

McLean County Fiscal Court

Curtis Dame, McLean County Judge-Executive

cdame@mcleanky.com



Wendy M. Clark, Judge-Executive Assistant/Fiscal Court Clerk

wclark@mcleanky.com

INVITATION FOR BID PROPOSAL FOR MCLEAN COUNTY CODIFICATION OF ORDINANCES

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

The County of McLean, with a population of 9500, currently has approximately 900 ordinances (and other legislative actions affecting the citizens at large) containing 3,000 pages.

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

- 1) All ordinances required by Kentucky Statutes for a home rule city/county; (first class or home rule);
- 2) Sample drafts of ordinances covering the specific topics checked on the list on project description of this document; and
- 3) Currently effective legislative actions of the county which do not fit into either of the categories in Items One and Two above, and which are specifically applicable to the 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 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 county's currently effective legislative actions (ordinances, motions, resolutions, etc.), as submitted by the county, to provide an opinion on their relevance, consistency with state and federal law, accuracy, and adequacy;
- 3) Provide all needed editorial corrections including redrafts 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 2022 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 December 31, 2021.

Written notification, from this 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 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 February 25th, 2021 to be considered. A copy of the bid specifications attachment is enclosed.

Wendy M. Clark / Fiscal Court Clerk Wendy M. Clark

Signature/Title

Printed Name

1/25/21

Date

P.O. Box 127
Calhoun, KY 42327
270-273-3213

Scope of Services for McLean County Ordinance Codification

I. THE COUNTY SHALL:

- (1) The County will provide clear copies of all materials necessary to perform the codification, including an up-to-date copy of any previously published code of ordinances, copies of ordinances and resolutions not previously codified.**

II. THE PUBLISHER SHALL:

- (1) Examine the County's prior code of ordinances and all ordinances or resolutions provided by the County and determine which materials are to be codified.**
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the County attorney.**
- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.**
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the County Attorney.**
- (5) Prepare:**
 - a. Title, chapter, section headings.**
 - b. A table of contents and sectional analysis for each chapter.**
 - c. A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.**
 - d. Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.**
 - e. A table of contents and sectional analysis for each chapter.**
- (6.) Codification of Code to be delivered to McLean County in printed format and electronic searchable format.**