

AGREEMENT NO. 25-164

AMENDMENT #1

Original Agreement	EO-23-29
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**AMENDMENT TO COUNTY OF MENDOCINO
AGREEMENT NO. EO-23-29**

This Amendment to Agreement No. EO-23-29 is entered into by and between the **COUNTY OF MENDOCINO**, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and **CIVICPLUS, LLC.**, hereinafter referred to as "CONTRACTOR," the date this Amendment is fully executed by all parties.

WHEREAS, Agreement No. EO-23-29 was entered into on January 20, 2023 (the "Agreement"); and

WHEREAS, upon execution of this document by COUNTY and CONTRACTOR, this Amendment will become part of the Agreement and shall be incorporated therein; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to clarify that the Initial Term of the Agreement as stated in Agreement No. EO-23-29 is January 20, 2023, through January 19, 2026; and

WHEREAS, COUNTY allocated \$24,000 for services provided through January 19, 2026, specific to annual Full-Service Supplementation Subscription fees; and

WHEREAS, in addition to invoices for annual Full-Service Supplementation Subscription fees under the Agreement, COUNTY received and paid for invoices from CONTRACTOR for Municode pages, Municode electronic media options, annual online code hosting, and related late fees, as shown in Attachment A, attached hereto and incorporated herein by this reference; and

WHEREAS, the invoices for Municode Pages, Municode electronic media options and annual online code hosting were based on prior agreements or instruments between Municode and the COUNTY but inadvertently paid for by COUNTY out of funds allocated for the Agreement; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to amend the Agreement to add Attachment A to the Agreement as an additional Statement of Work; and

WHEREAS, it is also the desire of COUNTY and CONTRACTOR to amend the Agreement to add an Attachment B, CivicPlus, Multiproduct - Statement of Work – Year 3, for the period of January 19, 2025 through January 30, 2026, stating the amount to be paid for the Full-Service Supplementation Subscription for said time period to be \$6,969.90, adding the Online Code Hosting Premium Bundle to the Agreement for an

additional \$1,951.43, providing for the renewal of these services on an annual basis, with annual increases set at five percent (5%), and providing that the Agreement, as amended by Attachment B, supersedes and replaces all prior agreements with or instruments under which CONTRACTOR or its predecessors were receiving payments with respect to code publication services provided by CONTRACTOR or its predecessors; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to increase the total contracted amount of the Agreement by \$2,173.01 from \$24,000 to \$26,173.01.

NOW, THEREFORE, we agree as follows:

1. Attachment A, attached hereto and incorporated by this reference, is hereby added to the Agreement, and is a retroactive statement of work for services paid for by the COUNTY during Years 1 and 2 of the Agreement.
2. Attachment B, CivicPlus, Multiproduct - Statement of Work – Year 3, attached hereto and incorporated herein by this reference, is hereby added to the Agreement and provides for additional services to be provided by CONTRACTOR, and extends the Initial Term to June 30, 2026.
3. The total contracted amount set out in the Agreement is hereby increased by \$2,173.01 from \$24,000 to \$26,173.01.

All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

Darcie Antle

DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ No 10/01/2025

Budget Unit: 1010

Line Item: 86-2189

Grant: ☐ Yes ☒ No

Grant No.: N/A

CONTRACTOR/COMPANY NAME

By: Amy Hinder

Date: 10/2/2025

NAME AND ADDRESS OF CONTRACTOR:

CivicPlus, LLC
302 South 4th Street, Suite 500
Manhattan, Kansas 66502
888-228-2233

COUNTY OF MENDOCINO

By: John Haschak

JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: 10/07/2025

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Amy
Deputy 10/07/2025

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: Amy
Deputy 10/07/2025

INSURANCE REVIEW:

By: Darcie Antle

Risk Management

Date: 10/01/2025

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: Maria Lina
COUNTY COUNSEL

Date: 10/01/2025

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Darcie Antle

Deputy CEO or Designee

Date: 10/01/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed ☒ EB# 26-28

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: Located outside Mendocino County

Attachment A



Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

BILL TO
County of Mendocino
501 Low Gap Road, Room 1010
 Ukiah CA 95482



Invoice

#261573
4/30/2023
PO #

TOTAL DUE

\$64.78

Due Date: 5/30/2023

Terms	Due Date	PO #	Approving Authority
Net 30	5/30/2023		

Qty	Item	Start Date	End Date
	Finance Charge on Overdue Balance Invoice, Due Date, Amount #253701, 2/28/2023, \$2,085.00		

261573
ACCOUNTS PAYABLE

Vendor 50281

Batch 2271

Document 101000878

Org/Obj CB 862189
051123

Total \$64.78

Due \$64.78

Contract
CB-C22-329



04/30/2023 \$64.78
COUNTY OF MENDOCINO
04/30/2023 8:11 AM
FP1 DOC#0826

CivicPlus, LLC acquired Municode, LLC and is the billing entity and payee for Municode services. Please note our updated contact, billing address, and payment information for your records.

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to: accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Attachment A



Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To

County of Mendocino
501 Low Gap Road, Room 1010
Ukiah CA 95482



FY 23/24

Invoice

#264716

8/1/2023

PO #

TOTAL DUE

\$1,770.00

Due Date: 8/31/2023

Terms	Due Date	PO #	Approving Authority
Net 30	8/31/2023		Mendocino County Clerk of the Board

Qty	Item	Start Date	End Date
1	Online Code Hosting Premium Bundle	8/1/2023	7/31/2024

264716
ACCOUNTS PAYABLE

Total \$1,770.00

Due **\$1,770.00**

Contract
CB-C22-329

Vendor 50281
Batch 3526
Document 101000883
Org/Obj CB 862189
081023



Invoice #264716 \$1770.00
CivicPlus LLC
Mendocino Co. Fiscal Year 23/24 FPI DOC 101000883

CivicPlus, LLC acquired Municode, LLC and is the billing entity and payee for Municode services. Please note our updated contact, billing address, and payment information for your records.

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Attachment A

FY 24-25



Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To
County of Mendocino
501 Low Gap Road
Room 1010
Ukiah California 95482



Invoice

#305502
8/1/2024
PO #

TOTAL DUE

\$1,858.50

Due Date: 8/31/2024

Terms	Due Date	PO #	Approving Authority
Net 30	8/31/2024		

Qty	Item	Start Date	End Date
1	Online Code Hosting Premium Bundle	8/1/2024	7/31/2025

Total

\$1,858.50

Due

\$1,858.50

To pay your invoice with a credit card [Click Here](#)

Contract
CB-622-329

305502
ACCOUNTS PAYABLE

Vendor 50281

Batch 8238

Document 101000857

Org/Obj CB 862189



10432752
CIVICPLUS LLC
08/01/2024 4 Pages 0

\$1858.50

FP1 DOC13487737

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Attachment B



CivicPlus

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

Client: Mendocino, CA

Bill To: Mendocino, CA

CA - Mendocino - Multiproduct - Statement of Work - Year 3

QTY	Product Description	Amount
Codification		
1	Full Service Supplementation Subscription	6,969.90
1	Quarterly Print Supplementation Service Included	-
1	Code in Word	-
1	Supplement PDF	-
		Total 6,969.90
Codification		
1	Online Code Hosting Premium Bundle	1,951.43
		Total 1,951.43
Year 3 Services Total		USD 8,921.33

1. This Statement of Work for Year 3 services ("SOW Year 3") is subject to the terms and conditions of the Master Services Agreement ("MSA") and the additional terms included in Attachment 1 to the MSA entered into by the Client and CivicPlus on January 20, 2023 (the "Agreement"). This SOW Year 3 specifies the fees to be paid by Client during Year 3 of the Agreement and adds the "Online Code Hosting Premium Bundle" to the Client's services.
2. The Parties agree the Agreement, inclusive of all amendments thereto, supersedes and replaces all prior agreements between the Client and CivicPlus, or instruments under which CivicPlus or its predecessors were receiving payments, with respect to all services related to municipal code publication or online hosting.
3. This SOW Year 3 provides for the scope of services for Year 3 of the Initial Term, January 19, 2025 through January 18, 2026, and further extends Year 3 from January 19, 2026, to June 30, 2026, in order to match and provide services through the end of Client's fiscal year.
4. In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, as extended in the above paragraph, or any subsequent Renewal Term, this SOW shall automatically renew for an additional twelve month renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
5. Year 3 Services Total shall be invoiced within 30 days of the execution of the amendment adding this Attachment B to the Agreement. Services for each Renewal Term shall be invoiced on the first day of any Renewal Term and be subject to a 5% uplift each Renewal Term, beginning with a 5% uplift over the Year 3 Services Total. Client will pay all invoices within 30 days of the date of such invoice.

Attachment B

Signature Page to Follow.

Attachment B

Acceptance

By signing below, the parties are agreeing to be bound by Terms and Conditions found at: www.civicplus.help/hc/p/legal-stuff.

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:

By:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachment B

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization	URL	
Street Address		
Address 2		
City	State	Postal Code
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		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact		E-Mail
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #		Sales Tax Exempt #
Billing Terms		Account Rep
Info Required on Invoice (PO or Job #)		
Contract Contact		Email
Phone	Ext.	Fax
Project Contact		Email
Phone	Ext.	Fax

Attachment A



Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To:

Clerk of the Board
County of Mendocino
501 Low Gap Road, Room 1010
Ukiah CA 95482



Invoice
PAST DUE

#253701

1/27/2023

PO #

TOTAL DUE

\$2,085.00

Due Date: 2/26/2023

Terms	Due Date	PO #	Approving Authority
Net 30	2/26/2023		

Qty	Item	Start Date	End Date
30	Municode Pages	1/27/2023	1/27/2023
2	Municode Electronic Media Options per supplement	1/27/2023	1/27/2023

253701
ACCOUNTS PAYABLE

Total 82,085.00

Due **\$2,085.00**

Contract
CB-C22-32A

Vendor: 50281
Batch: 2410
Document: 101600880
Org/Obj: CB 862189
052523



004 23754 \$3085.00
CIVICPLUS LLC
0012024 8 Page 1 PP1 DOC9351917

SUPPLEMENT #6 - TO CODE OF ORDINANCES

CivicPlus is excited to offer our Codification customers an annual fee for supplementation services.

Please reach out to municodeinfo@civicplus.com for more information on this new billing model!

CivicPlus, LLC acquired Municode, LLC and is the billing entity and payee for Municode services. Please note our updated contact, billing address, and payment information for your records.

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021