

Grant Recipient Letterhead

INVITATION FOR BID PROPOSAL FOR CITY/COUNTY CODIFICATION OF ORDINANCES

The City/County of _____ is applying for a Local Records Program grant from the Kentucky Department for Libraries and Archives for the purpose of formulating and codifying the city's/county's ordinances.

The city/county solicits firm, not-to-exceed price proposals from codification services providers approved by the Kentucky Department for Libraries and Archives to complete the project described herein.

The City/County of _____, with a population of _____, currently has approximately ordinances (and other legislative actions affecting the citizens at large), containing _____ pages.

The city/county desires the production of a Code of Ordinances that includes:

- 1) All ordinances required by Kentucky Statutes for a _____ city; (first class or home rule)
- 2) Sample drafts of ordinances covering the specific topics checked on the list on project description of this document;
- 3) Currently effective legislative actions of the city/county which do not fit into either of the categories in Items One and Two above and which are specifically applicable to the city/county.

NOTE: Ordinances of this nature enacted after the Invitation for Bid Proposal date are not part of this project and will be added as a supplement to the code at the city's/county's expense.

It is the city's/county's intention, following successful completion of this project, to repeal all previous ordinances or legislative actions covering codified subject matter and adopt by reference the Code of Ordinances produced by this project as its entire body of law.

The successful offerer will:

- 1) Provide drafts of new ordinances needed as listed above;
- 2) Review all of the city's/county's currently effective legislative actions (ordinances, motions, resolutions, etc.), as submitted by the city/county, to provide an opinion on their relevance, consistency with state and federal law, accuracy, and adequacy;
- 3) Provide all needed editorial corrections including re-drafts of ordinances to correct problems noted in Item Two above;
- 4) Provide these services following the steps outlined in the Kentucky Department for Libraries and Archives' revised Codification Steps Policy for Cities memorandum, dated December 5, 2000;
- 5) **Provide services or materials within the term of the grant following the beginning of the FY _____ and subsequent availability of state funds;**
- 6) Perform all work in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives; and
- 7) Agree that the offer will be valid through _____.

Written notification, from this city/county of the selection of a bid proposal **and** the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds. The city/county shall incur no obligation for the preparation of any proposal and reserves the right to reject any and all proposals submitted in response to this invitation.

Written proposals must be received no later than _____ to be considered.

Signature/Title

Printed Name

Date