To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Mark Numainville, City Clerk


RECOMMENDATION
Adopt a Resolution authorizing the City Manager to amend Contract No. 9541 with Code Publishing Company for code publishing services for the Berkeley Municipal Code, increasing the contract by $49,500 for a total not to exceed amount of $99,000, and extending the contract to December 21, 2022.

FISCAL IMPACTS OF RECOMMENDATION
This amendment will add $49,500 to the City’s existing contract for code publishing services. Funds are allocated in the General Fund budget in the amount of $9,900 per year for five years (010-2002-410-3038). This contract amendment has been entered into the City’s contract management database and assigned CMS No. H82LD.

CURRENT SITUATION AND ITS EFFECTS
Code Publishing Company provides the City with code publishing services for the City Charter and Berkeley Municipal Code (Code). These services include codification of ordinances into the existing Code, electronic publishing of the Charter and Code on the City’s website, internet services to support the electronic Code, and supplement services for updating the hardcopy Code book. The Code and Charter are presently approximately 2,400 pages.

The existing contract expires on May 1, 2018, and this request will allow for continued code publishing services from Code Publishing Company through December 21, 2022.

BACKGROUND
The City Clerk Department is responsible for the processing of ordinances adopted by the City Council, and ensuring the maintenance and updating of the Code and Charter. In 2008, staff reviewed proposals for code publishing services, including the full conversion of the print and electronic Code. Code Publishing Company was selected and worked with staff to both convert the electronic code to an HTML format online that allowed users to search, read, and print information more easily, as well as manage the conversion and reformattting of the hardcopy Code book. The project also entailed on-
going incorporation of adopted ordinances into the Code, including maps, diagrams, charts, and tables, as well as maintenance of a general alphabetical subject index.

In 2013, the City released Request For Proposal Specification No. 14-10810 for code publishing services. A panel of City staff performed a review of the submitted proposals and selected Code Publishing Company based on their ability to best meet the selection criteria, including technical ability to perform the service, references and customer service, and turnaround time of service provided. The Code Publishing Company proposal addressed all of the criteria and the panel found them to be qualified and the best selection, resulting in the execution of Contract No. 9541.

ENVIRONMENTAL SUSTAINABILITY
Code Publishing Company maintains the electronic version of the Code on the City’s website. The electronic Code is updated as ordinance become effective, features robust search capabilities, and provides users with the option of viewing and printing the Code by title, chapter or section. The electronic version of the Code has reduced printing requirements, as users are able to access the Code from electronic devices and selectively print on an as-needed basis.

RATIONALE FOR RECOMMENDATION
For ten years, Code Publishing Company has provided the City with a high level of customer service and competitive pricing. Code Publishing Company provides highly detailed editing and proofreading services, management of complex Code organization, and modern online features including a frameless interface for better ADA compliance, advanced searching tools, and compatibility with mobile devices.

ALTERNATIVE ACTIONS CONSIDERED
No alternative actions need to be considered at this time. Maintaining the hardcopy and electronic Code requires a high level of technical and editorial expertise. Staff recommends a contract for this specialized service, as it will allow for Code maintenance and updates in a timely and cost-effective manner.

CONTACT PERSON
Rose Thomsen, Deputy City Clerk, (510) 981-6900

Attachments:
1: Resolution
RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 9541 AMENDMENT: CODE PUBLISHING COMPANY FOR BERKELEY MUNICIPAL CODE PUBLISHING SERVICES

WHEREAS, the City Clerk Department is responsible for the processing of ordinances adopted by the City Council, and ensuring the maintenance and updating of the Berkeley Municipal Code and City Charter; and

WHEREAS, in 2008, staff reviewed proposals for code publishing services, including the full conversion of the print and electronic Code, and executed Contract No. 7820 with Code Publishing Company; and

WHEREAS, in 2013, the City released Request For Proposal Specification No. 14-10810 for code publishing services and a panel of City staff selected Code Publishing Company based on their ability to best meet the selection criteria, resulting in the execution of Contract No. 9541; and

WHEREAS, Code Publishing Company continues to provide the City with a high level of customer service and competitive pricing; and

WHEREAS, funds in the amount of $49,500 are allocated in the General Fund budget in the amount of $9,900 per year for five years (010-2002-410-3038), and this contract amendment has been entered into the City’s contract management database and assigned CMS No. H82LD.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 9541 with Code Publishing Company for Berkeley Municipal Code publishing services, increasing the contract by $49,500 for a total not to exceed amount of $99,000, and extending the contract to December 21, 2022.