



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Award Contract for Re-Codification of the Sausalito Municipal Code to Code Publishing and authorize the City Manager to execute a Professional Services Agreement with Code Publishing

RECOMMENDED MOTION:

Award Contract for Re-Codification of the Sausalito Municipal Code to Code Publishing and authorize the City Manager to execute a Professional Services Agreement with Code Publishing

SUMMARY and BACKGROUND

The City of Sausalito first published a Municipal Code in 1981. The City contracted with a company called Book Publishing out of the Seattle, Washington. The City continued to have Book Publishing provide codification services through the mid-1990's. At that time, the services of Book Publishing began to decline. Budget constraints were also becoming an issue, and around this time it was determined that the City could save money by performing all codification in-house.

While an attempt was made to keep the codification current in house it became apparent that companies that codify ordinances provide more expertise in this area. In the early 2000's, the City attempted to return to Book Publishing. In the meantime, Book Publishing had sold out to Lexis Nexis, and in late 2002 when the City forwarded their documents for codification, Lexis Nexis had sold out to Matthew Bender & Co., Inc.

Working in concert with the City Attorney, staff prepared an RFP in November, 2008. The RFP was mailed out to eight companies. Only four responded with proposals. Those companies were: Quality Code from Washington, Code Publishing from Washington, American Legal from Ohio, and Municipal Code from Florida.

BID RESULTS

Initially, the base proposals ranged from \$7,590 to \$14,500. However, there was no continuity in these proposals, as several of them had not verified the number of pages

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of our current Municipal Code. In February, we requested that the four companies re-calculate their base-line figure based on the number of anticipated pages. The proposals now range from \$10,455 to \$14,500.

These proposals were then taken to Legislative Review Committee (Mayor Leone and Councilmember Belser) for their input and recommendations. The Committee recommended that: the online service be as consistent with our website as possible, and to poll the other Marin Cities as to what company they are using and if they had any feedback.

Of the cities polled, two use American Legal and had no special comments about this company. Four are currently using Municipal Code Corporation, but only because they had either been with Book Publishing or Lexis Nexis when it merged into Municipal Code. Again, no special feedback. One city uses Code Publishing and noted the quality of service provided.

Based on the polling and the service provided, Municipal Code Corporation and Code Publishing became the two companies to review more thoroughly. Neither of these two were the lowest for the base-line proposal; Code Publishing proposing \$10,650 and Municipal Code proposing \$10,720. On-going costs are similar for the two companies, including annual on-line fees and costs to provide supplements. Code Publishing proposes a completed document in 4-6 months, while Municipal Code proposes their completed document in 6-10 months. Both companies provide legal review of the City's Code which the City Attorney recommends that the City utilize. Municipal Code's bid includes this service in the base amount. Code Publishing's estimated cost for this service is \$3,200. However, Code Publishing is willing to work with the City on the various proposed costs in order to remain competitive. The only other difference in these two companies is that Municipal Code suggests the purchase of software licenses in order to edit their work. Code Publishing's editing services are included as a part of their service.

Although they are not the lowest bidder, staff recommends that the City Council award the contract to Code Publishing. Code Publishing performs all of the codification services in house whereas other companies outsource a number of the services. Code Publishing will also retain the total look of our website, including buttons across the top which will return to the user to our website instantly as recommended by the Legislative Committee.

Additionally, Code Publishing is the only company with a local representative who based in South San Francisco. As Code Publishing takes on additional clients and those clients request design/interactive changes, these are offered to all of their clients at no charge. Code Publishing continues to upgrade their online services.

See the attached spreadsheet for the full Bid Results.

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FISCAL IMPACT

If the City Council elects to utilize the services of Code Publishing, re-codification will cost approximately \$14,060 (\$10,560 flat rate plus estimated \$3500 for legal review). Following re-codification the City will incur costs of \$350.00 per year for internet hosting. Currently \$10,000 is budgeted for these services, an additional \$5000 will need to be appropriated to cover the re-codification services. The Finance Director has recommended that the additional \$5000 be transferred from the City Attorney's budget to Professional Services – Other Legal Costs. Thereafter, funds will need to be budgeted annually.

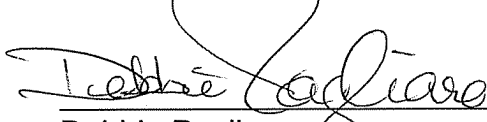
STAFF RECOMMENDATIONS

Award Contract for Re-Codification of the Sausalito Municipal Code to Code Publishing and authorize the City Manager to execute a Professional Services Agreement with Code Publishing.

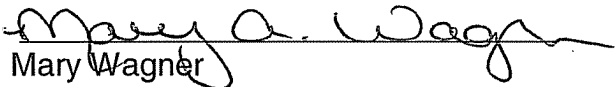
ATTACHMENTS

Bid results

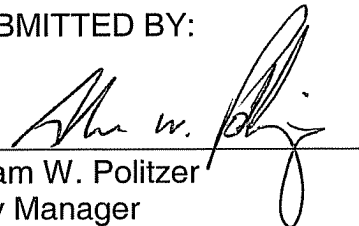
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	Quality Code (WA)	Code Publishing (WA)	American Legal (OH)	Municipal Code (FL)
Basic Codification Services	\$6,700	10,650	11,950	10,720
Code/Legal Review	\$3,200	3,500	included	included
Supplements	11.00/pg	17.75/pg	22.00/pg	17.50/pg
Elect Pub/Internet Services				
One Time Fee	75	0	995	0
Annual Fee	480	350	395	400
Updates	75	1.95/pg	1.95/pg	1.95/pg
Hardcopy costs:				
Binders	375-900	90 ea	?	included
Tabs	425	10-15/set		
Title 10 Reprint	1.50/pg	included	?	745
Completion Time	7 months	4-6 months	9 months	6-10 months