

**Item #3:**

**Resolution Awarding A Contract For Village Web Site Services**

**VILLAGE OF LONG GROVE  
RESOLUTION NO. 2012-R-\_\_**

**RESOLUTION AWARDING A CONTRACT FOR  
VILLAGE WEBSITE REDESIGN/UPDATE & REORGANIZE SERVICES**

**WHEREAS**, The Village Manager solicited quotes for village website redesign/update/reorganize services ("**Website Redesign**") from nine (9) website companies; and

**WHEREAS**, The Village posted public notice requesting Landscape Maintenance bids in the Daily Herald, at the Village Hall (2110 Old McHenry Road) and on the Village's Web Page on July 23, 2012; and

**WHEREAS**, proposals from fifteen (15) companies for Website Redesign services were received on August 10, 2012, one of which was \_\_\_\_\_; and

**WHEREAS**, The Village Manager confirmed that \_\_\_\_\_ was qualified and the Website Redesign proposal from \_\_\_\_\_ was the most competitive proposal when compared to the other website companies that submitted proposals; and

**WHEREAS**, the Village Manager has reviewed the proposals received and determined that the proposal of \_\_\_\_\_ was the most favorable to the interests of the Village; and

**WHEREAS**, the Village Manager has recommended that the Village approve a proposal for the Website Redesign of the Village of Long Grove website from \_\_\_\_\_ in an amount not to exceed \$\_\_\_\_\_ (the "**Recommended Proposal**"), which Recommended Proposal is attached to this Resolution as Exhibit A; and

**WHEREAS**, the President and Board of Trustees, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the Recommended Proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LONG GROVE, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

**Section 1: Recitals.** The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

**Section 2: Award.** The Village of Long Grove hereby approves the Recommended Proposal and awards the contract for Website Redesign ("**Contract**") to \_\_\_\_\_, for the Recommended Proposal for a total amount not to exceed \$ \_\_\_\_\_, with options to extend to \_\_\_\_\_ as detailed in the Contract, and conditioned upon the receipt of all contractually required documentation and such other additional information that may be requested by the Village Manager in accordance with the Contract that is acceptable to the Village of Long Grove. To the extent that there are any variances in the Recommended Proposal or the bidding process, the Village Board finds those variances nonmaterial.

**Section 3: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 14<sup>th</sup> day of August, 2012.

AYES: ( ) Trustees: XXXXXX

NAYS: ( ) XXXXXX

ABSENT: ( ) XXXXXX

APPROVED this 14<sup>th</sup> day of August, 2012.

\_\_\_\_\_  
Village President Maria Rodriguez

ATTEST:

\_\_\_\_\_  
Village Clerk Karen Schultheis

**EXHIBIT A**  
**The Recommended Proposal**  
**(XXXXXXXX)**



LAKE COUNTY, ILLINOIS

PHONE: (847) 634-9440  
FAX: (847) 634-9408



3110 RFD, ILLINOIS 60047-9613

**REDESIGN/UPDATE/REORGANIZE**  
**VILLAGE OF LONG GROVE WEBSITE**  
**REQUEST FOR PROPOSAL (RFP)**

**I. INTRODUCTION AND INSTRUCTION FOR SUBMISSION OF PROPOSALS.**

The Village of Long Grove (Village) is soliciting proposals from Web Design firms to redesign/update/reorganize existing information on Village website to a user friendly intuitive format, via the use of clearly titled drop down menus with some crossover to facilitate ease of navigation.

The Village of Long Grove is located approximately 30 miles north of the City of Chicago, and is located in southwest Lake County, Illinois.

All firms submitting proposals should have a strong background in web design and maintenance.

A. All proposals must be submitted **no later than August 9, 2012 at 12:00 noon** to:

David Lothspeich, Village Manager  
Village of Long Grove  
3110 Old McHenry Road  
Long Grove, IL 60047

B. All proposals shall be submitted in sealed envelopes carrying the following information on the face:

**PROPOSER'S NAME, ADDRESS, DESIGNATED DATE AND HOUR OF PROPOSAL OPENING, AND "VILLAGE OF LONG GROVE WEBSITE REVISION PROPOSAL".**

C. Two ( 2 ) copies of proposal are required to be submitted, measuring no larger than 8 1/2" x 11".

- D. The selection of the successful candidate will be based upon responses received to the information and criteria included in the proposal and your proposed cost of services. The Village reserves the right to accept or reject any and all proposals and to waive technicalities.
- E. David Lothspeich, Village Manager, will be coordinating proposals. Contact Village Manager Lothspeich at (847) 634-9440 or [dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net) should you require additional information.

## **II. INFORMATION REQUESTED FROM THE PROPOSER.**

- A. Title Page - List name of the design firm; address, telephone number and contact person.
- B. Table of Contents - List all materials included in proposal with page number.
- C. Letter of Transmittal - Proposers may use this section to present any information that they consider essential to the proposal.
- D. Profile of the Proposing Designer- Provide a description of the Web Design Firm at the proposing office to include at least the following detail:
  - 1. List of current clients, including municipalities.
  - 2. Provide an overview of the Design Firm's experience.
  - 3. Submit example of web design work for home page.
  - 4. Submit example of drop down menus and information organized within.

## **III. CONFERENCES AND SCHEDULE OF SERVICES.**

- 1. Prior to commencement of the contract, no later than ten (10) business days after selection by the Village Board of Trustees, a Representative from the Web Design Firm will be required to meet with the Village Manager for a conference to review design timing and possible shut down of website to implement changes.
- 2. The Web Design Firm should identify the time in which the firm will post.
- 3. The proposer shall describe the process/methodology that will be used to design and build the proposed website update.
- 4. The Web Design Firm shall submit sufficiently detailed invoicing within ten (10) days after selection by the Village Board of Trustees as a condition of the Agreement.

5. The proposer shall make every effort to avoid conflicts of interest or the appearance of a conflict of interest. The proposer shall make full disclosure of any existing or potential conflict of interest that may or could exist between itself, its current clients and the Village of Long Grove or any of its elected or appointed officials. This includes any future conflicts that may develop during the term of this contract.
6. Proposer shall ask any questions in writing and response will be sent to all applicants.
7. The proposer shall submit a schedule of work encompassing the reorganization of information which exists on the current Village website. This will include a series of easily identifiable drop down menus with some crossover to facilitate intuitive ease of navigation and a revised home page with photos. The Village will supply photos.
8. The proposer shall submit cost for “Notify Me” option where resident may sign up for email notification for a variety of Village meetings and events.
9. The proposer shall include one-way integrated blogging capability.
10. The proposer shall include cost for the addition of a monthly event calendar which Staff will be trained to update.
11. Links to all other Long Grove organizations with pop-up window stating you are leaving Village of Long Grove website.
12. Website must be updated within 48 hours when new information is provided.
13. Website should be created with the intention of easily adding additional data/pages in future years.
14. Village Administrative Staff to post agendas, monthly newsletter, Board minutes, Green Sheet - specify training to be included for at least 2 individuals who will update information to website.
15. Specify rates for follow-up training.
16. Website should be created to minimize downtime of existing website while implementing/transitioning to new website.

#### **IV. EVALUATION OF THE PROPOSER.**

The evaluation of website design proposals requires more than a comparison of service fees. It is the intention of the Village of Long Grove to evaluate the following criteria of each proposing firm:

- A. Maximum fee. Please submit proposal in an itemized fashion with the basic fee for reorganizing the website and itemized costs for upgrades or other suggested improvements to the web site that improves the website with the overall goal of increasing the web sites "user friendliness". The Village maintains the right to select any of these additional improvements based upon the additional cost and recognized value of these improvements.
- B. Responsiveness of the written proposal to the purpose and scope of the project.
- C. The firm's size, make-up, experience, and capability to serve the Village promptly and efficiently.

#### **V. OTHER INFORMATION.**

- A. Proposals will be initially reviewed by the Village of Long Grove Staff for preparation of the appropriate documentation to be distributed to the Village President and Board of Trustees with recommendations. Following a preliminary evaluation of the recommendations, one or more of the contractors will be required to attend an interview, which interview will be a material consideration in the selection process. The first possible meeting would be held on August 13, 2012.

Following the interview, a final recommendation will be submitted to the Village President and Board of Trustees, and the successful firm shall be notified in writing by the Village Manager within 2 business days following the selection by the Village Board of Trustees and the contractor will be required to execute a written contract and deliver other required submittals within ten (10) business days of such notification.

- B. No contract awarded by the Village of Long Grove shall be assigned, in whole or in part, or any part or the same sub-contracted without the written consent of the Village Manager. In no case shall such consent relieve the proposer from his obligations or change the term of the contract.
- C. To the fullest extent permitted by law, the successful proposer hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful proposer, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful proposer shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or

incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful proposer shall, at its own expense, satisfy and discharge same.

The successful proposer expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful proposer, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful proposer further agrees that to the extent that money is due the successful proposer by virtue of the contract, an amount of said money, as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

- D. The Village of Long Grove reserves the right to cancel the contract upon giving the firm thirty (30) days written notice.

**NOTICE OF REQUEST FOR PROPOSALS  
WEB SITE DESIGN SERVICES  
VILLAGE OF LONG GROVE, ILLINOIS**

Notice is hereby given that the Village of Long Grove (Village) is soliciting proposals from Web Design firms to redesign/update/reorganize existing information on Village website to a user friendly intuitive format, in accordance with specifications currently on file and which may be picked up at Long Grove's Village Hall, located at 3110 Old McHenry Rd., Long Grove, Illinois 60047 between 8:00 a.m. and 5:00 p.m., local time, Monday through Friday. Proposal specifications are also available at [www.longgrove.net](http://www.longgrove.net).

Completed proposals are due at the Long Grove Village Hall no later than 12:00 Noon, local time, on **Thursday, August 9, 2012**, at which time said proposals will be opened and publicly read aloud. The Village of Long Grove reserves the right to reject any or all proposals, to waive technicalities or to accept any proposal which, in its judgment, will be in the best interest of the public. Proposals may not be modified after submittal. Proposals may be withdrawn by written request at any time before the hour set for the proposal opening. No proposals may be withdrawn after the proposal opening. Only proposals responsive to the specifications will be considered. Please direct all questions to Long Grove Village Manager David Lothspeich, at (847) 634-9440 or [dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net).

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Published in Daily Herald  
July 23, 2012 (4309073)

## CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

# Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Deer Park, Des Plaines, South Elgin, East Dundee, Elburn, Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Geneva, Gilberts, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Mt. Prospect, Mundelein, Palatine, Prospect Heights, Rolling Meadows, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake park, Schaumburg, Sleepy Hollow, St. Charles, Streamwood, Tower Lakes, Vernon Hills, Volo, Wauconda, Wheeling, West Dundee, Wildwood, Sugar Grove, North Aurora

County(ies) of Cook, Kane, Lake, McHenry  
and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published July 23, 2012 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

**PADDOCK PUBLICATIONS, INC.**  
**DAILY HERALD NEWSPAPERS**

BY *Doula Baltz*  
Authorized Agent

Control # 4309073

Village Web Site Interested Parties List

08/01/2012

Ravi Mittal  
Rave Infosys, Inc.  
Web: [www.raveinfosys.com](http://www.raveinfosys.com)  
P: (954) 612-6009, (866) 948-8384; F: (866) 948-8394 <http://www.linkedin.com/in/raveinfosys>  
[ravimittal@raveinfosys.net](mailto:ravimittal@raveinfosys.net)

Jim Connon  
Account Executive  
Weblinx Incorporated  
165 Kirkland Circle  
Oswego, IL 60543  
630.551.0334 x112  
[jim@weblinxinc.com](mailto:jim@weblinxinc.com)

Leena Adeshara  
Sevenoutsource.com  
113 Barksdale Professional Center  
Newark  
DE 19711-3258  
[leena.adeshara@gmail.com](mailto:leena.adeshara@gmail.com)

Joanna Morrissey  
[joanna.morrissey@americaneagle.com](mailto:joanna.morrissey@americaneagle.com)  
1 S. Northwest Hwy, 5th Floor  
Park Ridge, IL 60068  
tel: 847-699-0300  
fax: 847-699-4207  
[www.americaneagle.com](http://www.americaneagle.com)

Rakhi Patil  
1, Arch Gold, Next to MTNL Tel Exchange, Poisar, S V Road, Kandivali (West), Mumbai - 400 067  
India  
Phone: +91-22-28013817  
Email : [tenderingauthority400@gmail.com](mailto:tenderingauthority400@gmail.com)  
No.11893367

B. Thomas Varghese  
1900 E. Golf Road, Suite 950  
Schaumburg, IL 60173  
[www.eBizUniverse.com](http://www.eBizUniverse.com)  
Office: 847.220.9541  
[thomas@ebizuniverse.com](mailto:thomas@ebizuniverse.com)

Robin Malpass  
Robin Malpass & Associates, Inc.  
222 N Columbus, suite 4508  
Chicago, IL 60601  
815.228.4843  
[Robin@RobinMalpass.com](mailto:Robin@RobinMalpass.com)

Jennifer Johnson  
[jenj823@gmail.com](mailto:jenj823@gmail.com)

Marlene Frickman  
Ardvark Web Works  
847-565-8687  
[marlene@webworks.com](mailto:marlene@webworks.com)

## David Lothspeich

---

**From:** David Lothspeich  
**Sent:** Wednesday, August 01, 2012 1:54 PM  
**To:** 'dlothspeich@longgrove.net'  
**Subject:** Village of Long Grove Web Site RFP - Q & A  
**Attachments:** Website RFP Q&A 08012012.doc

Dear Interested Providers,

Thank you again for your interest in submitting a proposal for the Village of Long Grove Web Site RFP. In response to questions received from a number of interested parties, the attached Q&A is provided. I look forward to receiving your proposal.

Sincerely,

***David Lothspeich***

Village Manager

Village of Long Grove

847-634-9440

[dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net)

August 1, 2012



**REDESIGN/UPDATE/REORGANIZE  
VILLAGE OF LONG GROVE WEBSITE**

**REQUEST FOR PROPOSAL (RFP)  
QUESTIONS & ANSWERS**

Thank you for your interest in the Village of Long Grove Web Site Redesign RFP. Please refer to the following answers to questions that have been received to date from interested parties:

**Q. Our insurance company has us insert the following clause in all of our contracts. Would this clause preclude us from bidding on the project?**

**Hold Harmless / Indemnification.** The customer agrees it will indemnify and hold harmless \_\_\_\_\_ from and against all losses, suits or other legal expenses of any nature imposed upon or brought against them by reason of any act of omission by customer/client or its agent or employees in the course of performing the work of providing the services that are the subject of this contract. Any losses will be limited to the amount of the work order/proposal.

**A.** *Due to the nature of the requested work, this clause would not necessarily prohibit the Village from awarding the contract to this company but would be considered as part of the overall proposal. Interested parties are encourage to submit all hold harmless/indemnification provisions required by your insurance company with your proposal.*

**Q. Can companies from Outside USA can apply for this ?? Whether we need to come over there for meetings ?? Can we perform the tasks outside USA ?? (From India or Canada)**

**A.** *The Village does not exclude companies from outside USA from submitting proposals but would be considered as part of the evaluation of the overall proposal. Interested parties that are not from the immediate area are encouraged to identify/describe how they will present information remotely.*

**Q. Do you have any reference sites that you would like to mention for designing purposes?**

**A.** *The Village does not have any specific sites to reference at this time but would encourage interested parties to view web sites of area municipalities (Lake County) as models for organization, design, etc. as referenced in the RFP. In addition, interested parties are encouraged to provide references of comparable web sites (public and/or private companies).*

**Q. We can estimate/budget the project with or without offshore resources. Do you have a preference?**

**A.** *The Village does not have a preference for the location of resources but as noted previously if the resources are not in the immediate area that would make travel impractical (costs, travel time, etc.) please identify/describe how information will be presented remotely. Providing estimate/budget from both with or without offshore resources for comparison purposes would be helpful.*

**Q. When do you wish to start the project?**

**A.** *The Village anticipates awarding the contract in August with the project to begin shortly thereafter. Providing a schedule from implementation to completion is encouraged.*

**Q. Do you wish to integrate CMS into your website? If yes, do have any preference?**

**A.** *Yes, integrating CMS into the website is preferred. The type of CMS provider has not been determined and interested providers are encouraged to specify the recommended CMS with rationale for this recommendation. If other alternatives are suggested, please identify and include the rationale.*

**Q. Will " Long Grove " handle loading the content to the site, or would you like us to do that? If we need to do it, who will be responsible for content creation?**

**A.** *Long Grove will be responsible for content creation and will either load the content directly to the site or send to the selected vendor for loading. Interested providers are encouraged to identify the options available for the loading of content and are encouraged to recommend their preference and rationale. Implementation and maintenance costs for either option should be included.*

**Q. Is hard copy submission a must? Would not an email submission be sufficient? We submit all our proposals electronically (via Email); in efforts to go green and keep our costs for submitting proposals low. Is this something that you accept or you will need the hard copies?**

**A.** *The Village will accept and encourages the submittal of electronic proposals and the lack of a hard copy of the proposal will not be considered negatively for any proposals. Please submit the proposal electronically to my attention [dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net). Please request confirmation of receipt and call the Village Hall (847-634-9440) if you do not receive an email confirmation.*

**Q. Do we require traveling and having meetings in person during implementation of the project? If yes, would the travel and boarding expenses be reimbursed?**

**A.** *If travel and boarding expenses are anticipated please specifically include rates as part of your proposal. If meetings can be hosted remotely, interested parties are requested to identify how these meetings would be hosted.*

**Q. Where the current site is hosted?**

**A.** *The current site is hosted by the Village but maintained/updated by a third party provider.*

**Q. Do you have any specific budget identified for the project?**

**A.** *The proposals will be evaluated based upon the effectiveness of the proposal and the cost. The total project cost is budgeted at \$10,000. If there are recommendations that exceed this budgeted amount, please identify with specific itemized costs for consideration for inclusion by the Village.*

**Q. Is Hosting, Maintenance, Support included in the budget?**

**A.** *Yes, hosting maintenance and support are included as part of the annual budget for the web site and is not part of the \$10,000 budget for the redesign. Please include all on-going expenses (hourly and/or annual) for hosting, maintenance, support as part of your submittal.*

**Q. Is there any onsite presence required or work can be done remotely?**

**A.** *All required work is anticipated to be performed remotely.*

**Q. Any extension of the Bidding Deadline?**

**A.** *None at this time. The deadline for submittal of the proposals remains no later than August 9, 2012 at 12:00 noon.*

**Q. Any Addendum or Pre Bid meeting minutes?**

**A.** *None at this time. Any Addendum or further information will be emailed directly to those that have indicated an interest and posted on-line at www.longgrove.net. Interested providers are encouraged to check on-line for any further information prior to submitting the proposal.*