



Office of the County Attorney

15284

November 16, 2010

To: The Honorable Board of Acquisition and Contract

From: Robert F. Meehan
County Attorney

Marguerite Beirne
Chief Information Officer

Re: **Authority to enter into an agreement with General Code, LLC, for the provision of codification and supplementation services to update the Laws of Westchester County (“the Laws”), provision of a fully searchable electronic version of the Laws, and maintenance of the Laws on the internet, during the three (3) year period from January 1, 2011 through December 31, 2013, at a total cost not to exceed Thirty Thousand (\$30,000.00) Dollars**

In accordance with the Westchester County Procurement Policy and procedures, requests for quotations were sent to six (6) known providers seeking quotations for codification and supplementation services to update the Laws of Westchester County, the provision of software and services for a computer searchable version of the Laws on the County’s computers and the maintenance of the Laws on the internet.

Three (3) providers submitted quotations to the County. The Department of Law reviewed each proposal and it was determined that General Code’s proposal is the lowest priced and most advantageous to the County. In addition to submitting the lowest priced quotation to the County, General Code has provided these services on behalf of the County for years and the Department of Law is satisfied with its services.

Authority is therefore requested for the County to enter into an agreement with General Code for the provision of codification and supplementation services to update the Laws, the provision of a fully searchable electronic version of the Laws, and maintenance of the Laws on

the internet during the three (3) year period from January 1, 2011 through December 31, 2013, at a total cost not to exceed Thirty Thousand (\$30,000.00) Dollars.

The objective of this Agreement is to facilitate the updating of the Laws, compile them in one place and make them more accessible to the employees and the residents of the County. This Agreement is in the County's best interest because it facilitates employees and residents in complying with the Laws and promotes open government. The services provided by General Code shall be tracked by the County's monitoring of the supplements and Laws in hard copy and on General Code's internet website and from the County's internet links.

Accordingly, authority is now sought to enter into an agreement for these services in accordance with the attached Schedule "A". Attached for your consideration is a proposed Resolution for which we recommend approval.

RFM/MCB/jpi
Attachment

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RESOLUTION

Upon a communication from the County Attorney, and the Chief Information Officer, be it:

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with General Code, LLC, for the provision of codification and supplementation services to update the Laws of Westchester County (“the Laws”), provision of a fully searchable electronic version of the Laws, and maintenance of the Laws on the internet, during the three (3) year period from January 1, 2011 through December 31, 2013, at a total cost not to exceed Thirty Thousand (\$30,000.00) Dollars, payable at the rates set forth in Schedule “A”; and be it further

RESOLVED, that this Agreement is subject to appropriations, and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive, or his duly authorized designee, is hereby authorized to execute such documents and take such actions as may be necessary and appropriate to effectuate the purposes hereof.

Account to be

Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	52	2125	5100		\$10,000
101	52	2125	5100		\$10,000
101	52	2125	5100		\$10,000

Budget Funding Year(s) _____ Start Date 1/1/11 End Date 12/31/13
(must match resolution)

Funding Source

\$30,000

(must match resolution)

Tax Dollars \$30,000

State Aid _____

Federal Aid _____

Other _____

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SCHEDULE "A"
PRICING SCHEDULE

Supplementation Services:

Annual Fee for Supplements	No charge
Number of Copies of Supplements (100)	
Cost per printed side (per 100 copies)	\$ 20.00
Two sets of CDs provided per supplement	No charge
Annual Hosing and Maintenance of the Laws on Internet	\$ 1,195.00 per year
 <u>General Code to Sell & Distribute New Volume of Laws of Westchester and Maintain and Sell Updates:</u>	
Price to be charged to Public for New Volume (printing and storage at cost of General Code)	\$ 275.00
Amount to be rebated to County of Westchester per volume sold	\$ 158.00
Updates of Laws of County of Westchester: Cost to general public not to exceed ¹	\$ 100.00 per year
Amount to be rebated to County of Westchester	\$ 10.00
Sale of New Volume to the County per copy	\$ 158.00

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Proposal Summaries

Name/Address of Firm	Fees	Qualifications
General Code, LLC 72 Hinchey Road Rochester, NY 14621	Code Supplement Update - \$20/page; Internet Hosting - \$1,195/year; CD for County Desktops – No charge; Sale of Volumes to Public - \$275 each; Rebate fr. Public Sale to County - \$158; One year public subscription - \$100; New Volumes to County - \$158.	Has 45 years experience and currently serves over 2,700 U.S. municipalities including 750 in NYS. Has provided codification services to Westchester County since 1979.
Municipal Code Corporation PO Box 2235 Tallahassee, FL 32316	Code Update - \$24/page; CD for County Desktops - \$295 initially & \$75/update; Code on the internet - \$400/year; Update internet Code - \$25/ordinance; Sale of Volumes to Public - \$350 each; New Volumes to County - \$316 each.	Has edited and published Codes for municipalities for 58 including local municipalities such as White Plains, Greenwich, Stamford and Syracuse.
American Legal Publishing Corp. 432 Walnut Street Cincinnati, OH 45202	Code Update - \$22.50; PDF version of update (for Ctny desktop) - \$100; Annual Statutory Update - \$125/hr; Internet hosting fee - \$295/year; New Volumes to County - \$125.	Has 78 years for experience and currently publishes codes for large municipalities and state governments such as Florida, Nebraska, Philadelphia, Chicago, Dallas, Boston and L.A.

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