

CITY OF SANIBEL
LEGAL DEPARTMENT



MEMORANDUM

TO: Members of City Council

FROM: Kenneth B. Cuyler *KBC*
City Attorney

DATE: November 20, 2012

RE: Basis for waiver of bid requirements for the Agreement between City of Sanibel and MCCi for professional services, training and implementation of an expansion to the current Laserfiche electronic scanning, indexing and electronic forms system

MCCi is a current service provider to the City of Sanibel and provides professional services relating to the Laserfiche electronic digitization and filing system used by the City. It is being proposed that a contract in the amount of \$27,097.10 be entered into with MCCi for additional professional services, training and implementation of an expansion to the current Laserfiche electronic scanning, indexing and electronic forms system. Compulink Management Center, Inc. owns the Laserfiche Document Imaging software product and distributes their product through an authorized reseller network. A Laserfiche representative has provided the City, in writing, their position that MCCi is a sole source service provider to the City of Sanibel based on the City's current account structure (correspondence attached). In addition, this situation involves unique circumstances in that MCCi is the current Laserfiche service provider and an expansion of services with the current provider under these circumstances is in the City's best interest, as opposed to attempting to solicit a new service provider for either the expansion or the current system. My opinion is that MCCi qualifies as a sole source provider under these circumstances and the City Council is authorized to waive any and all competitive sealed bids or proposal requirements that might otherwise be required.

If you have any questions regarding this matter, please contact me at your convenience.

KBC/jg

cc: Judith A. Zimomra, City Manager
Pamela Smith, City Clerk



MEMORANDUM

DATE: December 04, 2012

TO: Judie Zimomra
City Manager

FROM: Pamela Smith, MMC
City Clerk
Bert Smith,
MIS Director

SUBJECT: Digitization of City Records, Phase 2 follow-up

Background:

The current adopted budget includes \$76,090 to continue the digitization of City records, other than Police Department records. Of this amount \$27,090 was scheduled for City-wide digitization of records and \$49,000 was allocated to Administration for labor costs to digitize records. Digitization is the best available technology used to keep records in perpetuity for historical and administrative value, as well as allowing compliance with the records law. To date, we have digitized 100% of Legislative and 85% of Administrative historical records. Our next phase of digitizing records is to commence storing all new records generated in all Departments in a digitized format.

Current Status:

The City retains three types of records: paper, digitized and microfilm. Paper records are stored in two locations: those stored on-site and those stored off-island. As of August we store 1,614.34 cubic feet of paper records on-site. The total amount of paper records stored off-site is 2297.7 cubic feet. The total amount of records is 3912.04 cubic feet. Additionally, there are two-hundred and forty-four rolls of microfilm stored at the Sanibel Library that is included in the 3912.04 cubic feet of records stored off-island. The annual off-island storage and retrieval costs are \$18,600. The nine-hundred and forty-four rolls of microfilm stored at the Sanibel Library . Included in the off-island storage are the nine-hundred boxes of original records that were used to create the microfilm.

The Library has put the City on notice that due to space concerns they are requesting the City take control of the microfilm. More pressing, the two hundred and forty rolls of microfilm stored at the Sanibel Library are reaching the end of useful life and becoming very difficult to read. These rolls of microfilm include Building/Planning developmental permitting records from 1974 to 1991. The current quote to digitize the original paper documents which were copied to microfilm is \$202,500.

It is important to note that the equipment purchased for records digitization, retention and storage will also be used to digitize records for the new City-wide software system, Munis.

Recommendation

MEMORANDUM

Staff's current recommendation is to utilize the \$76,090 that is included in the current budget, as well as an additional \$28,000 from the Finance Department CIP to:

- Commence digitizing of all newly generated records in all Departments, except the Police Department
- Commence digitizing historical records in the following order
 - Natural Resources
 - Planning Department
 - Building Department

PS/me



9/21/2012

City of Sanibel, FL
Ms. Pamela Smith
800 Dunlop Road
Sanibel, FL 33957

Dear Ms. Smith,

The Laserfiche Document Imaging software product is developed and owned by Compulink Management Center, Inc. and distributed through a very select authorized value-added reseller network. Please allow me to help clarify the Laserfiche policy with regard to our value-added partner provider network in Florida.

The City of Sanibel's account is structured so that the purchase of Laserfiche products, services, and support can only be provided by MCCi. MCCi is the premier Laserfiche authorized reseller within the State of Florida. Over the years, they've developed extensive Laserfiche product expertise and support a broad customer base consisting of many of the most recognizable community names in Florida and the southeast United States. In keeping with our desire to provide the very best service and support to our end-user customers, we are pleased to recommend MCCi as the preferred authorized Laserfiche business partner for providing total solutions to government entities within the State of Florida. MCCi, considered your sole source provider for this product, has acquired a wealth of experience and creativity in designing cost effective software solutions for our Laserfiche users in Florida. They are uniquely qualified to continue to properly set up and support our products and provide world class customer service.

Sincerely,

Stephen Hall
Regional Manager
Laserfiche
A Division of Compulink Management Incorporated



ExperienceExcellence

Municipal Code Corporation

SALES DEPARTMENT

PO Box 2235 • Tallahassee, Florida 32316

TELEPHONE (800) 342-2633 • FAX (850) 701-0715

Logan Di Liello, Senior Account Executive • extension 1725 • logan@mccinnovations.com

November 28, 2012

Ms. Pamela Smith
City Clerk
800 Dunlop Road
Sanibel, FL 33957

Dear Ms. Smith:

I enjoyed speaking with you recently regarding the expansion of your current Laserfiche system. Pursuant to our discussion we are pleased to enclose our Professional Services Proposal. While reviewing the proposal please keep in mind the following advantages of making Laserfiche your organizations' Enterprise Content Management system:

- **Leading Provider** – For the past three years, MCCI was ranked as the #1 Laserfiche VAR in the United States.
- **Professional Certifications** – MCCI's staff is well-trained and holds multiple certifications in security, HIPPA, Laserfiche Certified Professionals, and CDIA+ to give you the peace of mind that we are simply the best at what we do.
- **Specialized Professional Services**- We have service offerings tailored to you and your organization's needs. Whether you need product focused training/implementation services, or a consultation on your business processes we have solutions available to optimize utilizing Laserfiche as your ECM system.
- **Centralized Records**- Utilizing Laserfiche as your central records repository helps ensure the life cycle of your organization's records are properly managed, while still giving you the flexibility to have content available for different user's unique needs.
- **Enterprise Licensing**- Laserfiche Avante/Rio are available to make the shift to an Enterprise system easier and more affordable. With bundled functionality, you can easily expand department to department and address business process needs in addition to Records Management needs.
- **The right resources at the right time**- Whether it is integration, scanning and indexing services, an electronic forms solution, etc., MCCI has additional solutions that are complimentary to Laserfiche, while allowing you to work through one vendor for best of breed solutions.

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

Sincerely,

Logan Di Liello
Account Executive

Executive Summary

Laserfiche has been a resource for over 21,000 organizations since 1987. Laserfiche creates elegant document management solutions that help organizations run smarter. Their dedication to customer-driven innovations has built a suite of products and services that address organization-wide business problems from executive, records management, and information technology and end-user perspectives.

Laserfiche is a unified solution that manages all your organization's documents and records, regardless of location or media. Laserfiche strikes a balance between security and accessibility, protecting information while providing efficient access to keep staff working at maximum productivity. Please keep in mind the following competitive advantages of Laserfiche:

- **Digital Archiving-** Digital archiving is the storage of paper and electronic documents in accessible electronic media with long-term preservation capability. It is cost effective because it saves physical storage space and it cuts media maintenance costs. Original documents can be stored off-site or destroyed as necessary. This simplifies the disaster recovery process by allowing you to backup documents on digital media and store them off-site.
- **Business Process Automation –** Laserfiche's Workflow functionality utilizes the Microsoft Windows Workflow Foundation and allows for automating approval processes, document routing, providing additional integration options, and much more.
- **Records Management –** Laserfiche's Records Management Edition meets the Department of Defense (DoD) standards, and augments traditional ECM functionality by adding Records Management tools to manage retention, disposition, vital records, and much more.
- **Comprehensive Security-** Laserfiche Comprehensive Security allows you to control the security of your documents on many levels. You determine what functions, such as scanning and printing, each staff member may use. Security features are easy to administer, records managers can administer most security functions without IT staff assistance.
- **User Friendly-** Laserfiche is very easy to learn and use. It has a folder tree structure similar to Windows Explorer to make it easy to use. Your office can begin to scan and retrieve documents almost immediately after installation.
- **Intelligent Search-** Laserfiche lets you search your documents based upon full-text search, index search, and document and folder name searches. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, the full-text search retrieves it immediately. There is no other imaging software that allows you this many searching possibilities.
- **Web Access-** Laserfiche allows you to publish your documents on the web with our WebLink software. You decide which documents you want published and WebLink publishes them on the web without having to use HTML programming. Users can then search the site to find the information they need using the Intelligent Search feature.
- **Integration-** Laserfiche is able to integrate with current software and hardware on existing systems.
- **Service-** Laserfiche understands the importance of a thorough support service. From technical help to the latest document imaging news, Laserfiche is dedicated to forming a lasting, complete service relationship. Should you need technical assistance; a qualified professional will be available to help you.



Upgrade to Avante

SCOPE OF SERVICES

<i>Product Description:</i>	<i>Qty.</i>	<i>Cost</i>	<i>Total</i>
<u>EXISTING LASERFICHE SOFTWARE SYSTEM CONFIGURATION</u>			
<input checked="" type="checkbox"/> United Standard Server Software <i>*requires MS SQL</i>	-1	\$5,640.00	(\$5,640.00)
<input checked="" type="checkbox"/> LF Full User	-3	\$470.00	(\$1,410.00)
<input checked="" type="checkbox"/> LF Retrieval User	-10	\$188.00	(\$1,880.00)
<input checked="" type="checkbox"/> Snapshot Plug In	-3	\$94.00	(\$282.00)
<input checked="" type="checkbox"/> Email Plug In	-8	\$75.00	(\$600.00)
<input checked="" type="checkbox"/> LF Scanconnect <i>*required for each scanner purchased/utilized</i>	-1	\$159.00	(\$159.00)
<input checked="" type="checkbox"/> Weblink	-1	\$7,515.00	(\$7,515.00)
<input checked="" type="checkbox"/> Import Agent	-1	\$1,495.00	(\$1,495.00)
<i>Existing Software Credit Total</i>			<i>(\$18,981.00)</i>
<u>ECM SOFTWARE LICENSING FOR AVANTE</u>			
<input checked="" type="checkbox"/> Avante Server for MS SQL	1	\$5,000.00	\$5,000.00
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	10	\$500.00	\$5,000.00
<input checked="" type="checkbox"/> Web Access, 20% Add On to All Named Users	10	\$100.00	\$1,000.00
<input checked="" type="checkbox"/> LF Standard Audit Trail, 15% Add On to All Named Users	10	\$75.00	\$750.00
<input checked="" type="checkbox"/> Import Agent	1	\$1,495.00	\$1,495.00
<input checked="" type="checkbox"/> LF Scanconnect 5-pack	1	\$660.00	\$660.00
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<i>ECM Software Licensing Total</i>			<i>\$13,905.00</i>
<u>WEB TOOLS FOR AVANTE</u>			
<input checked="" type="checkbox"/> Laserfiche Starter Public Portal <i>Includes Weblink and 10 Retrieval Connections</i>	1	\$15,000.00	\$15,000.00
<i>Web Tools Total</i>			<i>\$15,000.00</i>
<u>ANNUAL SOFTWARE SUPPORT - BASIC LSAP</u>			
<input checked="" type="checkbox"/> Avante Server for MS SQL	1	\$1,050.00	\$1,050.00
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	10	\$105.00	\$1,050.00
<input checked="" type="checkbox"/> Web Access, 20% Add On to All Named Users	10	\$21.00	\$210.00

<input checked="" type="checkbox"/>	LF Standard Audit Trail, 15% Add On to All Named Users	10	\$15.75	\$157.50
<input checked="" type="checkbox"/>	Import Agent	1	\$409.50	\$409.50
<input checked="" type="checkbox"/>	LF Scanconnect 5-pack	1	\$138.60	\$138.60
<input checked="" type="checkbox"/>	LF Workflow	1	Included	Included
<input checked="" type="checkbox"/>	Laserfiche Starter Public Portal <i>Includes Weblink and 10 Retrieval Connections</i>	1	\$3,150.00	\$3,150.00
<input checked="" type="checkbox"/>	Managed Services for Laserfiche - Avante SQL	1	\$1,687.50	\$1,687.50
<input checked="" type="checkbox"/>	Training Center 10 - 24 Users	1	\$1,620.00	\$1,620.00
	Annual Support Total			\$9,473.10
	<i>For budgetary purposes, the Client should include \$9,473.10 in annual budget for renewal of LSAP, Managed Services, and the Training Center for the software quoted above.</i>			

MCCi PROFESSIONAL SERVICES

<input checked="" type="checkbox"/>	Remote Upgrade to Avante	1	\$600.00	\$600.00
<input checked="" type="checkbox"/>	Basic Onsite Training of software, per day <i>Workflow training and installation excluded. Travel expenses included.</i>	3	\$2,100.00	\$6,300.00
<input checked="" type="checkbox"/>	MCCi Project Management Services	1		\$3,150.00
	Professional Services Total			\$10,050.00

Total Project Cost **\$29,447.10**

PAYMENT & BILLING TERMS

MCCi will invoice fifty percent (50%) of the total contract amount upon receipt of the signed contract. Balance of total project will be invoiced upon completion of the proposed professional services, but may be broken up based on completion date of specific services. MCCi's final invoice will reflect a credit for remaining support on the prior system. This credit is based on a prorated amount determined by the order date of the new system software. Sales tax will be included where applicable. Payment will be due upon receipt of an invoice.



Upgrade to Avante

SCOPE OF SERVICES

<i>Product Description:</i>	<i>Qty.</i>	<i>Cost</i>	<i>Total</i>
<u>ECM SOFTWARE LICENSING FOR AVANTE</u>			
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	18	\$500.00	\$9,000.00
<input checked="" type="checkbox"/> Web Access, 20% Add On to All Named Users	18	\$100.00	\$1,800.00
<input checked="" type="checkbox"/> LF Standard Audit Trail, 15% Add On to All Named Users	18	\$75.00	\$1,350.00
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<i>ECM Software Licensing Total</i>			<i>\$12,150.00</i>
<u>ANNUAL SOFTWARE SUPPORT - BASIC LSAP</u>			
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	18	\$105.00	\$1,890.00
<input checked="" type="checkbox"/> Web Access, 20% Add On to All Named Users	18	\$21.00	\$378.00
<input checked="" type="checkbox"/> LF Standard Audit Trail, 15% Add On to All Named Users	18	\$15.75	\$283.50
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<i>Annual Support Total</i>			<i>\$2,551.50</i>
<i>For budgetary purposes, the Client should include \$2,551.50 in annual budget for renewal of LSAP for the software quoted above.</i>			
<i>Total Project Cost</i>			<i>\$14,701.50</i>
<i>COMBINE TOTAL PROJECT COST</i>			<i>\$44,148.60</i>

MCCI STANDARD SERVICES

To determine which services and products are included with your project, please refer to the Statement of Work above.

MCCI prides itself in providing high quality professional services and support. Providing the most advanced level of tech support via the web, e-mail and phone, you can rest assured that MCCI will provide you with profession installation, training and support services. Our clients can rely on us to provide a continual flow of information through our technical bulletins and newsletters.

MCCI PROJECT MANAGEMENT SERVICES

MCCI Project Managers are CDIA-certified and Laserfiche certified. The CDIA (Certified Document Imaging Architect) is awarded after a comprehensive and rigorous exam focused on a broad spectrum of document and records management objectives. There are multiple Laserfiche Certifications and MCCI focuses on maintaining all of them. MCCI Project Managers administer these services and concentrate on defining business requirements and the deliverables that follow. The MCCI Project Manager will work with the client's point of contact to put together a project plan that clearly defines the scope of services of the Project Management services. These services are included to ensure the Client is prepared for the final project implementation.

Implementation

Client Consultation - The assigned MCCI Project Manager will perform a remote pre-installation solution development plan including configuration of security rules for the Client prior to installation and training. This consultation will include a review of current document organization and retrieval practices to determine desired indexing methods, as well as other basic system set up needs. Once this information has been gathered and provided to the MCCI project manager, the basic folder structure, document naming scheme, scheme, and template set-up will be configured prior to onsite training.

Remote Installation and Configuration- Software installation and configuration may occur remotely as part of the Project Management services to ensure the onsite time purchased is focused on the direct objective. Please refer to the statement of work to determine if the onsite time will include installation and configuration.

Remote Training- Project Management services may be utilized for training administrators or users remotely if not providing onsite training. Please refer to the statement of work to determine the training model quoted.

LASERFICHE BASE SOFTWARE TRAINING SERVICES

The client is provided with either instructor-led hands-on training or train-the-trainer training in the operation of the Laserfiche Software and Plug-ins, and the scope of all training services to be performed is notated in the Statement of Work. These services will be provided onsite or remote, please refer to the Statement of Work to determine which has been quoted. Below are some sample outlines based on user-roles and system modules:

System Administration Training

- Client and Server Installation Procedure
- Users and Groups – Active Directory
- Security
- Templates
- Tags
- Document Relationships

- Records Management
- Volumes
- System settings
- Back up Procedures
- Troubleshooting Procedures
- Technical Support Overview

Full User Training

- Introduction to Laserfiche
- Folders and the Folder Browser
- Scanning and Importing
- OCR and Full Text Indexing
- Document Display
- Index Card/Templates
- Document Retrieval by Index Fields or Text (Searching)
- Annotations
- Extracting a Document from Laserfiche
- Briefcasing and Migrating Documents
- Customize Laserfiche
- Volumes
- Security
- Advanced Features – Plug-ins

To determine which products are included with your project, please refer to the Statement of Work

LASERFICHE AVANTE

Laserfiche Avante solution is a named user model and starts out with a feature rich system that is based on the number of people who will be using the system. It is designed for small to mid-size organizations and helps you capture, manage, distribute, and work with information in diverse working environments. Avante comes with Laserfiche Workflow and allows your organization to move beyond simple document routing to automate everyday tasks, optimize business processes, and share information with a wide variety of applications. Avante systems allow you to choose from multiple database platforms and incrementally expand the system with records management edition and other plug-ins such as Auditing, Web Access, Digital Signatures, and Batch Processing. The Laserfiche Avante pricing structure makes it simple and affordable to add new features and functionality to your Laserfiche system as your needs change.

LASERFICHE RIO

MCCI recommends the Laserfiche RIO solution for Enterprise clients that have a large volume of users, as well as the need for test environments and multiple servers/repositories. RIO and each RIO license comes coupled with Workflow, Web Access, Mobile Access, Snapshot, Email, Digital Signatures, and Advanced Audit Trail. This licensing structure makes it much easier on IT administration, especially when dealing with a large user base. In addition, RIO supports an unlimited number of application servers, as well as repositories, making it well suited for expansion and testing needs. RIO can connect either to MSSQL or Oracle for the backend database, and of course many of the same optional Laserfiche modules such as the Records Management, Batch Processing and Weblink Public Portal licenses are available with RIO.

Feature	Avante	Rio	Comments
Database Options	SQL Express, SQL, Oracle	SQL, Oracle	
Retrieval Concurrent Users	Public Portal (Weblink)	Public Portal (Weblink)	
Full Named Users	Unlimited	25 - Unlimited	Includes Workflow, Email and Snapshot for Avante; Includes Workflow, Email, Snapshot, Web Access and Advanced Audit Trail for Rio.
Retrieval Named Users	n/a	200 - Unlimited	Includes Email capability. Minimum of 200 must be purchased.
Application Servers	1	Unlimited	
User License Model	Named	Named	
Repositories	1	Up 15 per Application Server	Avante: Up to 14 additional (for a total of 15) Repositories can be added at an additional cost. RIO: Each Application Server can have up to 15

			Repositories attached. RIO allows for an unlimited number of Application Servers.
<i>Workflow</i>	Included	Included	
<i>Snapshot</i>	Included	Included	
<i>Email</i>	Included	Included	
<i>WebAccess (Thin client access for named users)</i>	Add-on option	Included	
<i>Mobile Access</i>	Requires WebAccess	Included	
<i>Digital Signatures</i>	Add-on option	Included	
<i>Audit Trail</i>	Add-on option (Options for Starter, Standard, Advanced)	Includes Advanced Audit Trail	
<i>Public Portal (Weblink) Options</i>	Weblink Public Portal license package options (5,10, 25, 50, Unlimited Single Processor, Unlimited Dual Processor, Unlimited Multi Processor)	Weblink Public Portal license package options (50, Unlimited Single Processor, Unlimited Dual Processor, Unlimited Multi Processor)	Avante Public Portal: The 5 concurrent license only allows for one security profile to be set. Unlimited versions are licensed per Laserfiche application server, and per processor. The licensed number of processors must be equal to or greater than the number of processors (CPUs) on the correlating Laserfiche application server. Note: Additional copies of the Unlimited Public Portal are needed if there is a need to connect the Public Portal to more than 1 Application Server.
<i>Upgrade Path</i>	Rio	n/a	
<i>Laserfiche Versions</i>	Lf 8.1 and later	Lf 8.0.1 and later	
<i>Web Admin Console</i>	Included	Included	

LASERFICHE PLUG-INS

Laserfiche Plug-Ins, Utilities, and Tools

MCCi can provide additional Laserfiche Plug-ins Utilities, & Tools software. Laserfiche offers a selection of modules and development tools designed to let you tailor Laserfiche to meet your needs. Certain Plug-Ins may be bundled differently based on the Laserfiche platform. Please refer to the pricing page/statement of work to determine which modules have been proposed.

Capture Modules

Laserfiche ScanConnect™: allows ISIS scanning. A collection of ISIS scanner drivers is included with Laserfiche ScanConnect. These drivers allow images to be scanned through supported scanners. ScanConnect 7.x is can be purchased as an add-on to both Laserfiche scanning and Quick Fields.

Laserfiche Snapshot™: Laserfiche Snapshot is included with both Avante and RIO Full Named User Licenses, and can generate images and text from an electronic file (e.g. a Word document, a web page, a text editor, etc.). The files generated by Laserfiche Snapshot capture the content of the electronic file at the time that it was processed. In other words, they represent an accurate portrayal of an electronic file at a given point in time. The images and text created from an electronic file are then stored in a Laserfiche repository. As you can see, Laserfiche Snapshot can be used as a tool to archive a particular version of an electronic file. Laserfiche Snapshot can process any electronic file that can be opened with a Windows application that has printing capabilities. This feature is automatically included with every Full User purchase.

Laserfiche Import Agent: Laserfiche Import Agent is a capture tool that can bring files into a Laserfiche repository from the Windows file system. Any file that can be stored in Laserfiche can also be imported via Import Agent. What's more, Import Agent allows for scheduled and selective imports, so that users can set up specific criteria for what gets imported when.

OCR Scheduler for Laserfiche: MCCi developed this tool. It provides a simple and effective way to mass OCR documents in Laserfiche. It allows administrators to configure multiple OCR sessions. Sessions are created based on selecting folders within a specific Laserfiche Repository and scheduling the time to begin the OCR process. Benefits:

- Efficiency: Clients can schedule the tool to perform the OCR function, rather than tie up machines during the normal working rhythm.
- Support/Search Content: Leaving the responsibility in users hands to conduct OCR can lead to incomplete processing. The tool provides assurance that everything in need of OCR is being addressed without end user interaction.

“QuickFields” (QF) Batch Processing Tools: Quickfields is a suite of Batch Processing utilities created by Laserfiche. Avante and RIO bundle each of these features differently, which is reflected in the Statement of Work/Pricing section:

- Laserfiche® Quick Fields™ automatically captures useful information from paper and electronic documents and organizes it for fast retrieval. Quick Fields transforms data capture from a costly and labor-intensive operation into an efficient process by collecting precise pieces of information from the masses of unstructured data flowing into your organization. Quick Fields improves the speed and accuracy of data capture while giving authorized staff instant access to the information they need to work effectively.
- QF Bar Code Validation Package - The Bar Code add-on reads bar codes on a specified page in the document. The value returned by the bar code process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. Bar Code is very powerful when combined with Real Time Lookup. Supported barcode formats: Codabar, CODE 39, CODE 128, EAN 8, EAN 13, Interleaved 2 of 5, UPCA, and UPCE.
- QF Real-time Look up Validation Package: Lookup populates template fields and validates metadata by retrieving data stored in third-party databases and other applications.
- QF Zone OCR Validation Package: Images that contain clearly printed or typed information can be converted to text files through a process called OCR (Optical Character Recognition). Once text has been extracted from an image, it can be sent along with the image to the repository. Once the document has been imported into the repository, the extracted text will be associated with the corresponding image in the document. The International Zone OCR add-on will scan a zone on an image for text. Only text found within the zone will be extracted. The data returned by this process

can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. The International Zone OCR add-on can be installed when Quick Fields is first installed or after it has already been installed.

- **QF Forms Alignment:** automatically repositions scanned documents to match a master form, correcting for scanning errors and improving data extraction.
- **QF Document Classification:** designed for clients who deal with multiple forms, and will recognize and process multiple document types.
- **QF Auto Stamp/Redaction/Bates Numbering -** The Bates stamp option is a document auto-numbering annotation option
- **QF Optical Mark Recognition:** detects handwritten information, including marks on surveys, tests and ballots.
- **QF Agent:** enables administrators to schedule forms processing around the clock and run Quick Fields sessions without operator intervention, reducing labor costs and optimizing business processes.
- **QF Forms Identification:** automatically recognizes the form or document based on its overall structure, even in the absence of bar codes, form data or other distinguishing information.
- **QF Forms Extractor:** removes form outlines to isolate data for more accurate capture.
- **QF Scripting Kit:** Offers a script editor, which allows developers to write C# and VB.Net Scripts, and insert the scripts into a Quickfields Session.

Distribution Modules

- **Laserfiche Public Portal - WebLink™:** The WebLink module publishes select documents in a Laserfiche repository to an intranet or the Internet in read-only form. Documents can be made available through the Web almost instantly, and users need only an Internet browser in order to access them. Built on ASP .NET, WebLink can be customized to match the look and feel of an organization's Internet or intranet site.
- **Laserfiche WebAccess:** Laserfiche Web Access is a Web browser-based thin client offering virtually all of the document management capabilities of the standard Laserfiche interface. Web Access allows your IT staff to roll out high-volume Laserfiche access without increasing your organization's application support burden. Authorized users organization-wide enjoy simultaneous access to documents, whether they are using the corporate intranet or logging in from a branch office.
- **Laserfiche Mobile Access Options:** Laserfiche Web Access is required for any/all mobile access options. Web Access Light & Laserfiche Mobile are both options for providing mobile access to your Laserfiche solution:
 - **Web Access Light:** Designed for Blackberry, Chrome, Opera and Safari mobile browsers, offers a lightweight Web interface for popular mobile devices, enabling users to search and retrieve documents, as well as approve documents and participate in workflow automation processes, while away from their desktop computers.
 - **Laserfiche Mobile:** The Laserfiche Mobile iPhone app takes advantage of the iPhone's touch screen, gesture recognition and high resolution interface to provide users with an immersive experience. Features include:
 - Create and upload new content with the iPhone camera.

- Automatically crop, straighten and enhance captured information, with full text recognition.
- Copy, move, rename, download, e-mail, print or delete content.
- Browse for documents in a folder structure or search the entire repository
- Participate in workflow automation processes by accessing metadata fields.
- Laserfiche iPad app- to be released soon
- Laserfiche Plus™ Laserfiche Plus allows the information stored in a Laserfiche repository to be portable. Laserfiche documents published by Laserfiche Plus can be viewed by anybody, regardless of whether they have Laserfiche installed. If these portable Laserfiche documents are sent to a company or site that already has Laserfiche installed, then that organization can also choose to attach those documents to their repository. This software prepares a copy of the Laserfiche files (images, text, electronic files, annotations, templates and field data) for burning directly to your removable media or to a temporary directory. Choosing to publish to a temporary directory allows you to write it to your removable media at your convenience.
- Laserfiche E-Mail Plug-in™ allows instant electronic document distribution via standard MAPI-compliant e-mail applications. This feature is automatically included in every Full User and Retrieval User license purchase.

Workflow Process Automation, Collaboration, and Tracking

- Laserfiche Workflow: Efficiency and accountability-enhancing document routing, e-mail notification and audit trail reporting.
- Laserfiche Digital Signatures: Laserfiche allows users to sign briefcases when exporting as well as documents stored in Laserfiche. These are two separate applications of digital signatures. Signing a briefcase file embeds the signature in the file along with the certificate associated with the signing key. The full certificate chain is embedded. This allows users to prove who created the briefcase and that the briefcase was not tampered with. Digitally signed briefcases may, but do not necessarily contain digitally signed documents. Digital signatures can be applied to documents stored in Laserfiche. The digital signatures are stored as metadata and are preserved when exporting a document in a volume or briefcase (whether or not the briefcase was itself signed).
 - Users can digitally sign a document in the Laserfiche Client or Web Access to indicate their approval. Documents can also be countersigned by another user, which indicates approval of the document and the existing signature. Multiple signatures and countersignatures can be applied to a single document.
 - Digital signatures are validated with signing certificates on the server and the repository, which verifies that a signature on a document is trustworthy. A signature becomes invalid if the certificate is expired or if a document has been modified since the signature was applied. Signature certificates are managed through the Laserfiche Administration Console or Web Administration Console. As a pre-requisite, the organization must have Digital Certificates set-up on the network, prior to implementing Laserfiche Digital Signatures.
- Laserfiche Audit Trail Modules: Three levels of audit reporting to address your specific regulatory compliance and security needs.
 - The **Starter Edition** tracks basic events that occur in the repository and that involve accessing, modifying or exporting data. Basic events include creating, editing, printing or deleting documents, creating annotations, and assigning metadata.

- The **Standard Edition** builds on the Starter Edition by tracking additional security- and access-related events. This edition can also track unsuccessful attempts to perform an action, such as failed attempts to access or print documents.
- The **Advanced Edition** meets the needs of organizations in the most highly regulated environments. It includes all the functionality of the other two editions, and also tracks many more events including password changes, the creation or modification of users and groups, and changes to repository-wide settings. It can also track all the searches users perform, require users to enter reasons for performing certain actions, and automatically add watermarks to printed documents.

Laserfiche Integration Plug-Ins

- **LF Integrator's Toolkit:** Provides the tools & documentation necessary for customizing Laserfiche, and integrating Laserfiche with other applications.
- **Third Party Integration Plug-Ins:**
 - **DataNow Affinity Integration-** DataNow Affinity brings the power of Laserfiche document management to the applications you use most. Document searches can be reduced to a single click of a button. New documents can be added to your Laserfiche repository without manually entering template field values, file names, or folder locations. Affinity truly makes Laserfiche feel like part of your business software
 - **LF Integrator GP – LF Integrator** empowers Great Plains users to scan, search and link supporting documents in Laserfiche document management applications directly from the Great Plains menu bar. Link the document and workflow management power of Laserfiche with your current Great Plains implementation.
 - **LF Integrator AutoCAD – LF Integrator for AutoCAD** allows you to store AutoCAD drawing files or associated documents in Laserfiche, including embedded cross reference files, directly from the AutoCAD menu. Launch Laserfiche scan or search modules using the drawing file for template or search criteria, or create a Laserfiche document template using the fields from any AutoCAD drawing title block with a single click.
 - **GeoDocs:** GeoDocs™ is a web-based software that seamlessly integrates ESRI ArcIMS (soon to be ArcGIS Server) and Laserfiche. Utilizing robust search capabilities, users of GeoDocs can access digital documents stored in a Laserfiche repository from within the web-based GIS program and vice versa, access spatial information stored in a GIS from within the Laserfiche web client.

Electronic Forms

- **LincDocs (Electronic Forms)- LincWare's LincDoc** family of eForm creation and document automation tools empowers businesses and government organizations to better serve their customers and constituents, reduce costs and better leverage bottom line critical information. LincDoc data complies with existing systems through features like network-wide interconnectivity, document repositories, version control, business-logic driven data entry, Laserfiche interface, database integration and Word- and PDF-based document authoring.

When you become a client of MCCi, you gain much more than just a new product. You gain a relationship between our staff and your organization to make your product implementation successful and the usage of your product an enjoyable experience. In order to make this possible, MCCi offers both Proactive and Technical Support.

PROACTIVE SUPPORT

MCCi assigns each account with a Regional Account Executive and an internal Account Manager Team. You will have already worked with your Account Executive in the pre-project phase and they will continue to support you. Your Account Executive will provide a local presence and contact information should local meetings be necessary. The Account Executive also assists in pre implementation processes.

Your Account Manager will assist in managing ongoing support through the life of the product. MCCi believes in a proactive support methodology and it is the Account Managers' role to insure this ongoing communication with clients. Your Account Manager will be in touch throughout the year to discuss optimal system usage and ensure client satisfaction. Items discussed may include, but are not limited to:

- Identify any needs that could easily be addressed with the current system.
- Provide resource for question and answer, best practices, how other customers are using the system with use of documented case studies, Listservs, support center, etc.
- Provide continued education for existing and new users within the organization through the use of webinars, seminars, workshops, users group, and more.
- Annual review of current system configuration
- Dedicated sales support staff for pricing inquiries and budgetary information
- Annual support renewal notification to ensure your renewal process is timely and accurate

Educational Resource Definitions

- *Case Studies*- MCCi works with our clients to put together narrative accounts of specific usages of MCCi solutions in their organization. Specific departments, document types, integrations, etc. are noted to allow other users to learn from the information.
- *MCCi Listserv*- MCCi has created a Listserv for specific types of system customers. A Listserv is a creative use of e-mail, which provides a means for End Users to share information on a common interest. Members are able to communicate with peers thru a single e-mail. Uses of the Listserv may include fielding requests about system usage, as well as best practices.
- *Support Center*- This resource is a compilation of white papers, best practices, and information for system users all in one location. Through the support center, users can also submit and check the status of their support tickets.
- *Webinars*- MCCi conducts monthly webinars on different topics promoting more efficient system usage. User webinars are also offered on more specific topics related to products, concepts, departments, etc. regarding the usage of your system. These are done through the web and are a convenient way of staying informed on the newest technologies available.
- *Seminars*- MCCi conducts seminars on different topics to help educate new and existing end users throughout the year. They are usually located at a host site of an existing customer. These can also be offered at current client's locations to invite departments to learn more regarding their current system.
- *User Groups*- MCCi offers annual user groups to keep end users trained on the newest versions and products. These are geared to both users and administrators of the system.

TECHNICAL SUPPORT

The Laserfiche Software Assurance Plan (LSAP) helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed to ensure that you maximize system uptime. You have access to a toll free line to call for technical support or submit tickets online through our support center. When you subscribe to the LSAP you receive the following benefits:

- 100% upgrade credit for your existing software (in the event of an upgrade)
- Free software updates for your current system
- 24-hour FTP and website access which includes the MCCi Online Support Center
- Technical bulletins and newsletters

TRAINING CENTER

MCCi's Training Center provides an easy, cost-effective way to provide Laserfiche training to all users in your organization. An annual subscription allows access to our online course offering of over 200 training videos. The Training Center is home to video categories such as Laserfiche Administration, Laserfiche Client, Workflow, and Tips & Tricks. All videos use instructor descriptions from Laserfiche Certified Professionals. The Training Center provides the following benefits:

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators
- Unlimited access for your entire organization
- User determined schedule and pacing
- Reduction in internal support
- Increased efficiency through improved internal usage/adoption
- Instant/budgeted training available in the case of employee turnover
- Enhance your organization's internal Laserfiche training program
- Increased user productivity

MANAGED SERVICES

MCCi Managed Services are strongly encouraged to be included with every support renewal and provide the client with a discounted hourly rate by purchasing an advanced block of services per year based on the products purchased. Managed Services can be used for the following professional services:

- Additional Training – additional training, via web conferencing, can be conducted to train new users on the use of the system or as refresher training for existing users.
- Additional System Set Up Consultation – MCCi offers additional consultation that includes recommendations on best practices for adding additional departments, additional types of document etc. to your current system.
- Remote implementation of software updates – While the standard SAP plan covers free updates for software, implementation of those updates is sometimes overlooked. With the addition of our Managed Services, MCCi is at your service to directly assist in implementing software updates such as minor updates, quick fixes or point releases. Major software upgrades may or may not be covered and should be discussed with your Account Management Team.
- Annual System Review & Analysis – Upon request, MCCi will access your system to review and analyze how your organization is using the system, identify discovered potential problem areas and make recommendations for better use of the system. This analysis is designed to be implemented 6 months after the initial Software installation, and should be

TECHNICAL SUPPORT

performed annually after that date. This is an optional service that will be completed only if requested by the Client.

- Remote Access Support – Remote Access Support allows our helpdesk staff to access your machines remotely to resolve problems faster. The use of Remote Access Support saves you both time and money by reducing the delays in resolving software issues without costly on-site visits.
- Expiration & Additional Services –MCCi Managed Services is an annual package and will expire on the same date as your SAP plan.

MCCi does provide continued technical support for all MCCi applications. Technical support is provided via email or telephone during normal business hours of 8:00 AM to 6:00 PM EST. Clients can designate several individuals who are to be the technical support contacts. Those individuals may contact MCCi at any time for technical support. There is no limit on the number of technical support calls that can be made. Adjustments in annual support rates may be made to coincide with current U.S. inflation rates.

HARDWARE SPECIFICATIONS

MCCi will provide necessary consultation upon request, as to the compatibility of current hardware with the Laserfiche System. Changes and recommendations will be made at the time of consultation. See system requirements below. Please keep in mind that these are the minimum system requirements, and should be considered independently rather than collectively. Additionally, overhead for virtualization has not been factored in to these requirements.

Scanning Station PC:

OS: Windows 7, Windows Vista, Windows XP Professional (Service Pack 2 or later)
CPU: 2.8 GHz processor or faster
Memory: 2 GB RAM or more
Communications: TCP/IP
Web browser: Internet Explorer 6.0 or higher

Client:

OS: Windows 7, Windows Vista, Windows XP Professional (Service Pack 2 or later)
CPU: 1 GHz Processor or better, Performing OCR: Dual Core 2.8 GHz or faster processor
Memory: 1 GB RAM or more, Performing OCR: 2 GB RAM
Communications: TCP/IP
Web browser: Internet Explorer 6.0 or higher

Batch Processing Quick Fields Machine:

OS: Windows 7, Windows Vista, Windows XP Professional (Service Pack 2 or later)
CPU: 2.8 GHz Processor or better, Performing OCR: Dual Core 2.8 GHz or faster processor
Memory: 4 GB RAM or more
Communications: TCP/IP
High volume recommendation: Windows 7 x64 with 8 GB RAM, Intel Core 2 Duo Processors 3.33GHz

Laserfiche Application Server:

OS: Windows 2008 R2, Windows Server 2003 (Service Pack 1 or later)
CPU: Quad-Core Processor, 2.5 GHz Processor or better
Memory: 2-4 GB RAM
Communications: TCP/IP

Image/File Server Storage:

Typical usage factoring is 18,000 black/white standard size images per GB. Clients typically use a Network Attached Storage (NAS), Storage Area Network (SAN), or a Local Storage Device.

Note: Images and Electronic files are stored separately from the database.

Database Management System:

Avante SQL or Rio SQL: SQL Server 2008 R2 Standard, Microsoft SQL Server 2005 (Service Pack 3 or later), Oracle 9i Release 2 (9.2.0.8+), Oracle 10g (10.2.0.4+), Oracle 11g (11.1.0.6+).

For MSSQL, MCCi recommends storing the MDF and LDF on different drives. Growth of MDF to 10% – 15% and Log to 5% to 10% of cumulative Laserfiche Volume size is anticipated.

Avante SQL Express: Microsoft SQL Server 2008 Express Edition

Note: Oracle or Microsoft SQL Server must be purchased separately. You must additionally purchase enough licensing for your DBMS to support your Laserfiche installation.

Laserfiche Workflow Server:

OS: Windows 2008 R2, Windows Server 2003 (Service Pack 1 or later)
CPU: 4 Core Processor, 2 GHz Processor or better
Memory: 4 GB RAM
Communications: TCP/IP

Laserfiche Audit Trail Server:

OS: Windows 2008 R2, Windows Server 2003 (Service Pack 1 or later), IIS 6 or 7
CPU: Dual Core Processor, 2 GHz Processor or better
Memory: 2 GB RAM
Communications: TCP/IP
Local Storage; C:\ Drive with 40GB or greater available

Web Module Server(s):

HARDWARE SPECIFICATIONS

Required if:	Installing "Web Access" or "Public Portal – Weblink":
OS:	Windows Server 2008 R2 with IIS 7, Windows Server 2003 with IIS 6
CPU:	2.8 GHz or faster processor
Memory:	1 GB RAM or more
Viewer:	Web Browser (minimum versions): Laserfiche Web products operate most efficiently when using Internet Explorer 9. Other supported browsers are Firefox, Safari and Chrome
Note:	Clients are responsible for any additional security protocol setup/associated fees, that are required to provide internal/external web access. An example would be setting up "Kerberos" for thin client active directory authentication.

Laserfiche Public Portal – Weblink Per Processor (Unlimited) licensing specifics:

The Public Portal License allows unlimited connections per processor, however a large number of connections may affect the Laserfiche application server performance (one processor can handle roughly 100 to 150 concurrent retrieval connections). The client must have one Public Portal License for each Laserfiche application server they desire to connect to, and the Public Portal license must be licensed by the appropriate number of processors, which is required to match or exceed the CPUs/processors on the Laserfiche application server that the Public Portal will connect to. For example, the client must have a dual-processor or multiprocessor Public Portal license in order to connect to a Laserfiche Application Server that has two or more processors. Public Portal View Only Licenses may only be used with Weblink; they are not available for other applications.

OCR Scheduler for Laserfiche

OS:	Windows Operation Systems: 32 & 64 bit
Requirements:	Laserfiche Version 8 Server (runs as a service), Laserfiche Version 8 Client.
Recommendation:	1 dedicated LF Named User license
Note:	Does not support OCR for Electronic Documents

Scanners:

Must use ISIS drivers to be compatible with Laserfiche ScanConnect software. Scanner compatibility should be confirmed by referencing the most up to date Laserfiche published supported scanner list at:
<http://laserfiche.com/static/Resources/scanlist.html>.

HARDWARE SPECIFICATIONS

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 ***** according to the following terms and conditions.

LASERFICHE SOFTWARE UPGRADE

When software is upgraded, the old copy of the software must be returned and will no longer be a valid copy. Proof of previous purchase is required to receive upgrade. Upgrade credit applied towards new purchase is 100% of original software purchase price. The difference between the new system (server, full and retrieval users) price and the old system (server, full and retrieval users) price must be greater than or equal to 10% of the new system price. Otherwise, a minimum software upgrade adjustment will be applied to comply with the 10% price difference requirement. One year of LSAP must be purchased for new products when upgrading. LSAP of the original product will not be credited. However, remaining months of LSAP can be applied towards the new purchase of one year of LSAP for the new products. To receive software credit for prior versions of software, the client must have an active LSAP (support/maintenance, that has not expired).

SOFTWARE ASSURANCE PACKAGE (SAP)

Software Support is provided by MCCI and the manufacturer. MCCI acts as 1st tier support and works with the manufacturer at a 2nd tier level when needed. MCCI's Software Assurance Packages include: Access to software point release updates, Telephone or E-Mail support for software related issues, 24-hour FTP and web site access, technical bulletins and newsletters. Adjustments in annual support rates may be made to coincide with current U.S. inflation rates – any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase. Any updates requiring shipment of software require Client to pay shipping costs.

Customers may contact MCCI support via MCCI's Online Support Center, email (support@mccicorporations.com), or telephone 866-942-9464. Support is available Monday-Friday (excluding major holidays) from 8:00 a.m. – 6:00 p.m. EDT.

SERVICE LEVEL AGREEMENT (SLA)

MCCI's SLA is offered in addition to the Software Assurance Package. It is required in some circumstances, and offers the customer escalated response times depending on the severity of the support issue, as well as extended support hours and many other additional benefits. The SLA documentation is readily available upon request.

MCCI SOFTWARE CUSTOMIZATIONS

The customer may elect to contract with MCCI to customize the standard software. As standard software is upgraded, any customizations performed will require support in the form of updating through our Integration Support Assurance Program (ISAP). ISAP must be current to receive updates to the integration at no additional charge. Otherwise current hourly rates will apply.

Upgrades to existing programs, or the acquisition of new programs from vendors other than MCCI, may have an effect on customizations made to the software by MCCI. MCCI will not be held responsible if upgrades or changes made by the customer or another vendor or application preclude the operation of MCCI's customizations.

CLIENT SOFTWARE CUSTOMIZATIONS

The client may also choose to customize their software internally, without MCCI's help. MCCI is not responsible for any damages caused by the user's customization of the software. MCCI will not be held responsible for correcting any problems that may occur from these customizations. Routine updates to the software may affect any customizations made by the user. If MCCI's help is required to correct/update any customizations made by the client, appropriate charges will apply.

CLIENT INFORMATION TECHNOLOGY ASSISTANCE

In order for MCCI to excel in customer service, the client must provide timely access to technical resources. The client must provide adequate technical support for all MCCI installation and support services. If the client does not have "in-house" technical support, it is the client's responsibility to make available the appropriate information Technology resources/consultant when needed.

SOFTWARE INSTALLATION

MCCI will install all software outlined herein. If additional software is needed to bring the site up to specifications, customer will be billed accordingly.

SITE PREPARATION

The Client site should be ready for installation according to specifications outlined within the Hardware section listed below. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

ADDITIONAL SERVICES

As an additional service/product under this contract, MCCI and MCCI can provide the following:

- Electronic Agenda and Legislative Management (Legistar). MCCI offers Legistar Software and related services which provides electronic automation and creation of Agendas.
- Document Scanning Services (DRI). MCCI offers scanning, indexing and integration of hard copy documents with Laserfiche Software to provide the Client with the most powerful index/retrieval search engine available with the following features: intuitive browse window, index cards, and fuzzy logic.
- Contract Management Software (Contract Assistant). MCCI offers the Contract Assistant Software (developed by Bluebridge Software) which is a web based solution designed to provide control and automation of the contract management process.
- Code Supplemental and Codification Services (MuniCode). Municipal Code Corporation offers supplementation of existing Codes, Codification of Ordinances and Recodification of existing Codes. Our optional services include legal review, republishing, editorial and index work and electronic options (CD, Internet).
- Utility Billing Services (MuniBills). MCCA Advantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCA Advantage, a subsidiary of MCCI, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions.

AGREEMENT EXTENDED TO OTHER GOVERNMENTAL UNITS

MCCI agrees to allow any other Government agency to purchase items, at the same terms, conditions and pricing as this contract during the period of time that this contract is in effect. Minor changes in terms and conditions may be negotiated by MCCI and participating Government agencies. Any orders issued against this agreement shall be the sole responsibility of the Government agency placing the order. It is understood that the Client shall incur no financial responsibility in connection with any purchase by another Government agency.

TRAVEL EXPENSES

If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

LIMITED LIABILITY

In no event shall MCCI's total liability to the client exceed the project fees paid to MCCI by the client.

FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

TERMINATION

The services provided in this agreement will be in full force and effect for a period of three (3) years from the date of shipment of the completed product to the organization. Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon sixty (60) days' written notice.

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: September 24, 2012

By: _____
(Signature)

(Printed Name & Title)

Witness: _____
(Signature)

Noted Items Accepted by: **CITY OF SANIBEL, FL**

Date: _____

By: _____
(Signature)

(Printed Name & Title)

Witness: _____
(Signature)

(Printed Name & Title)

APPROVED AS TO FORM:

Kenneth B. ...
CITY ATTORNEY
Sylvia A. Edwards
APPROVED FINANCIAL SUFFICIENCY
Sylvia A. Edwards, Finance Director