



Legislation Text

File #: 18-443, **Version:** 2

TO: Mayor and Commissioners
FROM: Katerri Johnson, City Clerk
THROUGH: Mark R. Lauzier, City Manager
DATE: July 17, 2018

AWARD OF AN AGREEMENT WITH MUNICIPAL CODE CORPORATION FOR CODIFICATION SERVICES.

Recommended Action:

Motion to approve a three (3) year Agreement with Municipal Code Corporation for the purchase of codification services in an amount not-to-exceed thirty-nine thousand dollars (\$39,000) for three (3) years.

Background:

Municipal Code Corporation (Municode) has been the City of Delray Beach (City) official codifier since 1954 when the City's first Code of Ordinances were printed. The Code was recodified in 1978 and republished in 2002. In 2017, the City's Land Development Regulations was published as a separate publication for both online and print. With over sixty years of serving the City, valuable City code history is stored on the Municode webhosting platform. For example, the CodeBank currently stores seven previous code versions online, from Supplement No. 16 to Supplement No. 23. Municode editors utilize a proprietary mark-up language called Gen--Code to supplement the City's code material online. As a result, the City Clerk's Office determined that Municode serves as a City Standard. On July 5, 2018, the City's Purchasing Department agreed. As a result, City Staff did not issue a solicitation but is proceeding with a contract with its long term services provider.

The City Clerk's Office is requesting to extend the existing agreement between Municipal Code Corporation and the City of Delray Beach for an additional 3 (three) years, beginning on December 1, 2017 and terminating on November 30, 2020. Thereafter, lacking any written notification to the contrary, the codification agreement will automatically renew from year to year, with each party reserving the right to cancel this agreement with 60 (sixty) days written notice.

Year	Expenditure Type	Cost	
	Total		
12/1/17-12/1/18	Codification Serv.	\$13,000	\$13,000
12/1/18 - 12/1/19	Codification Serv.	\$13,000	\$13,000
12/1/19 - 11/30/20	Codification Serv.	\$13,000	\$13,000
		TOTAL	\$39,000

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding in the amount not-to-exceed \$39,000 is available in Account No. 001-15-000-512.40-10 (Printing & Binding other Printing Costs).

Timing of Request:

This is a time sensitive matter as the Contractor continues to provide services to Delray Beach with past invoices due to be paid.