPA Pricing - The pricing and terms in this statement of work ("SOW") are derivative of the "Not-To-Exceed" digitization rates that were competitively sourced through the National Cooperative Purchasing Alliance (NCPA). The rates and terms listed are based upon the complexity and volume of the project(s) outlined in this SOW. The rates listed may be applied to additional projects that haven't been specifically outlined in this SOW, but MCCi reserves the right to verify the complexity of those projects and if needed modify the rates accordingly.

Volume Rates – The initial pricing is based on the estimated volume of documents anticipated to be processed. This estimate is used to determine the preliminary rates. Final billing will be determined based on the actual volume of documents received and processed, as seen in the rate table contained within this agreement. In cases where the actual volume falls below or exceeds the expected range, pricing adjustments may apply. Should the final volume surpass or fall below certain pre-defined thresholds, the agreed-upon rate may be revised to reflect the actual volume processed, with any resulting price changes incorporated into the invoice.

Government Not-to-Exceed Scanning Pricing						
Regular Size Images up to 11"x17"		Image Quantity	300 DPI Scanning	Doc Prep per Page	Additional Prep	OCR
Per Image		< 500	\$1.672	\$0.464	\$0.5846	\$0.016
Per Image		< 2,000	\$0.610	\$0.272	\$0.3424	\$0.016
Per Image		< 5,000	\$0.344	\$0.156	\$0.1970	\$0.016
Per Image		< 10,000	\$0.262	\$0.151	\$0.1905	\$0.016
Per Image		< 25,000	\$0.183	\$0.123	\$0.1544	\$0.016
Per Image		< 100,000	\$0.159	\$0.104	\$0.1311	\$0.016
Per Image		< 250,000	\$0.142	\$0.100	\$0.1259	\$0.016
Per Image		< 500,000	\$0.113	\$0.084	\$0.1058	\$0.016
Per Image		< 1,000,000	\$0.113	\$0.091	\$0.1141	\$0.016
Per Image		> 1,000,000	\$0.095	\$0.074	\$0.0937	\$0.016
Large Format up to 42" wide		Image Quantity	300 DPI Scanning	Medium Doc Prep per Page	Heavy Doc Prep per Page	OCR
Per Image		< 500	\$3.631	\$0.363	\$0.998	\$0.016
Per Image		< 1,000	\$3.537	\$0.382	\$0.955	\$0.016
Per Image		< 10,000	\$3.082	\$0.397	\$0.895	\$0.016
Per Image		< 25,000	\$2.746	\$0.392	\$0.826	\$0.016
Per Image		< 50,000	\$2.452	\$0.294	\$0.784	\$0.016
Per Image		< 100,000	\$2.271	\$0.206	\$0.620	\$0.016
Per Image		> 100,000	\$2.001	\$0.210	\$0.528	\$0.016
Color Scanning			Scanning Rate per Image			
Regular Size			\$0.835 per image in addition to scanning rate for regular images			
Large Format			\$1.672 per image in addition to scanning rate for large format images			
Microform Images	Image Quantity	16mm Microfilm	35mm Microfilm	16mm Microfiche	35mm Microfiche	OCR
Per Image (\$100 min)	< 25,000	\$0.066	\$0.134	\$0.200	\$1.086	\$0.016
Per Image (\$100 min)	< 50,000	\$0.049	\$0.126	\$0.184	\$1.052	\$0.016
Per Image (\$100 min)	< 100,000	\$0.042	\$0.109	N/A	\$1.002	\$0.016
Per Image (\$100 min)	> 100,000	\$0.034	\$0.101	\$0.158	\$0.919	\$0.016
Bound Book Scanning		Image Quantity	Doc Prep	Scanning Rate	Image Cleanup	OCR
Per Image		< 1,000	\$0.334	\$2.506	\$0.586	\$0.016
Per Image		< 2,500	\$0.301	\$2.088	\$0.542	\$0.016
Per Image		< 5,000	\$0.268	\$1.672	\$0.500	\$0.016
Per Image		< 7,500	\$0.233	\$1.588	\$0.460	\$0.016
Per Image		< 10,000	\$0.200	\$1.505	\$0.418	\$0.016
Per Image		< 25,000	\$0.167	\$1.420	\$0.376	\$0.016
Per Image		< 50,000	\$0.134	\$1.337	\$0.334	\$0.016
Per Image		> 50,000	\$0.118	\$1.253	\$0.301	\$0.016
Total Indexes	Price Per Index	Pickup/Delivery, Per Box		Secure Destruction or Nonsecure Disposal		Rate
< 1,000	\$0.505	Pick Up / Delivery Base Fee Per 150 Boxes		Regular Format, per 1.2 CU Ft Box		\$12.00
< 10,000	\$0.442	<50 (\$300 Minimum Charge Per Pickup)		Large Format, per 1.2 CU Ft Box		\$12.00
< 25,000	\$0.379	<100		16mm Microfilm, per 90 rolls		\$30.00
< 50,000	\$0.316	<150		35mm Microfilm, per 52 rolls		\$30.00
< 100,000	\$0.253	<200		Microfiche, per 3,000 fiche		\$30.00
> 100,000	\$0.189	< 250		Other Services		Rate

	< 300	\$14.230
	> 300	\$14.300
Shipping (Inbound or Return)		Rate
CD/DVD/Flash Drive		\$13.800
16mm Microfilm, per 90 rolls		\$414.00
35mm Microfilm, per 52 rolls		\$414.00
Microfiche, per 3,000 fiche		\$414.00

DVD/CD/Flash Drive, Per Set	\$63.158
Re-Prep, Per Image	Prep Rate x 1.26
Large Format Additional Prep	Prep Rate x 1.26
Storage Charges	\$5.00 per cubic foot per month

BILLING SCHEDULE

Deliverables will be billed monthly for work completed during the previous month. Client is responsible for all images processed by the MCCi project team. Any expected overages will be raised with Client before such overage is to occur so that Client can appropriately make arrangements to accommodate for the overages.

SALES TAX

Sales tax will be invoiced where applicable and is not included in the fee quote above.

SCANNING ASSUMPTIONS

The following assumptions serve as the basis for this SOW. Any service or activity not described in this SOW is not included in the scope of services to be provided. Variations to the following may impact this SOW's cost and/or schedule and require a change order.

DELIVERABLE ACCEPTANCE CRITERIA

- Both Parties acknowledge that the acceptance period noted herein is in conflict with the Master Agreement and the terms defined within this agreement take precedence.
- MCCi's delivery of a Deliverable to Client shall constitute that MCCi has conducted its own review and believes it meets Client's requirements.
- MCCi's acceptable error rate will be less than 0.5% for the overall project, unless otherwise stated in writing. MCCi cannot be accountable for records not reflected in the original inventory report provided by Client. MCCi will correct only those valid discrepancies above the acceptable error rate reported within the Acceptance Period (defined below).
- If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have 30 days after MCCi delivers the Deliverable to Client (the "Acceptance Period") to give written notice to MCCi specifying the deficiencies in reasonable detail.
 - MCCi shall use reasonable efforts to promptly resolve any such deficiencies.
 - Upon resolution of any such deficiencies, MCCi shall resubmit the Deliverable for review as set forth above.
 - Notwithstanding the foregoing, if Client fails to reject any Deliverable within 30 days, such Deliverable shall be deemed accepted.

GENERAL

- Charges apply on a per project basis and are dependent upon size and volume of documents. MCCi requires having the entire project in bulk, rather than in small quantities. Breaking the project into smaller quantities will affect the volume pricing, and additional charges per image may apply. A sample may be required prior to confirming large volume job pricing.
- Client agrees that the work described herein represents MCCi's current best estimate and is subject to possible change due to circumstances beyond MCCi's direct control and/or new or additional information discovered during the course of the project. Further, Client understands and acknowledges that MCCi's ability to meet such work schedule is dependent upon, among other things, the accuracy of the assumptions and representations made by Client, the timeliness of Client business decisions, and the performance of Client and Client's vendor personnel in meeting their obligations for this project and in accordance with this Order.
- MCCi maintains partnerships for the purpose of offering additional capacity and flexibility in meeting Client expectations. In the event partners are used for a project, the management and support of the project will be handled directly by MCCi. Physical documents will never leave the United States, but our partners may utilize offshore resources to handle document indexing, quality control, and other processes.
- Through the course of this project, MCCi may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCi and Client may be stored in Basecamp.
- Client is responsible for creating and operating any workflows needed to import and/or organize data.

DOCUMENTS

- Client understands that MCCi will process every image supplied to MCCi by Client as furnished. Client is responsible for removing any documents before shipping to MCCi for processing.

- Client will furnish MCCi with all hardcopy/electronic documents for its use in preparing the document imaging project for conversion. Upon completion of scanning, MCCi will return the documents to the Client in the order as received from Client but not placed back into their file folders/envelopes or re-prepped unless specifically stated otherwise in the Project Scope.
- Client is required to package all materials per MCCi's instructions prior to shipment/delivery of materials to MCCi's facility. If Client chooses to utilize MCCi's pickup and delivery service (offered in select states), pricing is based on picking up the entire project described in the scope of services in one (1) shipment unless stated otherwise in the scope of work. At the time of updating or if additional trips are required due to Client not having all the documents ready for pick up, additional charges will be applied. If Client chooses to ship via a certified carrier, Client incurs all shipping costs.

DOCUMENT & DATA STORAGE

- MCCi's facilities contain secure rooms for hardcopy "work in progress" document storage. MCCi will arrange for the return of hardcopy documents to Client after completion of scanning. If documents reside at MCCi facilities for a period longer than 90 days after converted electronic data is delivered to Client, storage charges of \$5.00 per cubic foot per month will apply.
- MCCi is not responsible for maintaining a copy of Client data, with the exception of clients who subscribe to MCCi's Online Document Hosting Services. MCCi periodically reviews and deletes Client data from previous projects. The timing of the periodic review and deletion of data is at MCCi's discretion. If Client requires MCCi to delete copies of its data prior to MCCi's standard process of deleting data, Client is responsible for submitting an official request in writing and for obtaining confirmation of data deletion.

LASERFICHE

Laserfiche system clients with a pre-existing template(s) are required to supply MCCi with a Laserfiche Briefcase of their current template(s) prior to each scanning project.

LIMITED LIABILITY

If the Master Agreement is silent on each Parties' limited liability, liability is limited to the amount of dollars received by MCCi directly associated with this Order.