

## **NOTICE - CHARTER TOWNSHIP OF NORTHVILLE**

### **REQUEST FOR BIDS**

### **NORTHVILLE TOWNSHIP WEB DESIGN SERVICES**

The Charter Township of Northville will receive sealed bids for **NORTHVILLE TOWNSHIP WEB DESIGN SERVICES** according to the specifications of the Charter Township of Northville.

The Charter Township of Northville is a tax-exempt municipal government located in Wayne County. The Township provides services to approximately 30,000 residents. The Township's website provides public access to information about Township services, meetings and commissions, events open to the public and news of interest to the community – with a focus on local people, buildings, neighborhoods and events.

To improve our communication and access, the Township seeks to upgrade the design and functionality of the website to reflect new technology standards that offer ease-of-use and engage users. The Township also requires two additional sub sites to be used for the Northville Parks and Recreation Department and the Northville Youth Network. The Township requires a mobile responsive website that adapts to desktop computers, laptops, smart phone and other devices. The website should use the latest technology advances, recommended by the vendor and outlined in the specifications section of this document. The new website will:

- Produce a modern and engaging design;
- Have streamlined information architecture that simplifies and optimizes the user's experience with site navigation;
- Be a modernized standard for communication;
- Be easy to maintain internally with outside support available as needed.

All pricing stated as a response to this request for bids is not to exceed the bid amount.

During the evaluation process, the Township reserves the right to request additional information or clarification from vendors, or to allow corrections of errors or omissions. Vendors submitting proposals may be requested to make oral presentations as part of the evaluation.

Both this document and the winning bid(s) will be considered contractual components.

Sealed bids will be received until **2:00 P.M.** prevailing Eastern Standard Time, **Thursday, March 18, 2021** at which time bids will be virtually opened and read. Bids shall be addressed as follows and delivered to:

**CHARTER TOWNSHIP OF NORTHVILLE  
TOWNSHIP CLERK'S OFFICE**

44405 Six Mile Road  
Northville, MI 48168

All bids must be signed by a legally authorized agent of the bidding firm. ENVELOPES MUST BE PLAINLY MARKED

**"NORTHVILLE TOWNSHIP WEB DESIGN SERVICES"**

AND MUST BEAR THE NAME OF THE BIDDER.

The Township reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of the Charter Township of Northville.

For full details and important dates, visit the Northville Township website at <https://www.twp.northville.mi.us/projects>.

Shaun Nicoloff  
Director of Information Technology



**CHARTER TOWNSHIP OF NORTHVILLE**  
**NORTHVILLE TOWNSHIP WEB DESIGN SERVICES**  
**INSTRUCTIONS TO BIDDERS**

This RFB is issued by the Department of Information Technology of the Charter Township of Northville.

**IMPORTANT DATES**

|                          |  |
|--------------------------|--|
| Bid Issue Date           | March 4, 2021  |
| Last Date for Questions  | Friday, March 12, 2021 by 12:00 pm<br>Please submit all questions via email to:<br>Shaun Nicoloff, IT Director<br><a href="mailto:snicoloff@twp.northville.mi.us">snicoloff@twp.northville.mi.us</a> |
| <b>Response Due Date</b> | <b>Thursday, March 18, 2021 by 2:00 P.M.</b>   |

**BID SUBMITTALS**

An **ORIGINAL and two (2) copies** of each bid must be submitted. No other distribution of the bids will be made by the Consultant. Bids must be signed by an official authorized to bind the Consultant to its provisions.

Submitted bids shall include the following sections:

- Cover sheet titled:  
NORTHVILLE TOWNSHIP WEB DESIGN SERVICES  
*Company Name*  
*Address*
- Base bid on the provided Bid Form.  
FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CHARTER TOWNSHIP OF NORTHVILLE MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

**CHANGES TO THE BID/ADDENDUM**

Should any prospective Bidder be in doubt as to the true meaning of any portion of the RFP, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction.

Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the Township may decide to include, will be made as an addendum. Any addendum issued by the Township shall become part of the RFP and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

### **TYPE OF CONTRACT**

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services.

### **INSURANCE**

A current certificate of insurance meeting the requirements in Attachment A is to be provided to the Township by the successful bidder prior to commencement of work and remain in force during the entire contract period. The certificate of insurance shall meet the requirements in Attachment A.

### **CONTRACT AWARD**

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation; will be most advantageous to the Charter Township of Northville. Qualifications, experience, references, comparable projects, price, previous experience with vendor/contractor, delivery, and other factors will be considered in the evaluation process and award of contract. The Township reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of the Charter Township of Northville.

Contract may be awarded at the sole discretion of the Charter Township of Northville. Work scope may be separated or awarded to multiple consultants or one consultant, or in any manner deemed by the Charter Township of Northville, to be in the best interest of the Charter Township of Northville.

### **EXCEPTIONS**

The Township will not accept changes or exceptions to the bid documents/specifications unless Consultant indicates the change or exception in the "Exceptions" section of the bid form. If Consultant neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

### **RESPONSIVE BIDS**

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the Township reserves the right to declare as non-responsive, and

reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

### **FREIGHT CHARGES**

All bid pricing is to be quoted as F. O. B. destination.

### **TAX EXEMPTION**

It is understood that the Charter Township of Northville is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The Township will furnish the successful bidder with tax exemption certificates when requested. The Township's tax-exempt number is 38-6006917.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The Township is not tax exempt in this case and cannot issue an exemption certificate.

### **CONTRACT TERMINATION**

The Township may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon written notice to the Consultant, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

### **TRANSFER OF CONTRACT/SUBCONTRACTING**

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the Charter Township of Northville. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The consultant shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the Charter Township of Northville for such acts or omissions.

### **ACCEPTANCE OF BID CONTENT**

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a consultant to accept these obligations may result in cancellation of the award.

### **ECONOMY OF PREPARATION**

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The Charter Township of Northville is not liable for any costs incurred by bidders prior to issuance of a contract.

### **INDEPENDENT PRICE DETERMINATION**

By submission of a proposal, the offeror certifies, and in case of a joint bid, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

Each person signing the bid certifies that:

(c) they are the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the bid and that they have not participated and will not participate in any action contrary to (a) and (b) above; or

(d) they are not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the bid but that they have been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that they have not participated, and will not participate in any action contrary to (a) and (b) above.

A bid will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



## **CHARTER TOWNSHIP OF NORTHVILLE NORTHVILLE TOWNSHIP WEB DESIGN SERVICES**

### **SPECIFICATIONS**

#### **WEB DESIGN:**

The redesign of the Charter Township of Northville's website shall produce a modern and engaging design; a streamlined information architecture that simplifies and optimizes the user's experience with site navigation; and is a modernized standard for communications. The project will also have the design and pricing option of adding a sub-site to market the Township's Parks and Recreation and the Northville Youth Network information that reflects the aesthetics of the redesigned main site.

Northville Township is looking for a custom one-of-a-kind designed home page and website subpages. The template of the pages should be dynamic; capturing Northville Township as a progressive community equipped with quality homes and an award winning school system; diverse population; upscale local shopping experiences; and a thriving business industry while maintaining a connection to the historical legacy.

#### **BACKGROUND:**

The Township currently has a website that provides residents, visitors, and those who do business with the Township information about services, news and events, and details about boards and commissions, including meeting agendas and minutes. The site provides an explanation of services the Township offers and provides details on how to obtain these services. The current site contains pages for each of the Township's departments that provide detailed information about their services along with documents and forms that each department has available for distribution. The website also serves as a repository for ordinances, news releases, election results, and links to other service organizations.

The Parks and Recreation department and Northville Youth Network currently host websites that are subsites of the main Township website. They are primarily used for marketing and registration of programming and special events. We are looking to keep this streamlined management by including the Parks and Recreation and the Northville Youth Network pages as a sub-sites of the Township's website.

#### **DEVELOPMENT AND TECHNICAL REQUIREMENTS**

##### **Main Website and Sub-site Objectives**

- Modernize Civic Engagement for all who live, work, and play in Northville Township.

- Provide accurate, current, comprehensive information to Northville Township's audiences, in a visually appealing, user-friendly way.
- Make it easier for audiences to interact with the Township on any device.
- Provide 24/7/365 access to the Township's information and transactions.
- Reduce the Township's staff time to handle routine inquiries.
- Effectively integrate social media sites into the website to drive traffic and optimize visibility.
- Simplify website administration, allowing users of all skill levels the opportunity and means to update assigned sections of the website.

### **Audience and Site Structure**

The website may contain information pertaining to a variety of different audiences; the navigational architecture of the site should therefore take those audiences into consideration, making structure, organization, ease-of-navigation, and a responsive design among the top priorities in a website content migration and development process.

### **General Audiences served by the Township's website include:**

- Current and prospective residents, businesses, and community groups
- Internal and external governmental organizations
- Potential visitors and tourists
- Local business clientele
- Community or area employees
- Area Chambers of Commerce
- Area school districts
- Local and regional press/media
- Employees

### **Experience and Development Criteria**

- The website will be developed through the cooperation of the Charter Township of Northville under the supervision of a dedicated project management professional in the direct employ of the vendor.
- The vendor's team should include staff members skilled in website navigation and architecture, graphic design, and customer support.
- Vendor shall have a proven development process and flexible timeline structure that favors the availability and time commitment of the Charter Township of Northville.
- Subcontractors or vendor-utilized third-party developers who assist in part or in whole in the development of the website or continuing services shall be fully disclosed in any development proposal.

### **Design Guidelines and Qualifications**

- As a part of standard website project development, the vendor shall develop an original design for the Township and allow for an agreed upon series of revisions and iterations. Website design must be visually appealing, incorporating features identified by the Northville Township where appropriate.



- Vendor shall provide design elements utilizing stock photography in the event that representative photography of the Northville Township is unavailable. Vendor shall provide a size specification chart for all image types employed in the new website.
- Design shall be compatible with a branding program developed by the vendor and approved by the Township.
- The final version of the website shall be easily identified as the Official Site of the Charter Township of Northville, Michigan.
- No advertisements, or pay-per-placement graphics, icons, or elements, will be allowed on the website.
- Ownership of the website design and all content should be transferred to the Township upon completion of the project.
- Website will provide the ability for integration with external systems
- Some pages will be simple links to external systems and others will be integrated to external web services (registration software, utility billing/assessing – BS&A, mapping - Esai)
- Vendor will provide training to departments as needed on the new CMS

### **Content Management System (CMS):**

- The current website performs under a CMS that is managed internally by the Information Technology Department. The Township seeks to decentralize control of a CMS to allow each department access to their own content. The CMS shall include the following features:
  - User/Group security for pages, sections within a page, and filesystem
  - WYSIWYG Editor that produces semantic, responsive, HTML/CSScompliant markup that is accessible based on Section 508 standards
  - Ability to rollback changes
  - Approval routing
  - Test and Training Sites that can be refreshed from live site
  - Broken Links report
  - Webpage “Out of Date” Report
  - Content and URL's optimized for search engine optimization (SEO)
  - Tools to enhance SEO
  - Ability to create canonical shortened URL's
  - Easy and comprehensive site search abilities with built in thesaurus
  - Content that can be posted and removed automatically
  - Spell Check
  - Photo Repository with ability to create slideshows
  - Calendar allowing for: Categories, Multiple Views (Week, Month, etc.), Recurring Appointments
  - News section with entries that can display on multiple pages based on category
  - Polling and survey options
  - Social media integration
  - Ability to provide website analytics or link to Google Analytics
  - Provide extensive security measures to maintain a secure site

### **Subsite specifications and maintenance**

Vendor shall also develop a unique designed home page for two subsites within the existing design of the Township website that will utilize to market the Parks and Recreation Department and Youth Network.

- Subsite must have capability to use unique URL (separate from main site)
- Must use the same CMS
- Must allow capability to share items such as, News, Calendar Events, RFP postings, across both main site and subsite if desired
- List any support offered for subsite
- List any ongoing services that are associated with the subsite
- List cost for on-going support for subsite

This is the current setup for Northville Township websites which can be seen utilizing the URL's listed below:

**Township Main Page**

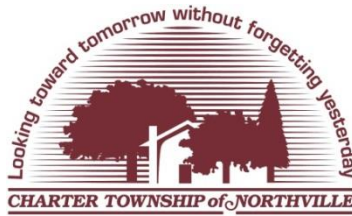
<https://www.twp.northville.mi.us/>

**Parks and Recreation (Subsite)**

<http://www.northvilleparksandrec.org/>

**Northville Youth Network**

[https://www.twp.northville.mi.us/your\\_government/departments/NYN](https://www.twp.northville.mi.us/your_government/departments/NYN)



## CHARTER TOWNSHIP OF NORTHVILLE GENERAL CONDITIONS

### **SUBMISSION OF BID**

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of consultant and name of bid. Failure to do so may result in a premature opening or failure to open such bid.

To be considered, sealed bids must arrive at the specified location, on or before the specified time and date. There will be no exceptions to this requirement. Consultant mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The Charter Township of Northville shall not be held responsible for lost or misdirected bids.

Bids must be clearly prepared and legible and must be signed by an Officer of the submitting Company on the enclosed form. Bids must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern. ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.

A bid may be withdrawn by giving written notice to the Project Coordinator before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the bid all information requested may be cause for rejection of the bid.

Bidders are pricing the cost of a web redesign with sub-sites included.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Township of Northville upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the Township.

### **DISCLOSURE**

All documents, specifications, and correspondence submitted to the Charter Township of Northville become the property of the Charter Township of Northville and are subject

to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFB is available without redaction to any individual or organization upon request.

### **CONSIDERATION OF BIDS**

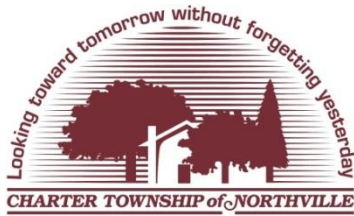
In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the Charter Township of Northville.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The Township hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

### **RESPONSIBILITIES OF THE AWARDED BIDDER**

- A. Provide certificates of insurance, per attachment "A", prior to award.
- B. Materials and equipment shall be new, of good quality, as specified or approved by Owner; and installed in accordance with the manufacturer's requirements, applicable building codes and good construction standards.
- C. The General Contractor and Subcontractors shall guarantee all of the work to be free from defects in workmanship and materials for the period of a manufacturer's warranty, but not less than (1) year from date of Substantial Completion.



**CHARTER TOWNSHIP OF NORTHVILLE**

**NORTHVILLE TOWNSHIP WEB DESIGN SERVICES**

**COMPANY INFORMATION**

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Address (local facility) \_\_\_\_\_

Township, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Agent's Name (please print) \_\_\_\_\_

Agent's Title \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

**REFERENCES**

Provide at least four (4) current references that are comparable in scope to this bid. Several references to municipalities would be desirable. Include contact name and information.

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact name \_\_\_\_\_

Provide any additional information you would like to include which may not be included in the information above. You may attach additional sheets if necessary.

**THE INFORMATION INCLUDED IN "REQUEST FOR BIDS" IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Company Representative: \_\_\_\_\_

Representative's Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_



## CHARTER TOWNSHIP OF NORTHVILLE INSURANCE REQUIREMENTS

### ATTACHMENT A

1. The Bidder shall maintain at its expense during the term of this Consultant, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** – The Bidder shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. **All policies shall name the Bidder as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the Township.**

The language in the Cancellation section should read as follows:

"Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.

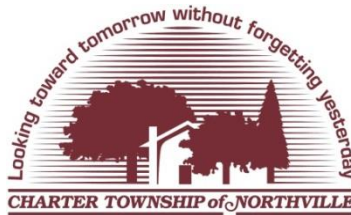
3. All policies shall name the Charter Township of Northville, its officers, agents and employees as additional insured. Certificates of Insurance evidencing such coverage shall be submitted to Charter Township of Northville, Department of Public Services, 44405 Six Mile Road, Northville, Michigan 48168-9670 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

4. The Bidder shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Bidder, changed conditions or other pertinent factors should in the reasonable judgment of the Township render inadequate insurance limits, the Bidder will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Bidders expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the Township.
6. If any work is sublet in connection with this Contract, the Bidder shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Bidder.
7. The provisions requiring the Bidder to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Bidder under this contract.
8. The Township has the authority to vary from the specified limits as deemed necessary.

**ADDITIONAL REQUIREMENTS**  
**Indemnity/Hold Harmless**

1. The Bidder agrees to save harmless and defend the Township against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the Township may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the Charter Township of Northville, its officers, agents or employees.
2. The Bidder agrees that it is its responsibility and not the responsibility of the Township of safeguard the property and materials used in performing this Consultant. Further the Consultant agrees to hold the Township harmless for any loss of such property and materials used in pursuant to the Consultant's performance under this Contract.
3. The Bidder shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Consultant further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any other consultant or subcontractor employed in the performance of this contract.





**CHARTER TOWNSHIP OF NORTHVILLE  
 BID PROPOSAL**

**NORTHVILLE TOWNSHIP WEB DESIGN SERVICES**

The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

|   |    |
|---|----|
| Main Website Redesign Total             | \$ |
| Optional Add-on Expenses (If any)       | \$ |
| Grand Total                             | \$ |
|   |    |
| Annual Maintenance Agreement for Design | \$ |

**SCHEDULE OF VALUES:**

A Schedule of Values of hourly rates for personnel that will be involved in the project and reimbursables should be included below. Provide a list of the firm's billable hourly rates by classification for all personnel that are proposed to be used on the project. These rates will be applicable for the entire project.

| <b>WEBSITE SERVICES:</b>          | <b>HOURLY RATE/PRICE</b> |
|-----------------------------------|--------------------------|
|                                   | \$                       |
|                                   | \$                       |
|                                   | \$                       |
|                                   |                          |
| <b>OPTIONAL SUBSITE SERVICES:</b> |                          |
|                                   | \$                       |
|                                   | \$                       |
|                                   | \$                       |
|                                   |                          |
| <b>REIMBURSABLES:</b>             |                          |
|                                   | \$                       |
|                                   | \$                       |

Note: If more space is required, attach additional sheets if needed but use the format established above.

Please include prices for additional services such as any clerical charges, copy charges, etc. necessary if additional work results from a change to the Scope of Work. Services with a minimum charge also need to be noted as such.

FIRM NAME: \_\_\_\_\_