

**ADDENDUM NO. 3 TO MASTER SERVICES AGREEMENT NO. 23507**

**SCANNING ORDER**

Pursuant to Master Services Agreement No. 23507 ("**Agreement**"):

This Order, designated as Addendum No. 3 is entered into as of \_\_\_\_\_, ("**Order Effective Date**"), by and between MCCi and Client and is hereby incorporated into the Agreement and made a part thereof. If there is any conflict between a provision of the Agreement and this Order, the Order will control. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Order supersedes any previous quote or proposals received. Use of pre-printed forms, including, but not limited to, email, purchase orders, shrink-wrap or click-wrap agreements, acknowledgements, or invoices, is for convenience only, and all unilaterally issued and/or pre-printed terms and conditions stated thereon, except as specifically set forth in this Order, are void and of no effect

IN WITNESS WHEREOF, the parties hereto have caused this Addendum No. 3 to be executed by their respective duly authorized representatives as of the Order Effective Date.

**MCCi, LLC**

**CITY OF SAN PABLO ("Client")**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# PROJECT SCOPE: BUILDING PERMITS

## GENERAL DESCRIPTION

<b>DOCUMENT SIZE</b>	Regular format up to 11" x 17" (RF), Large Format up to 42" wide (LF)
<b>DEPARTMENT</b>	Building Department
<b>DOCUMENT TYPES</b>	Building plans and permits
<b>DOCUMENT COUNT</b>	652 Regular Format 816 Large Format
<b>IMAGE COUNT</b>	19,550 Regular Format 8,160 Large Format
<b>IMAGES PER DOCUMENT</b>	30 Regular Format 10 Large Format

## DOCUMENT PREPARATION

<b>CURRENT STORAGE METHOD</b>	Boxes
<b>CONDITIONS OF DOCUMENTS</b>	Assumed general good condition

## IMAGE PROCESSING & INDEXING

<b>DPI &amp; COLOR</b>	300 DPI, Black & White
<b>NUMBER OF INDEX FIELDS</b>	Up to 3 Fields
<b>DOCUMENT NAMING CONVENTION</b>	Filename = Address, Permit Number, APN if available
<b>FIELDS TO BE INDEXED</b>	Address, Permit Number, APN if available
<b>OPTICAL CHARACTER RECOGNITION</b>	Not Included

## IMAGE OUTPUT

<b>DELIVERY METHOD</b>	Secure FTP Transfer
<b>OUTPUT TYPE</b>	TIFF images in Laserfiche Briefcase

## MATERIAL HANDLING

<b>SHIPPING LOGISTICS</b>	MCCi Pickup
<b>SHIPPING &amp; DELIVERY TERMS</b>	Up to 1 shipment (if job is broken up, volume pricing must be also)
<b>PHYSICAL DOCUMENTS</b>	Return to Client

*The Scope above has been provided and/or confirmed by Client. Both Parties agree that the estimated Pricing defined herein is based on the Project Scope and the following assumptions. If documents are not as initially represented, additional charges will apply. MCCi will call for authorization to proceed with the project.*

# MILESTONES, TASKS & DELIVERABLES

Milestone	TASKS / Deliverables
<p><b>#1: Project Kickoff</b></p>	<p><b>Tasks:</b>            Client's MCCi salesperson will set up a project kickoff call. During the kickoff call, the MCCi team will walk Client through the project scope and contract. Requirements, timeline, pickup and delivery, and other project specifics will be discussed with Client.</p> <p><b>Client Deliverables:</b></p> <ul style="list-style-type: none"> <li>▪ All documents will be boxed and securely closed.</li> <li>▪ Boxes will not exceed 40 lbs each</li> <li>▪ Boxes will need to be 95% filled or less</li> <li>▪ Boxes will need to be accessible without the use of stairs</li> <li>▪ Boxes will need to be clearly labeled</li> <li>▪ Boxes will only contain one document type per box</li> <li>▪ Items that do not need to be converted are removed from the boxes</li> <li>▪ Client will furnish MCCi with all hardcopy/electronic documents for its use in preparing the document imaging project for conversion</li> </ul> <p><b>Assumptions:</b>            MCCi may utilize Basecamp to communicate with Client on a regular basis about project progress, issues, etc.</p> <p>MCCi may not conduct Client kickoff for continuations of existing project(s).</p>
<p><b>#2: Sample Sign-Off</b></p>	<p><b>Tasks:</b>            Once Client documents are brought into MCCi facility and reviewed, the MCCi team will scan a sample of Client's documents. MCCi will select settings based on the Project Scope, and to make sure Client's documents are being digitized in a manner that preserves as much detail, clarity, and quality as possible.</p> <p>MCCi will deliver these sample scans to Client electronically for review. Once Client agrees that the sample scan quality is satisfactory, the MCCi team will proceed with the rest of the project.</p> <p><b>Client Deliverables:</b>            Client will need to approve or deny image quality samples within two (2) business days of electronic delivery. Delays in approval may cause significant delays in project timeline.</p> <p><b>Assumptions:</b>            Sample scans may not be needed if MCCi and Client have previously worked on similar conversion projects together.</p>

<p><b>#3: Scheduled Finished Product Delivery</b></p>	<p><b><i>Deliverable:</i></b>  At regular intervals (typically monthly), the MCCi team will electronically deliver the digitized documents that were finished in the previous period.</p> <p><b><i>Client Deliverables:</i></b></p> <ul style="list-style-type: none"> <li>▪ Client is responsible for filing of all documents in their document management system</li> <li>▪ Client will have 60 days from the date of the last data delivery to review deliverables, after this time period MCCi will not be held responsible for any quality issues</li> </ul> <p><b><i>Assumptions:</i></b>  Billing will occur upon completion of this milestone.</p> <p>These documents will have gone through MCCi prepping, scanning, and quality control processes.</p> <p>The delivery schedule will vary based on the size and scope of project.</p>
<p><b>#4 Physical Document Return/Destruction</b></p>	<p><b><i>Tasks:</i></b>  Once the last finished product delivery has taken place, Client’s documents will be returned or destroyed in the fashion indicated in the Project Scope. Documents will continue to be treated with care until they are in Client’s possession or destroyed.</p> <p>Documents will be returned to Client in the order they were received, but they will not be placed back into their file folders/envelopes or be re-prepped (unless specifically stated otherwise in the Project Scope). Folders/envelopes may need to be cut for processing. If Client has chosen to have MCCi destroy their documents (as opposed to being returned), Client will receive written notification that the documents have been destroyed.</p> <p><b><i>Client Deliverables:</i></b></p> <ul style="list-style-type: none"> <li>▪ Client should review all returned documents within 30 days of return, to ensure all originals are back in their possession.</li> </ul>

# PRICING



3717 Apalachee Parkway, Suite 201  
Tallahassee, FL 32311  
850.701.0725

850.564.7496 fax

**Bill /Ship to:** Arturo Castillo  
[aecastillo@sanpabloca.gov](mailto:aecastillo@sanpabloca.gov)  
**cc AP Contact:**  
[raymondm@sanpabloca.gov](mailto:raymondm@sanpabloca.gov)

**Client Name:** City of San Pablo

**Quote Date:** March 13,  
2026

**Client Address:** 1 Alvarado Square, San Pablo, CA 94806

**Quote Number:** 40589

**Order Type:** Scanning

<i>Scanning Services Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>Total</i>
<b><u>MCCI SCANNING SERVICES</u></b>			
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 25,000) Doc Prep Per Image	19550	\$0.020	\$391.00
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 25,000) Scanning Per Image	19550	\$0.130	\$2,541.50
<input checked="" type="checkbox"/> Large Format up to 42" Wide (< 10,000) Standard Scan and Prep Per Image	8160	\$1.800	\$14,688.00
<input checked="" type="checkbox"/> Indexing Fields Per Index (< 10,000)	4404	\$0.030	\$132.12
<input checked="" type="checkbox"/> Pick Up, Base Fee, Per 150 Boxes	1	\$500.000	\$500.00
<input checked="" type="checkbox"/> Pickup, Per Box (<50) *\$300 Minimum Charge per Pickup	17	\$0.000	\$300.00
<input checked="" type="checkbox"/> Delivery, Base Fee, Per 150 Boxes	1	\$500.000	\$500.00
<input checked="" type="checkbox"/> Return, Per Box (<50) *\$300 Minimum Charge per Pickup	17	\$0.000	\$300.00
<input checked="" type="checkbox"/> Project Management for Scanning	1	\$450.000	\$450.00
<b><i>Scanning Services Subtotal</i></b>			<b><i>\$19,802.62</i></b>

<b>GRAND TOTAL - SCANNING SERVICES</b>	<b><i>\$19,802.62</i></b>
--	---------------------------

<b>TOTAL SCANNING PROJECT COST</b>	<b><i>\$19,802.62</i></b>
------------------------------------	---------------------------

*All Quotes Expire in 30 Days*

**This is NOT an invoice. Please use this confirmation to initiate your purchasing process.**

**Project must be received in its entirety within 90 days of contract execution or pricing is subject to change**

## **BILLING SCHEDULE**

Deliverables will be billed monthly for work completed during the previous month. Client is responsible for all images processed by the MCCi project team. Any expected overages will be raised with Client before such overage is to occur so that Client can appropriately make arrangements to accommodate for the overages.

## **SALES TAX**

Sales tax will be invoiced where applicable and is not included in the fee quote above.

# SCANNING ASSUMPTIONS

The following assumptions serve as the basis for this SOW. Any service or activity not described in this SOW is not included in the scope of services to be provided. Variations to the following may impact this SOW's cost and/or schedule and require a change order.

## DELIVERABLE ACCEPTANCE CRITERIA

- Both Parties acknowledge that the acceptance period noted herein is in conflict with the Master Agreement and the terms defined within this agreement take precedence.
- MCCi's delivery of a Deliverable to Client shall constitute that MCCi has conducted its own review and believes it meets Client's requirements.
- MCCi's acceptable error rate will be less than 0.5% for the overall project, unless otherwise stated in writing. MCCi cannot be accountable for records not reflected in the original inventory report provided by Client. MCCi will correct only those valid discrepancies above the acceptable error rate reported within the Acceptance Period (defined below).
- If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have 30 days after MCCi delivers the Deliverable to Client (the "Acceptance Period") to give written notice to MCCi specifying the deficiencies in reasonable detail.
  - MCCi shall use reasonable efforts to promptly resolve any such deficiencies.
  - Upon resolution of any such deficiencies, MCCi shall resubmit the Deliverable for review as set forth above.
  - Notwithstanding the foregoing, if Client fails to reject any Deliverable within 30 days, such Deliverable shall be deemed accepted.

## GENERAL

- Charges apply on a per project basis and are dependent upon size and volume of documents. MCCi requires having the entire project in bulk, rather than in small quantities. Breaking the project into smaller quantities will affect the volume pricing, and additional charges per image may apply. A sample may be required prior to confirming large volume job pricing.
- Client agrees that the work described herein represents MCCi's current best estimate and is subject to possible change due to circumstances beyond MCCi's direct control and/or new or additional information discovered during the course of the project. Further, Client understands and acknowledges that MCCi's ability to meet such work schedule is dependent upon, among other things, the accuracy of the assumptions and representations made by Client, the timeliness of Client business decisions, and the performance of Client and Client's vendor personnel in meeting their obligations for this project and in accordance with this Order.
- MCCi maintains partnerships for the purpose of offering additional capacity and flexibility in meeting Client expectations. In the event partners are used for a project, the management and support of the project will be handled directly by MCCi. Physical documents will never leave the United States, but our partners may utilize offshore resources to handle document indexing, quality control, and other processes.
- Through the course of this project, MCCi may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCi and Client may be stored in Basecamp.
- Client is responsible for creating and operating any workflows needed to import and/or organize data.

## DOCUMENTS

- Client understands that MCCi will process every image supplied to MCCi by Client as furnished. Client is responsible for removing any documents before shipping to MCCi for processing.

- Client will furnish MCCi with all hardcopy/electronic documents for its use in preparing the document imaging project for conversion. Upon completion of scanning, MCCi will return the documents to the Client in the order as received from Client but not placed back into their file folders/envelopes or re-prepped unless specifically stated otherwise in the Project Scope.
- Client is required to package all materials per MCCi's instructions prior to shipment/delivery of materials to MCCi's facility. If Client chooses to utilize MCCi's pickup and delivery service (offered in select states), pricing is based on picking up the entire project described in the scope of services in one (1) shipment unless stated otherwise in the scope of work. At the time of updating or if additional trips are required due to Client not having all the documents ready for pick up, additional charges will be applied. If Client chooses to ship via a certified carrier, Client incurs all shipping costs.

## **DOCUMENT & DATA STORAGE**

- MCCi's facilities contain secure rooms for hardcopy "work in progress" document storage. MCCi will arrange for the return of hardcopy documents to Client after completion of scanning. If documents reside at MCCi facilities for a period longer than 90 days after converted electronic data is delivered to Client, storage charges of \$5.00 per cubic foot per month will apply.
- MCCi is not responsible for maintaining a copy of Client data, with the exception of clients who subscribe to MCCi's Online Document Hosting Services. MCCi periodically reviews and deletes Client data from previous projects. The timing of the periodic review and deletion of data is at MCCi's discretion. If Client requires MCCi to delete copies of its data prior to MCCi's standard process of deleting data, Client is responsible for submitting an official request in writing and for obtaining confirmation of data deletion.

## **LASERFICHE**

Laserfiche system clients with a pre-existing template(s) are required to supply MCCi with a Laserfiche Briefcase of their current template(s) prior to each scanning project.

## **LIMITED LIABILITY**

If the Master Agreement is silent on each Parties' limited liability, liability is limited to the amount of dollars received by MCCi directly associated with this Order.