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Range of Dates: 01/01/23 to 01/15/25

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P.O. No.	Order Date	Description	P.O. Total	Void Total	Status
24-00007	10/01/23	municode meetings ultimate ann	4,347.00	0.00	CLOSED
24-00481	12/31/23	MUNICODE ADMIN FEE/HOST SUBSCR	1,275.00	0.00	OPEN
24-00669	12/17/23	social media archiving subscrip	7,188.00	0.00	OPEN
25000043	10/01/24	MUNICODE MEETINGS/HUB STAND AL	4,564.35	0.00	OPEN
25000151	11/01/24	municode admin support fee	1,338.75	0.00	OPEN
		Grand Total:	18,713.10	0.00	

**CivicPlus**302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

<b>Quote #:</b>	Q-27877-1
<b>Date:</b>	8/4/2022 2:13 PM
<b>Expires On:</b>	11/2/2022
<b>Product:</b>	CivicClerk

**Client:**  
Dundee FL - CivicClerk**Bill To:**  
DUNDEE, FLORIDA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Gregg Huggins	x(850) 518-2797	ghuggins@civicplus.com		Net 30

## CivicClerk - Statement of Work

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Municode Meetings Ultimate Annual	Municode Meetings Ultimate Annual	Renewable
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Municode Meetings Ultimate – One-Time Build Cost	Municode Meetings Ultimate – One-Time Build Cost	One-time
1.00	Municode Meetings Hub Stand Alone Purchase	Municode Meetings Hub Stand Alone Purchase	Renewable
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable

List Price – Year 1 Total	USD 5,096.76
Total Investment - Year 1	USD 4,140.00
Annual Recurring Services - Year 2	USD 4,347.00

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term from signing through September 30, 2023 ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. **The Total Investment - Year 1 will be invoiced on October 1, 2022. Client will pay all invoices within 30 days of the date of invoice.**
4. **Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service.**
5. **Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.**
6. **The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.**
7. **Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.**
8. **Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.**

**Signature Page to follow.**

**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By: Jenn Garcia  
Name: Jenn Garcia  
Title: Asst. Town Manager / Town Clerk  
Date: 08/22/2022

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



Contact Information

Organization Dundee Florida

URL <https://townofdundee.com/>

Street Address 202 East Main Street

Address 2

City Dundee

State FL

Postal Code 33838

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone Jenn Garcia 863-438-8330 x258, 863-270-1620

Emergency Contact & Mobile Phone Melissa Glogowski, x238, 863-344-9504

Emergency Contact & Mobile Phone Trevor Douthat, x221, 863-270-1619

Billing Contact Eneida Padilla, E-Email AP@TownofDundee.com

Phone 863-438-8330 x253 Ext. Fax 863-438-8339

Billing Address PO Box 1000

Address 2

City Dundee

ST FL

Postal Code 33838

Tax ID # 59-6000309

Sales Tax Exempt # 85-8012740103C-9

Billing Terms Annual

Account Rep

Info Required on Invoice (PO or Job #)

Contract Contact Jenn Garcia

Email JGarcia@TownofDundee.com

Phone 863-438-8330 ext. 258

Ext.

Fax

Project Contact Jenn Garcia

Email JGarcia@TownofDundee.com

Phone 863-438-8330 ext. 258

Ext.

Fax



# municode

Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

February 30, 2015

Ms. Deena Ware, MPA  
Assistant Town Manager/Town Clerk  
Town of Dundee  
202 East Main Street  
Dundee, FL 33838

Sent Via Email: [dware@townofdundee.com](mailto:dware@townofdundee.com)

Dear Ms. Ware:

Thank you for speaking with our Sales Representative, Alicia Bywaters, regarding the Town's Code of Ordinances. Pursuant to your conversation with Alicia and upon review of the two additional ordinances received, we are pleased to update and resubmit our proposal as outlined below.

**Republication.** In addition to updating the text, Index and tables of the Code to reflect the new ordinances, the preliminary pages of the Code will be appropriately updated. The updated volume will be repaginated, eliminating short pages with blank backs and supplement number designations from the volume. Proofs will be provided for review prior to printing the new Code volumes.

The republication project does not include reorganizing Code content, renumbering Code chapters or proofreading unamended Code text. Code pages that are not impacted by the inclusion of an ordinance or by the inclusion of a current state law reference (see below) will be printed with no substantive changes.

**State Law References.** Since state statutes undergo constant revision, the state law citations in the footnotes of your Code become out-of-date simply through the passage of time. One of our staff attorneys can perform the research required to identify and update footnote state law references. This process will not identify conflicts and inconsistencies between the Code and state statutes, nor within the Code itself, but will simply ensure that the state law references in footnotes are accurate and up-to-date. We will not review the internal state law references within sections. We would recommend you review those and advise us of the changes. You can also choose to remove all state law references in footnotes or leave them as is. Please select one of these options on our quotation sheet.

**Electronic Media.** The orders for the Code on Internet and the LDC formatted in PDF will carry over to the republished Code. Additionally, the Code will be furnished in any electronic medium and format (HTML, WORD-DOCX, or integrated with search engine, etc.) as selected by the Town. We have also included an option to utilize our online bundled service, MyMunicode.

**Distribution Services.** With Municode as Total Code Administrator (TCA), we provide inventory for sale (Codes and/or reprint pamphlets) and we provide all services for outside subscribers. The TCA service is provided at no cost to you and totally at our expense.

**Supplement Service.** Supplementation of the Code will resume upon shipment of the new volume. In addition to providing traditional supplements, we offer an alternative supplementation option to those who receive their Code electronically – electronic updates provide current electronic data without preparing paper supplements.

We also offer a variety of specific publication schedules – a specific supplement publication schedule helps to ensure that supplements are provided regularly and it simplifies the transmission of ordinances. With a schedule in place, ordinances can be sent as enacted and we hold them in our files until it is time to proceed with work on the next scheduled supplement.

Our records currently reflect an annual schedule (October) for publication of supplements to the Code. The schedule can be adjusted, as needed, to reflect current needs.

If you have questions, or should you desire additional information, contact Steffanie, via e-mail at [info@municode.com](mailto:info@municode.com). Municode values its relationship with the Town and appreciates every opportunity to be of service.

Sincerely,

Dale Barstow  
Vice President – Sales

# PROFESSIONAL SERVICES QUOTATION SHEET <sup>1</sup> - TOWN OF DUNDEE, FLORIDA

**REPUBLISHING THE CODE, Base Cost Includes:**

- Incorporation of Ordinances (07-28; 08-02; 08-12; 08-14; 08-15; 08-18; 09-12; 10-01; 10-02; 10-04; 11-01; 11-03; 11-04; 11-07; 12-12; 12-14; 12-15; 12-196; 12-17; 12-20; 12-21; 13-03; 13-05; 13-07; 13-08; 13-09; 13-10; 11; 14-01; 14-02; 14-03; 14-04; 14-05; 14-06; 14-07; 14-08; 14-09; 14-10; 14-11; 14-12; 14-14; 14-15; 14-16 & 14-17,
- Removal of supplement numbers;
- Updating of preliminary pages (title page, officials' page, and preface);
- Repagination;
- Graphics<sup>2</sup> & Tabular<sup>3</sup> matter;
- Updated Index;
- Proofs<sup>4</sup>;
- Printing 13 copies with tabs<sup>5</sup>;
- 30 NOW postings;
- LDC formatted in Adobe PDF via download (existing order);
- Code posted online (existing order) or MyMunicode<sup>6</sup>;
- Base number of pages, 862 single column, 8 1/2 x 11 inches, 10-point New Century Schoolbook font

**Base cost does not include:**

- Reorganizing, renumbering or legally reviewing Code content
- Adding ordinances to the Code not listed under Base Cost<sup>7</sup> \$16
- Pages in excess of the base, per page \$25
- Additional NOW postings not listed under Base Cost, per ordinance
- New Binders
  - 3-post expandable binders, \$50 each qty \_\_\_\_\_ \$ \_\_\_\_\_  
*Select Binder color:* (Semi-Bright Black, Burgundy, Dark Blue, Hunter Green)  
*Select Stamping color:* (Gold, Silver, White)
  - 3-ring leatherette binders, \$40 each qty \_\_\_\_\_ \$ \_\_\_\_\_  
*Select Binder color:* (Semi-Bright Black, Burgundy, Dark Blue, Hunter Green)  
*Select Stamping color:* (Gold, Silver, White)
  - 3-ring (white with insert) binders, \$18 each qty \_\_\_\_\_ \$ \_\_\_\_\_
- Freight
- Sales Tax, if applicable

**Please check one option for State Law Reference Footnotes:**

- Updating State Law Reference Footnotes (internal citations not changed) \$865
- Removing State Law Reference Footnotes (internal citations not changed)
- Leaving State Law Reference Footnotes as they are in the Code (internal citations remain the same)

**Electronic Code Options - data provided via ftp unless requested otherwise**

- WORD (DOCX)/HTML/XML (entire Code), initially \$150
- Folio, initially \$295

**Payment for Republication:**

- Due Upon Execution of Agreement \$7,330
- Due Upon Submission of Proofs \$5,865
- Upon Completion of Project Balance

<sup>1</sup> Applicable sales taxes and actual shipping charges will be added.

<sup>2</sup> Includes printing all copies. Additional fee if graphics are printed in color.

<sup>3</sup> Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>4</sup> If proofs are not returned in a timely manner, we will invoice for the balance due on the project. Once proofs are returned, we will correct, print and ship the new volumes as quickly as possible thereafter. Additional charges may apply if ordinances are added to the proofs.

<sup>5</sup> Municode uses only acid-free paper.

<sup>6</sup> Per selections on page 4.

<sup>7</sup> New ordinances may be added, but will be charged at \$23.70 per affected page. This fee applies even if base page allowance is not exceeded. An estimate will be provided upon request.

## SUPPLEMENT SERVICE QUOTATION SHEET FOR TOWN OF DUNDEE, FLORIDA

### Supplement Service Base Page Rate<sup>8</sup>

Page Format	Base Page Rate
Single Column	\$18.70 per page

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Updating the Index
- Schedule as selected by Client<sup>9</sup>
- Updating Electronic versions<sup>10</sup> and Internet
- Printing<sup>11</sup> 13 copies

### Base page rate excludes

- Freight, prebilled
- State Sales Tax
- Graphics<sup>12</sup> & Tabular<sup>13</sup> matter, per graphic or table
- Code on the Internet
- Electronic delivery via FTP or Download, per delivery<sup>14</sup>

Actual freight  
If applicable  
\$10  
Per Selections on Page 4  
\$75

### Payment for Supplements and Additional Services:

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

<sup>8</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

<sup>9</sup> Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

<sup>10</sup> We do not charge a per page rate for updating the internet or electronic versions; however a handling fee is charged for the electronic versions.

<sup>11</sup> Municode uses only acid-free paper.

<sup>12</sup> Includes printing all copies. Additional fee if graphics are printed in color.

<sup>13</sup> Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>14</sup> "delivery" is defined as delivering electronic data available to the Town via download (FTP). Fee applies whenever updated content is delivered via one of the above-defined products.



## WEB HOSTING QUOTATION SHEET FOR TOWN OF DUNDEE, FLORIDA

If the Town is interested in bundling the Code online features into one annual, fee please review the options below.

All of the following features would be included if the Town upgraded to MyMunicode for only \$250 more per year!

- MyMunicode<sup>15</sup> includes** the following: \$1,100 annually<sup>16</sup>
- i. Code on the Internet
  - ii. CodeBank
  - iii. OrdBank (includes NOW)
  - iv. MuniPRO – 1 license
  - v. Custom Banner

In lieu of purchasing the above package, the Town can purchase each item a la carte or additional services can be added to the bundled MyMunicode package listed above:

- **Existing Order – Code on Internet with CodeBank** (invoiced annually each October) \$700
- **Existing Order – NOW postings** (6 ordinances per year on average x \$25) \$150
- Total** **\$850**
  
- MuniPRO** (annually) \$295
- Custom Banner** (onetime fee) \$250
- CodeBank Compare<sup>17</sup>** (annually) \$250
- MuniDocs** Quotation Upon Request

### ORDINANCES PENDING CODIFICATION (Only select one option below if purchasing products a la carte)

#### Option 1) NOW/OrdBank (Upgrade from the current NOW service)

- Per ordinance fee (6 ordinances averaged per year x \$35 = \$210) \$35
- Flat annual fee (recommended if MyMunicode is not selected) \$175

#### Option 2) OrdBank + OrdLink

- Per ordinance fee (6 ordinances averaged per year x \$60 = \$360) \$60
- Flat annual fee (recommended if MyMunicode is not selected) \$275

<sup>15</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.  
<sup>16</sup> Total Value if each item purchased a la carte would be \$1,455 per year with an average of 6 ordinances adopted annually.  
<sup>17</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare technology.

## MUNICODE'S WEBSITE SERVICES DEFINED

### Code on Internet.

- ☞ Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows;
- ☞ Save as Word/RTF;
- ☞ Saved Searching;
- ☞ Print and Email: Print, Save, Email one or more Sections, Chapters and whole Titles;
- ☞ Internal Linking within the Code where cited;
- ☞ Mouseover Preview (or Pop ups);
- ☞ Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- ☞ Pinpoint Searching: Ordinance searching included, search one or more Sections, Chapters & whole Titles;
- ☞ Scrolling Tables and Charts: Header stays fixed while you scroll through the table/chart;
- ☞ GIS - Municode can provide a permalink to any code section and assist staff to create a link from their GIS system to relevant code sections.
- ☞ Collapsible TOC (Frameless Version);
- ☞ In-line Images and PDFs;
- ☞ Current Location Status Banner (breadcrumb trail) present while searching Code;
- ☞ Server Stability and Disaster Recovery Plan;
- ☞ **Co-Location in Atlanta, Georgia: only Codification Company to have geo-redundant servers in multiple states;**
- ☞ Phone, email and Web support for Citizens and Staff: 24 hour email response; Phone support from 8:00 am to 8:00 pm Eastern Standard Time.

**OrdBank.** Creates a permanent, online collection of all ordinances sent to Municode. Prior to incorporating the ordinances into your Code via supplementation, the ordinances will be posted on your landing page for easy access. Once codified, each ordinance History Note is hyperlinked to the actual ordinance as enacted. OrdBank saves you valuable time and money by enabling you, your staff and your citizens to gain instant access to your ordinances by simply clicking the history note.

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, OrdLink hyperlinks newly adopted ordinances to the section being amended. Linked sections are highlighted in the Table of Contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into the Code, they are added to your OrdBank and hyperlinked to your History Notes. For the linked ordinances to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable.

**CodeBank.** Creates a permanent, online collection of all past versions of your Code. CodeBank enables your online users to easily access previous versions of your Code. The historic version of your Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. For your convenience, when a previous version of your Code is selected, users are alerted that they are looking at an older version of your Code.

**CodeBank Compare.** This service provides the users the ability to select a past version of the online Code and compare it to any other version of the Code each time the Code is updated. The differences will be shown via Highlights (added material) or Strikethrough (deleted material).

**MuniDocs.** Enables staff to send material of your choosing directly to Municode to upload documents to your online Code. Let Municode do all the work and upload the versions of Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents to be posted alongside your Code and will be fully searchable, filterable for ease of use.

**MuniPRO.** MuniPro Searching allows you to search all of the Codes we host (the entire country, a single state, or individually selected Codes of your choosing). MuniPro Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. There is a per annum fee for this premium service; User Name and Password required. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ☞ **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire U.S.! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ☞ **MuniPRO Favorites.** Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from your Dashboard.

- ⦿ **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your Dashboard.
- ⦿ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

**Custom Banner.** Municode will customize the look and feel of your Code on municode.com to more closely match the City's web site. This is accomplished by posting a banner image over the top portion of our site.

**Mobile Friendly Site.** The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

**Email (from the Web).** Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

**Print or Save.** Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

**Internal Cross Reference Linking.** Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

**Mouseover (cluetips).** Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

**Static Linking to your Code.** Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

**Pinpoint Searching.** Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

**Scrolling Tables and Charts.** The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

**GIS.** Municode can provide a permalink to any code section and assist staff to create links from their GIS system to relevant code sections.

**Collapsible TOC.** The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item. *This feature is included in your annual Internet fee.*

**In-line Images & PDFs.** Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

**Internet Stability.** Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.



# municode

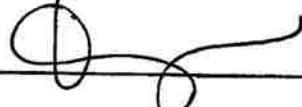
Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

Submitted by:

**MUNICIPAL CODE CORPORATION**

Municode Officer: 

Title: President

Witness: 

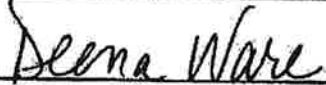
Date: 2/12/15

Accepted by:

**TOWN OF DUNDEE, FLORIDA**

By:  RYAN J. TAYLOR

Title: TOWN MANAGER

Witness: 

Date: 2.11.2015

