

## ISSUING DEPARTMENT INPUT DOCUMENT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. L7968-0/21-1

Re-Bid   
  Other – Legacy Contract   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RQCL2000001   
 TERM OF CONTRACT 3 YEAR(S) WITH 4 YEAR(S) OTR

Requisition /Project Title: Municipal Codification Services

Description: The County would like to engage the services of Municipal Code Corporation for codification and subscription services. The County currently has a legacy contract for the services which will expire on April 30, 2021.

Issuing Department: ISD-SPD   
 Contact Person: Jonathan Desverguñat   
 Phone: 305-375-5312

Estimate Cost: \$250,000

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

X    
    

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">961-12</span>			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>	
<b>Contractor:</b>	Municipal Code Corp.	Municipal Code Corp.	Municipal Code Corp.	
<b>Small Business Enterprise:</b>	No Measures	No Measures	No Measures	
<b>Contract Value:</b>	\$195,000			
<b>Comments:</b>				

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>				

Basis of Recommendation: No measure based on Bid Waiver Contract

Signed: Jonathan Desverguñat   
 Date sent to SBD: 6/22/2020

Date returned to SPD:

**APPENDIX A**  
**SCOPE OF SERVICES**

## 1. **INTRODUCTION/BACKGROUND**

Miami-Dade County, hereinafter referred to as the County, as represented by the Clerk of the Board Division within the Clerk of the Courts organization, is seeking to establish a term Agreement for continued access to municipal codification and subscription services. On-going services required to be provided by the Contractor include legislative research, editing, indexing and publishing (both in print and electronically) of final legislation adopted by the Miami-Dade Board of County Commission (BCC) for inclusion in the Miami-Dade County Code (the Code).

The County on average produces six revisions and supplements per year to the Code. As ordinances amending the Code or creating new sections to the Code are adopted by the BCC, the Clerk of the Board will send copies of the ordinances to the Contractor to edit the County's Code books and include the new legislation and/or remove any legislation that was deleted or revised. Currently there are 26 departments in the County that utilize these services. Approximately 138 ordinances are adopted by the BCC annually which need to be included in the Code.

Notwithstanding the historical data presented herein, the Contractor shall provide all services to accomplish the Scope of Services, to the County's satisfaction, for a flat, fixed fee.

## 2. **SERVICES TO BE PROVIDED**

The Contractor shall provide all codification and subscription services and additional related services, as may be required by the County for use within the Municode application(s).

### 2.1 **Codification Services**

- A. Contractor shall codify, edit, index, cross index, and revise Ordinances and Resolutions passed in final form by the BCC pursuant to the Home Rule Charter, for the purposes of eliminating conflicts, duplications, ambiguities, and obsolete provisions. Ordinances and Resolutions will be provided to the Contractor via email or hardcopy. Ordinances furnished electronically may be relied upon by the Contractor in preparation of the Code and supplements.
- B. Contractor shall provide legal support to the County and perform a legal review in connection with the supplementation responsibilities and determining proper placement within the Code. Accordingly, the Contractor shall have the necessary legal counsel familiar with Florida law.
- C. The Contractor shall proof-read and correct errors on pages within the Code that result there-from. The Contractor shall research the nature of the error and the true reading of the provisions but for the error. The Contractor assumes the cost of correcting the errors and the reasonable costs of research performed by the County related to errors.
- D. The Contractor shall review, revise, and create an accurate and comprehensive index of changes as approved by the County's Project Manager. Additionally, the Contractor shall review, revise, and create the Table of Contents, Comparative Table, Instruction Sheet, Appendix, Index and a Checklist of Up-to-Date pages.

- E. The Contractor shall maintain an internet accessible website that provides free 24-hour access to the current Code by anyone in various formats including: viewing on the website, printing a hardcopy, and downloading in digital format (e.g., Word, pdf, rtf, html, and xml) with the capability to search, retrieve, and copy.6+ The Contractor's website containing the County Code while indexed by Chapter shall also have the capabilities of accessing using Boolean logic.
- F. The Contractor shall prepare and provide to the County a legislative history of each section of the Code citing the ordinance. Sections shall include reference to all ordinances enacted that pertain to the section of the Code as well as the date of its adoption.
- G. The Contractor shall advise the County via email or hardcopy on an annual basis, of changes in the state statutes that materially affect provisions of the County Code of Ordinances. The County maintains final approval of any revisions to the County Code of Ordinances.
- H. After the County produces a revision or supplement to the Code (anticipated to be at least six times per year as indicated in Section 1), the Contractor shall provide to the County the updated sections for every copy of the Code book as further described in Section 3.1.

## **2.2 Subscription Services**

- A. The Contractor shall provide a subscription type service for a fee to the public for additional services (i.e., above the free services indicated in Section 2.1E) offered by the Contractor, including a distribution service for printed and bound copies of the Code of Miami-Dade County, or portions thereof.
- B. The Contractor shall provide annually a list of subscribers to the County's Code and its supplements. The list must be current to the previous month and include the subscriber's name, address, contact information (including name of a contact person and telephone number), or any other information the County's Project Manager may deem necessary.
- C. The Contractor shall share, quarterly, with the County the **seventy-five percent (75%)** of the subscriber revenue collected for subscriptions to the County Code and its supplements less the cost to the Contractor to produce the subscriptions.

## **2.3 Reports, Supplements and Other Services**

- A. The Contractor shall provide a monthly report to the County's Project Manager of all transactions involving Code produced on behalf of the County. This should include the number of supplements, pamphlets, and electronic transmissions.
- B. The Contractor shall provide access to the supplements in electronic format, both in pdf and word format with capability to search, retrieve, copy and edit data.
- C. The Contractor shall provide current, completely supplemented, editions of the Code on request. The Contractor shall supply the County, on request, copies (minimum of two) of any supplements previously published via hardcopy or electronic format. The

Contractor shall store all undistributed copies of the Code, supplements and reprint pamphlets. The Contractor shall assume all risk of loss or damage to any stored material.

- D. The Contractor shall ensure there is no disruption of format or access to service during any change or modification to the methods of providing services.
- E. The Contractor shall provide instructions on the insertion and removal of pages to ensure accurate updating as supplements are produced.
- F. The Contractor shall prepare orders and provide reprints, supplements, electronic supplements, or pamphlets for any County Department(s) requesting such services.
- G. The Contractor will continue to provide the CodeBank feature at no charge and will add the CodeBank compare feature at no charge, for the life of the contract.
- H. The Contractor will continue to provide the Municode with two MuniPRO subscriptions at no charge for the life of the contract.
- I. The Contractor will provide the option for the County to enroll in the OrdBank service for a contract base fee of \$30.00 per ordinance.

### **3. SPECIFICATIONS**

#### **3.1 Printing Specifications**

Specifications for the Code, supplements, and pamphlets, unless otherwise specifically denoted by the County's Project Manager, shall be provided as follows:

- A. The Code shall be based on a 10-point New Century School Book. The County reserves the right to opt for comparable style of type.
- B. The title, chapters, and article heads shall be set in appropriate styles of type consistent with accepted legal publications. The catch lines to individual sections shall be set in bold—face 10-point type.
- C. Dual column format with left margins and right margins justified.
- D. The pages shall be approximately 8 ½" x 11", trimmed.
- E. Margins sufficient to handle 3-ring or 3 post binders 5/16" diameter hole, 4-1/4" center to center.
- F. Where printing is required under these Specifications, the Ink shall be black and the paper shall be 50 pounds Mill Brand opaque or an approved equal.

The Contractor shall provide no less than three copies of the binders each contract year with the title and stamped in gold leaf on the backbone and on the front cover with the wording "CODE OF MIAMI-DADE COUNTY". Additional copies may be provided at a price of \$315.00 per copy. A copy consists of three (3) volumes, Code Pages, Tabs and 3 Vinyl Binders.

**3.2 Pamphlet Reprint**

- A. The Contractor shall designate component parts of the Code, as identified by the County, for use as a loose-leaf pamphlet reprint with appropriate index pages for the County and subscribers. All pamphlets provided by the Contractor shall be capable of being indexed.
- B. The Contractor shall provide additional copies of specific chapters or portions of the Code (e.g., zoning regulations or police manuals) these specific chapters or portions shall be referred to as reprint pamphlets.
- C. The Contractor shall provide copies of pamphlets after the first printing and supplements to pamphlets upon request.

**Note:** Reprint pamphlets shall be bound in paper covers for separate distribution.