



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5a

Title:

Authorize staff to award MCCi, LLC an annual contract for Laserfiche support and maintenance for \$29,519

Presenter:

Michael Drake, IT Program Manager

Meeting: Government Operations Committee

Date: January 17, 2023

Proposed Cost: \$29,519

Budgeted Amount: \$33,500

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

Laserfiche is the Electronic Document Management System that was selected through the City's procurement process and approved by City Council on December 1, 2014.

Because the City originally purchased the software from MCCi, LLC, the company has become the provider for the continued ongoing software maintenance and support for Laserfiche. The maintenance contract provides technical support and product upgrades for the covered period of one year, February 20, 2023 to February 19, 2024.

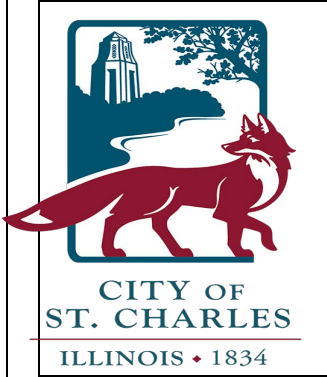
MCCi has provided service to the expected level set by both Laserfiche and the City. We have received above average response time for technical support for everyday support requests, as well as assistance with our custom workflows, and integration with other third party applications. In addition, any new software released from Laserfiche is tested fully by MCCi for performance and functionality. Once complete, we are then advised by MCCi as to whether we should install the new upgrade and what issues the upgrade will solve.

**Attachments** *(please list):*

Bid Waiver Form, Resolution

**Recommendation/Suggested Action** *(briefly explain):*

Authorize staff to award MCCi, LLC an annual contract for Laserfiche support and maintenance for \$29,519



# BID WAIVER

One Time

Today through

Description: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_

Requested by: \_\_\_\_\_

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

Approval: \_\_\_\_\_

Department Head

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$ \_\_\_\_\_ for this one time order, and/or  
\$ \_\_\_\_\_ for a 12 month period.

2. This good/service has been competitively solicited within the past 24 months. Yes No  
If yes: Was the solicitation published on the city website? Yes No

### 3. Justification for Bid Waiver

**Emergency** i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

**Urgent** i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and, based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warranted item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programing** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

Other:

**City of St. Charles, Illinois  
Resolution No.**

**A Resolution to Execute an Agreement with MCCi, LLC for annual  
Laserfiche software maintenance and support in the submitted amount**

**Presented & Passed by the  
City Council on**

WHEREAS, since 2014 MCCi, LLC of Tallahassee, FL has successfully provided software maintenance and technical support for the City's Laserfiche document management system;

WHEREAS, when the City originally purchased Laserfiche from MCCi, LLC, the company became the provider of software maintenance and technical support;

WHEREAS, MCCi, LLC submitted contract pricing for Laserfiche software maintenance and technical support for the period of one year, February 20, 2023 to February 19, 2024;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with MCCi, LLC in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 6th day of February, 2023

PASSED by the City Council of the City of St. Charles, Illinois, this 6th day of February, 2023

APPROVED by the Mayor of the City of St. Charles, Illinois, this 6th day of February, 2023

\_\_\_\_\_  
Lora Vitek, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: