

EXHIBIT "A"
SCOPE OF WORK

I. THE CONTRACTOR SHALL:

A. EDITORIAL ANALYSIS

1. Examine the ordinances and other legislative material as submitted by the Municipality.
2. Incorporate those materials to be included in the Code of Ordinances according to the subject matter in the existing code, or where there is no existing legislation on the subject, at a logical location in the Code. The Code is two volumes (Volume 2 contains Land Usage).
3. Make necessary changes in wording of the materials to bring about uniformity of style and to correct typographical errors;
4. Prepare a legislative history of each affected section citing the ordinance or resolution number and date of passage of the ordinance or resolution;
5. Revise or make additional entries to chapter summaries, tables of special ordinances, cross-reference tables, and general index as necessary to reflect the incorporation of additional, changed or deleted material.
6. Images, including text embedded in the images, cannot be altered by the Contractor. New images would need to be provided by the Municipality if there are changes needed to existing images in the Code.

B. PRINTING

Deliver to the Municipality 40 printed copies of supplemental pages for the Code of Ordinances Volume 1, and 52 printed copies of supplemental pages for Volume 2 (Land Usage Code). The printing, format, page size, and paper stock will match that of the Municipality's present code. An instruction sheet for directing the placement of the new pages will be provided. Printed updates shall be issued approximately every two months.

C. SHIPPING AND DELIVERY

The Contractor shall ship by common carrier, the number of supplements ordered and the Municipality may direct that different portions of the shipment be made at various locations within the municipality at no additional cost.

D. FOLIO AND INTERNET CODE VERSIONS

In addition to updating the printed version of the code book, the Contractor shall incorporate supplement changes into the Folio and Internet versions of the code. The online code shall be updated as ordinances are adopted and provided by the Municipality to the Contractor.

II. THE MUNICIPALITY SHALL:

Provide a copy of the ordinances or resolutions passed subsequent to publication of the previous Code supplement;

III. RATES OF SERVICE:

For main editing: To update the Code of Ordinances Volume 1 (dual column pages) the fee of \$20.25 per re-printed page plus Shipping and Handling charges (includes printing).

For main editing: To update the Code of Ordinances Volume 2 (single column pages) the fee of \$17.90 per re-printed page plus Shipping and Handling charges (includes printing).

For Folio/Internet Editing, the fee of \$1.95/page in addition to main editing fee, with maximum charge of \$295 per supplement.

For Hosting of Code online (both volumes online) an annual fee of \$450.

For Ordinance History Links in the online Land Usage Code (links to original ordinances as listed in the history following code sections), the fee of \$8 per ordinance linked.

For New Ordinance Notification in the online Code (a notice posted at the beginning of the code chapter or section with a link to the ordinance that will amend that chapter or section), the fee of \$200 per year.