



Municipal Code Corporation

SALES DEPARTMENT

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Russell Haddock, Senior Account Executive • rhaddock@mccinnovations.com

January 4, 2013

Ms. Elsa Martinez
City of Corpus Christi
PO Box 9277
Corpus Christi TX

Dear Ms. Martinez:

Thank you for speaking with me recently regarding Scanning and Indexing your records and our archiving services for your permanent records. Per our conversation we have included a Proposal for scanning your documents so you have a searchable archived copy of your records. Our Scanning and Indexing service provides many benefits including:

- **Full Search Features-** Your typed documents will be fully searchable through the Laserfiche software. This powerful searching includes general text searching as well as date searches. Both of these searches can be combined to find documents instantly from your desk versus spending countless hours manually searching through your hard copy records.
- **Disaster Recovery-** By scanning and indexing your documents, you will no longer have to depend on the hard copies for finding information. This can be extremely valuable in the event of a disaster and your records were unobtainable temporarily or permanently.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your interest and hope that we will have the pleasure of working with you and serving the City of Corpus Christi.

Sincerely,

Russell Haddock
Senior Account Executive

Quotation Sheet

DIR-SDD-980

SCOPE OF SERVICES

The Client will furnish MCCi for its use in preparing the document imaging project all hardcopy /electronic documents to be converted.

PROJECT SCOPE – All estimates are based on information provided by the client

- *General Description*

Department: *Building Department*
Document Types: *Permit Files—Primarily Large Format, Some Regular Format
Estimate of 82,350 Large Format Images, based upon
assumption of 610 plan bags, with 135 images each.*

- *Document Preparation:*

Current Storage Method: *Plan Bags*

- *Image Processing*

DPI & Color: *300 DPI, Black & White*
Indexing Requirements: *Up to 4 Fields (will use client provided excel database for naming
and QC process)*
Optical Character Recognition *Not Applicable for Maps/Plans/Blueprints*

- *Image Output*

Media: *CD/DVD or External Hard Drive*
Output & Content: *Laserfiche Briefcase or Volume*

- *Material Handling*

Shipping Logistics: *MCCi Pickup and Delivery. The City may also choose to have
MCCi shred the plans (via 3rd party vendor) upon project
completion. MCCi will require a signed waiver acknowledging
that the City has received digital images for all the physical
records sent to MCCi prior to document destruction.*

PROJECT PRICING

Prices listed are per image/per job. If the project is broken up into multiple parts the volume pricing must be broken up as well. *DIR discounted rates (actual rates applied to work) appear in **bold**.*

Conversion of Standard Documents up to 11"x17":

- 0 – 50,000 images = \$0.26 (DIR 5% = **\$0.247**)
- 50,001-100,000 images = \$0.21 (DIR 5% = **\$0.199**)
- 100,001+ images = \$0.16 (DIR 5% = **\$0.152**)

Large Format Documents up to 42" in width:

- 0 – 15,000 images = \$1.15 (DIR 5% = **\$1.09**)
- 15,000 – 40,000 images = \$1.05 (DIR 5% = **\$0.997**)
- 40,001+ = \$0.95 (DIR 5% = **\$0.902**)

Color Documents = \$1 per image in addition to regular per image rate

Shipping Expenses/Document Destruction Expenses:

- \$5 per plan bag pickup and \$5 per bag delivery
 - Not to exceed \$1,500 per one way trip
- Shredding Services billed at cost from 3rd party vendor: Not to exceed \$1,000.

Optional Services:

- Onsite assistance from MCCi Project Manager
 - Document Prep Assistance
 - Indexing Needs and Template Design
 - Pre-Scanning Workflow Design Consultations (can be done offsite at client request)
 - \$2,100 per day
- Remote import assistance from MCCi Project Manager
 - Incorporate scanned work into clients existing file structure
 - Review completed work
 - Answer any client questions
 - \$110 per hour
 - 8 hours included at **no charge** when job billing total exceeds \$50,000

Special notes: The pricing terms listed are in effect for 3 years from signed contract date. At the completion of the 3 year term the agreement can be modified and/or extended as needed. The volume based per image prices are on a per job basis, if the job is broken up into multiple parts the volume pricing must be broken up as well. Travel expenses for on-site document prep and consultation will be invoiced at MCCi cost.

PAYMENT & BILLING TERMS

MCCi will invoice project on a monthly schedule, based on deliverables (via Electronic media or the internet). Payment is due within 30 days of receipt of a valid invoice.

MCCi, a Limited Liability Company and subsidiary of MUNICIPAL CODE CORPORATION, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCi, hereby offers the Laserfiche Software & Services to the City of **CORPUS CHRISTI TX**, a Texas home-rule city organized and existing under state law, hereinafter referred to as the Client, according to the following terms and conditions.

MCCI DOCUMENT SERVICES – INDEXING SERVICES

Once MCCi has received your documents, the following process will occur according to the terms laid out in MCCi's pricing proposal and may vary according to services selected.

CONSULTATION. A Consultation will be scheduled via a telephone conference after receipt of signed contract. This consultation is designed to go over the following: the signed contract and terms, folder structure, current searching methods, document naming scheme, document preparation requirements, and document shipment and/or pick up.

DOCUMENT PREPARATION. If you decide to send paper documents to MCCi, the process of document preparation begins with removing any materials that may prohibit the document from being fed through the scanner (i.e. Removal of documents from file folders, Removal of staples, paperclips, tape, clips, etc) and is described as Document Preparation. Upon completion of scanning, MCCi will organize the documents into their original order as received from the Client.

DOCUMENT ORGANIZATION & INDEXING. Based on the scope of the project and outcome of your Consultation, MCCi will organize and index your documents. This will enable them to be searched and organized by three different methods. The first method includes organizing your documents in a tree-like folder structure, similar to Windows Explorer. This provides a visual method to store and locate your documents. The second method involves the use of electronic template cards. These templates contain unique information pertaining to that particular document. Once a template layout has been agreed upon, no changes can be made once the job has already been started. The third method includes running a process called optical character recognition (OCR), allowing for full-text indexing and searching capabilities. The OCR process converts printed words into alphanumeric characters dependent upon font and paper quality. This enables each occurrence of an OCR'd word to be searched and retrieved. Microfilm, Maps, Poor Quality, and Handwritten documents will be searchable by keyword index only (via template card).

DOCUMENT QUALITY CONTROL. MCCi performs a thorough quality control process after the job has been completed. Each scanned image is inspected for quality, legibility, and accuracy. Steps are taken to ensure each document has been captured, the quality of the scanned image is comparable to the original, and all manual indexing errors have been corrected. MCCi cannot be accountable for records not reflected in original inventory report as provided by Client. MCCi will correct only those discrepancies reported within 90 days after delivery of hard copy materials.

DOCUMENT STORAGE. MCCi's facilities contain secure rooms for hardcopy "work in progress" document storage that are designed to prevent damage from natural disasters. MCCi will arrange for the return of hardcopy documents to the client after completion of scanning. If documents reside at MCCi facilities for a period longer than 90 days after a request for delivery has been made, storage charges will apply. MCCi is not responsible for maintaining permanent archive and accepts no responsibility to loss of electronic data.

FUTURE UPDATES. The Client can provide MCCi additional documents after completion of initial project. The updates can be on a schedule, or as desired by the Client. The Client shall forward to MCCi copies of the final documents via e-mail, certified mail carrier, or through the MCCi pick up and delivery service (offered in select states only). At each update, the Client may elect to purchase an updated version of their records on electronic media. All copies will be disposed of within 60 days upon completion of work. Original documents will be returned to the Client.

ENTERPRISE WIDE SCANNING SERVICES. In accordance with the terms and conditions as laid out here within, MCCi can provide any department in the organization with scanning services for documents other than those described in Section I of the pricing proposal. All costs are volume based and can be provided upon request. MCCi will consult with each department interested in beginning their own MuniScan project to determine individual scanning and indexing needs. For further information and instruction regarding this service please contact our Service Bureau Manager.

MICROFILM & FICHE CONVERSION SERVICES. MCCi offers electronic conversion services for microfilm, microfiche, and aperture cards. The Client will provide MCCi with data to be converted to electronic format. MCCi will extract the images contained on the film/fiche and migrate them to Laserfiche or to another industry standard format as requested by the Client. The images will be captured based upon the reduction ratio and threshold between the beginning and ending of new images on the original film. MCCi is not responsible for the accuracy of existing image quality, such as black borders, skewed images, blurry images, non-legible images, or other errors that are not controllable by MCCi. Unless otherwise specified in the project scope, MCCi will index by the roll/card number or unique identifier.

The terms of this agreement shall remain in force and effect for a period of ninety (90) days from the date appearing below, unless accepted by the Client.

Submitted by: **MCCi, a Limited Liability Company**

Date: January 4, 2013

By:  _____
(Signature)

Donny Bearstow - President

(Printed Name & Title)

Witness:  _____
(Signature)

Noted Items Accepted by: **CITY OF CORPUS CHRISTI, TX**

Date: _____

By: _____
(Signature)

(Printed Name & Title)

Witness: _____
(Signature)

(Printed Name & Title)