



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 1/9/2025

File ID: TMP-5076

Department: City Clerk

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to execute Addendum 1 to Master Services Agreement No. 29149 between the City of Huntsville and MCCi, LLC., to provide the destruction of physical documents that have been scanned through the Scanning Regular and Large Format - City-wide Initiative.

Resolution No.

Finance Information:

Account Number: 1000-12-12100-515376-00000000

City Cost Amount: \$2622.00

Total Cost: \$2622.00

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:

This addendum allows for the destruction of 276 boxes of documents that were sent to MCCi for scanning purposes. This will total 59,702 documents for Finance/Engineering/Natural Resources.

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 1 to the Master Services Agreement 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 1 to Master Services Agreement No. 29149, to provide the destruction of documents that have been scanned through the Scanning Regular and Large Format – City-wide Initiative," consisting of one (1) page, with the date of January 9, 2025 appearing on the margin of the first page of the agreement, together with the signature of the President or President Pro Tem of the City Council, 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 9th day of January, 2025.

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

APPROVED this the 9th day of January, 2025.

Mayor of the City of Huntsville,
Alabama

ADDENDUM 1 TO MASTER SERVICES AGREEMENT NO. 29149

The following will constitute an Addendum (Physical Destruction Agreement) to the contract between MCCi, LLC and **City of Huntsville, AL (Addendum 1 - Scanning_Regular and Large Format - City-wide initiative - 2023/07/14)** according to the following:

AGREEMENT

This agreement is made on **01.09.2025** by and between MCCi, LLC located at 3717 Apalachee Pkwy, Tallahassee, FL 32311, and **City of Huntsville, AL at 305 Fountain Circle, Huntsville, AL 35801** (hereafter referred to as the Client) and is intended to document the understanding of both parties regarding the destruction of the clients' documents.

UNDERSTANDING

It is hereby understood that the Client has provided documents to MCCi for the purpose of scanning. Client is in receipt of the digital images, and the Client has no further interest in the physical documents. It is the Client's intention that MCCi dispose of the documents currently. Unless contracted otherwise, documents that do not contain sensitive or confidential data will be destroyed in a manner that is at the discretion of MCCi. MCCi may recycle, shred, burn, or in any other manner destroy documents. In no event will MCCi be held in any way responsible for any aspect of the destruction of said documents. If any costs are associated with the destruction of these documents, the client will be responsible for any cost incurred by MCCi. The Parties agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.

If the documents are confidential or contain sensitive data, the Client will contract with MCCi to professionally destroy the documents by shredding. The Client is responsible for paying any fees associated with the destruction, as written in the contract. MCCi will provide the Client with a Certificate of Destruction upon completion.

Files to be destroyed are summarized below: **Finance/Engineering/Natural Resources**

Total images 970,065	Total Documents 59,702	Total Boxes 276
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Accepted by:
City of Huntsville, AL

Tommy Battle
Print Name

Mayor
Title

Signature

January 9, 2025
Date

Submitted by:

MCCi, LLC

Digitally signed by Marie E. Grosh
DN: cn=Marie E. Grosh, o=MCCi, ou, email=mgrosh@mccinnovations.com, c=US
Date: 2025.01.03 13:43:52 -05'00'

Marie Grosh, Director of Scanning Operations

01/03/2025

Date
