



Since 1889

**Board of Commissioners Meeting
April 14, 2015
PD Community Room
6:30 PM**

- I. **COMMENCEMENT**
 - A. Call to Order
 - B. Ceremonial Opening
 - C. Adoption of Agenda
- II. **PUBLIC COMMENTS**
- III. **CONSENT AGENDA**
 - A. Approval of Minutes and Seal Closed Session
 - 1. February 24, 2015 Closed Session
 - 2. March 2, 2015 Closed Session
 - 3. March 10, 2015 Closed Session
 - B. Approval of April Monthly Tax Report
 - C. Approval of Fiscal Year 2014-2015 Budget Amendments
 - D. Approval of Resolution in Support of New Library
 - E. Approval of Resolution in Opposition of House Bill 255
 - F. Approval of Revision to Section 93.01: Ordinance Pertaining to Skateboard and Freestyle Bicycling at Town Park Facilities
- IV. **RECOGNITIONS & REPORTS**
 - A. Mayor's Report
 - B. Commissioner's Report
 - C. Manager's Report
- V. **OLD BUSINESS**
 - A. Discussion and Possible Action on McDonald House RFQ's
Presenter: [Greg Mahar](#)
- VI. **NEW BUSINESS**
 - A. Discussion and Possible Approval of the Resolution in Support for the Carolina Thread Trail Grant Award Implementation
Presenter: [Natalie Jackson](#)
 - B. Discussion and Possible Approval of Laserfiche for Records Management
Presenter: [Melody Shuler](#)
- VII. **CLOSED SESSION**
 - A. Personnel, contractual matters and to seek legal counsel per G. S. 143.318.11: Personnel, Contractual Matters and Real Estate

VIII. **ADJOURNMENT**

To speak concerning an item on the Agenda, please print your name and address on the signup sheet on the counter prior to the meeting. Each speaker will be limited to 3 minutes.

PLEASE SILENCE YOUR CELL PHONES WHILE MEETING IS IN PROGRESS



**Monthly Tax Report
MARCH, 2015**

TAX YEAR	NET TAXES BILLED	DISCOVERIES/ BILLED	LIENS ADDED TO BILLS	ADVERTISING/ INTEREST	TOTAL CHARGES	YTD COLLECTIONS	PERCENT COLLECTED	BALANCE DUE
2014	\$ 5,450,417.44			\$ 1,886.61	\$ 5,452,304.05	\$ 5,348,797.01	98.10%	\$ 103,507.04
2013	\$ 4,813,766.80			\$ 300.60	\$ 4,814,067.40	\$ 4,773,582.59	99.16%	\$ 40,484.81
2012	\$ 4,497,068.73			\$ 170.15	\$ 4,497,238.88	\$ 4,466,256.44	99.31%	\$ 30,982.44
2011	\$ 4,337,301.95			\$ 131.42	\$ 4,337,433.37	\$ 4,314,118.75	99.46%	\$ 23,314.62
2010	\$ 4,284,889.36			\$ 115.58	\$ 4,285,004.94	\$ 4,264,164.12	99.51%	\$ 20,840.82
2009	\$ 4,120,103.44			\$ 85.45	\$ 4,120,188.89	\$ 4,103,773.41	99.60%	\$ 16,415.48

OTHER YEARS TAX COLLECTIONS 03/01/15 to 03/31/15

<u>YEAR</u>	<u>TAX PAID</u>	<u>Amount Owed</u>
2008		\$ 9,534.29
2007	\$ -	\$ 6,941.03
2006	\$ -	\$ 6,226.26
2005	\$ -	\$ 4,853.70

2014-2015 MOTOR VEHICLE TAX DEPOSITS 07/01/14 TO 06/30/2015: \$ 333,928.66

2014-2015 PRIVILEGE LICENSE PAID 07/01/14 TO 06/30/15: \$ 7,336.36

Ann F. Sutton

Certified Tax Collector

**TOWN OF WAXHAW
2014-2015 GENERAL FUND BUDGET AMENDMENTS**

TOWN OF WAXHAW GENERAL FUND REVENUES	03/10/2015 APPROVED BUDGET WITH AMENDMENTS	INCREASE	DECREASE	04/14/2015 REQUESTED BUDGET AMENDMENTS
REVENUES				
TOTAL REVENUES FOR FUND	10,342,223			10,342,223
TOWN OF WAXHAW EXPENSES				
	03/10/2015 REQUESTED BUDGET AMENDMENTS	INCREASE	DECREASE	04/14/2015 REQUESTED BUDGET AMENDMENTS
12-298-001 - Transfers Out to Capital Projects	\$2,069,200			\$2,069,200
12-298-002 - Transfers Out to Grant Fund	\$96,385			\$96,385
ADMINISTRATION EXPENSES				
ADMINISTRATION TOTALS	\$1,749,752			\$1,749,752
POLICE EXPENSES				
12-510-060 - Medical & Life Insurance Expense	\$202,132		8500	\$193,632
12-510-070 - Police Bonus	\$5,200	200		\$5,400
12-510-080 - General Liability Insurance	\$67,500		4450	\$63,050
12-510-313 - Training & Education Exp.	\$18,000	3000		\$21,000
12-510-315 - Dues/Subscriptions/Membership	\$3,735	6000		\$9,735
12-510-317 - Police Travel Expense	\$5,000	5000		\$10,000
12-510-420 - Office Supplies	\$8,000	1000		\$9,000
12-510-474 - Vehicle Maintenance/Equipment	\$60,000	4000		\$64,000
12-510-480 - Technology Support/Equipment	\$62,300		6250	\$56,050
POLICE TOTALS	\$2,529,568	19200	19200	\$2,529,568
BUILDING INSPECTIONS DEPARTMENT EXPENSES				
BUILDING INSPECTIONS TOTALS	\$480,520			\$480,520
PLANNING & COMMUNITY DEVELOPMENT EXPENSES				
PCD TOTALS	\$991,253			\$991,253
PARK AND REC EXPENSES				
12-570-081 - Unemployment Exp.	\$0	300		\$300
12-570-085 - Employee Assistance Program HR	\$0	260		\$260
12-570-313 - Park and Rec Dues/Education	\$1,000	35		\$1,035
12-570-317 - Park and Rec Travel	\$0	190		\$190
12-570-410 - Telephone/Mobile/Phone Exp.	\$600	850		\$1,450
12-570-570 - Office Supplies	\$500	100		\$600
12-570-480 - Technology Support/Equipment	\$2,200	1300		\$3,500
12-570-670 - Park Expenses	\$20,000		5003	\$14,997
12-570-990 - Misc. Expense	\$1,000		135	\$865
PARKS AND REC TOTALS	\$159,227	3035	5138	\$157,124
PUBLIC SERVICES EXPENSES				
12-580-080 - General Liability Insurance Exp.	\$32,000		2700	\$29,300
12-580-420 - Office Supplies	\$2,000	500		\$2,500
12-580-437 - Propane (tank) Gas	\$1,200	200		\$1,400
12-580-474 - Vehicle Maintenance	\$6,000	1000		\$7,000
12-580-475 - Gas & Oil	\$17,500		200	\$17,300
12-580-476 - Equip. Repairs & Maintenance Exp.	\$8,500		1000	\$7,500
12-580-480 - Technology Support/Equipment	\$5,206	600		\$5,806
12-580-485 - Building Maintenance/Renovation	\$6,000	300		\$6,300
12-580-610 - Street Light Exp. - Duke & Union	\$160,000	1300		\$161,300
12-580-670 - Park Expenses	\$0	2103		\$2,103
12-580-672 - Tree City USA Expenses	\$24,000		7000	\$17,000
12-580-675 - Public Service Beautification Expense	\$5,000	7000		\$12,000
12-580-691 - Powell Bill Street/Sidewalk	\$250,000		1584	\$248,416
12-580-692 - Sidewalk Repair/Maint		1584		\$1,584
PUBLIC SERVICE TOTALS	\$2,364,703	14587	12484	\$2,366,806
TOTAL GENERAL BUDGET AMENDMENTS	10,342,223	36822	36822	10,342,223

TOWN OF WAXHAW
2014-2015 CAPITAL PROJECTS BUDGET AMENDMENTS

Town of Waxhaw Capital Projects	2014-2015 BOARD APPROVED	03/10/15 APPROVED BUDGET AFTER AMENDMENTS	INCREASE	DECREASE	REQUESTED 04/14/15 BUDGET AMENDMENTS
Revenues					
14-300-001 Capital Project Transfers In	669,200	2,069,200			2,069,200
14-315-001 Capital Project Fund Interest					
14-399-001 Capital Fund Balance Appropria		315,476			315,476
Total Capital Revenues	669,200	2,384,676			2,384,676
Administration Expenses					
14-420-230 Attorney Fees for Town Hall		15,000			15,000
14-420-485 TH Building Maintenance/Renovations		100,000			100,000
14-420-500 Wayfinding Signage	86,700	86,700			86,700
14-420-611 Water Tank Refurbishment	51,000	51,000			51,000
14-420-612 Duncan-McDonald House		300,000			300,000
14-420-615 Town Hall Development	100,000	0			0
14-420-616 Creech Fees for Town Hall		0			0
14-420-617 Niven Price Parking Lot		0			0
14-420-875 Project Manager		0			0
14-420-990 Misc Expense-Office Exp		0			0
14-420-796 Land Acquisition - Kensington Drive		1,400,000			1,400,000
14-420-875 Project Manager		376			376
		100			100
Total Administration Expenses	237,700	1,953,176			1,953,176
Police Expenses					
14-510-610 Vehicle Purchase	111,000	111,000	35000		146,000
Total Police Expenses	111,000	111,000	35000		146,000
Building Inspections Expenses					
14-530-610 Building Inspection Vehicle	15,000	15,000		15000	0
14-530-610 Fire Inspection Vehicle	20,000	20,000		20000	0
Total Building Inspections Expenses	35,000	35,000		35000	0
Park and Rec Expenses					
14-570-611 Skate Park Expense (Specific)	40,000	40,000			40,000
14-570-612 Pocket Park	100,000	100,000			100,000
14-570-621 Nesbit Park		50,000			50,000
14-570-622 David Barnes Park/Horton Property		10,000			10,000
14-570-623 Waxhaw-Marvin Road Property		5,000			5,000
Total Park and Rec Expenses	140,000	205,000			205,000
Public Services Expenses					
14-580-610 Equipment Purchase - Tractor	25,500	25,500			25,500
14-580-615 Street Install & Replacement	30,000	30,000			30,000
14-580-620 Sidewalk Install & Replacement	25,000	25,000			25,000
14-570-621 Nesbit Park	50,000	0			0
14-570-622 David Barnes Park/Horton Property	10,000	0			0
14-570-623 Waxhaw-Marvin Road Property	5,000	0			0
Total Public Services Expenses	145,500	80,500			80,500
Total Capital Project Fund Expenses	669,200	2,384,676	35000	35000	2,384,676



RESOLUTION IN SUPPORT OF A NEW LIBRARY IN WAXHAW

WHEREAS, the local public library has served as a community resource for many years and has allowed for the increased literacy of the general public;

WHEREAS, the local public library has served children and adults from all walks of life and provided them opportunities to grow and learn through the loaning of books and use of computer terminals for research through the internet;

WHEREAS, the local public library has become more than just a place to borrow books but is now seen as a true and important community resource;

WHEREAS, the Town of Waxhaw established one of the first libraries in Union County in 1939 and currently provides a structure to Union County for the present library which is one of the smallest libraries in the county that receives one of the largest uses in Union County and is very overcrowded;

WHEREAS, the Union County Board of Commissioners has expressed an interest in working with the Town of Waxhaw to engage in a partnership which would result in a new library in Waxhaw and the Waxhaw Board of Commissioners have expressed a similar desire;

NOW THEREFORE, BE IT RESOLVED, the Waxhaw Board of Commissioners does hereby support a new library facility in Waxhaw as an important resource to the needs of Western Union County.

Duly adopted this the 14th day of April, 2015.

Daune Gardner, Mayor

ATTEST:

Melody Shuler, Town Clerk



**RESOLUTION IN OPPOSITION TO HOUSE BILL 255
RELATING TO BUILDING INSPECTIONS**

WHEREAS, N.C.G.S. 160A-411, *et seq.* allows a town to establish an inspections department to inspect construction of structures within its territorial jurisdiction;

WHEREAS, House Bill 255 prohibits the municipal review and approval of plans for the construction of structures subject to the North Carolina Residential Code for One- and Two-Family Dwellings;

WHEREAS, House Bill 255 creates a state residential building code committee without local government representation;

WHEREAS, House Bill 255 limits the use of municipal permitting fees;

WHEREAS, House Bill 255 requires municipal building inspectors to set forth a complete list of items failing to meet the building code for residential buildings;

WHEREAS, House Bill 225 reduces the ability of local governments to regulate and protect its citizens while increasing potential liability; and

WHEREAS, the current provisions of N.C.G.S 160A-411, *et seq.* and ancillary code provisions have been beneficial in maintaining pleasant, healthy and safe Town.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Waxhaw that:

1. The Waxhaw Board of Commissioners is against House Bill 255 in its entirety for the reasons set forth above.
2. The Town Clerk is directed to send a copy of this resolution to all members of the Union County delegation to the General Assembly.

Duly adopted this the 14th day of April, 2015.

Daune Gardner, Mayor

ATTEST: _____
Melody Shuler, Town Clerk



TOWN OF WAXHAW

P.O. Box 6
1150 North Broome Street Waxhaw, N.C. 28173
Telephone (704) 843-2195 Fax (704) 843-2196
www.waxhaw.com

Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

MAYOR
DAUNE GARDNER

TOWN COMMISSIONERS
MICHAEL STEWART (MAYOR PRO TEM)

PAUL FITZGERALD
JOHN HUNT
STEVE MAHER
JAMES WARNER

TOWN MANAGER
WARREN WOOD

TOWN CLERK
MELODY SHULER

Madam Mayor and Town Commissioners,

It is my pleasure to submit a conservative revision of the ordinance governing the David G. Barnes Children's Park and Waxhaw Sk8 Park for your approval. This revision is the result of collaboration between the Parks & Recreation Department, Police Department and Town Attorney. The revision is mainly aimed at addressing the correction of the spelling of the name of the David G. Barnes Park (recognized by the state as the David G. Burnes Park), allowance of freestyle bikes for Town-sponsored events only and shifting of verbiage to highlight the Waxhaw Sk8 Park as an amenity in its own right.

A conservative revision is proposed for the reasons above. As plans unfold for the development of our downtown community park, I fully expect to approach the Board with a proposal for ordinance revisions and additions that make sense for the new make-up. Until that time, it is my recommendation to clean up what we have and extend use to allow for freestyle bikes in a manner that can be facilitated via our current staffing structure. The Waxhaw Sk8 Park is designed for freestyle bikes.

I am happy to answer any questions you might have regarding this revision. Thank you for your time and attention!

Sincerely,

Natalie L.K. Jackson
Director of Parks & Recreation

Section: 93.01

**AN ORDINANCE FOR THE TOWN OF WAXHAW, NORTH CAROLINA
PERTAINING TO SKATEBOARD AND FREESTYLE BICYCLING
AT TOWN PARK FACILITIES**

In accordance with N.C.G.S. §§ 99E-21, *et seq.*, 160A-174 and 160A-175, and for the purpose of making governmental land available for skateboarding, inline skating freestyle bicycling and protecting the health, safety or welfare of the people and guests of the Town of Waxhaw.

Now, Therefore, the Board of Commissioners of the Town of Waxhaw does amend Town Code § 93.01 to confirm the proper name of the park facilities, allow limited use of freestyle bicycles and make other revisions by replacing entire § 93.01 with the provisions set forth on **Exhibit A** attached hereto

Effective Date: This ordinance shall be effective on this 14th day of April 2015.

Town Clerk

Mayor

§ 93.01 DAVID G. BARNES PARK/WAXHAW SK8 REGULATIONS.

(A) (1) The David G. Barnes Park/Waxhaw Sk8 Park will be open only from 8:00 a.m. until dusk, with the exception of Sunday in which the park will be open from 1:00 p.m. until dusk.

(2) It shall be unlawful for any person to be at the David G. Barnes Park/Waxhaw Sk8 Park when either park is closed.

(B) Users of the David G. Barnes Park/Waxhaw Sk8 Park do so at their own risk and assume the risk of any injury arising from or related thereto.

(C) (1) It shall be unlawful for any person to ride a bicycle, skateboard or skates at the skateboard facility (Waxhaw Sk8 Park) of the David G. Barnes Park unless that person is wearing a helmet, elbow pads and kneepads.

(2) It shall be unlawful for any person to ride a skateboard or skates at any area in the David G. Barnes Park other than the designated skateboard facility (Waxhaw Sk8 Park).

(3) It shall be unlawful for any person to ride a bicycle at any area in the David G. Barnes Park/Waxhaw Sk8 Park except during Town approved events allowing freestyle biking in the Waxhaw Sk8 Park. Freestyle bikes must have 4.5 inch pegs and otherwise be designed for freestyle biking.

(D) It shall be unlawful for any person at the David G. Barnes Park/Waxhaw Sk8 Park to:

(1) Use profanity;

(2) Have food or beverages on any concrete surface area of the designated skateboard facility;

(3) Have alcohol, tobacco products or any illegal drugs; or

(4) Litter.

(E) It shall be unlawful for any person to ride a skateboard or skates at the skateboard facility (Waxhaw Sk8 Park) of the David G. Barnes Park when the concrete is wet or icy.

(F) It shall be unlawful for any person at the David G. Barnes Park/Waxhaw Sk8 Park to vandalize, paint, mark, damage or graffiti any part of the Barnes park.

(G) It shall be unlawful for any person at the skateboard facility (Waxhaw Sk8 Park) of the David G. Barnes Park to wax, oil or grease any area or structure of the Waxhaw Sk8 Park.



V. Old Business

- A. Discussion and Possible Action on McDonald House RFQ's
Presenter: [Greg Mahar](#)

Information

Greg Mahar, Director of Planning & Community Development, will be making a recommendation to the Town Board on Tuesday night.

Board Action

- Possible Action Required

Kris Axhoj Homes

Designer Construction Corporation

Fine Custom Home Building

March 29, 2015

To: Waxhaw Town Counsel
Duncan McDonald House Renovation Committee

From: Kris Axhoj
Office: 704-644-5988
Cell: 704-995-7313

RE: Response to RFP McDonald Home

Dear Waxhaw Town Counsel,

Thank you for the opportunity to quote the renovation of the Duncan McDonald House in Waxhaw, NC. Following is a summary for the RFP sent out to potential General Contractors.

Background:

1. Company Information:

Designer Construction Corporation
2506 Creek Manor Drive, Waxhaw NC 28173

Contact Person: Kris Axhoj

Cell: 704-995-7313

Fax: 704-243-8291

Web Site: www.AxhojHomes.com

Email: KAxhoj@carolina.rr.com

2. Qualifications:

Designer Construction Corporation (marketed under Kris Axhoj Homes) has been in the area for the last 15 years primarily working on custom homes. Kris has never built the same home twice and believes in quality deliverables on time that meet or exceed customer's expectations. Kris Axhoj graduated as an Industrial Engineer from Clarkson University and spent 15 years in corporate consulting. He knows how to coordinate and manage jobs efficiently and knows that every job has his name on it so it will be handled correctly and the client will be satisfied. Every engagement is personal to Kris so the McDonald House will be cared for and managed efficiently.

3. Personnel:

All "Team Members" have been vetted over multiple years and jobs. Kris has chosen his team by analyzing their passion, experience, quality, personality, costs, and timely deliverables. Kris continues to monitor his team to make sure the customer is receiving the best deliverable on time and on budget.

4. Historic Facilities:

Designer Construction Corporation has participated in the following older home and historic home projects:

- Moved a home off of a commercial property, reconfigured it, and updated it into a fresh look. We cut the home in three pieces and put it back together in a different configuration. The home is now on Fincher Road in Indian Trail.
- Renovated a burned out home in Historic Gastonia. We worked with the local Historical Society to put the home back together and remediated the smoke and fire damage. The project was around \$120,000 in which we had to completely take out the top floor and gut the entire home. The fire burned out the entire second floor. Home Address: 525 South Chester Street, Gastonia, NC.
- Renovating a home in the Plaza Area in Charlotte, NC. Currently finishing a home that was built in 1951 that we gutted and put back together as a beautiful new Bungalow. Total Project cost is at \$170,000.

5. Construction Service:

Designer Construction Corporation is emerging from the great recession still intact. We still have excess capacity to handle and take this work on although we are getting more jobs coming through now. The oversight and a lot of the work will be completed by Kris Axhoj and his personal team.

The work plan would be the same as the tasks that are broken down in the Scope of Work. After we complete a task to the satisfaction of the Town Counsel, we will check it off the list and submit an invoice for that task.

In construction there are always opportunities that come up for it is an imperfect industry. Materials, labor, weather, and so many outside forces can influence the project's efficiencies. We work around obstacles and are flexible and agile to keep moving forward toward the goal of a successful deliverable.

The typical change order procedure is a \$100 fee and then the cost of the change order. If there is a nebulous specification or miscommunication, then we waive the fee and work together to resolve the issue.

6. Legal Concerns:

Never had an issue with a client. Never sued or taken to court from a client.

Attached are the Insurance forms and GC License.

7. Fees – Please review the attached Scope of Work spreadsheet.

If you have any questions and/or concerns please feel free to give me a call. Thank you so much for the opportunity to work on the Historical Duncan McDonald House.

Sincerely,



Kris Axhoj

Quote for McDonald House:

Item#	Description Allowance priced items	Estimated Cost		Future Phase II	Comments:
		Phase I			
1	Superintendent	\$	6,500.00		
2	Building Permit	\$	-		Waxhaw Town will take care of this
3	Raise house off the ground	\$	18,000.00		By Others
4	De- Construction front Porch	\$	4,200.00		
5	De-construction side porch	\$	2,000.00		
6	De-construction Remove 3 bottom rows of siding	\$	1,500.00		
7	De-construction Removing Floor & joists/girders	\$	8,000.00		
8	Board up 12 window	\$	800.00		
8.5	new entry ----Take down Brick Fireplace	\$	3,000.00		
9	Footings Continious at the perimeter	\$	6,500.00		
10	Masonry: Piers (maxium Qty 50)	\$	6,500.00		
11	Exterior Masonry Fireplace with Vent Free Gas Logs	\$	12,000.00		
12	Masonry Fireplace 2 mock with vent free gas logs	\$	14,000.00		
13	ADA Entry Ramp			\$ 5,000.00	
14	Re-Construction Front Porch	\$	14,000.00		
15	Re-Construction Side Porch	\$	9,000.00		
16	Framing Floor System	\$	18,000.00		
17	Siding & outside trim repair	\$	10,500.00		
18	Wood Floors	\$	6,500.00		
19	Window Repair Existing??? Quote			\$ -	Vendor Quote- Paul F. has this
20	Roofing 5 "V" Metal	\$	18,000.00		
21	Electrical	\$	500.00	\$ -	Electrical for Phase II specs?
22	Ext. Paint	\$	9,500.00		
23	Fence Rental (security)& storage Pods	\$	5,000.00	\$ -	
24	Trash Removal & Porta Jon	\$	-	\$ -	Waxhaw Town will take care of this
25	Insulation for R30 in Ceiling and R19 under Floor with net	\$	3,500.00		
Total Estimated Cost:		\$	177,500.00	\$ 5,000.00	

License Year

2015

License No.

47077

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Designer Construction Corporation
Waxhaw, NC

is duly registered and entitled to practice
General Contracting

Limitation: Unlimited
Classification: Building

until

December 31, 2015

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2015

This certificate may not be altered.



Allen Hambell

Chairman

NEA JONES

Secretary-Treasurer

License Year

2015

License No.

46499

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Kristen Peter Axhoj
Waxhaw, NC

is duly registered and entitled to practice

General Contracting

Limitation: Limited
Classification: Building

until

December 31, 2015

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2015

This certificate may not be altered.



Allen Wambell

Chairman

NEA JONES

Secretary-Treasurer

Policy Number	Policy Period	
	From	To
WCP 1035596 00	10/03/2014 12:01 A.M. Standard Time at the described location	10/03/2015

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POLICY DECLARATION		Customer #:	
1. Named Insured and Address		Agent	
DESIGNER CONSTRUCTION CORP. 2506 CREEK MANOR DR. WAXHAW NC 28173		CHARLES W LOCKHART INS AGENCY PO BOX 11905 CHARLOTTE, NC 28220-1905	
		Telephone: 704-523-3343 0000086	
Carrier # 37354	FEIN # 562170482	Risk ID #	Entity of Insured CORPORATION

Location(s): See Site Location Schedule

2. The Policy Period is from 10/03/2014 to 10/03/2015 12:01 a.m. Standard Time at the Insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: North Carolina

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$	100,000	each accident
Bodily Injury by Disease	\$	500,000	policy limit
Bodily Injury by Disease	\$	100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: SC, VA, TN, MD, GA, MS, DC, FL except state(s) listed in Item 3.A. above.

D. This policy includes these endorsements and schedules: See attached schedule.

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

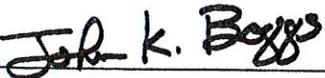
SEE EXTENSION OF INFORMATION PAGE

FAILURE TO PAY ANY PAST OR CURRENT PREMIUMS DUE WILL RESULT IN THE RESCISSION OF THIS OFFER OF COVERAGE.

Minimum Premium	\$	1,000	Total Estimated Annual Premium	\$	790
			Expense Constant	\$	210
			Premium Discount	\$	
			Deposit	\$	

Premium Adjustment Period: Annual; Semiannual; Quarterly; Monthly

Countersigned this _____ Day of _____
Issued Date: 10/06/2014
Issuing Office BUILDERS MUTUAL INSURANCE CO.


Authorized Representative

GENERAL LIABILITY DECLARATION

Policy Number	Policy Period	
	From	To
CPA 0004751 00	10/03/2014 12:01 A.M. Standard Time at the described location	10/03/2015

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Transaction		
POLICY DECLARATION		Customer #:
Named Insured and Address		Agent
DESIGNER CONSTRUCTION CORP. 2506 CREEK MANOR DR. WAXHAW NC 28173		CHARLES W LOCKHART INS AGENCY PO BOX 11905 CHARLOTTE, NC 28220-1905 Telephone: 704-523-3343 0000086
Business Description RESIDENTIAL REMODELING	Type of Business Corporation	Audit Period Annual

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

GENERAL LIABILITY DECLARATIONS

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$	2,000,000
Products - Completed Operations Aggregate Limit	\$	2,000,000
Each Occurrence Limit	\$	1,000,000
Personal and Advertising Injury Limit	\$	1,000,000
Medical Expense Limit, any one person	\$	5,000
Fire Damage Limit, any one fire	\$	100,000
Limited Care Custody/Control (Each Loss)	\$	
Limited Care Custody/Control (Policy Aggregate)	\$	
Employee Benefits Liability (Each Claim)	\$	
Employee Benefits Liability (Aggregate)	\$	

DEDUCTIBLES

- Premop BI
- Products BI
- Premop PD
- Product PD
- Premop BI/PD
- Product BI/PD

PER CLAIM

PER OCCURRENCE

- \$
- \$
- \$
- \$
- \$
- \$

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Refer to attached schedule.

CLASSIFICATIONS

Refer to attached schedule

TOTAL PREMIUM FOR THIS COVERAGE PART \$ 1,053

Forms and Endorsements Applicable to this Policy see Attached Schedule

These Declarations together with the common policy conditions, coverage part declarations, coverage part coverage form(s) and form(s) and endorsements, if any, issued, complete the above numbered policy.

**Proposal for the Renovation of the Duncan McDonald House
115 McDonald Street
Waxhaw, NC 28173**

1) Company Information

Name and Address of Firm/Company:

J.A. Hayes Wood Shop, LLC
10412 Rodney Street
Pineville, NC 28134

Contact Person:

John Hayes: Owner
Daniel Dubuc: Superintendent

Telephone Numbers:

John Hayes: 704-363-8933
Daniel Dubuc: 704-622-9451

Fax Number:

Shared number we must be notified prior to receiving a fax.

Internet Address of the Firm/Company:

Our web site is currently being developed.

E-mail Address:

JohnHayes1935@gmail.com

2) Statement of Qualifications:

We are a small company with over 25 years experience in the remodeling of some of the Charlotte areas finest and oldest homes. While we do not have a specific historical project that we can identify as one of our projects. We do own and operate a 6000 square foot cabinetry and millwork shop in Pineville. Our shop is a truly custom shop in that may of the areas finest builders and remodelers rely on us to repair, fabricate and duplicate the detailed millwork found on the Charlotte areas finest older and historic homes.

3) Personnel:

All of our subcontractors are experienced in the remodeling and renovation of older homes. The majority of our subcontractors have worked with us for more than 10 years. They are highly skilled, trustworthy and reliable.

4) Historic Facilities:

While not an historic project we completed a whole house remodel for Vic & Kelly Warnement that presented challenges similar to those we will face in renovating the Duncan McDonald House. The Warnement house we separated the second floor from the first floor, raised the first floor ceilings from 8 feet to 9 feet then set the second floor back on top of the first floor. We won the NHBA Remodelers Council top award for whole house remodeling.

Our three best projects are:

- 1) Vic & Kelly Warnement, Whole house remodel and additions in Charlotte.
- 2) Scott & Kristen Baker, Whole house remodel and additions in Concord.
- 3) Patti & Pender Murphy, Whole house remodel and addition in Charlotte.

5) Construction Service:

- a) We limit our workload to no more than 3 projects in production at any given time. Our experience tells us that three projects allow us to stay focused on the task at hand. The 3 projects are staggered with each project at a different phase insuring that each project stays on schedule.
- c) Every project presents its own unique set of challenges. John Hayes is a Veteran of the United States Navy Seabees the Seabee motto is "Seabees Can Do" We also have an "improvise, adapt, overcome" attitude to any difficulty encountered.
- d) We try to minimize the quantity of Change Orders. We Change Orders arise we first discuss the situation with the owner and try to find the effective solution to the Change Order. Owner and Contractor verbally agree on the Change Order. The Change Order is signed by the Owner and Contractor before work on the Change Order begins.

6) Legal Concerns:

- a) There is no former, current or pending litigation against our company.
- b) Our general liability insurance is with State Auto Insurance. Our workers compensation insurance is with Travelers Insurance. We will have our agent provide you a current insurance certificate.
- c) Our North Carolina General Contractors license number is 72350. We have a Limited Builders License that allows us to work on residential or commercial jobs

with a value not exceeding \$500,000.00. This job will likely require a Builders License as it will most likely be considered a commercial job by the permitting office.

7) Fees:

- a) Our fees are itemized on the Estimate of Work Scope work Sheet.

Please direct any questions to:

John Hayes 704-363-8933 or Daniel Dubuc 704-622-9451

We look forward to working with you on the Duncan McDonald House Renovation.

J.A. Hayes Wood Shop, LLC
10412 Rodney Street
Pineville, NC 28134
704-363-8933

Town of Waxhaw
 McDonald House Restoration
 115 McDonald Street
 Waxhaw, NC 28173

March 29, 2015
 Estimate based upon the Request for Proposal Dated March 6, 2015.
 Estimate of work scope, not a contract or guarantee

Item #	Description Allowance Priced Items	3/29/2015 Estimated Cost
1	Superintendent	\$10,400.00
2	Building Permit	\$1,500.00
3	Raise House Off Ground	\$17,500.00
4	De-Construction Front Porch	\$1,680.00
5	De-Construction Side Porch	\$1,280.00
6	De-Construction Remove 3 Bottom Rows of Siding	\$1,280.00
7	De-Construction: Remove Flooring	\$6,400.00
8	Board Up 12 Windows	\$1,000.00
9	Footings Continuous at Perimeter	\$3,850.00
10	Masonry: Piers (Maximum 50)	\$7,250.00
11	Masonry: Fireplace Church Street Side Mock for Vent less	\$7,000.00
12	Masonry: Fireplace 2 Mock for Vent less	\$6,050.00
13	ADA Entry Ramp	\$0.00
14	Re-Construct Front Porch	\$13,785.00
15	Re-Construct Side Porch	\$6,755.00
16	Framing: Floor System	\$19,800.00
17	Siding & Outside Trim Repair	\$7,400.00
18	Wood Floors	\$10,296.00
19	Windows Repair Existing	\$0.00
20	Roofing 5 "V" Metal	\$17,820.00
21	Insulation	\$5,850.00
22	Plywood 1/2" Treated to Protect Flooring Insulation	\$3,385.00
23	Electrical	\$1,000.00
24	Gas Logs Vent Free	\$3,500.00
25	Painting	\$5,255.00

26	Fence Rental (Security) & Storage Pods	\$5,200.00
27	Trash Removal & Porta Jon	\$3,200.00
	<u>Total Allowance Price Items</u>	<u>\$168,436.00</u>
	Contractors Mark Up @ 18%	\$30,318.48
	<u>Total Estimated Cost</u>	<u>\$198,754.48</u>

Note: We believe this estimate is accurate based upon the information provided in the Request for P
However, there are some issues/concerns that require additional discussion/ clarification



VI. New Business

- A. Discussion and Possible Approval of the Resolution in Support for the Carolina Thread Trail Grant Award Implementation
Presenter: [Natalie Jackson](#)

Information

In February, the Town of Waxhaw was awarded 1 of 6 implementation grants by the Carolina Thread Trail Governing Board in the amount of \$150,000, which is the highest grant award available.

This award will be used to construct a suspension bridge of approximately 200 feet over 12 Mile Creek that will link both North and South Carolina, with approximately 1,321 linear feet of natural surface trail connecting the bridge to Millbridge Subdivision.

This will be the first cross state Carolina Thread Trail segment constructed in Union County after the adoption of the Carolina Thread Trail Master Plan in 2011.

Board Action

- Possible action on the resolution in support of the Carolina Thread Trail Grant Award Implementation.

MEMORANDUM

TO: MAYOR DAUNE GARDNER AND TOWN COMMISSIONERS
FROM: NATALIE JACKSON, PARKS & RECREATION DEPARTMENT & LISA MCCARTER, PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
SUBJECT: CAROLINA THREAD TRAIL GRANT IMPLEMENTATION SUMMARY
DATE: APRIL 14, 2015

This February, the Carolina Thread Trail Governing Board awarded six implementation grants totaling \$372,500 to projects along the Thread Trail. Implementation grants provide funding to communities and nonprofit organizations to assist with trail corridor planning, land acquisition, construction and trail amenities. The Town of Waxhaw was awarded \$150,000 of those grant funds, which is the highest grant award available!

The grant funding awarded to the Town of Waxhaw will be used to construct an approximately 180+ foot suspension bridge over 12 Mile Creek, linking trail in both North and South Carolina, with approximately 1,321 linear feet of natural surface trail from the new suspension bridge to Millbridge Parkway in the Millbridge Subdivision. This will be the first cross state Carolina Thread Trail segment constructed in Union County after the adoption of the Carolina Thread Trail Master Plan in 2011. When completed, the cross state bridge will be a destination point and drive tourism to the Waxhaw and Lancaster County, South Carolina region. Along with anticipated regional visitors, this segment of Thread Trail will immediately serve 3,960 homes and over 12,000 residents. This corridor has been a model of community collaboration with the Town of Waxhaw and Lancaster County working together to seek funding to complete this project.

This grant award has been provided to cover all the work and preparation for the trail segment and suspension bridge. The award also includes a Carolina Thread Trail destination sign to mark the Waxhaw, North Carolina/Lancaster County, South Carolina border which will be a photo opportunity further promoting Waxhaw, Lancaster County and the Carolina Thread Trail.

What's next?

- Construction of the trail segment can commence.

- An RFP will be issued for the bridge construction and the proposals received will be presented to the Board of Commissioners for consideration and decision.
- Waxhaw and Lancaster County Joint Maintenance Agreement for the bridge will be presented to the Board of Commissioners for approval.



Since 1889

Carolina Thread Trail Grant Implementation Summary

Parks & Recreation/Planning & Community Development

Natalie Jackson

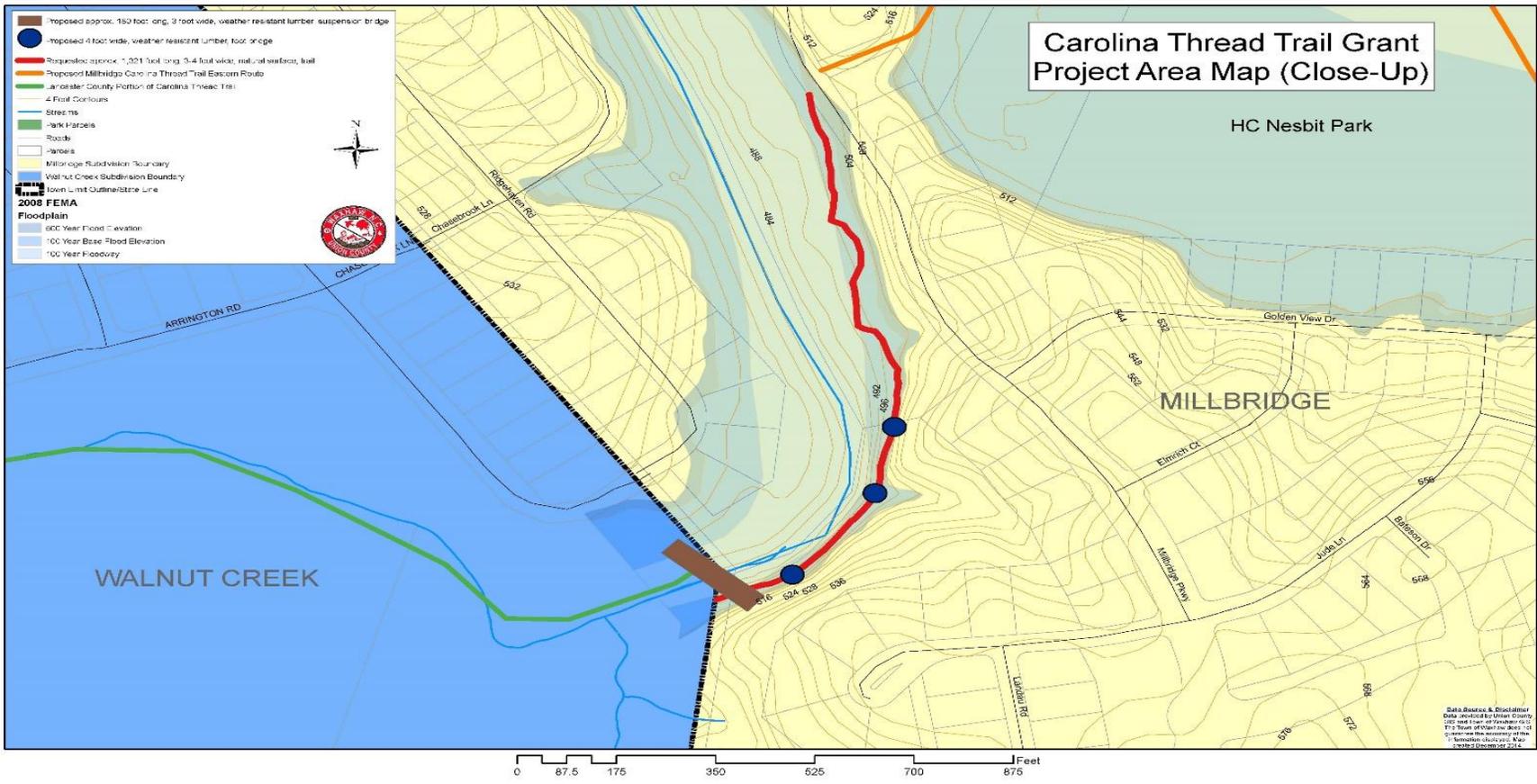
April 14, 2015

Agenda

- Project Background
- The Trail
- The Bridge
- The Timeline
- Conclusion

Project Background

- February 15, 2015
 - \$150,000 Grant Awarded to Town of Waxhaw



The Trail

- Trail-head at Millbridge Parkway
 - 1,321 Linear Feet
 - Natural Surface Trail
 - Segment Will Reach 3,960 Homes/12,000 Residents
 - Links to 12 Mile Creek Trail in Walnut Creek Subdivision



“This corridor has been a model of community collaboration with the Town of Waxhaw and Lancaster County working together to seek funding for this project.”



WAXHAW
Since 1889

The Bridge

- A Link Between NC & SC
 - **Estimated Length = 180 + Feet**
 - Crosses 12 Mile Creek
 - Joint-Maintenance Agreement
 - Potential to Gain Considerable Attention
 - State-to-State Connection Feature
 - Ceremony



WAXHAW

Since 1889

The Timeline

- \$150,000 Check Has Been Awarded
 - Request for BOC Resolution April 14, 2015
 - Suspension Bridge RFP Release April 20, 2015
 - RFP Deadline May 20, 2015
 - Staff Review Begins May 26, 2015
 - Request for BOC Approval of Bridge Construction & Joint Maintenance Agreement June 9, 2015
 - Start of Construction TBD

Conclusion

- Project Background
- The Trail
- The Bridge
- The Timeline



WAXHAW
Since 1889



WAXHAW
Since 1889



RESOLUTION OF SUPPORT FOR THE CAROLINA THREAD TRAIL GRANT AWARD IMPLEMENTATION OF FUNDING TO CONSTRUCT A TRAIL SEGMENT WITHIN THE MILLBRIDGE NEIGHBORHOOD IN WAXHAW AND A CROSS STATE SUSPENSION BRIDGE INTO THE WALNUT CREEK NEIGHBORHOOD IN LANCASTER COUNTY, SC

WHEREAS, the Waxhaw Board of Commissioners adopted the Carolina Thread Trail Master (CTT) Plan for Union County and Participating Municipalities in June 2011; and

WHEREAS; the Plan is an outline for a system of trails that will connect our communities, people and special regional points of interest for years to come; and

WHEREAS, the cross-state connection in Millbridge was noted as one of three connections into Lancaster County, SC; and

WHEREAS, the proposed Carolina Thread Trail segment through Millbridge and cross state suspension bridge will connect Millbridge subdivision, Walnut Creek subdivision, H.C. Nesbit Park, Walnut Creek Park and Kensington Elementary School; and

WHEREAS, the Town of Waxhaw will continue providing staff time but funding has been awarded by the Carolina Thread Trail to construct this trail segment and suspension bridge; and

NOW, THEREFORE BE IT RESOLVED that the Town of Waxhaw authorizes staff to proceed to utilize the CTT grant award to construct the Carolina Thread Trail segment within the Millbridge neighborhood and the cross state suspension bridge into Lancaster County, SC.

Adopted this the 14th day of April, 2015.

Daune Gardner, Mayor

ATTEST:

Melody Shuler, Town Clerk



VI. New Business

B. Discussion and Possible Approval of Laserfiche for Records Management **Presenter: Melody Shuler**

Information

This is a request for the Board of Commissioners to approve a contract with MCCi for the purchase of a Records Management System called Laserfiche that will:

- Manage all the Town's documents
- Automate workflows for increased efficiency
- Capture information instantly and accurately
- Offer transparency and security with an audit trail

The initial purchase price of Laserfiche is \$44,120.00 with an annual maintenance fee of \$8,539.50. Additional expenses include the purchase of desktop scanners in the amount of \$8,619.80.

With this software, the Town will have the option to add new features and more users later. The goal is to have Laserfiche established by early fall with all departments having accessibility.

Board Action

- Possible approval of contract with MCCi for Laserfiche in an amount not to exceed \$44,120 and the purchase of desktop scanners in an amount of \$8,619.80 for a total of \$52,739.80.



MEMORANDUM

TO: Town Board
FROM: Melody Shuler, Town Clerk
DATE: April 6, 2015
RE: Digital Solution for Streamlining Town Records Management

Introduction

This is a request for the Board of Commissioners to approve a contract with MCCi for the purchase of a Records Management System that will not only manage all the Town's documents, but also automate workflows as well as capture information instantly.

Currently, the Town retains original paper documents according to the retention schedule that is created by the Department of Cultural Resources in accordance with G.S. 121-5. After the retention schedule was approved in October of 2014, the clerk's office was able to reduce records being retained by 50% with six filing cabinets still remaining. This does not include paperwork from other departments.

Comparison

Town Clerk Melody Shuler collaborated with Human Resources Director Wendy Davenport, Information Technologies Manager Nick Bahnweg, Tax Collector Ann Sutton, and Assistant Tax Collector Paula Kee on evaluating several Records Management Solutions. The following quotes were received:

Name	Vendor	Initial Cost	Annual Cost
DocuWare	DocuWare	\$59,130	\$0
OnBase	ISSI	\$49,850	\$6,200
Laserfiche	MCCi	\$44,120	\$8,539.50

Each system offers comparable features and functionality. Reviews of these systems included onsite presentations from each vendor as well as offsite demonstrations of integrated solutions with other municipalities. After an extensive review process with the team members noted above, it is our collaborative opinion that Laserfiche by MCCi best fits the needs and goals for the Town of Waxhaw.

Benefits Include

- ✓ Workflows are streamlined increasing efficiency and accuracy
- ✓ Accelerated decision making
- ✓ Extensive search functionality allows for instant access to all documents under a single platform
- ✓ Environmentally conscious through use of electronic forms
- ✓ Space-saving for high demand real estate

Additional Expenses

In order to complete this request, additional expenses will include ten Fujitsu fi-7160 desktop scanners and shipping totaling \$8,619.80.

Budget Impact

The cost to implement the Records Management Solution was not anticipated in the budget for FY 14.15. However, funding for this item can be derived from anticipated expenses that have not yet been realized within the current FY 14.15 budget.

Recommendation

Staff respectfully requests that the Board of Commissioners authorize Town Manager Warren Wood to execute a contract with MCCi for Laserfiche, in an amount not to exceed \$44,120.00 and the purchase of desktop scanners in an amount of \$8,619.80 for a total of \$52,739.80.

Document Management for Town of Waxhaw

Proposal

Prepared by:

**Dick Crabb
Regional Sales Director
dick.crabb@docuware.com
678-612-1650**

Executive Summary

Based on the initial discovery conducted with Melody Shuler, Town Clerk for the Town of Waxhaw, several areas of improvement have been identified which can be addressed with the help of an Enterprise Content Management (ECM) system. These areas of improvement are currently focused around several departments within the town.

Overall, the Town of Waxhaw is looking for a centralized Document Management system to store Accounting and HR records, as well as Town documents such as Agendas, Ordinances, and Resolutions.

The proposed solution streamlines these department processes and provides a single location to store and retrieve these documents. Template OCR technology will speed up the capture of these documents. An optional electronic Forms package will further ease the capture of HR documents, Fund Requests, Applications and Information Requests. These documents can then be retrieved easily from the repository.

Documents needing approval will easily be routed from one approver to another through the DocuWare system to speed up the approval process. The system also includes a complete Audit Trail, logging the activities of users as well as the history of all documents. DocuWare will also help with retention scheduling, making it easier to manage the life span of documents.

By implementing the DocuWare solution, Town of Waxhaw will be able to address the current document challenges the town is facing. The solution will provide high processing speed and complete transparency while freeing up valuable time across all departments.

Please note, services to install, configure and train on the software are estimated only at this time, a more thorough discovery will need to be conducted to propose a firm number. The estimates are based on experience of similar applications.

DocuWare Company Profile

From Documents to Value: DocuWare enables any size organization – in any industry – to transform documents into valuable capital. Regardless of format or source DocuWare automates business processes and workflows by electronically managing and sharing documents. Documents are readily available, where and when needed; one search quickly locates related documents.

Whether as an on-premise or as a cloud solution, DocuWare provides all the components needed for Enterprise Content Management. DocuWare's solutions are highly secure and scalable, flexible to integrate and use future-proof technologies. Projects with DocuWare offer a very low Total Cost of Ownership (TCO).

DocuWare (founded 1988) ranks among the world's leading Document Management solutions companies. The company operates worldwide from Germering near Munich and from New Windsor, New York, with subsidiaries in the UK, Spain and France. Its products are available in 70 countries and 16 languages to over 100,000 users in approximately 11,000 installations.

Initial Investment Profile

DocuWare Software

Pos	Description	Qty	Price Software	Maintenance & Support Subscription	Total excl. tax
1	DocuWare PROFESSIONAL Server Flexible Server for Mid-Sized Organizations.	1	6,058.00	1,212.00	7,270.00
2	DocuWare Client License Each license may be used as one Concurrent License or converted to two Named Licenses.	10	9,880.00	1,980.00	11,860.00
3	DocuWare Task Manager	1	4,535.00	900.00	5,435.00
4	DocuWare Barcode and Forms Provides the template OCR capability	1	4,535.00	900.00	5,435.00
5	DocuWare Import	1	2,274.00	456.00	2,730.00
Sum					\$32,730.000

Professional Services (estimated only, will need to confirm with further discovery)

Pos	Description	Days	Price per Day	Total excl. tax
1	Configuration Development	1	1,200.00	1,200.00
2	Installation based on Configuration Development	2.5	1,200.00	3,000.00
3	Administration/User Training	1.5	1,200.00	1,800.00
Sum				6,000.00

Electronic Forms Option

Pos	Description	Price Software	Maintenance Support	Total excl. tax
1	Electronic Forms, up to 5 users Includes unlimited form creation/submission	14,000.00	2,800.00	16,800.00
2	Professional Services for Forms Install software and create 2 single page forms	3,600.00	NA	3,600.00
Sum				20,400.00

Terms and Conditions

Our terms and conditions are available on our website at www.docuware.com.

DocuWare
Maintenance and Support Subscription

This Subscription, entered into and effective as of _____ (hereinafter referred to as Effective Date) by and between

DocuWare Corporation

located at: **4 Crotty Lane, Suite #200**
New Windsor, NY 12553

Hereinafter referred to as DocuWare

and

(Enter complete legal company name)

located at:

(enter complete address)

Hereinafter referred to as Customer

1.0 Preamble

This Subscription, hereinafter referred to as the Maintenance and Support Subscription (M&SS), was generated with the purchase of DocuWare software products. The Customer was acquainted with the conditions of the Subscription before the purchase order was placed.

2.0 Subject

Customer will be granted full license to use all DocuWare software product updates and upgrades included in this Subscription, provided that the Maintenance and Support Subscription is in effect.

2.1 DocuWare software product Upgrades and Updates

- a) Provided that the customer is in full compliance with the terms and conditions of this Subscription, Customer will automatically receive all updates and upgrades to the DocuWare software products included in this Maintenance and Support Subscription.
- b) Customer may choose not to install updates or upgrades that, in their opinion, do not provide functional or qualitative improvement to the existing DocuWare system.

2.2 Technical Support

- a) Provided Customer is in full compliance with the terms and conditions of this Subscription, they will automatically receive support for the products included in this Subscription as follows:
 1. Customer may contact DocuWare for telephone support for the operation of DocuWare software products included in this Maintenance and Support Subscription.
 2. Customer will have access to the customer service employees of DocuWare to obtain technical advice during normal business hours with the exception of DocuWare recognized holidays.

Monday through Friday: 9:00 AM – 8:00 PM

Telephone Number: 845-563-9045

Fax Number: 845-563-9046

E-Mail Address: xxx support.americas@docuware.com

The most current DocuWare contact information is posted on the DocuWare web site at docuware.com

3. Customer may also access the DocuWare Knowledge Base and other online tools available from the DocuWare website at docuware.com .
4. If Customer's request to DocuWare cannot be immediately fulfilled, Customer will receive a qualified response from DocuWare on the same work day for all questions received before 12:00 noon. For questions reaching DocuWare Support after 12:00 noon, Customer will receive a qualified response from DocuWare by the following work day at 12:00 noon.
 - i. A qualified response is either a solution, or an estimated time when a solution may be expected.
5. Specific services and support related to the installation, configuration and training of Customer's system may require Professional Services which are not part of this Maintenance and Support Subscription.

3.0 Term

3.1 Term

- a) The Maintenance and Support Subscription begins on the date of delivery of the covered DocuWare products to Customer's premises and ends after the conclusion of 12 months, as calculated by beginning on the first day of the month following the date of said delivery, hereinafter referred to as the Effective Renewal Date.
- b) For additional DocuWare products being added to an existing installation, the price of the Maintenance and Support Subscription will be prorated to coincide with the Effective Renewal Date of the existing Maintenance and Support Subscription for the DocuWare System License it is being added to.
- c) The Maintenance and Support Subscription is automatically extended on the Effective Renewal Date for an additional twelve (12) months if it is not canceled by Customer via written notice to DocuWare, a minimum of 30 days prior to the Effective Renewal Date.
- d) On the Effective Renewal Date, DocuWare will invoice Customer for the Maintenance and Support Subscription, which will include the initial DocuWare products purchased, plus any additional DocuWare products that have been added as per paragraph 3.1 b, above.
- e) A Reinstatement Fee will apply if the Maintenance and Support Subscription is reinstated 60 days or more after notification by Customer of cancellation. With the payment of the Reinstatement Fee and the purchase of a new Maintenance and Support Subscription, a cancelled or lapsed Maintenance and Support Subscription may be reactivated, if no update or upgrades have been issued. An Update Fee will also apply if an update or upgrade has been issued during the time there was not a Maintenance and Support Subscription in place. The Update Fee is dependent upon the version being reinstated since the Subscription lapsed.

4.0 Extraordinary Notice of Cancellation

In addition to the cancellation procedure defined under paragraph 3.1 c, the Maintenance and Support Subscription will immediately be cancelled due to the following conditions:

- a) When Customer is in arrears with payment for any reason by more than 30 days;
- b) The bankruptcy of either party, any assignment by either party for the benefit of its creditors, the inability of either party to pay its debts as the same fall due, the appointment of a receiver for or any execution levied upon all or substantially all of either party's business or assets, or the filing of any petition for voluntary or involuntary bankruptcy or similar proceeding for or against either party;
- c) The expropriation of all or substantially all of the business or assets of either Customer or DocuWare;

- d) The DocuWare is denied access to the Customer's network/premises where the DocuWare installation is located;

5.0 Assignment

Customer shall not assign, transfer or sell its rights or delegate its obligations under this subscription without the prior written consent of DocuWare.

6.0 Governing Law

This subscription shall be governed by, and in accordance with, the laws of the State of New York. It is also expressly acknowledged that if any litigation should arise between the parties under this subscription, said litigation shall be resolved exclusively by the courts of the State of New York, County of Orange.

AGREEMENT AUTHORIZATION

The parties have executed this Agreement through their duly authorized representatives.

_____ (“Customer”)

DocuWare Corporation (“DWC”)

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



ECM Solution positioned for Growth

V3.0 on 03/16/15

Prepared by

Imaging Solutions and Services, Inc.



Chris Miller
803-608-5146
cmiller@ISSI-Online.com



Executive Summary

The Town of Waxhaw NC is a growing community poised to leverage ECM to improve records management and reduce paper dependency. While the short-term goals are focused on a few department heads interested in initial scan-to-archive function to reduce paper file cabinets, the Town Clerk recognizes that Hyland OnBase technology can be leveraged as an Enterprise solution delivering value to the Town employees as well as Waxhaw citizens. The Hyland OnBase solution including Capture, Storage and Retrieval can be integrated with the Town's existing infrastructure to deliver efficiency, save space and address records management requirements over many departments in line with the executive goals to support the Town through better resource allocation.

Background

The Town Clerk has inherited a set of unorganized paper files with a lot of duplication. Electronically organizing the old paper files for access and utilizing solid ECM practice to keep go forward records organized and easily shared is a necessity. Leveraging the same approach for other interested departments including HR, AP & Finance with similar requirements is a practical use of the Town's resources. With exposure to Hyland OnBase and the long-term, scalable success at Mecklenburg County, Wake County, Nash County and others, the Town intends to establish a solid foundation that will allow for future capabilities beyond Capture, Store and Retrieve as requirements evolve.

Considerations

The initial solution is configured to meet the immediate needs defined above, and establish an infrastructure that will support future Departments and business applications including Workflow, System Integrations and Accessibility. During our pre-pricing discussions, the Town Clerk established a need to stay within the current budget for the immediate requirements but expressed interest in the type of system that would allow for expansion and future capabilities as requirements evolve. In these discussions we identified future road-map desires including:

- | | |
|---------------------------------------|--|
| >Workflow for internal processes | >Public Facing Forms for permits |
| >Service requests for public access | >Activity registration |
| >HR On-boarding process | >Public access to public records |
| >Public Facing Forms for applications | >Signature Pad Integration for e-Documents |
| >ESRI, Accela and other Integration | >AP automation |
| >Workflow for Agenda and Minutes | >iPad/smart phone access for Town executives |



Differentiators

ISSI is uniquely qualified to meet the Town of Waxhaw's needs. The characteristics that differentiate ISSI and Hyland Software are as follows:

- Qualifications and Experience
 - Team of highly qualified certified industry and technology experts
 - Proven track record over the past 20 years
 - A long list of happy customers of similar size and need to the Town
 - Extensive industry experience in the electronic document management industry as well as serving the local government market
- Project Approach / Proposed Solution
 - Precise and clearly defined methodology that has proven highly effective in rapidly deploying sophisticated systems
 - Continuous education and empowerment through various delivery methods, including annual local user conferences in Concord North Carolina, client-site training, traditional classroom training, as well as web based training.
 - Hyland OnBase is a leader in the ECM industry analyst assessments
- Cost Effectiveness and Value
 - Hyland OnBase provides the lowest cost of ownership among the leaders in the industry
 - Hyland software delivers the superior user experience at the lowest cost
 - Rapid deployment methodologies minimize the time to benefit
 - Minimal deployment and administrative requirements

ISSI works to continuously enhances value of the solution through the following:

- Community networking through:
 - ISSI Local events such as the ECM Technology Forum at Charlotte Motor Speedway
 - National events such as the OnBase Training and Technology Conference (OTTC) - 2000 ECM Professionals
 - Client site strategic knowledge transfer
 - ISSI consultants periodically visit clients to provide education on industry technology, concepts, and trends
- Knowledge transfer:
 - Best practices
 - Process methodologies
 - Technical design



Selection and Purchase Process

Melody Shuler and department heads from HR, AP and Finance will receive a proposal and demonstration on 03/05/15, second GoToMeeting demonstration on 03/09/15, and site visit to Mecklenburg County on 03/16/15. Though the Configuration I budget is small to focus on the short-term goals of the first several department heads, the Town Clerk is committed to a holistic strategy that will address the evolving needs of the Town as characterized by the vision of a "paperless office." Configuration II incorporates additional components including Agenda Management requested by Melody Shuler. From the proposed options the Town Leadership will make a selection and recommendation to the Town Council for purchase. The selected solution will be presented to Town Council in April for final approval and purchase within the 2015 Fiscal budget ending 06/30/15.

Back File Conversion

Conversion services are available. ISSI has 20 years of experience with service bureau capture and index as a service. With the technology, labor and QA supervision already in place, ISSI can deliver indexed images back to the Town at a fraction of the price that it would take the Town to address (when you factor the labor component). Having images in the ECM repository from the start helps deliver immediate User Adoption and recognized value to the Town executives. Please let us know if you would like us to examine the records and provide an estimate.

Suggestions

We have great Hyland OnBase customer references near you with Mecklenburg County and MEDIC EMS. We believe the opportunity to visit a current user will help illustrate that:

- OnBase includes a better User Interface (Unity, Outlook, Office, App Enabler)
- OnBase delivers better Integrations (ESRI, Accela, MS Office, MS Outlook, Mobility)
- OnBase provides a true Enterprise infrastructure to meet your long term needs
- OnBase offers better Workflow (Customer Services Automation and HR Onboarding)
- The OnBase solution may be a bit more expensive; but for all the right reasons
- The ISSI solution methodology for ECM delivery that meets your immediate needs AND evolves as your needs change



Cost - Base Configuration

This cost outline is an estimate based on recent communication, but may require adjustment following additional information. Following the design process, ISSI and the Town of Waxhaw NC will work together to review the project scope and timeline and adjust these values as required.

Hyland OnBase Solution	Description	Town Price
Local Government Licensing Bundle	Provides base ECM solution functionality to Local Government to establish foundation for future capabilities.	\$31,000.00
1 Multi-User Server	Provides utilities, OnBase Configuration, Basic Text Search and Print Servers, three-tier OnBase Broker and a License to use the copyrighted OnBase Database in conjunction with a supported SQL Database Management System (DBMS) in a single instance, multi-user environment. These licenses are not transferable to service bureau customers.	Included
1 Unity Client Server	Desktop client built on .NET and WPF that provides a customizable user experience to the desktop.	Included
1 EDM Services	Provides the ability to store and manage revisions of documents generated by Microsoft Office and other file formats. Includes multiple file import, revision control, version control, document commenting, checkin/checkout, automatic upload and synchronization of revisions, document templates, and the Briefcase.	Included
1 Local Government Application Enabler (single application)	Provides image enabling to third-party software applications that are GUI, browser, or text-based.	Included
1 Local Government Full-Text Indexing Server for Autonomy IDOL	Provides integration with Autonomy IDOL to provide advanced Full-Text searches for words or phrases that exist within documents stored in OnBase. These words or phrases can exist in COLD documents, text renditions of image documents (OCRed images), and many 3rd party application documents. Can perform fuzzy searches, wildcard searches, stemming searches, thesaurus searches, and searches combining full-text and keywords on document types.	Included
1 Virtual Print Driver	Provides a method to capture, index and store the print stream from any printable application and store the information as a TIFF image within the OnBase document repository. This is a single instance license.	Included
10 Local Government Named User Client	Provides retrieval, viewing, printing, and management of documents for a single named user.	Included



Base Configuration continued from previous page		
5 Local Government Full-Text Indexing Concurrent Client for Autonomy IDOL	Provides the ability to retrieve full-text data stored in Autonomy IDOL Full-Text collections. Autonomy IDOL Full-Text can index OCR images, COLD text documents, Adobe PDF documents, Microsoft Office documents, WordPerfect documents, HTML documents and many others.	Included
5 Local Government Workflow Concurrent Client SL	Provides electronic document routing through a configurable work process. Includes pre-configured rules, actions, transitions, and notifications and additional capabilities for Visual Basic scripts. Provides access to Workflow functions in order to perform work and complete tasks on documents. Includes E-Forms.	included
Local Government Production Document Imaging	Scans (digitizes) paper documents using TWAIN compatible Fujitsu 6170 scanners. Advanced features include distributed capture and indexing, image enhancement, blank page separation and auto-enabled indexing.	Included
Local Government Integration for Microsoft Outlook 2013	Allows a Microsoft Outlook user to interact with an OnBase system through the familiar Outlook client. Provides users the ability to save e-mails and/or any associated attachments by simply dragging the e-mail to the "OnBase" folder. Users can also retrieve documents from the interface.	Included
10 Local Government Office Business Application for 2013	Allows users of Word, Excel, and PowerPoint to interact with OnBase content through their familiar Microsoft Office interface. This integration provides users with single-click menu access for storing, retrieving, and editing OnBase documents and related content.	Included
1 Software Annual Maintenance & Support	Updates, Upgrades and Break/Fix Support	\$6,200/year
5 Fujitsu 7160 scanner (60ppm/120ipm) additional detail provided by the attached product spec. sheet	5 scanners for first 5 Users	Included
40 hours Pro-Services Initial Implementation for the scan-to-archive capabilities for initial Depts.	Installation of base elements and set-up of Dept. indexes, System Administration Orientation and End-User Orientation (Does not include configuration of IDOL, EDMS renditions or Image Enablement)	\$8,000 + Travel and Expenses
Total initial ECM Solution Delivery		\$49,850.00

The Hyland OnBase Local Government Bundle includes a few options that will be installed but not configured as part of the Initial Implementation as they are not defined as requirements specific to the two departments. IDOL function, EDMS renditions and Image Enablement can be enabled under a separate engagement once additional definitions have been determined to estimate Pro-Services. This total does not include hardware shipping, state and local taxes or travel expenses. Travel and Expenses are billed post event for reimbursement of receipts. ISSI is not responsible for typographical errors. Pricing configuration is contingent on detailed discovery.



Cost - Agenda Management (requires Base Configuration)

This cost outline is an estimate based on recent communication, but may require adjustment following additional information. Following the design process, ISSI and the Town of Waxhaw NC will work together to review the project scope and timeline and adjust these values as required.

Hyland OnBase Solution	Description	Town Price
Agenda Management (5 Users)	Allows organizations to electronically create and manage meeting templates, meeting dates and times as well as agenda, agenda packet and minutes documents. The module can be used in conjunction with pre-configured E-Forms and workflows to improve review processes, provide for collaboration and reduce the amount of time needed to produce timely and complete agendas, agenda packets and minutes.	included
<ul style="list-style-type: none"> • PDF Framework • Conversion for Aspose • EDM Services • Agenda/Minutes • Client and Workflow Licenses per user counts listed (for use only in agenda) 	Components included in Agenda Management Module	included
Mobile Access for iPad®	Provides the ability to access pending work in Workflow Queues, view the document, view keywords, execute ad-hoc tasks and view, modify and create notes from an iPad	software license included (iPads not included)
1 Software Annual Maintenance & Support	Updates, Upgrades and Break/Fix Support	\$2,000/year
35 hours Pro-Services Initial Implementation for the scan-to-archive capabilities for initial Depts.	Installation of Agenda Management elements and System Administration Orientation and End-User Orientation (Does not include Workflow outside of Agenda Management)	\$7,000 + Travel and Expenses
Total Agenda Management Delivery		\$19,000.00

The Hyland OnBase Agenda Management module is an option that works with the base Hyland OnBase ECM solution. Several items in the base configuration are required for Agenda Management to work. OnBase Agenda Management does not function without the base ECM solution. The Pro-Services hours is an estimate and a detailed Statement of Work will be created once additional discovery has been performed to appropriately define the Pro-Services engagement. This total does not include hardware shipping, state and local taxes or travel expenses. Travel and Expenses are billed post event for reimbursement of receipts. ISSI is not responsible for typographical errors. Pricing configuration is contingent on detailed discovery.



Additional Solution Options

ISSI and Hyland OnBase offer a number of Local Government options to deliver fully featured, integrated capabilities for Town municipalities within one solution suite. All of these options are available as add-ons to your base configuration. A few of the options related to the vision, interests and integrations suggested in our pre-pricing discussions are listed below.

ISSI/Hyland Solution Options	Description	Town Price
Fujitsu 7160 Scanner Maintenance Plan	Three year Advanced Unit Replacement	\$189.00/each
ScanAid Consumable Kit for 7160 (200,000 scans expected per consumable kit)	(200,000 scans expected per consumable kit)	\$89.00/each
Local Government Concurrent Client	Provides retrieval, viewing, printing, and management of documents. Concurrent Clients have a minimum connection (lease) time of five (5) minutes. Both the OnBase Client or OnBase Web Client can use this license.	License and Pro-Services to be determined following additional discovery
Reporting Dashboards	Graphically displays data returned from a configured data provider, allowing users to quickly identify relevant information and trends surrounding the data managed by the data provider. Available dashboard items include basic pie, chart and bar graphs, or more advanced displays such as gauges, pivot tables and maps.	License and Pro-Services to be determined following additional discovery
Signature Pad Interface (TWAIN)	Allows the real-time signing of TIFF images and OnBase E-Forms within the OnBase Client. The original image is altered with the signature that is scratched on a Topaz signature pad device.	License and Pro-Services to be determined following additional discovery
Integration for Accela	Offers a seamless integration with Accela Automation through the standard Accela EDMS interface. Features include the ability to associate documents to an Accela CAP object, view and download associated documents, and archive new Accela related documents through the Accela product directly into OnBase.	License and Pro-Services to be determined following additional discovery
Local Government Web Server	Provides an ActiveX or HTML browser interface to access documents stored in an OnBase database via the Internet, Extranet or corporate Intranet.	License and Pro-Services to be determined following additional discovery



Add-on solution options continued from previous page		
Integration for ESRI ArcGIS Server	Allows users of ArcGIS Server based web applications to link OnBase documents to features on web based maps. The integration provides a set of easy-to-use web links in the map application for query, point-and-click retrieval and archiving of OnBase documents related to map features. The integration is based on ESRI's ArcGIS Server task framework and allows GIS administrators to easily imbed the OnBase web links into new or existing .Net based ArcGIS Server applications.	License and Pro- Services to be determined following additional discovery
Document Import Processor (purchase)	Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversion utilities.	License and Pro- Services to be determined following additional discovery
Local Government Document Retention	Manages the retention and disposition of stored documents according to pre-defined business rules, involving the passage of time, allowing for automatic destruction and/or removal from the OnBase document repository.	License and Pro- Services to be determined following additional discovery
Local Government Records Management	Manages the retention, disposition, and destruction of managed record folders according to an organization's business rules, based on the occurrence of an event in accordance with external regulations or compliance laws - includes Document Retention.	License and Pro- Services to be determined following additional discovery
Hyland OnBase System Administration Training	The System Administration course is designed to introduce new and existing system administrators to the use, maintenance, and administration of OnBase. The class provides in-depth, hands-on experience based on using actual business scenarios. The class also investigates technical support processes, effective maintenance strategies, online documentation and other resources available to OnBase system administrators: 5 days	\$2,800.00 per person at Hyland (does not include Travel and expenses)
Hyland OnBase Workflow Design Training	The Workflow Design course provides attendees with a review of the business discovery process and strategies for translating business requirements into Workflow functionality. The class will require students to filter provided information and create Workflow solutions that accomplish organizational goals. The class requires students to create a Workflow project from initial discovery through testing for a variety of business scenarios: 5 days	\$2,800.00 per person at Hyland (does not include Travel and expenses)



Municipal Code Corporation

PO Box 2235 • Tallahassee, Florida 32316

TELEPHONE (770) 313-9782 • FAX (850) 564-7496

Nathan Hansard, Account Executive • NHansard@mccinnovations.com

March 17, 2015

Ms. Melody Shuler
Town Clerk
Town of Waxhaw
P.O. Box 6
Waxhaw, NC 28173

Dear Ms. Shuler:

I enjoyed speaking with you recently regarding the Laserfiche software and services. 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 being a MCCI customer:

- ✓ **Leading Provider** – For the past six 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, HIPAA, CDIA+ and more to give you the peace of mind that we are simply the best at what we do. Our staff is also Laserfiche Gold Certified, meaning we have passed the Laserfiche CPP courses required for this certification.
- ✓ **Government Focus** – MCCI was created by Municipal Code Corporation to focus on innovative technologies for Government. MCCI provides Laserfiche software and services to more than 400 government entities including Cities, Counties, State Agencies, Special Districts, and more.
- ✓ **Specialization in Enterprise Solutions** – Our Project Managers provide implementation and training services to help make your solution an Enterprise-wide deployment. We work with you on your initial project plan knowing that one day Laserfiche will be used across the entire organization. This methodology helps you plan to meet this goal in your time frame whether it be an immediate objective or part of a multi-year plan.
- ✓ **Superior Support** – MCCI utilizes a multi-layered support team geared towards offering each client multiple contacts to enhance the usage of every product implemented. We offer support through our help desk, email, and toll free number, and also have an online support center that gives end users access to training manuals, "how to" checklists, training videos, a knowledge base, and software updates.
- ✓ **Robust Resources** – 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.

Sincerely,

Nathan Hansard
Account Executive

Executive Summary

Company History

MCCi, a subsidiary of Municipal Code Corporation (The nation's leading codifier for local government), has been providing Electronic Records Management Solutions to its clients since 1998. In 1998, Municipal Code Corporation (MCC) created a document imaging division, which subsequently evolved into MCCi in the summer of 2003. This allowed MCCi to provide its customers with a higher level of service, but still benefit from the stability and credibility of MCC. With a client base of over 600 government agencies and satellite offices across the country, we are striving to be the leading Enterprise Content Management provider in the United States. MCCi has been the #1 Laserfiche VAR in the world the last 7 years.

Proposed Solution

MCCi is proposing the Laserfiche software for your organization. Laserfiche is a unified solution that manages all your organization's documents and records, regardless of location or media. Please keep in mind some of the features of Laserfiche:

- ✔ **User Friendly** – Laserfiche is very easy to learn, navigate and use. Users will see Laserfiche has a folder tree structure similar to Windows Explorer for easy viewing and use. This familiarity will give your staff the confidence to begin scanning and retrieving documents almost immediately after installation making an Enterprise rollout easier on your resources.
- ✔ **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 and with proper right records managers can administer most security functions without IT staff assistance.
- ✔ **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. An easy Google-style toolbar is available for searching as well.
- ✔ **Integration** – Laserfiche is the central repository for records in your organization and allows you to integrate other main line of business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft product, etc., Laserfiche has options available. Laserfiche Microsoft integrations include the ability to archive Office & Outlook documents directly into Laserfiche as well as integration with Microsoft SharePoint.
- ✔ **E-Forms & Business Process Automation** – Laserfiche allows users to capture information instantly and automate business processes instead of the traditional methods of using an imaging solution as an archival tool. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through the implementation of Laserfiche Forms and Laserfiche Workflow, resulting in cost savings for the organization.
- ✔ **Mobility & Web Tools** – Mobile devices are being used more and more in organizations for day to day operations. Laserfiche has options available to ensure you can access Laserfiche from these devices and perform related actions quickly on the go. There are also options for giving your outside citizens/customers access to records through the web to promote transparency and decrease records requests.

Avante Features

MCCi is recommending the Avante platform for your organization. Avante includes:

- ✔ Bundled users – Each user comes bundled with:
- ✔ Workflow for Business Process Automation
- ✔ Snapshot for archiving electronic records
- ✔ Email Plug-in for emailing records directly from Laserfiche
- ✔ Options for bundling the following functionality into user licenses:
 - Web Access, which includes a thin client option for users, Web Access Light for mobile devices & tablets, iPhone & iPad apps, and SharePoint integration.
 - Audit Trail for monitoring, recording, and reporting on system activity.
 - Digital Signature capabilities
- ✔ Web-based Administrative Console allowing you to administer the system from anywhere.
- ✔ Options for Electronic Forms, Records Management, Batch Processing tools, Integrations, and Web Portals.

MCCi Advantage

MCCi is a leading Laserfiche provider focusing on customer service in every aspect of your project. As a client you will receive access to our highly trained staff & support services, including:

- ✔ **Dedicated Project Management** – Our Project Managers are highly trained in the areas of implementation, Workflow processes, integrations, and more to help your organization implement a well thought out Enterprise system based on your organization's needs. They are Laserfiche Gold Certified and also hold other professional certifications to maintain a high knowledge level of our client's business processes.
- ✔ **Dedicated Support** – Once your project is complete, you will have access to our support staff for trouble shooting & supporting your Laserfiche system. Our staff can be easily reached through email, phone or our online support center.
- ✔ **Sales & Account Management Team** – You will have a dedicated team of an Account Executive and Account Manager that you can directly contact. They will also proactively contact you to ensure satisfaction, provide additional information on your products, and conduct web & regional events on continuing education topics.
- ✔ **Training Services** – Before, during, and after your project, we focus on ensuring the users are trained on the software and stay up to date on the features available. In addition to our Training Services, we offer a yearly subscription to our Online Training Center for Laserfiche to help protect your Laserfiche investment. This allows all types of users, regardless of their role, to access videos on popular topics. This information is updated monthly and will be a continued resource for your organization.
- ✔ **Back File Scanning & Conversion Experience** – In the event you need to address a back file scanning project or have older data from legacy systems to convert, we have experience in addressing these and integrating them into your Laserfiche system. We have converted over 30 different applications and migrated the data to Laserfiche for other clients.

<i>Product Description:</i>	<i>Qty.</i>	<i>Cost</i>	<i>Total</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"/> LF Starter Audit Trail, 10% Add On to All Named Users	10	\$50.00	\$500.00
<input checked="" type="checkbox"/> Import Agent	1	\$1,495.00	\$1,495.00
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<i>ECM Software Licensing Total</i>			<i>\$11,995.00</i>
<u>ELECTRONIC FORMS FOR AVANTE</u>			
<input checked="" type="checkbox"/> LF Forms, 10% Add on to All Named Users	10	\$50.00	\$500.00
<input checked="" type="checkbox"/> LF Forms Portal *Allows Forms Portal to be activated on a Forms server. Multiple licenses are needed if multiple activations are required. Allows form submission only, from unlicensed (public) and non-authenticated users.	1	\$7,995.00	\$7,995.00
<i>Electronic Forms Total</i>			<i>\$8,495.00</i>
<u>ANNUAL SOFTWARE SUPPORT - BASIC LSAP</u>			
<input checked="" type="checkbox"/> Avante Server for MS SQL	1	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	10	\$100.00	\$1,000.00
<input checked="" type="checkbox"/> LF Starter Audit Trail, 10% Add On to All Named Users	10	\$10.00	\$100.00
<input checked="" type="checkbox"/> Import Agent	1	\$390.00	\$390.00
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<input checked="" type="checkbox"/> LF Forms, 10% Add on to All Named Users	10	\$10.00	\$100.00
<input checked="" type="checkbox"/> LF Forms Portal *Allows Forms Portal to be activated on a Forms server. Multiple licenses are needed if multiple activations are required. Allows form submission only, from unlicensed (public) and non-authenticated users.	1	\$1,600.00	\$1,600.00
<input checked="" type="checkbox"/> Managed Services for Laserfiche <i>Laserfiche Managed Services needs are estimated based on the current software components provided herein: up to 20 hours.</i>	1	\$2,520.00	\$2,520.00
<input checked="" type="checkbox"/> Training Center 10 - 24 Users	1	\$1,620.00	\$1,620.00
<i>Annual Support Total</i>			<i>\$8,330.00</i>
<i>For budgetary purposes, the Client should include \$8,539.50 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"/>	Basic Onsite Training of software, per day <i>Workflow training and installation excluded. Travel expenses included.</i> - 1.5 days of LF End User Training - 1 day of LF Administrator Training - 0.5 days of Training for the HR Department	2.5	\$2,200.00	\$5,500.00
<input checked="" type="checkbox"/>	LF Forms Training - Comprehensive <i>(see MCCi Advanced Implementation Services for details)</i>	1	\$4,400.00	\$4,400.00
<input checked="" type="checkbox"/>	MCCi Project Management Services	1		\$5,400.00
	<i>Professional Services Total</i>			<i>\$15,300.00</i>
	<i>Total Project Cost</i>			<i>\$44,120.00</i>

PAYMENT & BILLING TERMS

MCCi will invoice one hundred percent (100%) of the software and support upon delivery of software. If services are included, the balance of the total project will be invoiced upon completion of the proposed professional services, which may be broken up based on the completion date of specific services. Sales tax will be included where applicable. Payment will be due upon receipt of an invoice.

Laserfiche software and help files are provided electronically. If hard copy manuals or software is desired, there is a \$50 additional charge. This will need to be requested.

MCCI STANDARD SERVICES

To determine which services and products are included with your project, please refer to the Pricing Proposal 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 pricing proposal 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 pricing proposal 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 Pricing Proposal. These services will be provided onsite or remote, please refer to the Pricing Proposal 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

MCCi ADVANCED IMPLEMENTATION SERVICES

**The following services listed have been included in your Pricing Proposal based on the recommendation of your Account Executive. Please consult with them for any questions.*

LASERFICHE FORMS SERVICES

MCCi's Laserfiche Forms Services are designed to be highly collaborative. The goal is to provide a customized package for your organization. Whether you need direct assistance implementing Laserfiche Forms, or hands-on training to empower your organization to create and maintain electronic forms, or both, MCCi has options available. Please see your Pricing Proposal for the specific Laserfiche Forms Services quoted.

Forms Training Services Provided	Overview	Comprehensive
Training Duration	Up to 5 hours Remote	Up to 2 Days Remote/Onsite
Forms Designer	Yes	Yes
Process Modeler	Yes	Yes
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	Yes
Forms Configuration (Up to 1 - Level 1 Form)	0	1

Forms Configuration Services Per Form	Level 1	Level 2	Level 3
Forms Design Services	Up to 15 Fields	Up to 30 Fields	Up to 50 Fields
Form Field and Data Look-up Rules*	Up to 10 Rules	Up to 20 Rules	Up to 40 Rules
Process Modeler Configuration	Up to 5 Steps	Up to 10 Steps	Up to 20 Steps
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	Yes	Yes
Custom Scripting (JScript or CSS)*	Call for Quote	Call for Quote	Call for Quote

**Please note:*

- Users submitting through the Forms Portal are limited to forms submission. Users cannot participate in the workflow/routing process within Laserfiche Forms Process Modeler or Laserfiche Workflow, unless they have a Laserfiche Named User License.
- All Forms Configuration Services are conducted remotely due to multiple decision points throughout the configuration, which may cause delays.
- Field Look-ups: Database Views and Queries must exist or be created by the customer prior to MCCi database lookup configuration.
- Java Script and CSS Scripting (if needed) are not included, unless otherwise notated in the pricing section of the Pricing Proposal.

To determine which products are included with your project, please refer to the Pricing Proposal

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.

LASERFICHE SOFTWARE FEATURES AND LICENSING

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, Digital Signatures, 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>Records Management</i>	Add-on option	Add-on option	
<i>Laserfiche Versions</i>	Lf 8.1 and later	Lf 8.0.1 and later	
<i>Web Admin Console</i>	Included	Included	
<i>Laserfiche Forms Users</i>	Add-on option	Add-on option	The Laserfiche Forms User is a required add-on to all Laserfiche Full Named User licenses, and is a pre-requisite to all other Forms licensing options. This add-on will give the current Laserfiche Full Named Users full access (submission, process involvement, and approval rights) to Laserfiche Forms Server. The Laserfiche Forms Server can be installed multiple times, however each instance can only be associated with one Laserfiche application Server.
<i>Laserfiche Forms Portal</i>	Add-on option	Add-on option	Laserfiche Forms Users licensing is a prerequisite to being able to purchase Forms Portal licensing. The Forms Portal license allows Form submission

			<p>from unlicensed (public) users. Forms Portal was also designed primarily for non-internal/public user submissions, therefore there is no Windows Authentication security validation provided. The users that access Forms through the Forms Portal can only submit forms (these users cannot participate in the business process after a form has been submitted). The Forms Portal is licensed to a specific Forms instance/server, rather than to the Laserfiche Application Server. Please note that if an organization desires to have a Forms Portal for internal users, as well as a Forms Portal for external users, and security protocol requires that these two Forms Portals reside on separate servers (one internal one external), multiple Forms Portal licenses are required.</p>
<p><i>Laserfiche Enterprise Forms Portal</i></p>	<p>Add-on option</p>	<p>Add-on option</p>	<p>The Enterprise Forms Portal License is recommended for Laserfiche Rio Customers that have multiple Laserfiche Application Servers, as well as for Laserfiche Avante (Avante only allows for one Laserfiche Application Server), but require more than two Forms Portal licenses (see Forms Portal description above). Enterprise Forms Portal is, indeed, unlimited Portals. Instead of allocating one or more Forms Servers as Portals, they all are automatically Forms Portals.</p>
<p><i>Laserfiche Authenticated Participants</i></p>	<p>Add-on option</p>	<p>Add-on option</p>	<p>Laserfiche Forms Users licensing is a prerequisite to being able to purchase Forms Authenticated Participant licensing. Forms Authenticated Participant licenses allow Non-Laserfiche Users to participate in Laserfiche Forms Process Modeler Business Processes, and allow for secure authentication when interacting with Laserfiche Forms. Forms Authenticated Participant licensing is recommended for all internal users that require authentication and/or intend to participate in more than just the Forms submission process, and for those users that do not have Laserfiche Full Named User licensing, but have a need to authenticate and participate in Laserfiche Forms Business Processes. A Forms Authenticated Participant license is required for each Forms Server that the user needs to submit to.</p>
<p><i>Upgrade Path</i></p>	<p>Rio</p>	<p>n/a</p>	

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/pricing proposal 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 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: Import Agent is a tool for automatically retrieving files stored in a Windows folder and importing them into a Laserfiche repository. The Windows folder can be local to the Import Agent machine or stored on a network drive. During the import process, Import Agent can process the files (e.g., perform OCR), use XML data as part of the process, and perform additional tasks.

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.

“Quick Fields” (QF) Batch Processing Tools: Quick Fields is a suite of Batch Processing utilities created by Laserfiche. Avante and RIO bundle each of these features differently, which is reflected in the Pricing Proposal 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 Quick Fields 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. In addition, access to Laserfiche Mobile and the Laserfiche Sharepoint Integration resources, is made through Laserfiche WebAccess.
 - **Laserfiche Mobile Access Options:** Laserfiche Web Access or Laserfiche Forms 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.
- 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.
 - Interaction with Laserfiche Forms
- The **Laserfiche Mobile iPad app** gives employees the ability to securely view and update content from wherever they are. Features include:
 - Provides secure access to documents and metadata
 - Enables users to create and upload new documents
 - Participate in Workflows on the go
 - Interaction with Laserfiche Forms
- **Laserfiche Mobile for Android** allows you to :
 - Search across all documents in a repository
 - Pan, zoom, rotate, and easily access metadata while working with a document in the Document Viewer
 - Quickly create and upload new documents from your device's camera, images in your device's gallery, and files stored on your device
 - Full support for Laserfiche Business Processes, including starting business processes and viewing their details
 - Use personal libraries to create task lists or group related entries to make working with them faster and easier
 - Add, edit, and view entry metadata
 - Copy document text for use in other apps
 - Process, clean up, and compress captured documents for easier viewing
 - Capture the geographic coordinates of an image to allow linking documents to their mapped location
 - View and export PDFs and other electronic documents
 - E-mail document or folder links to colleagues
 - Manage documents using copy, move, rename, print, and delete
 - A variety of security options keep documents secure in Laserfiche and on your device
 - Widget lets you quickly upload new documents and images
 - Interaction with Laserfiche Forms

- **Laserfiche Sharepoint Integration:** The Laserfiche and SharePoint Integration (LfSPI) is built on the power of Laserfiche Web Access (Therefore Web Access is required for the Laserfiche Sharepoint Integration), a Section 508-compliant thin client that reduces installation, support and maintenance requirements.
- **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:** Enables organizations to automate standard, collaborative business processes, such as approvals or routing based on conditions. The software transforms your static Laserfiche repository into a dynamic content management solution that ensures your business processes are performed consistently and efficiently. Additionally, Workflow can be used for database integrations, and to improve consistency with how records are filed in Laserfiche.
- **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.

Electronic Forms

- Laserfiche Forms allows organizations to create Web forms for collection and processing information electronically.
- Laserfiche Forms has flexible design options to meet your organization's needs. You can:
 - Create custom forms from a library of field or selection elements.
 - Apply preset or custom themes, including page logo, colors, buttons, fonts, and more.
 - Configure form elements to dynamically be displayed or hidden depending on user inputs or to be populated with data from external data sources.
 - Automate business processes for form data to follow, such as decision-making, emailing, or approvals.
 - Create custom form layouts and dynamic behaviors with CSS and JavaScript.
- Role-based security is included to allow and restrict access to necessary functions for form submitters, reviewers, approvers, form creators, and system administrators.
- Reporting tools allow different views of details on submitted forms such as:
 - User view of details about all submitted forms.
 - Approver "dashboard" of submissions awaiting approval.
 - Administrator views of all submissions by form and approval status.
- Forms can be used internally or externally (with the appropriate licensing). Publication options include login to forms system, public URL, secure URL, or embedded into a Web page.
- Submitted data can be exported for further analysis or distribution.
- Submitted forms can be utilized to initiate an email notification or start a workflow rule within Laserfiche.

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. Laserfiche Connector truly makes Laserfiche feel like part of your business software.
 - **Laserfiche Connector Integration** – Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems.

Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons. Laserfiche Connector allows:

- Searching the Laserfiche repository based on fields from third-party applications such as CRM and ERP systems. Both basic and advanced searching is supported. If only one result is found, the document will automatically open in the Laserfiche Client, Laserfiche Web Access or Laserfiche WebLink.
 - Launching Laserfiche Scanning and automatically populating metadata for the scanned documents with information from a third-party application.
 - Connecting two applications by allowing one of them to start the other (including the ability to pass parameters between them).
 - Choosing whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both.
- **RatchetX Integration** – RatchetX is a configurable and robust middleware integration tool for Laserfiche. With a single click of a button, new documents can be added to Laserfiche from another application, and users can search Laserfiche directly from the applications they use most. RatchetX is unique in regards to the robust toolset it provides for accessing data from other applications (even the toughest proprietary systems), for use configuring the most common ECM integrations: Indexing, importing/scanning, and executing search queries. In addition, RatchetX provides the capability to create custom integration activities, such as populating a record in another system from the data extracted during the intake process in Laserfiche, or looking up a record in another system from the Laserfiche interface itself (Bi-directional Integration).
 - **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.
 - **ImageSign for Laserfiche** – ImageSign for Laserfiche allows you to digitally sign documents inside of Laserfiche securely. There are also options for utilizing external signature pads to allow customers & external users to electronically sign documents.
**Created & supported by MCCi only.*
 - **LT Systems Laserfiche Integration** – LT Systems Laserfiche Integration allows users of the LT Systems Court solutions to archive court related documents into Laserfiche. Users can launch Laserfiche scan or searching windows from LT Systems and bring data and documents directly into Laserfiche while capturing metadata in LT Systems.
**Created & supported by MCCi only.*

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

PROFESSIONAL SERVICES ANNUAL PACKAGES

MCCi Managed Services or MCCi Laserfiche Administration Services are strongly encouraged to be included with every support renewal.

MANAGED SERVICES

MCCi's Managed Services package provides ongoing additional training and assistance to a client's Laserfiche administrator and users. Pricing is based on MCCi's Systems Engineer hourly rate discounted by 10% through purchasing an advanced block of services per year based on the products purchased. MCCi Managed Services is an annual package and will expire on the same date as your SAP plan. Managed Services can be used for the following professional services/benefits:

- **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. Dependent on complexity and client specific configurations, 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 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 onsite visits.
- **Laserfiche Certifications** – First priority offering of complimentary Laserfiche certifications on an as available basis.
- **Laserfiche Conference Registration** – First priority offering of complimentary Laserfiche Annual Conference registration on an as available basis.

**Please see our Workflow Configuration Training section for information on Workflow Managed Services.*

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 a.m. to 5:00 p.m. local time in the Continental U.S. 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.

LASERFICHE ADMINISTRATION SERVICES

MCCi's Laserfiche Administration Services package is for clients who need a Laserfiche administrator, or additional Laserfiche administration/implementation services. Pricing is based on MCCi's Project Manager hourly rate discounted by 10% through purchasing an advanced block of services per year, based on the products purchased. MCCi's Laserfiche Administration Services is an annual package and will expire on the same date as your SAP plan.

MCCi Responsibilities

- Provide all that is included with MCCi Managed Services Package
- Provide a dedicated Laserfiche certified professional
- Laserfiche Administration services
- Configuration of basic Laserfiche filing workflows
- Configurations of Laserfiche Forms using off the shelf features

Client Responsibilities

- Configuration of backups
- Configuration of any general network, security, or operating system settings outside of Laserfiche
- Providing an IT contact (internal or 3rd party) for MCCi to work with as necessary
- Providing remote access capabilities as needed. Client also agrees to be present and monitor MCCi technical resources during any configuration changes. If the client requests MCCi to have unattended access, the client assumes all responsibility for the related remote access session(s)

**For complex Forms, Workflow, and Transparent Records Management configurations, please discuss a Business Process Configuration Service with your Account Executive*

HARDWARE REQUIREMENTS

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 as recommended by MCCi, and should be considered independently rather than collectively. Additionally, overhead for virtualization has not been factored in to these requirements.

MCCi does not recommend any version of Windows that is approaching or is beyond the “End of Extended Support Date” specified by Microsoft.

Scanning Station PC

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista
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 8 (32 or 64), Windows 7 (32 or 64), Windows Vista
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 8 (32 or 64), Windows 7 (32 or 64), Windows Vista, Windows XP Professional (Service Pack 3 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 Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008 (Service Pack 2 or Higher)
CPU	Quad-Core Processor, 2.5 GHz Processor or better
Memory	4 - 8 GB RAM
Communications	TCP/IP

HARDWARE REQUIREMENTS

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.

Database Management System

Avante SQL or Rio SQL	SQL Server 2012, 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 Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008, (Service Pack 2 or Higher)
CPU	4 Core Processor, 2 GHz Processor or better
Memory	4 GB RAM
Communications	TCP/IP

Laserfiche Audit Trail Server

OS	Windows Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008 (Service Pack 2 or Higher)
CPU	Dual Core Processor, 2 GHz Processor or better
Memory	2 – 4 GB RAM
Communications	TCP/IP
Local Storage	C:\ Drive with 40GB or greater available

Web Module Server(s)

Required if	Installing "Web Access" or Public Portal- Weblink"
OS	Windows Server 2012 with IIS 8, Windows Server 2008 R2 with IIS 7
CPU	Dual Core 2.8 GHz or faster processor
Memory	2 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

HARDWARE REQUIREMENTS

Note	<p>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, or setting up VPN access to allow Laserfiche’s iPad/iPhone applications to connect through the Web Access server.</p> <p>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.</p>
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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

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>.

Laserfiche Forms

Laserfiche Server	Version 8.3.2 or higher, Avante or Rio licensing model
Web Server	Windows Server 2008 or Windows 7 with IIS 7 or 7.5, Windows Server 2012
CPU	2.9 GHz or faster processor
Memory	8 GB RAM or more
Database Server	Microsoft SQL Server 2008, 2008 R2, and 2012, and 2012 R2
Client	Laserfiche Forms can be viewed in Chrome, Firefox 3.5 and higher, Internet Explorer 7 and higher, Opera, and Safari (Mac only). It also support mobile browsing from iPad 2 and higher. For best results we recommend using Internet Explorer 9 or higher, Firefox 12 or higher, or Chrome 6 or higher
Note	Internet Explorer 7 users should install Microsoft security update 947864 (MS08-024)

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: March 17, 2015

By: _____
(Signature)

(Printed Name & Title)

Noted Items Accepted by: **TOWN OF WAXHAW, NC**

Date: _____

By: _____
(Signature)

(Printed Name & Title)

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 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 PLAN (SAP)

MCCI is your VAR of Record therefore is the sole provider of additional Laserfiche Software and your Laserfiche Software Assurance Plan renewals. 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. Annual support payment is due in advance of the date of renewal. Reinstatement fees may apply if payment is received more than 30 days after the date of renewal.. 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@mccinnovations.com), or telephone 866-942-0464. Support is available Monday-Friday (excluding major holidays) from 8:00 a.m. – 5:00 p.m. local time in the Continental U.S. .

LASERFICHE RIO SHARED SERVICES PROVISIONS

The host entity is the owner of the Laserfiche licensing and registered as such with MCCI and Laserfiche corporate. For Laserfiche corporate licensing rules, there can only be one licensed entity per Laserfiche Rio platform. Licensing is non-transferrable. Additionally, the Host Entity is responsible for cost allocation among the other entities that are utilizing its Laserfiche Rio Platform, and for being the main point of contact for support provided through MCCI.

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.

TEST/EVALUATION SOFTWARE

Purchases of test and/or evaluation software are based on access time periods needed rather than perpetual software licensing.

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.

HARDWARE

MCCI does not support any hardware as part of this contract. If hardware is purchased through MCCI, the client is required to obtain the appropriate warranty and work directly with the manufacturer in regards to hardware support

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. 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, MCC 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.
- Electronic Agenda and Legislative Management (Legistar). MCCI offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Legistar is also integrated with Laserfiche.
- Scanning and Digital Conversion Bureau. MCCI offers scanning, indexing and integration of hard copy documents, microfilm/microfiche, with Laserfiche Software to provide the Client with the most powerful index retrieval search engine available.
- Contract Management Software (Contract Assistant). MCCI offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.
- Open Records Request Solution (JustFOIA). MCCI offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.
- Code Supplementation 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). MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of MCC, 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.
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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.

CLIENT FINANCIAL SOLVENCY/BANKRUPTCY

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

NO HIRE CLAUSE

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor the MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction.

If, during the term of, or within (12) months after the termination of the performance period of this agreement, client hires directly, or indirectly contracts with any of MCCI's personnel for the performance of systems engineering and/or related services hereunder, client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

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.