



**Municipal Code Corporation**

PO Box 2235 Tallahassee, FL 32316  
800-262-2633 • Fax: 850-575-8852 • [info@municode.com](mailto:info@municode.com)  
**Municode.com**

October 7, 2010

Ms. Sabrina Mercadante  
Manager Council and Commission Services  
City of Henderson  
P. O. Box 95050  
Henderson, NV 89009

[Sabrina.mercadante@cityofhenderson.com](mailto:Sabrina.mercadante@cityofhenderson.com)

Dear Ms. Mercadante:

We are pleased to provide an updated contract for the reformatting project. If acceptable to the City, please sign and return to us for our records.

We truly value your business. If you have any questions, please feel free to contact Alicia or me.

Sincerely,

Dale Barstow  
Vice President - Sales

DMB/amb

Enc.

Cc: Sandra McKinley  
Records Analyst  
[sandra.mckinley@cityofhenderson.com](mailto:sandra.mckinley@cityofhenderson.com)

## PART ONE: SCOPE OF WORK

### SUPPLEMENTATION SERVICES FOR CODE PUBLISHED BY LEXIS NEXIS

**MUNICIPAL CODE CORPORATION**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCC, hereby offers to perform supplementation services for the current LexisNexis Code for the **CITY OF HENDERSON, NEVADA**, hereinafter referred to as the City.

Municipal Code Corporation (MCC) will research, edit, index and publish (both in print and electronically) the finally enacted legislation the City specifies for inclusion in the Code.

**Material Included.** All legislation of a general and permanent nature, passed in final form by the City will be included in the Code. MCC prefers the material in an editable electronic form, and will rely upon the electronic media during the supplementation process when furnished electronically, unless otherwise instructed. However, materials are not required to be furnished in electronic form and can be provided via fax or printed copy. All material received by MCC will be acknowledged via e-mail or the postal service. Research of minutes can be provided as agreed upon by the City and MCC.

**Editorial Work.** The Supplement editorial team, consisting of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. MCC will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency in the Code. The team will also update the Table of Contents, catchlines, reference tables and index. Additionally, an instruction sheet will be created to advise how to insert and remove pages. A Checklist of Up-To-Date pages will be created to indicate the most recent source from which each page in the Code is derived. Editorial notes will be appended to sections that require additional explanation. A separate Supplement will be created for any pamphlets derived from the Code.

**Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages on acid-free paper. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. A Supplement for each printed Code is included in the base page rate. We are pleased to announce that Mac Papers is now chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

**Electronic Code.** The Code on the Internet service is provided for an annual fee. The Code formatted in PDF is provided upon completion of each supplement. Additional products are available – prices and information will be provided upon request.

**Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, Folio, PDF, etc.) can be provided on their own schedule, or accompany Printed Supplements. Electronic Updates appear in the proper place and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge.

**Schedule.** Amendments are provided on a schedule designed to meet the needs of the City, currently on a monthly print schedule. The schedule can be weekly, biweekly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

**New Ordinances on the Web (N.O.W.).** MCC can post the ordinances passed in between Printed Supplements or Electronic Updates on our website. The ordinances are posted as part of the Preliminaries and also show in the electronic Table of Contents. Once the posted ordinances are incorporated into the Code, they are removed from the website. We recommend the City send legislation in an editable format via email for inclusion in the Code. This allows the legislation to be searchable on the Internet site along with the Code.

**Delivery.** Printed Supplements to the Code and pamphlets, if ordered, will be delivered in bulk to the City, unless the City chooses to utilize MCC's Distribution Services. The website will be updated upon shipment of the printed supplement or as Electronic Updates are delivered.

# SUPPLEMENTATION QUOTATION SHEET FOR CITY OF HENDERSON, NEVADA FOR CODE PUBLISHED BY LEXIS NEXIS

## Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column, 11-point, Times New Roman font	\$20.00 per page

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions<sup>1</sup>, (e.g. CDs and Internet)
- Printing<sup>2</sup> 100 Supplements

### Additional Services that apply to Supplement Service

- Graphics, each \$15
- Color graphics, each (includes printing) \$25
- Code on the Internet, per year \$500
- New Ordinances on the Web, per ordinance \$25
- Full Publication Adobe PDF, per supplement No Charge
- Freight Actual freight
- State Sales Tax If applicable

### Payment for Supplement and Additional Services

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

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and be in full force and effect until the new Code ships. 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.

<sup>1</sup> We do not charge a per page rate for updating CDs or the Internet – this is included in the supplement per page rate.

<sup>2</sup> MCC uses only acid-free paper.

## **PART TWO: SCOPE OF WORK REFORMATTING PROJECT AND FUTURE SUPPLEMENT SERVICE**

**MUNICIPAL CODE CORPORATION**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCC, hereby offers to perform reformatting services for the **CITY OF HENDERSON, NEVADA**, hereinafter referred to as the City.

**Reformat.** With reformatting, Code pages are repaginated and reprinted. Reformatting results in a Code with a stylistically consistent and professional appearance in a short amount of time. Reformatting includes incorporating amendatory ordinances; removal of supplement numbers; updating of preliminary pages (title page, officials' page and preface); new page numbers; and printing new books. Reformatting does not include updating state law references; proofreading or key capping; renumbering chapters; reorganizing content; or updating the index.

**Zoning Ordinance.** We offer to review the Zoning Ordinance and amendatory ordinances and submit recommendations as to numbering consistency and possible reorganization.

**Preparation.** We would appropriately mark the copy submitted, thereby designating the styles of type and page format. The City can choose to have the Zoning published in single column or double column format. We recommend that the Zoning Ordinance be published in single column format, as graphic-intensive documents are easier to read in single column format.

**Removal of Obsolete Zoning Title.** Title 19 and all associated pages (e.g. index pages) will be removed and replaced with the new Zoning Ordinance.

**Index.** We will prepare a comprehensive general word Index for the Zoning Ordinance.

**Table of Amendments.** We will establish a Table of Amendments for listing all future amendments and their disposition.

**Typesetting and Printing.** The format of the page is designed to accommodate the maximum amount of material. The type is easy-to-read and includes special typefaces such as boldface and italics to provide eye appeal and readability.

**Proofs.** A set of proofs will be provided to the City for review prior to final printing.

**Binding.** The Code will be expanded to two volumes and 100 three-inch three-post binders will be provided.

**Schedule.** Proofs will be delivered approximately three to four months after receipt of the signed Quote Sheet and final product delivered approximately one to two months after return of the Proofs.

**Electronic Media.** Once the project is completed, MCC can provide the publication in electronic media. It will be furnished on CD in PDF, unless otherwise noted.

**Internet Connection.** The Zoning Ordinance will be hosted on MCC's web site as part of the City's Code.

**Supplement Service.** MCC will include future amendments to the Zoning Ordinance in future supplements. The Index and Tables would also be updated. The cost for publishing the Supplements is on a straight per page basis with no annual or minimum charge. Supplements may be published on a schedule to meet the requirements of the City, which is currently set up for a monthly schedule.

**Electronic Supplementation.** If you choose to receive the publication electronically, MCC can provide the Supplements electronically on a schedule to meet your needs, e.g. monthly or bimonthly. You may choose to have printed Supplements published less frequently. The electronic media will reflect the entire publication as updated through the most recent ordinance. The benefit of electronic supplementation is that it eliminates the need to insert the printed Supplements and it allows for a quicker update.

**Reprints.** Selected Chapters, or combinations of Chapters, may be reprinted for distribution. Pamphlets are provided separately based upon the then-current price list. They can be provided with binders, paper covers, tabs, and all other standard publishing options. MCC can also provide these to subscribers.

**Supplement Service.** The supplementation process includes incorporating and indexing the ordinances, updating the Code tables and the Checklist of Up-to-Date Pages, creating an instruction sheet and printing copies of the Supplement for insertion into the Code.

Any ordinances adopted during one month will be included in the Code the next month, e.g. ordinances adopted in July will be included in the Code in August; however, if there are only have one (1) or two (2) resolutions, MCC will notify the City to either hold or proceed with the publication of the supplement.

**Multiple Code Search (MCS).** The subscription-based MCS service provides a search tool for single or MULTIPLE Codes in a state; individual and multiple user licenses are available. For more information, go to <http://www.municode.com/services/MultipleCodeSearch.asp>.

**PROFESSIONAL SERVICES QUOTATION SHEET<sup>3</sup> -  
REFORMATTING AND FUTURE SUPPLEMENTS FOR  
CITY OF HENDERSON, NEVADA**

☐ **REFORMATTING OF CODE<sup>4</sup>**

Base cost includes \$1,400

- Multiple Code Search Service (one year)
- Updating preliminary pages and tables
- Repagination
- 791 11-point single column pages
- Printing 50 copies
- Code on the Internet (existing order)
- Code on CD in PDF (existing order)

Does not include:

- Reorganizing Code content
- Renumbering Code chapters

Pages in excess: 100 pages at \$2 per page \$200

**PUBLICATION OF ZONING ORDINANCE**

Base cost includes \$12,325

- Editorial review
- Graphics
- 531 11-point single column pages
- Printing 50 copies
- 100 three-post binders
- 50 sets of tabs

**Payment for Reformatting with New Zoning** – costs may be budgeted over two fiscal years.

- Execution of Agreement \$8,200
- Upon delivery Balance

**ZONING PAMPHLETS (REPRINTS), with paper covers<sup>5</sup>**

- 50 copies \$2,128

<sup>3</sup> Applicable sales taxes and actual shipping charges will be added.

<sup>4</sup> MCC uses only acid-free paper.

<sup>5</sup> Prices based on 531 pages; excess pages at additional cost.

# PROFESSIONAL SERVICES QUOTATION SHEET<sup>6</sup> CONTINUED - REFORMATTING AND FUTURE SUPPLEMENTS FOR CITY OF HENDERSON, NEVADA

## Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column, 11-point, Times New Roman font	\$19 per page

## Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions<sup>7</sup>, (e.g. CDs and Internet)
- Printing 0 copies – providing PDF of Supplement & PDF of entire Code on CD
- Monthly supplements to Code of Ordinances

## Additional Services that apply to Supplement Service

- |  |                |
|--|----------------|
| • Black and White Graphics, each             | \$15           |
| • Color graphics, each (includes printing)   | \$25           |
| • Freight                                    | Actual freight |
| • State Sales Tax                            | If applicable  |
| • Code on Internet, per year                 | \$500          |
| • Updated PDF                                |                |
| • PDF of entire Code                         | No Charge      |
| • PDF of Supplement                          | No Charge      |
| • Multiple Code Search, after the first year | \$200          |
| • Link to Ordinances Pending Codification    | No Charge      |

<sup>6</sup> Applicable sales taxes and actual shipping charges will be added.

<sup>7</sup> We do not charge a per page rate for updating CDs or the Internet – this is included in the supplement per page rate.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and be in full force and effect for a period of one year. 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.

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

Submitted by:

**MUNICIPAL CODE CORPORATION**

MCC Officer:

Title:

Witness:

Date:

Accepted by:

**THE CITY OF HENDERSON, NEVADA**

By:

Title: City Clerk

Witness:

Date:

October 11, 2010