

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 19-2-6A

RESOLUTION AUTHORIZING CONTRACT #19-60-02 WITH CITIES DIGITAL FOR THE PURCHASE AND IMPLEMENTATION OF A DOCUMENT AND RECORDS MANAGEMENT SYSTEM KNOWN AS LASERFICHE®

WHEREAS, by passage of Resolution 18-1-23A, the Board of Commissioners authorized Consulting Services Agreement #18-60-02 with Cre8, Inc. for Phase 1 Enterprise Content Management Technology Planning and Records Management Program which included the following tasks:

Deliverable 1 - ECM technology planning cost including application designs for 4 programs, and development of an ECM vendor REP.

Deliverable - 2,3,4,5, and 6- RIM program components to address all agency records, physical and electronic including email to properly support retention, disposition, search, and retrieval.

Deliverable 7 - Vendor evaluation and selection (RFP response evaluation, demonstrations, final vendor proposal assessment)

WHEREAS, by passage of Resolution 18-12-19A, the Board of Commissioners adopted the 2019 Operating Budget which included a records management system; and

WHEREAS, the District received five proposals and selected the top three companies to give presentations of their enterprise content management software to selected staff members and management; and

WHEREAS, the District selected Cities Digital for the purchase and implementation of a Document and Records Management System (Laserfiche®) which includes the following tasks:

Stage 1 Planning and Installation

Stage 2 Email Storage Solution

Stage 3 Network Import System Configuration

WHEREAS, the General Manager, Administrative Manager, and Sr. Project Engineer have reviewed the proposal, submitted by Cities Digital and recommend approval of this resolution.

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 19-2-6A

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Highline Water District, King County, Washington, as follows:

1. The General Manager or Designee is authorized to execute Contract # 19-60-02 with Cities Digital for a not to exceed amount of \$161,911.75.
2. The General Manager and Legal Counsel are authorized to make minor changes to the Agreement if required.

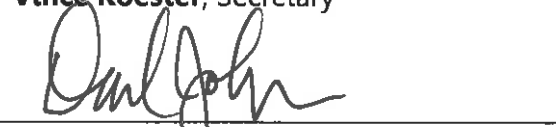
ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at a regular open public meeting held on the **6th** day of **February 2019**.

BOARD OF COMMISSIONERS


Kathleen Quong-Vermeire, President


Vince Koester, Secretary


Todd Fultz, Commissioners


Daniel Johnson, Commissioner


George Landon, Commissioner

ATTACHMENT 1

HIGHLINE WATER DISTRICT

AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is entered into between **HIGHLINE WATER DISTRICT**, King County, Washington, a municipal corporation and special purpose district organized and existing under the laws of the State of Washington (hereafter referred to as "the District"), and **CITIES DIGITAL**, (hereafter referred to as "the Consultant") in consideration of the mutual benefits, terms and conditions hereinafter specified.

1. Scope of Consulting Services. Consultant shall provide consulting services to the District under the terms of this Agreement for the following Project: **Enterprise Content Management (ECM) Implementation** ("Project"). The scope of services is more fully described on **Exhibit A** attached hereto and incorporated herein by this reference.
2. Compensation and Payment. District shall pay Consultant for the time and materials devoted to the Project as consideration for the performance of the services set forth on **Exhibit A**, not to exceed the amount of One Hundred Sixty One Thousand Nine Hundred Eleven and 75/100 Dollars (\$161,911.75).

The District may elect to forego the purchase of hardware, or purchase any quantity less than that described in Exhibit A.

- a. Consultant shall submit a detailed monthly billing for all services provided describing in reasonable and understandable detail the services rendered, fees charged and expenses incurred by Consultant during the previous month in accordance with a schedule of rates and charges set forth on **Exhibit A**, including fees and expenses for additional services authorized by District as provided herein. District shall pay the invoice within sixty (60) days of receipt, except as to any disputed amounts.
 - b. Upon District's failure to pay within sixty (60) days of receipt the undisputed amount set forth in any monthly billing submitted to District by Consultant, such unpaid balance will bear interest at the rate of 1% per month until the amount of such unpaid balance, plus interest thereon shall be paid in full.
 - c. Consultant shall maintain accounts and records of fees billed and expenses incurred as described in this Section 2 in accordance with generally accepted accounting principles, and agrees to make such accounts, records and supporting documentation available to the District and its authorized representatives for inspection at mutually convenient times, both during the Project work and for three (3) years following the final payment for services rendered or termination of the Consultant's services under this Agreement.
3. Schedule of Work. Consultant shall commence the performance of its services under this Agreement upon receipt of notice to proceed from the District to do so and shall provide the services in accordance with the schedule on **Exhibit A**, subject to delays for causes beyond the reasonable control of Consultant or as otherwise agreed to by District.

4. Subcontractors. Consultant shall not subcontract or assign any portion of the work covered by this Agreement without the prior written approval of the District, such consent to be given in District's sole discretion. Subject to the provisions of the preceding sentence, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.
5. Independent Contractor. Consultant is an independent contractor and not an employee of the District. Consultant shall be responsible in full for payment of its employees, including insurance and deductions, and for payment to any subcontractors. No personnel employed by Consultant shall acquire any rights or status regarding the District. All of the services required hereunder shall be performed by Consultant or under its direction, and all personnel engaged therein shall be fully qualified under applicable state, federal and local laws to undertake the work performed by them.
6. Changes in Scope of Services. The District may require changes or modifications in the scope of services to be performed under this Agreement. Any such changes or modifications shall be in writing and signed by the parties to this Agreement. The compensation for the changes or modifications, whether a decrease or increase, shall be on the same terms and conditions as set forth in Paragraph 2 above or in a manner otherwise mutually agreed to by the parties.
7. Insurance. Consultant shall maintain throughout the performance of this Agreement the following types and amounts of insurance.
 - a. Comprehensive vehicle liability insurance covering personal injury and property damage claims arising from the use of motor vehicles with combined single limits of One Million Dollars (\$1,000,000).
 - b. Commercial General Liability Insurance written on an occurrence basis with limits no less than Two Million Dollars (\$2,000,000) combined single limit per occurrence and Two Million Dollars (\$2,000,000) aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and
 - c. Professional liability insurance (Errors and Omissions insurance) with limits no less than Two Million Dollars (\$2,000,000).

The insurance policies shall: (1) state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) be primary to any insurance maintained by the District, except as respects losses attributable to the sole negligence of the District; and (3) shall state that the District will be given 45 days prior written notice of any cancellation, suspension, non-renewal or material change in coverage.

The District shall be named as an additional insured on the Commercial General Liability Insurance policy with regard to work and services performed by or on behalf of the Consultant and a copy of the endorsement naming the District as an additional insured shall be attached to the Certificate of Insurance.

Before commencing work and services, Consultant shall provide to the District a Certificate of Insurance and required endorsements evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

The above insurance limits do not constitute a limit on Consultant's liability to the District. Any payment of deductible or self-insurance retention shall be the sole responsibility of Consultant.

Consultant shall be solely responsible for the safety of its employees and subcontractors at the Project work site, and shall comply with all applicable federal, state and local statutes, regulations and ordinances regarding safety.

8. Indemnification. Consultant shall defend, indemnify and hold harmless the District, its elected and appointed officers, employees and agents and volunteers from and against all claims, injuries, damages, liabilities, losses of suits, including attorneys' fees and costs, arising out of or relating to Consultant's performance under this Agreement, except to the extent any injuries or damages caused by the negligence of the District. For the purposes of this indemnification, Consultant specifically and expressly waives any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. If a court of competent jurisdiction determines that this contract is subject to RCW 4.24.115, Consultant's obligation to defend, indemnify and hold harmless the District, its officers, employees, agents and volunteers shall be limited to the extent of Consultant's negligence. The provisions of this Section shall survive the expiration of termination of this Agreement.
9. Ownership of Documents. Consultant agrees to return to District upon termination of this Agreement all documents, logs, drawings, photographs and other written or graphic material, however produced, received from District and used by Consultant in performance of its services hereunder. All documents, logs, drawings, specifications, designs, mylars, surveys, survey data, reports and other work product (collectively referred to as "Work Product") produced by Consultant in connection with the services rendered under this Agreement shall be owned by District. District shall own all copyrights to such Work Product and Consultant agrees to assign all ownership rights to such Work Product to the District. Reuse of any such Work Product by the District for other than a specific project or modification in use by the District of any of the Work Product without the Consultant's prior written approval shall be at the District's sole risk.
10. Standard of Care. Consultant warrants that its services shall be performed with the level of care, skill and competence of the consulting profession in accordance with the standard for professional services at the time the services are rendered.
11. Right of Entry. District shall provide for the right of entry of Consultant and its subcontractors and all necessary equipment in order to complete the services under this Agreement.

12. Compliance with Codes and Standards. Consultant's Professional Services shall be consistent with the standard of care and shall incorporate those publicly known federal, state and local laws, regulations, codes and standards that are applicable at the time Consultant renders its services.
13. Discovery of Hazardous Materials. The Parties recognize that unanticipated hazardous materials or suspected hazardous materials may be discovered on District's property or on property included as part of the site of work but not owned by District. The discovery of unanticipated hazardous materials may delay the Consultant's provision of the services required herein. In that event, the parties may extend the Contract Completion Date by mutual agreement.
14. Termination. This Agreement may be terminated by either Party upon five (5) days written notice for any reason. In the event of termination, Consultant shall be entitled to compensation for all services performed and costs incurred through and including the date of termination, except as to any disputed amounts.
15. General Provisions.
- a. Notices. Any notice or demand desired or required to be given under this Agreement shall be in writing and deemed given when personally delivered, sent by facsimile machine, or deposited in the United States Mail (or with an express courier), postage prepaid, sent certified or registered mail, and addressed to the parties as set forth below or to such other address as either Party shall have previously designated by such a notice:

<u>To the District:</u> Highline Water District 23828 30th Ave. S. Kent, WA 98032 Attn: Matt Everett General Manager	<u>To the Consultant:</u> Cities Digital 4010 Stone Way N Seattle, WA 98103 Attn: Patrick Welsch President
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- b. Entire Agreement. This Agreement and its exhibit attachments contain the entire understanding between the District and Consultant relating to the consulting services which are the subject of this Agreement. This Agreement merges all prior discussions, negotiations, letters of understanding or other promises whether oral or in writing. Subsequent modification or amendment of this Agreement shall be in writing and signed by the parties to this Agreement.
- c. Waiver. Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement.
- d. No Third Party Rights. This Agreement is made only for the benefit of the District and Consultant and successors in interest and no third party or person shall have any rights hereunder whether by agency, as a third party beneficiary, or otherwise.

- e. Jurisdiction/Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any suit to enforce or relating to this Agreement shall be brought in King County Superior Court, King County, Washington.
- f. Severability. If any term, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.
- g. Effective Date. The effective date of this Agreement shall be the date that this Agreement has been signed by authorized representatives of both Parties hereto ("Effective Date").

CITIES DIGITAL
("CONSULTANT")

By _____
Typed Name Patrick Welsch
Its President
Dated _____

HIGHLINE WATER DISTRICT
("DISTRICT")

By _____
Typed Name Matt Everett
Its General Manager
Dated _____

EXHIBIT A

Project Overview

Cities Digital is proposing to implement the document and records management system known as Laserfiche for The Highline Water District. This software solution will preserve records integrity, make searching and access easier and automate many routine filing tasks. Additionally, the solution will automate essential workflows within the organization, online for customers, and eventually make records publicly accessible.

This project will begin by normalizing the indexing process procedures for tracking records within the system. Records will be imported using the State of Washington Records Retention Set and indexing will be applied.

Cities Digital will be working with HWD to provide a turnkey solution including importing emails and electronic records. Cities Digital will be meeting weekly with HWD project staff regarding next steps, weekly progress and scheduled records work. Training will be provided onsite and via GoToMeeting as HWD prefers.

The Project Plan proposes 3 stages:

- Stage I – Planning and Installation
- Stage II – Email Storage Solution (including a Minutes/Agendas/Resolutions and a Form Process)
- Stage III – Network Import System Configuration

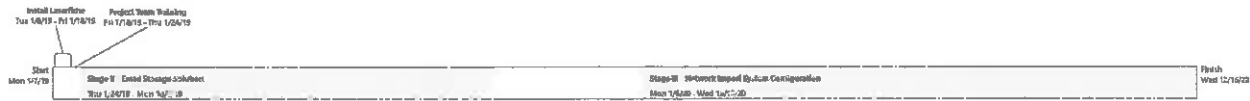
Each stage is broken down into specific configurations, following our usual implementation process of Design, Develop, Test and Deploy. The billable time listed in the “Hours Estimate” column assumes that Cities Digital is doing all of the initial configuration and preparation work, while HWD Staff is contributing SME knowledge of their internal documents and procedures, as well as participating in end user testing and training, while being guided by Cities Digital staff.

Summary of Costs Associated with Project

Task		
Implementation	278.5 hours	\$43,167.50
Software	Laserfiche Software	\$75,165.00
Hardware	Canon Document Scanners	\$13,485.00
Annual Maintenance	Software Updates & Tech Support	\$15,375.00
Tax		\$14,719.25
TOTAL		\$161,911.75

ECM Implementation for Highline Water District

Project Timeline



Implementation Hours & Costs Overview

Task	Time estimated	Cost	Extended
Project Management	44.75	\$155/hr.	\$6,936.25
Consulting, Design & Testing	163.00	\$155/hr.	\$25,265.00
Training	70.75	\$155/hr.	\$10,966.25
TOTAL	278.5 hours		\$43,167.50

Detailed Project Plan

Task Name	Hours Estimate	Duration	Start	Finish	Resource Names
Implement Laserfiche Solution	299.5	508 days	Mon 1/7/19	Wed 12/16/20	
Stage I - Planning & Installation	59.5	44 days	Mon 1/7/19	Thu 3/7/19	
Project Management	44.75	44 days	Mon 1/7/19	Thu 3/7/19	
Conduct Project Kickoff Meeting	1.5	1 day	Mon 1/7/19	Mon 1/7/19	CD Project Manager, Client Implementation Team
Draft Project Plan	3	5 days	Tue 1/8/19	Mon 1/14/19	CD Project Manager
Approve Project Plan	0	3 days	Tue 1/15/19	Thu 1/17/19	Client Implementation Team
New Client Orientation Meeting	0.25	1 day	Fri 1/18/19	Fri 1/18/19	
Conduct Ongoing PM Tasks	40	34 days	Mon 1/21/19	Thu 3/7/19	CD Project Manager
Install Laserfiche	0	8.5 days	Tue 1/8/19	Fri 1/18/19	
Plan Installation	0	6.5 days	Tue 1/8/19	Wed 1/16/19	
Conduct Support Installation Meeting	0	0.5 days	Tue 1/8/19	Tue 1/8/19	CD Installation Contact, Client IT Contact
Prepare System Architecture	0	5 days	Tue 1/8/19	Tue 1/15/19	Client IT Contact
Download Software	0	1 day	Tue 1/15/19	Wed 1/16/19	Client IT Contact
Conduct Installations	0	3 days	Tue 1/15/19	Fri 1/18/19	
Install & Test Server Components	0	2 days	Tue 1/15/19	Thu 1/17/19	CD Installation Contact
Install & Test Workstations	0	1 day	Thu 1/17/19	Fri 1/18/19	Client IT Contact
Project Team Training	14.75	3.95 days	Fri 1/18/19	Thu 1/24/19	

ECM Implementation for Highline Water District

Pre-training	1	0.25 days	Fri 1/18/19	Fri 1/18/19	
Overview Training	1	0.25 days	Fri 1/18/19	Fri 1/18/19	CD Trainer, Client Implementation Team
Session 1:	3	0.2 days	Fri 1/18/19	Fri 1/18/19	
LF Client Training	1.5	0.2 days	Fri 1/18/19	Fri 1/18/19	CD Trainer, Client Implementation Team
Administration Console Training	1	0.2 days	Fri 1/18/19	Fri 1/18/19	CD Trainer, Client Implementation Team
LF Security Training	0.5	0.2 days	Fri 1/18/19	Fri 1/18/19	CD Trainer, Client Implementation Team
Session 2:	2.5	1 day	Fri 1/18/19	Mon 1/21/19	
Workflow Designer Training	1.5	1 day	Fri 1/18/19	Mon 1/21/19	CD Trainer, Client Implementation Team
LF Forms Training - Level 1	1	1 day	Fri 1/18/19	Mon 1/21/19	CD Trainer, Client Implementation Team
Session 3:	1.75	0.5 days	Mon 1/21/19	Tue 1/22/19	
Web Access Training	1	0.5 days	Mon 1/21/19	Tue 1/22/19	CD Trainer, Client Implementation Team
Audit Trail Training	0.75	0.5 days	Mon 1/21/19	Tue 1/22/19	CD Trainer, Client Implementation Team
Session 4:	1.5	1 day	Tue 1/22/19	Wed 1/23/19	
Quick Fields Training - Level 1	1.5	1 day	Tue 1/22/19	Wed 1/23/19	CD Trainer, Client Implementation Team
Session 5:	5	1 day	Wed 1/23/19	Thu 1/24/19	
Records Management Training	2	1 day	Wed 1/23/19	Thu 1/24/19	CD Trainer, Client Implementation Team
Mobile Training	1	0.2 days	Wed 1/23/19	Wed 1/23/19	CD Trainer, Client Implementation Team
Weblink Administration Training	1.5	1 day	Wed 1/23/19	Thu 1/24/19	CD Trainer, Client Implementation Team
Weblink User Training	0.5	1 day	Wed 1/23/19	Thu 1/24/19	CD Trainer, Client Implementation Team
Stage II - Email Storage Solution	147	182 days	Thu 1/24/19	Mon 10/7/19	
Laserfiche Configuration: Basic Client Infrastructure - Folder structure, templates, security, basic autofiling workflows, Transparent Records Management	60	106 days	Thu 1/24/19	Fri 6/21/19	
Initial Design Meeting	3	1 day	Thu 1/24/19	Fri 1/25/19	
Finalize Requirements	3	10 days	Fri 1/25/19	Fri 2/8/19	CD System Architect, Client

ECM Implementation for Highline Water District

					Implementation Team
Cities Digital Development & Configuration of Laserfiche	24	20 days	Fri 2/8/19	Fri 3/8/19	CD System Architect
Test Email Imports	3	5 days	Fri 3/8/19	Fri 3/15/19	CD System Architect, Client Implementation Team
Staff Review Period	0	30 days	Fri 3/15/19	Fri 4/26/19	
Cities Digital Updates Configurations	3	5 days	Fri 4/26/19	Fri 5/3/19	
Deployment - Including End User Training and Guided Help with Email Imports	24	5 days	Fri 5/3/19	Fri 5/10/19	
Transfer to Support	0	0 days	Fri 5/10/19	Fri 5/10/19	
Staff Adoption of Laserfiche	0	30 days	Fri 5/10/19	Fri 6/21/19	
Laserfiche Configuration: Minutes, Ordinances and Resolutions Laserfiche Infrastructure	44	106 days	Fri 5/10/19	Mon 10/7/19	
Initial Design Meeting	3	1 day	Fri 5/10/19	Mon 5/13/19	
Finalize Requirements	3	10 days	Mon 5/13/19	Mon 5/27/19	CD System Architect, Client Implementation Team
Cities Digital Development & Configuration of Laserfiche	20	20 days	Mon 5/27/19	Mon 6/24/19	CD System Architect
Test File Imports	3	5 days	Mon 6/24/19	Mon 7/1/19	CD System Architect, Client Implementation Team
Staff Review Period	0	30 days	Mon 7/1/19	Mon 8/12/19	
Cities Digital Updates Configurations	3	5 days	Mon 8/12/19	Mon 8/19/19	
Deployment - Including End User Training and Guided Help with File Imports	12	5 days	Mon 8/19/19	Mon 8/26/19	
Transfer to Support	0	0 days	Mon 8/26/19	Mon 8/26/19	
Staff Adoption of Laserfiche	0	30 days	Mon 8/26/19	Mon 10/7/19	
Laserfiche Configuration: Water Request Form (online form process)	43	106 days	Fri 5/10/19	Mon 10/7/19	
Initial Design Meeting	3	1 day	Fri 5/10/19	Mon 5/13/19	
Finalize Requirements	3	10 days	Mon 5/13/19	Mon 5/27/19	CD System Architect, Client Implementation Team
Cities Digital Development & Configuration of Laserfiche	20	20 days	Mon 5/27/19	Mon 6/24/19	CD System Architect
Test Water Request Process	3	5 days	Mon 6/24/19	Mon 7/1/19	CD System Architect, Client Implementation Team
Staff Review Period	0	30 days	Mon 7/1/19	Mon 8/12/19	

ECM Implementation for Highline Water District

Cities Digital Updates Configurations	6	5 days	Mon 8/12/19	Mon 8/19/19	
Deployment - Including End User Training and Guided Help with File Imports	8	5 days	Mon 8/19/19	Mon 8/26/19	
Transfer to Support	0	0 days	Mon 8/26/19	Mon 8/26/19	
Staff Adoption of Laserfiche	0	30 days	Mon 8/26/19	Mon 10/7/19	
Stage III - Network Import System Configuration	93	248 days	Mon 1/6/20	Wed 12/16/20	
Laserfiche Basic Infrastructure Configuration: Operations Department	31	36 days	Mon 1/6/20	Mon 2/24/20	
Design & Requirements	6	10 days	Mon 1/6/20	Fri 1/17/20	CD System Architect, Client Implementation Team
Development & Configuration	17	20 days	Mon 1/20/20	Fri 2/14/20	CD System Architect
Testing & Updates	4	5 days	Mon 2/17/20	Fri 2/21/20	CD System Architect, Client Implementation Team
Deployment - Including End User Training	4	1 day	Mon 2/24/20	Mon 2/24/20	CD System Architect, Client Implementation Team
Laserfiche Basic Infrastructure Configuration: Finance Department	31	36 days	Tue 2/25/20	Tue 4/14/20	
Design & Requirements	6	10 days	Tue 2/25/20	Mon 3/9/20	CD System Architect, Client Implementation Team
Development & Configuration	17	20 days	Tue 3/10/20	Mon 4/6/20	CD System Architect
Testing & Updates	4	5 days	Tue 4/7/20	Mon 4/13/20	CD System Architect, Client Implementation Team
Deployment - Including End User Training	4	1 day	Tue 4/14/20	Tue 4/14/20	CD System Architect, Client Implementation Team
Laserfiche Basic Infrastructure Configuration: Lucity File Conversion	31	36 days	Wed 4/15/20	Wed 6/3/20	
Design & Requirements	6	10 days	Wed 4/15/20	Tue 4/28/20	CD System Architect, Client Implementation Team
Development & Configuration	17	20 days	Wed 4/29/20	Tue 5/26/20	CD System Architect
Testing & Updates	4	5 days	Wed 5/27/20	Tue 6/2/20	CD System Architect, Client Implementation Team
Deployment - Including End User Training	4	1 day	Wed 6/3/20	Wed 6/3/20	CD System Architect, Client Implementation Team
Transfer to Support	0	0 days	Wed 6/3/20	Wed 6/3/20	

ECM Implementation for Highline Water District Software and Ongoing Annual Maintenance Costs

Items Submitted as Part of RFP Response

Product	Product ID	Quantity	Unit Price	Ext Amount
Software				
Cities Digital Workflow Activities (Add PDF Fields, Add to Zip File, Create Zip File, FTP File Download/Upload, Merge Word Documents, Download Document Pages, Save Downloaded File, & Export Documents)	CD2150	1	\$1,000.00	\$1,000.00
Laserfiche Avante Advanced Audit Trail	MATX	35	\$100.00	\$3,500.00
Laserfiche Avante Import Agent - Scan from copiers	MCA01	1	\$1,495.00	\$1,495.00
Laserfiche Avante Connector - Lucity & GEMS	MCNC	35	\$25.00	\$875.00
Laserfiche Avante ScanConnect	MCS01	1	\$165.00	\$165.00
Laserfiche Forms Professional for Licensed Users	MFRM	35	\$50.00	\$1,750.00
Laserfiche Avante Full Named User with Web Access, Mobile, Snapshot, Email and Forms Essentials	MNF16	35	\$600.00	\$21,000.00
Laserfiche Avante for MS SQL Server	MSE30	1	\$5,000.00	\$5,000.00
Laserfiche Quick Fields w/ Barcode	LFQF	1	\$2,885.00	\$2,885.00
Laserfiche Records Management Module - DoD 5015.2 & WA State Retention	RM2	1	\$6,000.00	\$6,000.00
SUBTOTAL				\$43,670.00
Annual Maintenance				
Cities Digital Workflow Activities Annual Maintenance (Add PDF Fields, Add to Zip File, Create Zip File, FTP File Download/Upload, Merge Word Documents, Download Document Pages, Save Downloaded File, & Export Documents)	CD2150S	1	\$200.00	\$200.00
Laserfiche Avante Advanced Audit Trail Annual Maintenance	MATXB	35	\$20.00	\$700.00
Laserfiche Avante Import Agent Annual Maintenance	MCA01B	1	\$390.00	\$390.00
Laserfiche Avante Connector Annual Maintenance	MCNCB	35	\$5.00	\$175.00
Laserfiche Avante ScanConnect Annual Maintenance	MCS01B	1	\$33.00	\$33.00

ECM Implementation for Highline Water District

Laserfiche Forms Professional Annual Maintenance	MFRMB	35	\$10.00	\$350.00
Laserfiche Avante Full Named User with Web Access, Mobile, Snapshot, Email and Forms Essentials Annual Maintenance	MNF16B	35	\$120.00	\$4,200.00
Laserfiche Avante MS SQL Server Annual Maintenance	MSE30B	1	\$1,000.00	\$1,000.00
Laserfiche Quick Fields w/ Barcode Annual Maintenance	LFQFB	1	\$577.00	\$577.00
Laserfiche Records Management Module Annual Maintenance	RM2B	1	\$1,200.00	\$1,200.00
SUBTOTAL				\$8,825.00
			Subtotal	\$52,495.00
			Freight	\$0.00
			Tax	\$5,249.50
			GRAND TOTAL	\$57,744.50

Product	Product ID	Quantity	Unit Price	Ext Amount
Services				
Implementation – PER PROJECT PLAN		278.5	\$155.00	\$43,167.50
Hardware				
Canon Scanner, Color DR-G1100, 100ppm/200ipm	DR-G1100	3	\$4,495.00	\$13,485.00
			Subtotal	\$56,652.50
			Freight	\$0.00
			Tax	\$5,665.25
			TOTAL	\$62,317.75

Items Added After Phone Review

Product	Product ID	Quantity	Unit Price	Ext Amount
Software				
Cities Digital ArcGIS Integration with Laserfiche	CD2155	1	\$5,000.00	\$5,000.00
Cities Digital Sharefile Integration with Workflow Activities, Subscriber, and Secure Email Activities	CD2542	1	\$1,000.00	\$1,000.00
Laserfiche Forms Portal Add-on	MPFRM	1	\$7,995.00	\$7,995.00
Laserfiche Starter Public Portal (10 concurrent read only users)	MPP1	1	\$15,000.00	\$15,000.00
Laserfiche Avante Toolkit	MTKN	1	\$2,500.00	\$2,500.00

ECM Implementation for Highline Water District

SUBTOTAL				\$31,495.00
Annual Maintenance				
Cities Digital ArcGIS Integration with Laserfiche Annual Maintenance	CD2155S	1	\$1,000.00	\$1,000.00
Cities Digital Sharefile Integration with Workflow Activities, Subscriber, and Secure Email Activities Annual Maintenance	CD2542S	1	\$200.00	\$200.00
Laserfiche Forms Portal Add-on Annual Maintenance	MPFRMB	1	\$1,600.00	\$1,600.00
Laserfiche Starter Public Portal (10 concurrent read only users) Annual Maintenance	MPP1B	1	\$3,000.00	\$3,000.00
Laserfiche Avante Toolkit Annual Maintenance	MTKNB	1	\$750.00	\$750.00
SUBTOTAL				\$6,550.00
			TOTAL	\$38,045.00
			Freight	\$0.00
			Tax	\$3,804.50
			GRAND TOTAL	\$41,849.50

Agenda Item No.: 5.1
Agenda Date: 02/06/19
Reviewed By: M.E.

RE: Resolution authorizing Contract #19-60-02 with Cities Digital for the purchase and implementation of a Document and Records Management system known as Laserfiche®

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input checked="" type="checkbox"/>

FINANCIAL						
<i>Expenditures?</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>Budgeted?</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
				Amount:	\$	<u>161,911.75</u>
						Includes Tax

ATTACHMENTS:

1. Resolution 19-2-6A
2. Attachment 1 – Contract #19-60-02

COMMENTS:

The District received five proposals and selected the top three companies to give presentations of their enterprise content management software to selected staff members and management.

The District selected Cities Digital for the purchase and implementation of a Document and Records Management System (Laserfiche®).

Staff recommends approval of this resolution.