

RESOLUTION NO. 04-61

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO OFFICE TECHNOLOGY EQUIPMENT, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT TO PROCURE DOCUMENT IMAGING SYSTEM AND SERVICES THROUGH MCCi IN AN AMOUNT NOT TO EXCEED \$15,100; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Village of Palmetto Bay has been incorporated since 2002 and is desirous of implementing a document imaging system in order to facilitate the management, access, retrieval and disposition of public records; and

WHEREAS, the Village advertised a Request for Qualifications and the selection committee heard four presentations from document imaging vendors; and

WHEREAS, the selection committee unanimously chose MCCi, a subsidiary of Municipal Code Corporation, in order to meet the Village's long term records preservation needs.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

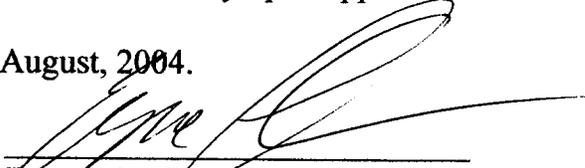
Section 1. The Village Manager is authorized to enter into an agreement to procure document imaging system and services through MCCi in an amount not to exceed \$15,100 that is substantially similar in its terms and conditions as the proposal which is annexed to this resolution.

Section 2. This resolution shall take effect immediately upon approval.

PASSED and ADOPTED this 2nd day of August, 2004.

Attest:


Meighan Pier
Village Clerk


Eugene P. Flann, Jr.
Mayor

APPROVED AS TO FORM:


Eve Boutsis,
Village Attorney

FINAL VOTE AT ADOPTION:

Mayor Eugene P. Flinn, Jr. YES

Vice-Mayor Linda Robinson YES

Council Member Ed Feller YES

Council Member Paul Neidhart YES

Council Member John Breder YES

K:\Users\mpier\Resolutions\Res-Document Imaging Purchase.doc

MCCi

Municipal Code Corporation

SALES DEPARTMENT

PO Box 2235 • Tallahassee, Florida 32316

TELEPHONE (800) 262-2633 • FAX (850) 701-0715

April 21, 2004

Village Manager
Village of Palmetto Bay
8950 South West 152 Street
Palmetto Bay, FL 33157

Dear Sir or Madam:

MCCi understands that the Village of Palmetto Bay is seeking a qualified firm to provide document imaging services for the Village. MCCi can provide these services and software with the award winning LaserFiche Document Management software. Utilizing the LaserFiche software MCCi can meet the requirements set by the Village of Palmetto. While reviewing our quotation, please keep in mind the advantages of working with MCCi:

- The Village already has existing working relationship with Municipal Code Corporation (Codification process).
- MCCi only works with Municipalities and Counties to provide our services and systems. We specialized in local government and work with many people in your area.
- Municipal Code Corporation has been in business for over 50 years and works with over 2,000 local government agencies across the United States.
- MCCi gives the Village the ability to expand on any of the services or systems that we offer, to meet the county's future needs.

MCCi's staff authorized to make representations:

Mr. Donny Barstow, General Manager

PO Box 2235, Tallahassee, FL 32316

1-800-262-2633 ext 599

We appreciate your interest and hope that we will have the pleasure of working with you and serving the Village of Palmetto Bay.

Sincerely,



Donny Barstow
General Manager

Qualifications & Experience

Capabilities of Firm

MCCi currently has the staff and resources to ensure the Village's project is successful. Working with government to provide software solutions for over five years has given MCCi the experience to find, train, and retain qualified personnel to implement and provide long-term service to our clients.

Municipal Code Corporation (MCC) was founded in 1951 as a one-man operation, for the sole purpose of codifying municipal laws and ordinances and publishing this material in loose-leaf form. In 1998 MCC entered into an agreement with LaserFiche®, allowing MCC to become both a VAR selling LaserFiche® Software and a service bureau providing imaging services.

MCCi was created to provide our imaging customers a higher level of service, but still benefit from the stability and credibility of Municipal Code Corporation. Currently, MCCi is located in our own 7,000 square foot facility, complete with a secure room for protection of important documents.

MCCi has over 150 customers and that number is growing daily. We are striving to be the leading Document Imaging and Records Management Product/Services provider in the Southern United States. Our goal is to develop solutions that will enable our customers to increase efficiency, productivity, and internal organizational structure.

“Why should the Village of Palmetto Bay choose MCCi over other companies?”

1. **Because MCCi is a division of Municipal Code Corporation (MCC).** MCC has been serving government for more than 50 years and has a proven track record of developing services to meet government's needs. MCC's philosophy includes providing cost effective, easy to use products and providing personalized customer service that our clients deserve.
2. **Because MCCi sells LaserFiche®.** MCCi chose LaserFiche® Document Imaging Software because it offers the best value for the dollar. MCCi uses LaserFiche in its service bureau and to keep track of all our records. LaserFiche has delivered proven, tested document imaging and management solutions since 1987. Dedication to a thorough understanding of customer needs has built solutions widely accepted in over 18,000 public and private sector organizations around the world.
3. **Because MCCi is a paperless company, and has first-hand experience.** Many companies sell a product, but don't actually use it. That's not the case with MCCi. We are a paperless office, and know first-hand how to set up, and use, LaserFiche. This experience sets us apart from other companies.
4. **Because MCCi is a national VAR.** There are only a handful of national VAR's for LaserFiche, and MCCi is one of them. To be recognized we had to assure LaserFiche that we are able to support our customers, no matter where they are located. This is accomplished by remote access to systems, telephone and e-mail support and jumping on our company aircraft to come in person.
5. **Because MCCi can scan your accumulated paper files.** Some imaging companies only sell systems, and leave the job of capturing the paper as an image up to you. MCCi will sell you a system AND help get you started by scanning accumulated paper files into the system. Thus you can begin using the system right away, on a going forward basis.
6. **Because MCCi can handle even the largest size paper.** We have a scanner that handles maps, building plans, designs, and other types of large format documents.

7. **Because MCCi's Objective is:** To provide the best service for the best value, to be here today and here tomorrow, to do the job right!

Management & Client Support Team

Municipal Code Corporation has over 140 employees including the staff of **MCCi**. The following are key personnel in **MCCi** and their qualifications:

Donny Barstow: General Manager with a Management Information Systems B.S. from Florida State University. Donny has been employed with MCC since 2000 and is responsible for conferences, seminars, workshops, and one-on-one demonstrations of LaserFiche.

Jerry W. Harrell: Operations Manager. CompTIA Certified Document Imaging Architect (CDIA+) with an Organizational Management B.S. from Covenant College. Retired U. S. Army First Sergeant with 20 years in the Personnel Field; 12 years of experience in electronic document archival and storage; 7 years experience in document imaging and electronic publishing with MCC.

Bob Kinsey: IT Director. Network Administrator with a B.S. in Communications and Political Science from Florida State University. Bob has 3 years of experience designing and maintaining network environments and 4 years of experience in technical support and personal computers (software and hardware).

Cynthia Crosby: Service Bureau Manager. Cindy has been with MCC since 1999 and has 5 years experience in document imaging, indexing and electronic publishing. Cindy oversees the day-to-day operations of our Service Bureau and insures our customers receive a quality product.

Similar Engagements with other Corporate/Government Entities

MCCi has had extensive experience in providing Municipal Governments in the State of Florida and across the United States with document imaging services and software for over five years. To date we have over 150 customers and that number is growing daily.

MCCi has provided services over the past three years to many clients throughout the US. Below is MCCi's client listing for the State of Florida as well as five specific references. Other references may be provided upon request.

MCCi FLORIDA CLIENT LISTING

- › Aventura - Service & System
- › Avon Park- System
- › Bal Harbour-Service
- › Bartow- System
- › Bay Harbor Islands-Service
- › DeBary - Service & System
- › Belleaire Bluffs-Service
- › Broward Co - Service
- › Business Communications Inc- System
- › Callaway- System
- › Clay Co Utility Authority - System
- › Clewiston- System
- › Cocoa- System
- › Daytona Beach Shores-Service
- › DeBary-Service
- › Deltona*- Service & System
- › DeFuniak Springs - Service
- › DOT -Service
- › Florida League of Cities- System
- › Freeport-Service
- › Green Cove Springs-Service
- › Gulfport-Service
- › Hendry Co-System
- › Hialeah Gardens-Service
- › Hypoluxo-System
- › Indian Creek Village-Service
- › Indian Shores-Service
- › Jackson County*-Service
- › Lake City-Service
- › Lighthouse Point-Service
- › Newberry-Service
- › Niceville-Service
- › N. Redington Beach-Service
- › Ocean Ridge- System
- › Okeechobee- System
- › Palm Beach*-Service
- › Parkland-Service
- › Sanford-System
- › Satellite Beach - Service
- › Sebastian-System
- › Sebring - System
- › Seminole- Service & System
- › Southwest Ranches- System
- › Temple Terrace - System
- › Trenton-Service
- › Valparaiso - Service
- › Vero Beach-Service
- › Winter Haven- System
- › Winter Springs - System

MCCi CLIENT REFERENCES

City of Seminole

Beverly Brown - City Clerk
7464 Ridge Road
Seminole, FL 33772
727-391-0204

Provided document scanning services for City Clerk's & Building Departments documents integrated with LaserFiche on CD-ROM and Installation of LaserFiche Software for in house use in the City Clerk's Office.

City of Winter Haven

Sarah Lee Shumate - Record's Management Division Director
PO Box 2277
Winter Haven, FL
863-291-5627

Installation of LaserFiche Executive Software for in-house use in the City Clerk's Office.

City of Aventura, FL

Teresa Soroka
City Clerk
19200 West Country Club Dr.
Aventura, FL 33180
305-466-8901

Installation of LaserFiche United software for in-house use in the City Clerk's Office as well as backfile scanning services for the Building & Police Departments.

Florida League of Cities

Mr. Frank Hagy & Sherry Hilley
301 South Bronough Street
Tallahassee, FL 32301
1-800-616-1513

Installation of LaserFiche Enterprise Edition Software (Multiple Database) 25 User, SnapShot, Zone OCR & WebLink.

City of Sebastian, FL

Ms. Sally Maio
1225 Main Street
Sebastian, FL
772-589-5330

Installation of LaserFiche Team software for in-house use:
(1 Full User / 4 Retrieval Users) & SnapShot Plug In

Services & Pricing (Section A-C)

MCCi has provided pricing on a recommended solution for the Village in Section A. We have also provided general pricing for the Village to configure a customizable solution with various options in Section B. Section C provides general information on the LaserFiche Software.

SECTION A: RECOMMENDED SOLUTION:

**Please note the below costs are based upon MCCi's SNAPS II agreement. This agreement will expire in September 2004 and prices are subject to change after this date.*

SOFTWARE & SUPPORT

<input type="checkbox"/> LF Group Server Software (LaserFiche Team)	\$1,880
<input type="checkbox"/> LF Group Server Software Priority LSAP (annual support for above)	\$564
<input type="checkbox"/> 3 LF Full User @ \$ 470 each	\$1,410
<input type="checkbox"/> 3 LF Full User Priority LSAP (annual support for above) @ \$141 each	\$423
<input type="checkbox"/> 5 LF Retrieval Users @ \$188 each	\$940
<input type="checkbox"/> 5 LF Retrieval Users Priority LSAP (annual support for above) @ \$56 each	\$280
<input type="checkbox"/> LF 3 User SnapShot (imports documents from computer) @ \$94 each	\$282
<input type="checkbox"/> LF 3 User SnapShot LSAP (annual support for snapshot software) @ \$19 each	\$57
<input type="checkbox"/> LF 8 User E-Mail Plug In <i>*requires MAPI compatible e-mail system</i> @ \$75 each	\$600
<input type="checkbox"/> LF 8 User E-Mail Plug In LSAP @ \$15 each	\$120
<input type="checkbox"/> LF ScanConnect (require for each scanner purchased/utilized)	\$159
Total Software & Support	\$6,715

HARDWARE: *Hardware prices do fluctuate frequently. Pricing will be confirmed prior to order.*

<input type="checkbox"/> Scanner A: Fujitsu 4220C Scanner 25 ppm / Black/White & Color / 50 page ADF / ADF Maximum paper size 8 ½ x 14, USB Flatbed Maximum paper size 8 ½ x 11	\$1,600
<input type="checkbox"/> Fujitsu - Advanced Exchange fi-4120C Post Warranty - 1 yr.	\$110
<input type="checkbox"/> Scanner B: Fujitsu 4530C Sheetfed Scanner 35 ppm / Black/White & Color / 100 page ADF / Maximum paper size 11 " x 17", USB	\$2,959
<input type="checkbox"/> Fujitsu- Basic Onsite SVCAGR P&L 4530C 4hr resp 1yr	\$800
<input type="checkbox"/> Scanner C: Fujitsu fi-4340C, includes SCSI Card & Cable 40 ppm / Black/White & Color / Maximum paper size 8 ½" x 14" / 100 page ADF	\$3,954
<input type="checkbox"/> Fujitsu- Basic Onsite SVCAGR P&L 4340C 4hr resp 1yr	\$880
<input type="checkbox"/> Scanner D: Fujitsu 4097D, includes SCSI Card & Cable 50 ppm / Black & White / Maximum paper size 11.7" x 17" / 100 page ADF	\$5,375
<input type="checkbox"/> Fujitsu - Basic Onsite SVCAGR P&L 4097D 4 hr resp. 1 year	\$880
<input type="checkbox"/> Scanner E: Fujitsu 5750C Flatbed scanner, requires SCSI Card & Cable 55 ppm / Black/White & Color / Duplex / Maximum paper size 12" x 18" / Rotatable 200 page ADF	\$6,769
<input type="checkbox"/> Fujitsu - Basic Onsite SVCAGR P&L 5750C 4 hr resp. 1 year	\$1,246

INSTALLATION, & TRAINING

<input checked="" type="checkbox"/> 2 days Installation & Training of software, 8-hour day or less, additional hours \$113 each	\$1,880
<input checked="" type="checkbox"/> Personalized Professional Services & Support Package (PPSSP) 10 hours annually: <i>*Additional hours will be billed at \$113 each, travel expenses for onsite visits not included</i>	\$1,130

PAYMENT

Payment will be due upon receipt of an invoice. This project will be invoiced when shipped.

Total Costs with Scanner A (excluding extended scanner warranty)	\$11,325
Total Costs with Scanner B (excluding extended scanner warranty)	\$12,684
Total Costs with Scanner C (excluding extended scanner warranty)	\$13,679
Total Costs with Scanner D (excluding extended scanner warranty)	\$15,100
Total Costs with Scanner E (excluding extended scanner warranty)	\$16,494

SECTION B: CUSTOMIZABLE SOLUTION & OPTIONS:

**Please note the below costs are based upon MCCi's SNAPS II agreement. This agreement will expire in September 2004 and prices are subject to change after this date.*

SERVER SOFTWARE & SUPPORT

- LF Standard Server (LaserFiche United: MS SQL Version, requires the City own/purchase MS SQL) \$5,640
- LF Standard Server Priority LSAP \$1,692
- OR
- LF Group Server Software (LaserFiche Team: MSDE Version) \$1,880
- LF Group Server Software Priority LSAP (annual support for above) \$564

USER LICENSING & SUPPORT

- _____ LF Full User (\$470 each) \$ _____
- _____ LF Full User Priority LSAP (\$141 each) \$ _____

**When purchasing additional full users please keep in mind that additional E-mail Plug In Licenses are required and additional SnapShot Plug In Licenses are required to be purchased at cost below.*

- _____ LF Retrieval User (\$188 each) \$ _____
- _____ LF Retrieval User Priority LSAP (\$56 each) \$ _____

**When purchasing additional retrieval users please keep in mind that additional E-mail Plug In Licenses are required to be purchased at price below.*

- _____ LF User SnapShot (\$94 each) **imports documents from computer* \$ _____
- _____ LF User SnapShot LSAP (\$19 each) **imports documents from computer* \$ _____
- _____ LF User E-Mail Plug In (\$75 each) **requires MAPI compatible e-mail* \$ _____
- _____ LF User E-Mail Plug In LSAP (\$15 each) **requires MAPI compatible e-mail* \$ _____

OPTIONAL SOFTWARE & SUPPORT

- LF Plus Plug In **CD publishing* \$3,567
- LF Plus Plug In LSAP \$1,495
- LF Import Agent \$1,495
- LF Import Agent LAP \$390
- LF WebLink **Web publishing* \$7,515
- LF WebLink Priority LSAP \$2,247
- LF Basic Audit Trail **Administrative Monitoring* \$4,695
- LF Basic Audit Trail LSAP \$1,401

SCANNING HARDWARE & SOFTWARE

- _____ LF ScanConnect (required for each scanner purchased/utilized) @ \$159 each \$ _____
- Scanner B: Fujitsu 4220C Scanner \$1,600
25 ppm / Black/White & Color / 50 page ADF / ADF Maximum paper size 8 1/2 x 14, USB
Flatbed Maximum paper size 8 1/2 x 11
 - Fujitsu - Advanced Exchange fi-4120C Post Warranty - 1 yr. \$110
- Scanner C: Fujitsu 4530C Sheetfed Scanner \$2,959
35 ppm / Black/White & Color / 100 page ADF / Maximum paper size 11 " x 17", USB
 - Fujitsu- Basic Onsite SVCAGR P&L 4530C 4hr resp 1yr \$800
- Scanner D: Fujitsu fi-4340C, includes SCSI Card & Cable \$3,954
40 ppm / Black/White & Color / Maximum paper size 8 1/2" x 14" / 100 page ADF
 - Fujitsu- Basic Onsite SVCAGR P&L 4340C 4hr resp 1yr \$880

- | | |
|--|---------|
| <input type="checkbox"/> Scanner E: Fujitsu 4097D, includes SCSI Card & Cable
50 ppm / Black & White / Maximum paper size 11.7" x 17" / 100 page ADF | \$5,375 |
| <input type="checkbox"/> Fujitsu – Basic Onsite SVCAGR P&L 4097D 4 hr resp. 1 year | \$880 |
| <input type="checkbox"/> Scanner F: Fujitsu 5750C Flatbed scanner, requires SCSI Card & Cable
55 ppm / Black/White & Color / Duplex / Maximum paper size 12" x 18" / Rotatable 200 page ADF | \$6,769 |
| <input type="checkbox"/> Fujitsu – Basic Onsite SVCAGR P&L 5750C 4 hr resp. 1 year | \$1,246 |

INSTALLATION, TRAINING & SUPPORT SERVICES, the below prices do not include travel expenses

- | | |
|--|----------------|
| <input checked="" type="checkbox"/> Installation & Training of software, 8-hour day or less, additional hours \$113 each | \$940 |
| <input checked="" type="checkbox"/> Personalized Professional Services & Support Package (PPSSP) | \$113 per hour |

SECTION C: GENERAL INFORMATION ON LASERFICHE SOFTWARE

MCCi will provide the LaserFiche Software, a full-featured version of LaserFiche. This software is a records repository allowing storage, retrieval and imaging of all documents. Capabilities include an intuitive browse window, index cards, full-text indexing, keyword template search, fuzzy word search, and virtually unlimited folders, giving users access to any document instantly. LaserFiche provides a truly concurrent licensing structure. Instead of purchasing a license for every computer with LaserFiche installed, licenses can be purchased to suit the needs of the number of people enterprise-wide that will use LaserFiche. The number of licenses purchased equals the number of concurrent users of LaserFiche. For example the 12 Retrieval users could be installed on 20 different PCs but only 12 of them could access the system simultaneously. A list of system features is enclosed.

LASERFICHE TEAM: LaserFiche Team is a MSDE (Microsoft Data Engine) version of LaserFiche and comes with one MSDE database with a capacity of 1,000,000 documents. The MSDE version is suitable for small system installations. With this package you can choose the number of full users and retrieval users. LaserFiche Team is upgradeable to LaserFiche United (MS SQL).

LASERFICHE UNITED: LaserFiche United unites document imaging and management applications using the MS SQL Server platform. With LaserFiche United the Client is required to purchase the MS SQL database in addition to the LaserFiche Application. This can be purchased by the organization, or pricing can be supplied by MCC.

HARDWARE REQUIREMENTS: MCCi will provide necessary consultation 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. All scanners also require the ScanConnect Software, which is quoted below.

CLIENT REQUIREMENTS

Operating System: Windows 98, Windows NT (service pack 5 or higher), Windows 2000 or XP
CPU: Pentium II 400 MHz processor or faster
Memory: 64 MB RAM; Communications: TCP/IP
Web browser: Internet Explorer 4 or higher

SERVER REQUIREMENTS

Operating System: Windows NT (service pack 5 or higher) or Windows 2000
CPU: Pentium III 700 MHz processor or faster
Memory: 128 MB RAM minimum; 1 MB per additional user
Communications: TCP/IP
FOR LF UNITED VERSION ONLY: Database Engine: MS SQL Server 2000 or MS SQL Server 7 (service pack 3 or higher)

WEBLINK REQUIREMENTS

Operating System: Windows 2000 with Internet Information Service 5.0
CPU: Pentium III 650 MHz processor
Memory: 256 MB RAM

SOFTWARE FEATURES:

Capture

- Scan paper documents with a wide variety of scanners
- Use hybrid and specialized capture devices such as copier-scanners and microfilm scanners with Universal Capture
- Auto-name documents while scanning
- Scan multiple pages into batches for later processing
- Scan additional pages into existing documents
- ScanFix® image adjustments: Deskew, Noise Removal, Line Removal, Inverse Text Correction, Font Smoothing, Cropping and Rotation
- Automatically separate documents with the LaserFiche Bar Code.
- Archive all Windows-based files including images, text, spreadsheets, movies, AutoCAD and sound files
- Import electronic documents and directories with drag-and-drop ease
- Import documents and folders via briefcase files
- Import large numbers of documents via portable volumes
- Convert electronic documents to non-proprietary TIFF images and ASCII text with LaserFiche Snapshot
- Location of document data is fully configurable and can be stored on any network volume.
- Portable volumes allow additive synchronization with other databases
- Full support for rewritable, read-only, removable or fixed volumes
- Manage and migrate data across multiple volumes

Indexing

- Use index cards to assign database fields to documents
- Create different index card templates for distinct document types
- Color-coding distinguishes document types
- Reassign or update index cards or index fields at any time
- Drop-down lists available to standardize index entries

- Automatically index documents with LaserFiche Bar Code
- Process immediately or in batches
- Supports OCR from multiple workstations simultaneously
- Supports multiple languages: Spanish, Portuguese, German, French, Italian, Dutch, Swedish and Norwegian
- Process forms and populate index fields with LaserFiche Zone OCR
- Intuitive folder tree makes document organization easy and flexible
- Display document names, index fields and volume information
- Public and private folders can be set up to allow document sharing, mail folders and ad hoc workflow
- Highlight text and images
- Place sticky-notes on text and images
- Stamp images with customized or pre-defined graphics
- All annotations are image overlays and do not modify the original document
- View images, text, thumbnails or index fields side-by-side
- Display black and white, color or grayscale images
- Rename and reorganize document files
- Edit text files created by OCR
- Easy zoom with magnification up to 100 times
- Full panning, rotation and contrast support

Search & Retrieval

- Index field searches are fast and precise
- Full-text searches cover the entire database
- Fuzzy logic searches find documents with misspelled words or OCR errors
- Proximity searches locate search terms in context
- Perform name searches by document, batch or folder
- Combine index field and full-text searches with any name search
- Search words are highlighted to show precise location within document
- Search results can be saved in folders for quick referencing and easy access
- Lines of context display how the word or phrase is used without retrieving the entire document

Distribution

- Print and fax archived documents
- Print zoomed-in portions of documents
- E-mail archived documents
- Universal access with standard Web browsers with WebLink
- Secure architecture protects core database
- ASP and COM technology simplify customization and integration
- Archive on non-erasable media
- Distribute documents on royalty-free CDs
- Built-in search engine provides access on any PC
- Simplify disaster recovery planning
- Easily model work processes with intuitive graphical interface
- Automate paper movement with rules-based routing
- Maintain productivity with automated notifications
- Improve accountability with Advanced Audit Trail
- Allows ad-hoc participation in workflow environment
- Transfer documents and folders via briefcase files
- Transfer large numbers of documents via portable volumes

Security

- Storage and security measures compliant with SEC records retention rules
- Feature rights control access to functions such as scanning, editing fields, printing, searching, deleting, etc.
- Access rights control access to folders and documents
- Access and feature rights definable by both users and groups
- Security can be set explicitly or through inheritance
- Redactions protect sensitive portions of documents
- Track document activity with the Audit Trail and Advanced Audit Trail
- Flexible security can be controlled centrally or delegated to department heads

Executed Appendix A-C

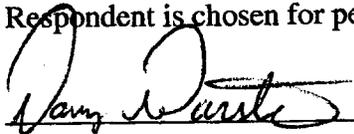
APPENDIX A

RESPONDENT WARRANTIES

- A. Respondent warrants that it is willing and able to comply with State of Florida laws with respect to foreign (non-State of Florida) corporations.
- B. Respondent warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Council.
- D. Respondent warrants that all information provided by it in connection with this proposal is true and accurate.
- E. **CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:**

Respondent warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and Respondent has not, and will not, pay a fee the amount of which is contingent upon the Village awarding this contract. Respondent warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, this contract in violation of any of the provisions of the Miami-Dade County conflict of interest and code of ethics ordinances. Further, Respondent acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the Respondent, if the Respondent is chosen for performance of the contract.

Signature of Official: _____



Name (typed): Donny Barstow

Title: General Manager

Respondent: MCCi

Date: 4/21/2004

APPENDIX B

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the VILLAGE OF PALMETTO BAY,
FLORIDA by Donny Barstow, General Manager

for MCCi

whose business address is: 1700 Capital Circle SW

Tallahassee, FL 32316

and (if applicable) its Federal Employer Identification Number (FEIN) is:

33-1069950 (if the entity has no FEIN, include the Social

Security Number of the individual signing this sworn statement - S.S.

_____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United States and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime;
or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, ore pooling of

equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- 5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any State or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered
In the presence of

Jay Creel

By: [Signature]
Donny Barstow
(Printed Name)
General Manager
(Title)

ACKNOWLEDGMENT

State of Florida
County of Leon

On this 19th day of April, 2004, before me, the undersigned Notary Public of the State of Florida personally appeared Shirley Bass Hines and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal

NOTARY PUBLIC
SEAL OF OFFICE:

Shirley Bass Hines
NOTARY PUBLIC, STATE OF FLORIDA

Shirley Bass Hines
(Name of Notary Public: Print, Stamp or Type as Counciled.)

- Personally known to me, or
- Produced identification:

(Type of Identification Produced)



APPENDIX C
NON-COLLUSIVE AFFIDAVIT

State of Florida

SS:

County of Leon

Donny Barstow being first duly sworn, deposes and says that:

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:
MCCI the Respondent that has submitted the attached Proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or a sham Proposal;
- (4) Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Respondent or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered

In the presence of

Jay Creel

By: 

Donny Barstow
(Printed Name)

General Manager
(Title)

ACKNOWLEDGMENT

State of Florida

County of Leon

On this 19th day of April, 2004, before me, the undersigned Notary Public of the State of Florida personally appeared Shirley Bass Hines and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

Shirley Bass Hines
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:



Shirley Bass Hines
(Name of Notary Public: Print, Stamp or Type as Counciled.)
 Personally known to me, or
 Produced identification:

(Type of Identification Produced)
 Did take an oath. or
 Did not take an oath.