



CITY OF AUGUSTA

P.O. Box 489
Augusta, KS 67010

REQUEST FOR PROPOSALS

RFP DESCRIPTION: The City of Augusta, Kansas will accept separate proposals from qualified persons or firms interested in providing:

CODIFICATION SERVICES

RFP DUE DATE: Tuesday, August 20, 2019, 1:00 P.M. CST

Please mark your submittal:

**CODIFICATION SERVICES
REQUEST FOR PROPOSAL**

**City of Augusta
Attn: Erica Jones, City Clerk
113 E 6th Avenue
P.O. Box 489
Augusta, KS 67010**

INVITATION TO SUBMIT
REQUEST FOR PROPOSAL FOR
CODIFICATION SERVICES

Dear Respondent:

The City of Augusta is requesting the submittal of a Request for Proposal from qualified organizations interested in providing codification services.

Instructions for preparation and submission of the proposals are contained in an RFP package, which may be obtained by contacting the City of Augusta at (316)775-4510, or online: www.augustaks.org

The City of Augusta seeks an organization to perform the functions and duties of re-codifying the City's present codes and ordinances. The respondent will be expected to respond to the requirements contained in the attached Request for Proposal package.

The Request for Proposal will be received by the City Clerk's Office at Augusta City Hall, 113 E 6th Ave., P.O. Box 489, Augusta, Kansas 67010 no later than 3:00 p.m. CST on Monday, August 19, 2019.

Our current municipal code was last codified in 2010 and contains approximately 275 pages. We have adopted 155 ordinances since the last codification, but many are zoning related so only approximately 62 will have to be included in the codification for a total of 171 pages.

Thank you for your interest in codification services for the City of Augusta.

Sincerely,

Erica L. Jones
City Clerk / Director of Finance
(316)775-4510
ejones@augustagov.org

GENERAL INFORMATION

1. SCOPE: The following terms and conditions, unless otherwise modified by the City of Augusta within this document, shall govern the submission of proposals and subsequent contracts. The City of Augusta reserves the right to reject any proposal, which takes exception to these conditions.

2. DEFINITIONS AS USED HEREIN:
 - a. The term “request for proposal” means a solicitation of a formal, sealed proposal.
 - b. The term “proposer”, “respondent”, or “publisher” means the person, firm or corporation who submits a formal sealed proposal.
 - c. The term “City” means City of Augusta, Kansas.
 - d. The term “contractor” means the respondent awarded a contract under this proposal.

3. COMPLETING PROPOSAL: All information must be legible. Any and all corrections and/or erasures must be initialed. An authorized representative of the respondent must sign each proposal and required information must be provided. The contents of the proposal submitted by the successful respondent of the RFP will become part of any contract awarded as a result of this solicitation.

4. REQUEST FOR INFORMATION: Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be submitted in writing to the City Clerk, by email, at ejones@augustagov.org referencing this RFP, a minimum of five (5) calendar days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City.

5. CONFIDENTIALITY OF PROPOSAL INFORMATION: Each proposal must be submitted in a sealed envelope to provide confidentiality of the information enclosed. The envelope should be sealed and clearly marked with the RFP project name. All proposals and supporting documents become public information in accordance with the Kansas Open Records Act after the submission date and time.

6. SUBMISSION OF PROPOSAL: Proposals are to be sealed and submitted to the City Clerk, 113 E 6th Ave., P.O. Box 489, Augusta, KS 67010 prior to the date and time indicated on the cover sheet. At such time, all proposals received will be formally opened and accepted for consideration.

7. ADDENDA: All changes, additions and/or clarifications in connection with this proposal will be issued by the City of Augusta in the form of a written addendum. Signed

acknowledgement of receipt of each addendum must be submitted with the proposal. Verbal responses and/or representations shall not be binding on the City.

Addendums shall be distributed by mail, email or fax with sufficient time to allow respondents to consider the addendums in preparing their proposals. Respondents are encouraged to include any information not contained in this RFP that the respondent may deem relevant to this project.

8. LATE PROPOSALS AND MODIFICATION OR WITHDRAWALS: Proposals or modifications thereto received after the date and time indicated on the cover sheet shall not be considered. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted prior to the proposal submission deadline.
9. PROPOSALS BINDING: All proposals submitted shall be binding upon the respondent if accepted by the City ninety (90) calendar days from the proposal submission date. Negligence upon the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the submission of proposals.
10. NEGOTIATION: The City reserves the right to negotiate any and all elements of this proposal.
11. TERMINATION: Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the City until said work or services are completed and accepted.
12. TERMINATION FOR CONVENIENCE: In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
13. TERMINATION FOR CAUSE: Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
14. TAX EXEMPT: The City is exempt from State and local sales taxes.
15. SAFETY: All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
16. RIGHTS RESERVED: The City reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award to the response deemed to be most advantageous to the City.

17. **RESPONDENT PROHIBITED:** Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
18. **DISCLAIMER OF LIABILITY:** The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.
19. **HOLD HARMLESS AND INDEMNITY:** The contractor shall agree to protect, defend, indemnify, and hold the Mayor and Council, City of Augusta, Kansas and its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.
20. **JURISDICTION:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
21. **VENUE:** All disputes with regards to contractual agreements shall be litigated in the district court of Butler County, Kansas.
22. **ATTORNEY'S FEES:** All costs including but not limited to attorney's fees and court costs that are incurred with regards to enforcing the terms of any contractual agreement shall be awarded to the substantially prevailing party.
23. **ANTI-DISCRIMINATION CLAUSE:** No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
24. **DENIAL OF REIMBURSEMENT:** The City will not reimburse contractors for any costs associated with the preparation and submittal of any statement of qualification, or for any travel or per diem costs that are incurred.
25. **GRATUITY PROHIBITION:** Respondent shall not offer any gratuities, favors or anything of monetary value to any official, employee or agent of the City for the purpose of influencing consideration of this submittal.

CANCELLATION OF RFP AND REJECTION OF PROPOSALS

The City reserves the right to cancel this RFP at any time and for any reason.

The City reserves the right in its sole discretion to reject any and all proposals in whole or in part. The City shall not be responsible for the payment of any costs by the respondent in the preparation or submission of a proposal.

The issuance of the RFP, the receipt of proposals or the selection of an organization in no manner obligates the City to the eventual purchase of services. This process is solely at the discretion of the

City and may be terminated without penalty or obligation at any time prior to the signing of a written contract.

SELECTION PROCESS

The selection process will consist of two steps. Step one is the submittal and evaluation of the organization's experience and qualifications as covered in this document. From this process a list of qualified organizations will be prepared. Step two will consist of contacting the highest ranked organization to begin negotiations for codification services. In the event that negotiations with the top ranked firm are unsuccessful, negotiations will be terminated with that firm, and will begin with the second ranked firm. This process will continue until a contract has been negotiated.

DESCRIPTION OF OPERATIONS/SUPPLEMENTAL INFORMATION

The City of Augusta has a population of approximately 9,300 residents. It is located approximately 15 miles east of Wichita, Kansas. It is made up of a mixture of residential and commercial/industrial. The City has approximately 110 full-time employees. Departments that serve the community are as follows: administration, community development, public works, public safety and electric. The elected body consists of a Mayor and eight (8) council members elected by ward. The City of Augusta is a City of the second class under Council-Manager form of government.

The City is not presently utilizing a codification service. The current City Code was last re-codified in 2010.

PROPOSAL FORMAT

1. **LETTER OF TRANSMITTAL:** To include at least the following information:
 - a. Name, address and telephone number of respondent;
 - b. Name and telephone number of primary contact for the respondent;
 - c. Date of proposal;
 - d. A statement that the respondent's proposal is valid for ninety (90) days after the deadline for submission of proposals.
2. **GENERAL INFORMATION REQUIRED:**
 - a. Respondent submitting qualifications shall include general information about the organization such as size, history, capacity, etc.

b. Respondent submitting qualifications shall include information regarding relevant similar project experience. This shall include date, location of facility, and name of contact with that organization.

c. Respondent shall submit resumes of key personnel identifying managers and work team members, including law editorial staff. Information on each individual should include: professional organizations, specific qualifications, education, and experience.

d. Respondent shall submit an executive summary giving a brief description of the qualities associated with the organization that would qualify the organization to be selected.

3. SCOPE OF SERVICES/MATERIALS:

The City is requesting proposals for the codification and publication of the existing Code of Ordinances and all ordinances passed since its adoption by the governing body. Proposer shall offer services and materials that may be purchased at time of contract award. Proposer shall specify in the proposal the delivery schedule for the services/products from time of notification of award of contract.

The City is seeking service/materials equal to or exceeding specifications set forth on the following pages that must meet or exceed stated specifications. Those not meeting these standards will be rejected.

All responses, inquiries, or correspondence relating to, or in reference to, this request for proposals, and all reports, charts, displays, schedules, exhibits and other documentation by the proposer shall become the property of the City when received. All proposals submitted in response to this request for proposal shall become the property of the City.

It is recognized that the formal basis for any agreement between vendor and user is a contract rather than a proposal. The proposal document shall become an integral part of the contract between the City of Augusta, Kansas and the successful proposer.

4. CODIFICATION AND SUPPLEMENTATION SPECIFICATIONS:

The following services will be performed by the publisher:

- (1) Examine the current Charter (if any), and prior code of ordinances and all ordinances or resolutions provided by the Municipality, select the materials to be codified, and provide the Municipality with a listing of materials to be included. The Municipality will provide clear copies of all materials necessary to perform the codification, including one clear and up to date copy of any previously published code of ordinances.
- (2) Review all materials selected for statutory conformity and conflict with existing state and federal law, as well as other ordinances and resolutions. Such conflicts should be brought to the attention of the City Clerk and/or Municipal Attorney.

Suggest new provisions which the Municipality should consider including in the code, and suggest deleting old provisions which are no longer necessary.

- (3) Classify all ordinances which are of a general and permanent nature into titles, chapters, and sections, according to subject matter. All ordinances repealed by implication, or which are outmoded or antiquated, shall be disposed of in accordance with the recommendations of the City Clerk and/or Municipal Attorney.
- (4) Make changes to affect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the City Clerk and/or Municipal Attorney.
- (5) Prepare title, chapter, and section headings.
- (6) Prepare a legislative history of each section, citing the ordinance number and date of passage of the current ordinance, as indicated on copies of ordinances supplied to the Publisher.
- (7) Prepare a complete and comprehensive index to the Code.
- (8) Prepare a table of contents and sectional analysis for each chapter.
- (9) Prepare statutory cross-references to sections of the state statutes and references to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
- (10) Prepare Tables of Special Ordinances listing chronologically in groups those ordinances in certain subject areas that the Municipality and the Publisher mutually agree to be pertinent.
- (11) Prepare Parallel Reference Tables showing:
 - (a) The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
 - (b) A listing of code sections based on state statutes (Statute to Code).
 - (c) A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
- (12) Confer with the City Clerk and/or Municipal Attorney during the course of codification, whenever the Publisher or City Clerk or Municipal Attorney considers a conference necessary, to review the Publisher's work or to discuss proposed changes, additions, or deletions to existing ordinances.
- (13) Provide the Municipality a consultation service, for:

- (a) Updating ordinances in conflict with state and federal statutes;
 - (b) Providing model ordinances when requested.
- (14) Deliver to the Municipality, within 6 months from receipt of the materials deemed necessary by the Publisher to begin the codification, one copy of a manuscript of the Code for the Municipality's examination, as well as the Publisher's written legal report detailing its legal research and analysis of the Municipality's code and ordinances.
- (15) Meet with the Municipality to hold a manuscript conference to make final corrections, additions, and deletions to the Code. Any of the pages of the manuscript may be changed at this time as the Municipality sees fit.
- (16) Deliver to the Municipality, within 3 months of receipt of the corrected draft, three (3) printed copies of the Code meeting the following specifications:
- (a) Margins to be justified.
 - (b) Printing to be typeset with boldface headings.
 - (c) Page size to be 8.5"x11" (single or dual column).
 - (d) Printed on high quality paper.
 - (e) All copies to be in 3-ring or post, loose leaf binders. All binders shall have the Municipality's name stamped on it and shall contain divider tabs.
- (17) Submit to the Municipality in writing all prices for these codification services and a proposed invoicing schedule.
- (18) The Publisher will provide the code and updates in an online format and Internet Hosting Service to include browsing and searching capabilities. The Publisher shall describe its online service with links to examples, and include the software used.
- (19) The Publisher will provide the code and updates in a mobile friendly browsing interface with full searching capabilities. The Publisher shall highlight any special features or applications their product has for mobile use and the mobile platforms and formats their company supports. The Publisher shall describe any functionality that is not available to customers using their mobile friendly browser or application.
- (20) The Publisher will provide an adopting ordinance upon completion of the project.
- (21) The Publisher is also asked to:

- (a) Submit to the municipality the costs and minimums for additional copies of the code in the future. (Both paper and electronic)
- (b) Provide an increase and decrease price for pages more than or less than the pages on which the proposal is based.
- (c) List separately each cost for supplement services, such as shipping, editorial fees, and extra charges for tabular material.
- (d) State completion time for supplement service.
- (e) Provide on-going yearly legal analysis of this specific code for changes in state law and what that service will cost.
- (f) Provide costs for annual maintenance fees, internet hosting service fees, telephone support and onsite training.

PROPOSED AGREEMENT

This AGREEMENT, made and entered into this, the _____ day of _____, 2019, by and between the City of Augusta, Kansas, a Municipal Corporation, whose principal office is the City Hall, 113 E 6th Ave., Augusta, KS 67010, hereinafter referred to as the "CITY", party of the first part, and _____, with an office located in _____, hereinafter referred to as the "CONTRACTOR", party of the second part.

WHEREAS, the CITY desires to employ a Contractor to furnish services for the Recodification and Republication of the City Code as identified in the Request for Proposal dated _____, 2019;

WHEREAS, the CONTRACTOR has submitted Technical and Cost Proposals for the Recodification and Republication of the City Code for the City of Augusta, Kansas, dated _____, 2019, the terms and conditions of which proposal and revised Scope of Services, including fees, are satisfactory to the CITY.

WITNESSETH: That the CONTRACTOR does hereby agree with the CITY for the consideration named herein, to perform the services stipulated in this AGREEMENT and the enclosed "REQUEST FOR PROPOSAL," EXHIBIT A, which by reference is made a part hereof.

1. CONTRACTOR'S SERVICES

- A. The CONTRACTOR, on the behalf of the CITY, shall perform and carry out in a professional manner components essential for editing and republishing the code of the City of Augusta.
- B. Scope of work shall include all items identified in "REQUEST FOR PROPOSAL, EXHIBIT A," which is incorporated as part of this AGREEMENT, and other items generally inferred as necessary to the assignment.
- C. Key personnel and project approach shall be in accordance with the CONTRACTOR'S proposal dated _____.

2. THE CITY SHALL PROVIDE

- A. Access to pertinent information and available data requested by the CONTRACTOR.
- B. Certain assumptions that may be necessary to the CONTRACTOR.
- C. Timely review of draft and preliminary materials submitted by the CONTRACTOR.

3. DOCUMENTS

All documents and computer software prepared by the CONTRACTOR pursuant to this AGREEMENT are instruments of service with respect to this project. Documents and material developed by the CONTRACTOR under this AGREEMENT are the property of the CITY; (software shall be subject to licensing agreement as negotiated). The CITY shall have

the right to re-use documents and computer software on extensions of the project or for other projects; such re-use shall be at the CITY's sole risk and without liability or legal exposure to the CONTRACTOR.

Reports and supporting documentation developed under the AGREEMENT shall be organized and bound by the CONTRACTOR in a suitable manner. Appropriate copies of the documents will be provided to the CITY, deliverables and number of copies to be specified in EXHIBIT A.

4. NONDISCLOSURE OF PROPRIETARY INFORMATION

The CONTRACTOR shall consider all information provided by the CITY and all reports, studies, and other documents resulting from the CONTRACTOR's performance of the served to be proprietary unless such information is available from public sources. The CONTRACTOR shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the CITY or in response to legal process. The CONTRACTOR shall maintain all originals in the CONTRACTOR'S files for a period of not less than five years from the final report and shall provide the CITY access to and the right to examine and copy information contained in the files pertaining to the services. The rights of access, examination, and copying thereunder shall continue until any litigation, appeals, claims, or arbitration shall have been finally disposed of.

5. CHANGES AND ADDITIONS

- A. It shall be the responsibility of the CONTRACTOR to notify the CITY, in writing, of any necessary modifications or additions in the Scope of this AGREEMENT. Compensation for changes or additions in the Scope of this AGREEMENT will be negotiated and approved by the CITY, in writing.
- B. It is understood and agreed to by the CITY and the CONTRACTOR that such modifications or additions to this AGREEMENT shall be made only by the full execution of a change order approved by the City's Governing Body. Furthermore, it is understood and agreed by both parties that any work done by the CONTRACTOR on such modification or addition to this AGREEMENT prior to the City's execution of its change order process shall be at the total risk of the CONTRACTOR and said work may not be compensated by the CITY.

6. ADDITIONAL SERVICES

When directed by the CITY, in writing, the CONTRACTOR shall perform additional services, associated with this project, which are outside the Scope of Services of the Request for Proposal. Compensation for these additional services shall be negotiated.

7. PROGRESS REPORTS

The CONTRACTOR shall submit a written monthly report covering the general progress on the tasks described herein. This report shall include a description of any problems and/or modifications to the PROJECT schedule.

8. COMPENSATION TO THE CONTRACTOR

The CITY will pay the CONTRACTOR for services rendered under this AGREEMENT, an amount not to exceed \$ _____; (schedule of payments shall be defined and included).

9. MANNER OF PAYMENT

The CONTRACTOR shall furnish the CITY with timely invoices no later than the 1st of the month for services to date. The terms of payment will be net thirty (30) days.

10. TIME SCHEDULE

The CONTRACTOR shall complete the Final Report as designed in EXHIBIT A of the PROJECT within nine (9) months or (273) consecutive calendar days from the Notice to Proceed. Work shall progress in substantial accordance with the Project Schedule.

11. TERMINATION OR SUSPENSION OF CONTRACT

- A. The obligation to continue services under this AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- B. The CITY shall have the right to terminate this AGREEMENT or suspend performance thereof for the CITY's convenience upon written notice to the CONTRACTOR, and the CONTRACTOR shall terminate or suspend performance of services as of the date of receipt of the written notice or on a later scheduled date acceptable to the CITY. In the event of termination or suspension of the CITY's convenience, the CITY shall pay the CONTRACTOR for all services performed to the date of receipt of the written notice, or the later scheduled date acceptable to the CITY.

The CONTRACTOR shall be entitled to receive only the fair value of services rendered hereunder prior to the effective date of such termination or suspension without penalty, termination, profit or overhead expenses of any kind. Upon restart of a suspended project, equitable adjustment may be made to compensation for remobilization of the project.

12. ASSIGNMENT

Neither the CITY nor the CONTRACTOR shall assign, sublet or transfer their right or obligations in the AGREEMENT without the written consent of the other; such consent shall not be unreasonably withheld.

13. INSURANCE

The CONTRACTOR shall purchase and maintain insurance coverage including General Liability insurance in the amount of \$1,000,000. Insurance must be furnished by such companies as authorized and licensed to transact business in the State of Kansas. CONTRACTOR shall furnish the CITY with a certificate evidencing insurance coverage as above with the CITY named as an Additional Insured.

14. RESPONSIBILITY OF CONTRACTOR

The CONTRACTOR shall, without additional costs or fee to the CITY, correct or revise any errors or deficiencies in their performance. Neither the CITY's review, approval or acceptance of, nor payment for any of the services required under this AGREEMENT shall be deemed a waiver of rights by the CITY, and the CONTRACTOR shall remain liable to the CITY for all costs which are incurred by the CITY as a result of the CONTRACTOR's negligent performance of any of the services furnished under this AGREEMENT.

15. DISPUTE RESOLUTION

The parties agree to mediate any dispute prior to the initiation to litigation.

16. JURISDICTION

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.

17. VENUE

All disputes with regards to contractual agreements shall be litigated in the district court of Butler County, Kansas.

18. ATTORNEY'S FEES

All costs including but not limited to attorney's fees and court costs that are incurred with regards to enforcing the terms of any contractual agreement shall be awarded to the substantially prevailing party.

19. NON-APPROPRIATION

Notwithstanding anything contained herein to the contrary, this contract shall be terminated if all of the following events shall have occurred.

- A. Funds are not appropriated for a subsequent fiscal period during the term of this contract for the acquisition of substantially the same functions as provided for herein, and written notice thereof is given to the CONTRACTOR at least thirty (30) days prior to the first day of such subsequent fiscal period or within five (5) days of the approval of the final budget for such fiscal year, whichever occurs later.

B. CITY has exhausted all funds legally available for payment under this contract.

Upon such termination, CONTRACTOR's only remedy shall be to terminate the contract at the end of the fiscal period during which notice is given; and payment in compliance with the contract for materials, goods, and services rendered thereunder during the fiscal year at the end of which termination occurs, without penalty, termination, profit or overhead expenses of any kind, shall constitute full performance on the part of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed and sealed this AGREEMENT as of the day and year first above written.

CITY OF AUGUSTA, KANSAS

CONTRACTOR

By: _____
Mike L. Rawlings, Mayor

By: _____
Signature

Date: _____

Name & Title, Typed or Printed

ATTEST:

Name of Company, Corp., etc.

Mailing Address

Erica L. Jones, City Clerk

City, State and Zip

Area Code/Telephone Number

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Augusta, Kansas, only.

_____, 2019

Austin Parker, City Attorney
Augusta, Kansas

ACCEPTANCE OF CONDITIONS OF PROPOSAL

In order for the submitted proposal to be considered, respondent will include this completed document in the submitted presentation material.

I have read and understand the requirements of this request for proposal. I agree to all provisions in this document and verify the information submitted to be correct and complete.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

FAX: _____

SUBMITTED BY: _____

SIGNED: _____

DATE: _____

RECODIFICATION COST FORM

The Publisher proposes to recodify the code of ordinances at the following price:

I) Base Cost \$_____

Includes

(A) 30 Copies

(B) Binders for each Code (three ring or post)

(C) Legal Analysis.

(D) Special Features; List:

(E) Estimated Number Of Pages

8.5" x 11" Format

1) Single column

_____pages

2) Dual column

_____pages

II) Variable Cost

(A) Per Page Increase and Decrease Rate

8.5" x 11" Format

1) Single Column

\$_____

2) Dual Column

\$_____

(B) Freight/Shipping

III) Time to Completion

Number of Months Until Manuscript

___ months

Number of Months Until Completed Code (after return of manuscript)

___ months

Number of Days for Updated Supplements

___ days

IV) Optional Services

A) Reorder Copies of Complete Extra Code.

1) Minimum Number of Copies

2) Cost per Extra Code with Binder

\$_____

3) Cost per Extra Code without Binder

\$_____

B) Is the work performed by the company's staff or is it subcontracted?

Circle Answer: Publisher or Subcontractor

- C) Supplement Service
8.5" x 11" Format
- | | |
|------------------|------------------|
| 1) Single-column | \$_____ Per Page |
| 2) Dual-column | \$_____ Per Page |
- D) Pamphlets (With cardstock cover)
Cost Per Impression (Printed Page) \$_____
- E) Search and Retrieval Software (Folio 4.6 or higher) or equivalent
- | | |
|-------------------------------------------------------------------|----------------------------|
| 1) Conversion of Code | \$_____ |
| Does the publisher convert the code, or is it subcontracted: | |
| Circle Answer: | Publisher or Subcontractor |
| 2) Phone Support | \$_____ |
| Does the publisher provide phone support? or is it subcontracted: | |
| Circle Answer: | Publisher or Subcontractor |
| 3) Folio Supplements (cost per supplement) | \$_____ |
| 4) On-site Installation & Training available | \$_____ |
| 5) Folio Builder 4.6 or higher (or equivalent) | \$_____ |
| Allows municipality to build its own infobases | |
| Circle Answer: | Yes/No |
| 6) Website code searchable by related terms | \$_____ |