



Office of the County Attorney

36628

Date: October 23, 2013

To: The Honorable Board of Acquisition and Contract

From: Robert F. Meehan
County Attorney

Re: **Authority to enter into an agreement with Municipal Code Corporation, for the provision of codification and supplementation services to update the Laws of Westchester County (“the Laws”) and maintenance of the Laws on the internet, during the three (3) year period January 1, 2014 through December 31, 2016, at a total cost not to exceed Thirty Thousand (\$30,000.00) Dollars, with the County having the sole option to renew the agreement for two (2) additional one (1) year option periods payable pursuant to an approved budget**

In accordance with the Westchester County Procurement Policy and procedures, requests for quotations were sent to four (4) known providers seeking quotations for codification and supplementation services to update the Laws of Westchester County 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 Municipal Code Corporation’s (“Municipal Code”) proposal is the lowest priced and most advantageous to the County. In addition to submitting the lowest priced quotation to the County, Municipal Code has previously and adequately provided codification and supplementation services on behalf of the County.

Authority is therefore requested for the County to enter into an agreement with Municipal Code for the provision of codification and supplementation services to update the Laws and maintenance of the Laws on the internet during the three (3) year period January 1, 2014 through December 31, 2016, at a total cost not to exceed Thirty Thousand (\$30,000.00) Dollars, with the County having the sole option to renew the agreement for two (2) additional one (1) year option periods payable pursuant to an approved budget.

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 Municipal Code shall be tracked by the County's monitoring of the supplements and Laws in hard copy and on Municipal Code's internet website and from the County's internet links.

Accordingly, I recommend that your Honorable Board approve the attached resolution authorizing the County to enter into an agreement with Municipal Code.

RFM/jpi
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/14/2013 - COUNTY CLERK SECRETARY

RESOLUTION

Upon a communication from the County Attorney be it hereby,

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Municipal Code Corporation for the provision of codification and supplementation services to update the Laws and maintenance of the Laws on the internet during the three (3) year period January 1, 2014 through December 31, 2016, at a total cost not to exceed Thirty Thousand (\$30,000.00) Dollars, with the County having the sole option to renew the agreement for two (2) additional one (1) year option periods payable pursuant to an approved budget; 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.

Agreement LAW-930

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
101	52	2125	5100		\$10,000-2014	
101	52	2125	5100		\$10,000-2015	
101	52	2125	5100		\$10,000-2016	

Budget Funding Year(s) _____ Start Date 1/1/14 End Date 12/31/16
(must match resolution)

Funding Source _____ Tax Dollars \$30,000
State Aid _____
\$30,000 Federal Aid _____
(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/14/2013 DOMYRY VIEIRA, SECRETARY