

May 18, 2016

Ms. Karen Mitchell  
City Clerk  
City of Powell  
47 Hall Street  
Powell, OH 43065

Sent Via Email: [kmitchell@cityofpowell.us](mailto:kmitchell@cityofpowell.us)

Dear Ms. Powell:

Thank you for speaking with Mid-West Sales Representative, James Bonneville! Per your conversation with James, we are pleased to update and resubmit the following information for your review.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

### Why Municode?

**Integrity.** *“Our word is our bond.”* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

**Attorneys.** We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

**Experience.** With over 3,755 customers in all 50 states, we are the most trusted and experienced codifier of local government codes in the nation. Our team of attorneys has an average of over 20 years of codification experience. With over 190 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

**Relationships.** For over 64 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

**Quality.** We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

**Technological Leadership.** MunicodeNEXT is the nation’s most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

**Commitment to Ohio.** We are proud to serve 11 clients in the state of Ohio. We regularly attend, support and sponsor the Ohio Municipal Clerks Association.

## Why Our Clients Love Us

**Applying our Legal Experience.** We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 64 years and have worked for decades serving the biggest and most advanced municipalities in the nation. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

**Team Approach.** We have 14 legal editorial teams, over 35 legal editors and over 20 legal proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

**Customer Service.** Our goal is to fully understand your unique needs. Your Municode Representative, James Bonneville, is able to meet with you in person anytime. James can also provide onsite training or host webinars throughout the term of the contract.

*Your Representative.* Municode's Mid-West Regional Sales Representative, James Bonneville, is located in Stillwater, Minnesota. He is available to answer questions and meet with you, as needed. James worked in state government, lobbying and governmental sales for over 13 years. He visits you often and regularly attends the Ohio Municipal League Conference, Clerks Conference and IIMC Conference. James is supported by our entire team in Tallahassee.

*Your Representative.* Municode's Mid-West Inside Sales Representative, Tracy Stevanov, meets with our mid-west clients virtually and on the telephone with webinars and teleconferences. She works hand in hand with James to ensure that our clients are well taken care of in the mid-west. She is available to answer questions or schedule a meeting with you as needed.

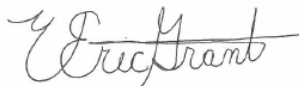
*Real People.* If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

*Personal Touch.* We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

**Responsible Citizen.** We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with James, Tracy or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant  
President

WEG/amb

Enc.

Cc: Steffanie Rasmussen, Assistant Vice President of Sales  
[steff@municode.com](mailto:steff@municode.com) / 800-262-2633 ext. 1148  
James Bonneville, Mid-West Regional Sales Representative  
[JBonneville@municode.com](mailto:JBonneville@municode.com) / (651) 262-6262  
Tracy Stevanov, Mid-West Inside Sales Representative  
[tracy@municode.com](mailto:tracy@municode.com) / (800) 262-2633 ext. 1383

## Executive Summary

### Republication, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

Conversion to Municode's database & Republication for <u>4 copies</u> .....	<b>\$3,225<sup>1</sup></b>
Conversion to Municode's database & Republication for <u>7 copies</u> .....	<b>\$3,670</b>
Supplementation (single column format).....	<b>\$18 per page</b>
Supplementation (double column format) .....	<b>\$22 per page</b>
Online hosting and support.....	<b>1<sup>st</sup> year fee waived, then \$550<sup>2</sup></b>
Timeline .....	<b>3 – 5 months</b>

### Pricing = Apples to Apples:

We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

- Conversion to Municode's database and republication base cost of **\$3,225 or \$3,670** is based on a **1,250 page, single column code or 875 page, double column code**;
- Supplement charges - **single column per page rate of \$18; double column per page rate of \$22**;
- The **online code fee is waived the 1<sup>st</sup> year** and then **only \$550** for our basic service.
- If you would like to further enhance the transparency of your online code, you can elect the MyMunicode bundle for only **\$1,395 with OrdBank/OrdLink!**
- Municode **does not** charge an extra fee for posting supplements online or printing your supplement pages, nor do we charge a supplement handling fee. All of these services are already included in your supplement per page rate.

The supplement page rate is \$18 for single column and \$22 for double column (including printing and posting each supplement on line). Some companies might have quoted you a double column price or **no supplement rate at all**. Please double check this when comparing responses.

Please consider the fact that some codifiers charge an additional page rate to post your code online. Our basic code on the internet fee of \$550, covers this cost.

<sup>1</sup> Please see page 4 for additional pricing details.

<sup>2</sup> Please see page 6 for additional features and pricing available on our MunicodeNEXT platform.

## Pricing Quotation Sheet

**Republication base cost**, includes 4 printed copies with tabs & binders (select binder color below) **\$3,225**

**Republication base cost**, includes 7 printed copies with tabs & binders (select binder color below) **\$3,670**

- Conversion to Municode database<sup>3</sup>
- The current code can be posted online as PDF during republication proposal
- Inclusion of legislation adopted (Ordinance Nos.: 2015-52 through 2016-14)
- Receipt, review and organization of materials
- Updating of preliminary pages (title page, officials page and preface)
- New page numbers
- Editing
- Proofreading
- Graphics and tabular matter
- Proofs
- New Index
- Page formatting (**make selection below**)
- Printing 1,250 single column pages or 875 double column pages

**Format Elections** (*Please circle or check desired elections*)

**Font:** Times New Roman  
will be used as the font unless otherwise indicated.

Other font choices include: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

- Font Size:**            10 point            11 point            12 Point
- Page Format**            Double Column    Single Column
- Binder Color:**        Semi-Bright Black    Dark Blue            Hunter Green    Burgundy
- Binder Stamping Color:**    Gold            Silver            White

**Items not included in base cost**

- Reorganizing, renumbering or legally reviewing code content
- My Municode or online code<sup>4</sup>
- Pages over 1,250 10 point single column pages, per page** **\$16**
- Pages over 875 10 point double column pages, per page** **\$18**
- Freight **Actual**
- State sales tax **If applicable**

**Payments for republication services**

	<u>4 copies</u>	<u>7 copies</u>
<input type="checkbox"/> Execution of agreement	<b>\$1,290</b>	<b>\$1,470</b>
<input type="checkbox"/> Submission of proofs	<b>\$1,130</b>	<b>\$1,285</b>
<input type="checkbox"/> Delivery	<b>Balance</b>	<b>Balance</b>

<sup>3</sup> Municode will rely on the printed version of the City's Code to use in the conversion process. Conversion will take approximately 3 – months upon receipt of all required materials.









<sup>4</sup> Make Selections on page 6.

## Supplement Service Page Rate<sup>5</sup> Quotation Sheet

Supplement service page rate is invoiced on the number of pages added/amended in the code.

Page Format	Base Page Rate
Single Column	\$18.00 per page
Double Column	\$22.00 per page

**Base page rate above includes:**

-  Acknowledgement of material
-  Data conversion, as necessary
-  Editorial work
-  Proofreading
-  Updating the index
-  Schedule as selected by you<sup>6</sup>
-  Updating electronic versions<sup>7</sup> and online code
-  Printing 4 or 7 copies

**Base page rate above excludes:**

- |   |                             |
|---|-----------------------------|
|  Blank pages   | <b>No Charge</b>            |
|  Freight   | <b>Actual freight</b>       |
|  State sales tax   | <b>If applicable</b>        |
|  Graphics <sup>8</sup> & tabular <sup>9</sup> matter, per page | <b>\$10</b>                 |
|  MyMunicode or online code,                                    | <b>Selections on page 7</b> |

**Electronic media options for Code of Ordinances (sent via download)<sup>10</sup>**

- |   |  |
|---|--|
| <input type="checkbox"/> Folio Bound Views            | <b>\$295 initially then \$100 per update</b> |
| <input type="checkbox"/> WORD (DOCX)                  | <b>\$150 initially then \$75 per update</b>  |
| <input type="checkbox"/> Adobe PDF of the code        | <b>\$150 initially then \$75 per update</b>  |
| <input type="checkbox"/> Adobe PDF of each supplement | <b>\$150 initially then \$75 per update</b>  |

**Optional services:**

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> Optional legal review of the code                             | \$4,750             |
| <input type="checkbox"/> Legal review of Traffic Code/Criminal Code with OMC, annually | \$400 <sup>11</sup> |

**Payment for supplements and additional services:**

-  Invoices will be submitted upon shipment of project(s).

<sup>5</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

<sup>6</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>7</sup> We do not charge a per page rate for updating the internet; however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>8</sup> Includes printing all copies. Additional fees apply graphics are printed in color.

<sup>9</sup> Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>10</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, Folio or Word, via one of the afore-mentioned mediums.

<sup>11</sup> Any finding will need to be implemented via adopted ordinance by the Client and sent to Municode for inclusion in a supplement. Recommendations will be provided in a memorandum format.

## Online Services Quotation Sheet

- The Code, as updated through 2016 replacement, can be posted as a PDF during the republication project at no additional cost to you.

Elections below will be implemented upon completion of the republication project.

Please check the appropriate box (es) to indicate your selection:

**Value Pricing:**

- MyMunicode<sup>12</sup> includes the following:

**\$1,395 annually<sup>13</sup>**  
*First year fee waived*

- Online Code = MunicodeNEXT
- OrdBank/OrdLink
- CodeBank
- CodeBank Compare + eNotify
- MuniPRO
- Custom Banner

**A la carte pricing:**

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- |   |               |
|---|---------------|
| <input type="checkbox"/> <b>Online Code = MunicodeNEXT</b> (annually) <i>first year fee waived</i>  | <b>\$550</b>  |
| Includes: Collapsible TOC (Frameless Version); Mobile Friendly Site; In-line Images and PDF's; Social Media sharing, Scrolling Tables and Charts; Narrow, Pinpoint & Advanced Searching; Save as WORD (DOCX), Hide the Table of Contents, Print and Email; Internal Linking within the Code; Static Linking/Bookmarking |               |
| <input type="checkbox"/> <b>CodeBank</b> (annually)   | <b>\$150</b>  |
| <input type="checkbox"/> <b>CodeBank Compare + eNotify<sup>14</sup></b> (annually)  | <b>\$250</b>  |
| <input type="checkbox"/> <b>MuniPRO Service</b> (annually)  | <b>\$295</b>  |
| <input type="checkbox"/> <b>Custom Banner</b> (onetime fee)   | <b>\$250</b>  |
| <input type="checkbox"/> <b>MuniDocs</b> (up to 25 documents per year updated quarterly)  | <b>\$300</b>  |
| o Additional documents over 25, each  | <b>\$7.50</b> |

### ORDINANCES PENDING CODIFICATION

**Option 1) OrdBank**

- |  |              |
|--|--------------|
| <input type="checkbox"/> Per ordinance fee   | <b>\$35</b>  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | <b>\$385</b> |

**Option 2) OrdBank + OrdLink**

- |  |              |
|--|--------------|
| <input type="checkbox"/> Per ordinance fee   | <b>\$60</b>  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | <b>\$485</b> |

***Municode does not charge a per page rate to update the internet – this is all included in the supplement per page rate.***

<sup>12</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

<sup>13</sup> Total value if each item were to be purchased a la carte would be approximately \$1,880 per year with participation in our OrdBank service.

<sup>14</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

## Republication Scope of Services

### Excellence

*"The code update went far beyond my expectations. Everyone at Municode was nice to work with and always responded in a timely manner. Your customer service was outstanding. Thanks again for a very positive experience."  
- Barron, WI*

We will handle 100% of the publishing for you. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or electronic copy. We understand the scope of this project to include a complete republication of your code, continued supplementation and online hosting of your code. Upon completion of the republication project, supplementation services will commence.

Municode would like to offer the following approach for your consideration.

### **Project Leader: Dennis Sinnett, Vice President of the Supplement Department**

When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the re-composition, your entire code is reprinted and supplement number designations start over with Supplement No. 1.

#### The process includes:

- ☞ Conversion to our database;
- ☞ Removal of supplement numbers;
- ☞ Updating of preliminary pages (title page, officials' page, and preface);
- ☞ New page numbers;
- ☞ Editing & proofreading;
- ☞ 10-point font, single column (unless otherwise instructed);
- ☞ Incorporation of adopted legislation (2015-52 through 2016-14);
- ☞ Incorporation of maps, diagrams, charts and tables;
- ☞ Updating the index;
- ☞ Proofs provided for your review;
- ☞ Posting your newly republished code on MunicodeNEXT;
- ☞ Printing 7 new copies with binders and tabs.

#### The process does not include:

- ☞ Reorganizing the structure of your code;
- ☞ Review by an attorney;
- ☞ Substantive editing or changes to the text.

## Supplemental Updating

We will handle 100% of the publishing for your code. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or via electronic copy. Supplementation will start upon completion of the republication project on the schedule selected by the client, starting over with Supplement No. 1.

**Editorial Approach.** We use a team approach to editing. This provides for consistency in editing, understanding and quality of work for you.

**Ongoing Supplementation.** Our goal is to meet and exceed the needs and expectations of our clients. Working with you and your staff, we will create whatever supplementation schedule will best serve you and your citizens.

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: 

Title: President

Date: May 18, 2016

Accepted by:

**CITY OF POWELL, OHIO**

By: \_\_\_\_\_

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

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