Maine Township Town Hall
1700 Ballard Road Park Ridge, IL 60068
Wednesday, June 29, 2022

Township Board Meeting
AGENDA

This meeting will be conducted in person. The meeting will also be audio or video recorded and made available to the public, as provided by law.

7:00 - Call Regular Meeting to Order
　　　Pledge of Allegiance
　　　Roll Call

Discussion and Potential Action on the Following Items:

1. Approval of Minutes of May 24, 2022 Board Meeting

2. Approval of General Assistance Expenditures

3. Approval of Road District Expenditures

4. Approval of General Town Fund Expenditures

5. Public Participation

6. Old Business
   - Discussion of Website Improvements and Possible Vote on Website Designer
   - Discussion of MWRD Project and Possible Vote
   - Update on Municode Organization of Ordinances
   - Fund Balance Policy – Possible Vote or Motion to Table
   - Signing of Surplus Vehicle Resolution (passed at last meeting)

7. New Business
   - Discussion and Vote on Postage Machine Lease
   - Discussion and Vote on Copier/Printer Maintenance Agreement
   - Discussion and Possible Vote on New Flooring for Food Pantry
   - Discussion and Possible Vote on New Refrigerator for Food Pantry
   - Discussion of Building Plumbing Issues and Cost; Possible Vote on Remedial Measures

8. Officials' Reports
   　　Recap of Recent Events
   　　Upcoming Events
   　　　　Fourth of July Parades – July 4, 2022
   　　　　Cybersecurity Event – July 7, 2022
   　　　　Taste of Park Ridge July 15-17
   　　　　National Night Out – August 2, 2022
   　　　　Garage Sale – September 17, 2022
   　　　　Indian and Pakistan Festivals – Date?

9. Adjournment

ADMINISTRATOR'S REPORT

Date: June, 2022
To: Elected Officials
From: Dayna Berman, Administrator

This month seemed more like August than June with temperatures reaching almost 100 degrees! Just a reminder, Town Hall is a "cooling center" during hours of operation. We are able to provide a place to sit in a cool area and bottled water.

Thank you to Trustee Horvath for arranging a township table at the Taste of Des Plaines for us. Our OEM Director Frank Rojas manned our table and passed out departmental brochures and flyers for upcoming events to attendees.

We are gearing up for our second annual Indian and Pakistan Cultural Events that will take place later this summer and have formed a committee to begin the planning. A big thank you to the staff who have offered their time and assistance.

Maine Township hosted the Secretary of State's Mobile Unit on June 15th at Township Hall. Driver's license, ID and license plate renewal stickers were offered as well as organ donor registration. This were a very convenient service as this allowed our residents to bypass the DMV and get in and out quickly at Town Hall.

Thank you to our OEM Director Frank Rojas for teaching a CPR/AED class to our employees of MaineStay and MaineStreamers. He will continue to offer this class to other employees, however with those actively running summer programs with youth and the older population, we began with those two departments. They are now certified for two years.

Our auditors are working on finalizing the audit report and will be attending next month's meeting for their financial presentation to the board. All elected officials will be receiving a copy of the completed report and a copy will be posted on our website.

75%	of the year remaining	MAR	APR	MAY	YTD INCOME	BUDGET	BALANCE	% Left
	REVENUE							
	Property Tax	$0.00	$0.00	$0.00	$0.00	$500,000.00	$500,000.00	0%
	SS Reimbursement	$8,235.58	$0.00	$1,150.00	$9,385.58	$12,000.00	$2,614.42	22%
	Interest Income	$55.34	$50.41	$48.42	$154.17	$700.00	$545.83	78%
	Energy Assistance Revenue	$4,950.00	$2,450.00	$50.00	$7,450.00	$18,000.00	$10,550.00	59%
	Miscellaneous	$0.00	$52.33	$0.00	$52.33	$1.00	-$51.33	-5133%
TOTAL REVENUES		$13,240.92	$2,552.74	$1,248.42	$17,042.08	$530,701.00	$513,658.92	97%

EXPENSES

EXPENSES-ADMINISTRATIVE

75%	of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Gross Pay Account	$31,340.93	$21,149.29	$21,312.84	$73,803.06	$330,000.00	$256,196.94	78%
	IDES	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Social Security	$2,342.80	$1,594.93	$1,587.16	$5,524.89	$26,000.00	$20,475.11	79%
	IMRF	$1,828.80	$2,932.07	$1,933.08	$6,693.95	$30,000.00	$23,306.05	78%
	Administrative Div. Health Ins.	$5,821.74	$7,385.46	$7,196.07	$20,403.27	$150,000.00	$129,596.73	86%
	Life Insurance	$23.72	$29.65	$29.65	$83.02	$500.00	$416.98	83%
	Dental Insurance	$52.76	$183.67	$122.43	$358.86	$2,200.00	$1,841.14	84%
	Tuition Reimbursement	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Accounting Services	$462.16	$679.62	$434.92	$1,576.70	$8,000.00	$6,423.30	80%
	Conferences Meetings	$0.00	$0.00	$0.00	$0.00	$250.00	$250.00	100%
	Dues Subscriptions	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Print Management	$39.60	$130.00	$130.00	$299.60	$1,700.00	$1,400.40	82%
	General Insurance-Liab-Bond	$0.00	$0.00	$6,955.20	$6,955.20	$7,000.00	$44.80	1%
	Legal Services	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Mileage-Travel-Lodging	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	100%
	Postage	$343.33	$218.15	$172.30	$733.78	$2,000.00	$1,266.22	63%
	Printing Publishing	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
	Staff Training	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
	Hearing Officer	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Miscellaneous	$772.33	$1,310.00	$0.00	$2,082.33	$1.00	-$2,081.33	-208133%
	Office Supplies	$78.75	$0.00	$0.00	$78.75	$2,700.00	$2,621.25	97%
	Computer Software Development	$0.00	$0.00	$0.00	$0.00	$2,350.00	$2,350.00	100%
	Comp Tech Support	$359.60	$359.60	$359.60	$1,078.80	$4,400.00	$3,321.20	75%
	Total	$43,466.52	$35,972.44	$40,233.25	$119,672.21	$568,706.00	$449,033.79	79%

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

EXPENSES-ASSISTANCE

75%	of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Assist Program	$300.00	$0.00	$664.60	$964.60	$3,500.00	$2,535.40	72%
	Prescription Drugs	$0.00	$0.00	$0.00	$0.00	$1,500.00	$1,500.00	100%
	Dental Services	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Medical Services	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
	Funeral & Burial Services	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Client Utilities	$470.40	$225.00	$670.43	$1,365.83	$8,000.00	$6,634.17	83%
	Shelter-Rent	$7,991.84	$5,613.58	$7,163.58	$20,769.00	$70,000.00	$49,231.00	70%
	Ambulance Paramedic	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Food	$0.00	$7,500.00	$7,500.00	$15,000.00	$45,000.00	$30,000.00	67%
	Pers Essentials	$2,313.00	$2,125.00	$233.33	$4,671.33	$20,000.00	$15,328.67	77%
	Client Health Ins.	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Transient	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Catastro. Med. Insurance	$0.00	$0.00	$0.00	$0.00	$5,100.00	$5,100.00	100%
	Total	$11,075.24	$15,463.58	$16,231.94	$42,770.76	$153,605.00	$110,834.24	72%
TOTAL OPERATING EXPENSES		$54,541.76	$51,436.02	$56,465.19	$162,442.97	$722,311.00	$559,868.03	78%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

REVENUE

	MAR	APR	MAY	YTD INCOME	BUDGET	BALANCE	% Left
Property Tax	$794,401.92	$50,708.50	$6,046.02	$851,156.44	$1,881,060	$1,029,903.56	55%
Other Income	$1,835.19	$460.20	$450.00	$2,745.39	$39,237.00	$36,491.61	93%
Interest Income	$194.12	$183.61	$199.81	$577.54	$1,974.00	$1,396.46	71%
Permit Fees	$0.00	$8,000.00	$0.00	$8,000.00	$12,111.00	$4,111.00	34%
Persnl Prop Replacement Tx	$35,652.46	$42,148.46	$56,430.65	$134,231.57	$151,761.00	$17,529.43	12%
TOTAL REVENUES	$832,083.69	$101,500.77	$63,126.48	$996,710.94	$2,086,143.00	$1,089,432.06	52%

EXPENSES

75% of the year remaining

GENERAL ROAD FUND-ADMINISTRATIVE	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Admin Salary Expense	$8,318.04	$5,663.12	$5,663.12	$19,644.28	$74,960.00	$55,315.72	74%
Health Insurance	$9,391.29	$8,512.83	$8,294.53	$26,198.65	$116,684.00	$90,485.35	78%
Life Insurance	$29.65	$35.58	$35.58	$100.81	$900.00	$799.19	89%
Dental Insurance	$61.41	$209.66	$1,139.75	$1,410.82	$5,400.00	$3,989.18	74%
Alcohol & Drug Testing	$0.00	$0.00	$0.00	$0.00	$745.00	$745.00	100%
Payroll Service	$361.01	$533.15	$345.45	$1,239.61	$6,500.00	$5,260.39	81%
Accounting Services	$0.00	$400.00	$155.92	$555.92	$6,000.00	$5,444.08	91%
Conferences Meetings	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
Dues Subscriptions	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
Legal Services	$675.00	$0.00	$450.00	$1,125.00	$8,000.00	$6,875.00	86%
Mileage Travel Expense	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
Municipal Replacement Tax	$0.00	$0.00	$0.00	$0.00	$75,000.00	$75,000.00	100%
Postage	$0.00	$124.70	$0.00	$124.70	$235.00	$110.30	47%
Printing Publishing	$0.00	$0.00	$0.00	$0.00	$8,000.00	$8,000.00	100%
Telephone	$441.00	$440.63	$440.63	$1,322.26	$7,000.00	$5,677.74	81%
Training	$0.00	$0.00	$0.00	$0.00	$1,500.00	$1,500.00	100%
Miscellaneous	$76.98	$271.84	$490.15	$838.97	$2,500.00	$1,661.03	66%
Office Supplies	$39.59	$148.94	$162.92	$351.45	$2,500.00	$2,148.55	86%
Office Equipment	$0.00	$0.00	$0.00	$0.00	$7,000.00	$7,000.00	100%
Total	$19,393.97	$16,340.45	$17,178.05	$52,912.47	$323,624.00	$270,711.53	84%

GENERAL ROAD FUND-MAINTENANCE

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Maint Salary Expense	$0.00	$0.00	$0.00	$0.00	$115,936.00	$115,936.00	100%
Miscellaneous-Uniforms	$0.00	$0.00	$1,866.65	$1,866.65	$3,500.00	$1,633.35	47%
Building Maintenance	$0.00	$0.00	$103.42	$103.42	$4,400.00	$4,296.58	98%
Equipment Leasing Maint	$179.00	$3,133.82	$5,869.99	$9,182.81	$62,136.00	$52,953.19	85%
Landfill Charges - GRF	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
Rentals	$0.00	$0.00	$0.00	$0.00	$1,500.00	$1,500.00	100%
Street Lighting	$4,638.10	$3,731.63	$40.92	$8,410.65	$54,695.00	$46,284.35	85%
Tree Removal & Spraying	$0.00	$0.00	$0.00	$0.00	$15,800.00	$15,800.00	100%
Utilities	$1,795.86	$1,442.65	$1,107.14	$4,345.65	$12,500.00	$8,154.35	65%
Tree Replacement Program	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	100%
Gasoline Oil	$1,851.68	$1,943.64	$1,388.40	$5,183.72	$23,213.00	$18,029.28	78%

75% of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Building & Oper Sup Matl	$491.61	$2,206.47	$0.00	$2,698.08	$12,500.00	$9,801.92	78%
Maint Equip & Small Tools	$3,818.70	$697.80	$919.53	$5,436.03	$7,000.00	$1,563.97	22%
Supplies (Equipment)	$57.23	$61.30	$0.00	$118.53	$13,192.00	$13,073.47	99%
Supplies Roads GRF	$0.00	$306.00	$0.00	$306.00	$6,000.00	$5,694.00	95%
Supplies Snow Removal	$9,346.32	$0.00	$0.00	$9,346.32	$64,372.00	$55,025.68	85%
Total	$22,178.50	$13,523.31	$11,296.05	$46,997.86	$398,244.00	$351,246.14	88%

PERMANENT ROAD FUND

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Labor On Roads	$45,980.38	$29,044.52	$30,102.54	$105,127.44	$328,986.00	$223,858.56	68%
Drainage	$0.00	$0.00	$0.00	$0.00	$6,800.00	$6,800.00	100%
Engineering Services	$2,397.50	$10,335.00	$4,730.00	$17,462.50	$48,000.00	$30,537.50	64%
Landfill Charges - PRF	$365.00	$0.00	$478.40	$843.40	$7,000.00	$6,156.60	88%
Project Expenses	$0.00	$0.00	$0.00	$0.00	$35,000.00	$35,000.00	100%
Maintenance Roads	$0.00	$0.00	$0.00	$0.00	$875,000.00	$875,000.00	100%
Supplies / Roads PRF	$0.00	$97.00	$3,564.89	$3,661.89	$30,000.00	$26,338.11	88%
Total	$48,742.88	$39,476.52	$38,875.83	$127,095.23	$1,330,786.00	$1,203,690.77	90%

EQUIPMENT & BUILDING FUND

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Equipment	$0.00	$0.00	$0.00	$0.00	$155,000.00	$155,000.00	100%
Building	$142.98	$0.00	$2,675.00	$2,817.98	$9,144.00	$6,326.02	69%
Storage Building	$1,625.00	$1,625.00	$1,550.00	$4,800.00	$26,500.00	$21,700.00	82%
Total	$1,767.98	$1,625.00	$4,225.00	$7,617.98	$190,644.00	$183,026.02	96%

SOCIAL SECURITY FUND

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Social Security	$4,096.17	$2,632.85	$2,691.44	$9,420.46	$40,000.00	$30,579.54	76%
Total	$4,096.17	$2,632.85	$2,691.44	$9,420.46	$40,000.00	$30,579.54	76%

INSURANCE FUND

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
Workmans Compensation	$0.00	$0.00	$0.00	$0.00	$20,620.00	$20,620.00	100%
Unemployment Insurance	$0.00	$0.00	$0.00	$0.00	$535.00	$535.00	100%
Gen Ins Liability Ins Bond	$0.00	$0.00	$56,453.00	$56,453.00	$40,019.00	-$16,434.00	-41%
Total	$0.00	$0.00	$56,453.00	$56,453.00	$61,174.00	$4,721.00	8%

IL MUNICIPAL RETIREMENT FUND

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
IMRF	$3,029.22	$4,514.61	$3,133.74	$10,677.57	$67,400.00	$56,722.43	84%
IMRF Employer ERI Cost	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	100%
Total	$3,029.22	$4,514.61	$3,133.74	$10,677.57	$68,400.00	$57,722.43	84%

	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
TOTAL OPERATING EXPENSES	$99,208.72	$78,112.74	$133,853.11	$311,174.57	$2,412,872.00	$2,101,697.43	87%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD INCOME	BUDGET	BALANCE	% Left
	REVENUE							
	Property Tax	$405,759.12	$16,363.39	$0.00	$422,122.51	$2,500,000.00	$2,077,877.49	83%
	Interest Income	$163.16	$143.60	$2,975.74	$3,282.50	$2,000.00	-$1,282.50	-64%
	MaineStay Fees	$2,080.00	$2,455.00	$1,290.00	$5,825.00	$15,000.00	$9,175.00	61%
	Yard Stickers and Rebates	$33.55	$287.10	$688.05	$1,008.70	$13,000.00	$11,991.30	92%
	Postage	$117.50	$211.50	$164.50	$493.50	$4,000.00	$3,506.50	88%
	Food Pantry Cash Donations	$55,983.51	$3,621.10	$1,576.28	$61,180.89	$60,000.00	-$1,180.89	-2%
	Passport Fees	$6,050.00	$3,340.00	$4,555.00	$13,945.00	$70,000.00	$56,055.00	80%
	MaineStreamers	$71,860.50	$35,386.50	$27,782.84	$135,029.84	$0.00	-$135,029.84	#DIV/0!
	Transportation Fees	$15.00	$0.00	$23.00	$38.00	$200.00	$162.00	81%
	Prsnl Prop Replacement Tax	$35,651.16	$42,146.93	$56,428.60	$134,226.69	$125,000.00	-$9,226.69	-7%
	Hunting/Fishing License	$109.25	$33.00	$209.00	$351.25	$750.00	$398.75	53%
	Other Income	$19,968.20	$3,994.18	$25.00	$23,987.38	$15,000.00	-$8,987.38	-60%
	TOTAL REVENUES	$597,790.95	$107,982.30	$95,718.01	$801,491.26	$2,804,950.00	$2,003,458.74	71%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	**EXPENSES** **ADMINISTRATION** of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Salaries/Gross Pay Account	$62,526.25	$43,814.55	$43,550.71	$149,891.51	$585,000.00	$435,108.49	74%
	Salaries/Elected Officials	$19,042.00	$3,628.01	$10,671.99	$33,342.00	$147,800.00	$114,458.00	77%
	IDES	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Social Security	$6,197.48	$3,726.64	$4,106.67	$14,030.79	$57,000.00	$42,969.21	75%
	IMRF	$2,557.25	$5,010.25	$3,347.04	$10,914.54	$53,000.00	$42,085.46	79%
	Administrative Div. Health Ins.	$18,406.91	$18,907.58	$20,185.74	$57,500.23	$300,000.00	$242,499.77	81%
	Life Insurance	$88.95	$94.88	$94.88	$278.71	$1,300.00	$1,021.29	79%
	Dental Insurance	$176.02	$562.03	$369.02	$1,107.07	$5,000.00	$3,892.93	78%
	Accounting Services	$4,988.56	$1,693.03	$4,177.00	$10,858.59	$63,000.00	$52,141.41	83%
	Audit Services	$0.00	$0.00	$0.00	$0.00	$16,000.00	$16,000.00	100%
	Building & Grounds Maint	$2,196.53	$265.79	$1,550.00	$4,012.32	$25,000.00	$20,987.68	84%
	Community Info-Support	$2,850.00	$2,850.00	$3,850.00	$9,550.00	$40,000.00	$30,450.00	76%
	Conferences Meetings	$150.00	-$150.00	$0.00	$0.00	$2,000.00	$2,000.00	100%
	Special Programs	$0.00	$50.97	$815.00	$865.97	$20,000.00	$19,134.03	96%
	Dues Subscriptions	$0.00	$240.00	$1,517.00	$1,757.00	$5,000.00	$3,243.00	65%
	Equipment Leasing Maint	$1,391.04	$1,019.00	$2,270.85	$4,680.89	$15,000.00	$10,319.11	69%
	Gen Ins Liability Ins Bond	$0.00	$0.00	$63,074.60	$63,074.60	$65,000.00	$1,925.40	3%
	Website\Email Host	$0.00	$0.00	$0.00	$0.00	$40,000.00	$40,000.00	100%
	Print Management	$220.40	$260.00	$260.00	$740.40	$2,000.00	$1,259.60	63%
	Computer Tech Support	$0.00	$2,314.55	$359.60	$2,674.15	$7,000.00	$4,325.85	62%
	Legal Services	$2,236.25	$2,614.50	$2,489.75	$7,340.50	$70,000.00	$62,659.50	90%
	Mileage-Travel-Lodging Exp	$9.84	$0.00	$0.00	$9.84	$1,500.00	$1,490.16	99%
	Police Protection	$4,200.00	$3,600.00	$4,200.00	$12,000.00	$40,000.00	$28,000.00	70%
	Plan Commission	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Postage	$10,163.09	-$435.03	$1,164.43	$10,892.49	$38,000.00	$27,107.51	71%
	Printing Publishing	$12,516.09	$583.70	$699.26	$13,799.05	$45,000.00	$31,200.95	69%
	Food Pantry	$0.00	$1,224.49	$461.41	$1,685.90	$60,000.00	$58,314.10	97%
	Code Enforcement Expense	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
	Maine Township Rec. Connection	$3,108.79	$2,348.86	$4,040.13	$9,497.78	$30,000.00	$20,502.22	68%
	Telecommunications	$699.43	$4,600.07	$3,016.86	$8,316.36	$35,000.00	$26,683.64	76%
	Staff Training	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	100%
	Transportation/Mainelines	$10.00	$0.00	$0.00	$10.00	$3,700.00	$3,690.00	100%
	Utilities	$2,851.69	$3,266.80	$1,960.72	$8,079.21	$25,000.00	$16,920.79	68%
	Miscellaneous (Administr)	$0.00	$19.97	$0.00	$19.97	$300.00	$280.03	93%
	Neighborhood Watch	$0.00	$30.20	$0.00	$30.20	$3,500.00	$3,469.80	99%
	Office Supplies/Sm. Equipment	$3,945.90	$1,049.89	$1,880.10	$6,875.89	$13,000.00	$6,124.11	47%
	Operating Supplies Maint	$1,506.60	$1,569.17	$1,434.55	$4,510.32	$8,000.00	$3,489.68	44%
	Vehicle Expense	$315.44	$737.40	$0.00	$1,052.84	$2,800.00	$1,747.16	62%
	Building	$0.00	$0.00	$682.34	$682.34	$5,000.00	$4,317.66	86%
	Project Clean-up/Waste Hauler	$269.50	$6,238.00	$94.50	$6,602.00	$6,000.00	-$602.00	-10%
	Capital Fund	$0.00	$0.00	$0.00	$0.00	$200,000.00	$200,000.00	100%
	Total	$162,624.01	$111,735.30	$182,324.15	$456,683.46	$2,037,402.00	$1,580,718.54	78%

MAINE TOWNSHIP GENERAL TOWN FUND

	ASSESSOR							
75%	of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Assessor Division Salary	$24,843.95	$16,982.10	$16,942.12	$58,768.17	$226,090.00	$167,321.83	74%
	Assessor Division SS	$1,775.04	$1,238.29	$1,212.39	$4,225.72	$17,296.00	$13,070.28	76%
	Assessor Division IMRF	$1,215.02	$1,978.26	$1,294.42	$4,487.70	$16,832.00	$12,344.30	73%
	Health Insurance	$8,446.51	$8,903.07	$8,674.79	$26,024.37	$136,750.00	$110,725.63	81%
	Dental Insurance	$60.49	$181.59	$121.04	$363.12	$4,000.00	$3,636.88	91%
	Life Insurance	$17.79	$17.79	$17.79	$53.37	$400.00	$346.63	87%
	Conferences Meetings	$0.00	$0.00	$0.00	$0.00	$1,100.00	$1,100.00	100%
	Cook Cty Assessor Tie-In	$0.00	$0.00	$0.00	$0.00	$1,025.00	$1,025.00	100%
	Dues-Subscriptions	$0.00	$0.00	$0.00	$0.00	$400.00	$400.00	100%
	Equipment Leasing-Maint	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Mileage-Travel-Lodging Exp	$0.00	$24.50	$128.19	$152.69	$1,100.00	$947.31	86%
	Postage	$60.43	$117.90	$5.60	$183.93	$900.00	$716.07	80%
	Printing-Publishing	$0.00	$0.00	$0.00	$0.00	$397.00	$397.00	100%
	Sidwell Maps	$0.00	$0.00	$0.00	$0.00	$700.00	$700.00	100%
	Staff Training	$31.00	$0.00	$0.00	$31.00	$150.00	$119.00	79%
	Miscellaneous	$56.25	$0.00	$0.00	$56.25	$1,200.00	$1,143.75	95%
	Office Supplies/Sm Equipment	$0.00	$0.00	$427.06	$427.06	$3,500.00	$3,072.94	88%
	Total	$36,506.48	$29,443.50	$28,823.40	$94,773.38	$411,841.00	$317,067.62	77%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	MAINESTAY of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	MaineStay Salary	$28,329.22	$19,932.84	$20,301.06	$68,563.12	$315,000.00	$246,436.88	78%
	Social Security	$2,097.91	$1,492.41	$1,504.79	$5,095.11	$25,000.00	$19,904.89	80%
	IMRF	$834.22	$1,630.54	$1,678.59	$4,143.35	$29,000.00	$24,856.65	86%
	Administrative Div. Health Ins.	$5,738.38	$6,014.83	$5,860.59	$17,613.80	$134,000.00	$116,386.20	87%
	Life Ins.	$23.72	$23.72	$23.72	$71.16	$500.00	$428.84	86%
	Dental Ins.	$52.99	$133.73	$89.31	$276.03	$1,700.00	$1,423.97	84%
	Conferences-Meetings	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
	Consultation/Staff Training	$70.00	$0.00	$0.00	$70.00	$1,000.00	$930.00	93%
	Special Programs	$95.37	$554.00	$1,300.00	$1,949.37	$5,000.00	$3,050.63	61%
	Dues-Subscriptions/Licensures	$122.82	$121.84	$251.46	$496.12	$3,400.00	$2,903.88	85%
	Print Management	$130.00	$130.00	$130.00	$390.00	$1,700.00	$1,310.00	77%
	Gen Ins Liability Ins Bond	$0.00	$0.00	$1,032.00	$1,032.00	$900.00	-$132.00	-15%
	Computer Tech Support	$359.60	$359.60	$359.60	$1,078.80	$4,500.00	$3,421.20	76%
	Mileage-Travel-Lodging Exp	$22.00	$0.00	$39.03	$61.03	$500.00	$438.97	88%
	Postage	$2.29	$14.95	$16.60	$33.84	$100.00	$66.16	66%
	Printing-Publishing	$74.96	$74.96	$74.96	$224.88	$1,200.00	$975.12	81%
	Community Education	$0.00	$0.00	$0.00	$0.00	$50.00	$50.00	100%
	Training Manual & Books	$176.06	$0.00	$0.00	$176.06	$250.00	$73.94	30%
	Miscellaneous	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Office Supplies/Sm Equipment	$59.00	$0.00	$2,300.30	$2,359.30	$2,800.00	$440.70	16%
	Youth Recreation Fund	$0.00	$0.00	$0.00	$0.00	$3,000.00	$3,000.00	100%
	Summer Youth Camp	$0.00	$690.00	$3,573.08	$4,263.08	$10,000.00	$5,736.92	57%
	Garage Sale	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	100%
	Total	$38,188.54	$31,173.42	$38,535.09	$107,897.05	$540,601.00	$432,703.95	80%

MAINE TOWNSHIP GENERAL TOWN FUND

	SENIOR							
75%	of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Senior Salary	$35,622.41	$26,265.51	$19,825.68	$81,713.60	$274,000.00	$192,286.40	70%
	Social Security	$2,655.29	$1,986.07	$1,478.90	$6,120.26	$21,000.00	$14,879.74	71%
	IMRF	$2,076.02	$3,537.22	$1,798.18	$7,411.42	$25,000.00	$17,588.58	70%
	Life Ins.	$29.65	$29.65	$23.72	$83.02	$350.00	$266.98	76%
	Dental Ins.	$59.64	$179.04	$102.47	$341.15	$1,300.00	$958.85	74%
	Administrative Div. Health Ins.	$8,076.26	$8,512.84	$7,077.58	$23,666.68	$100,000.00	$76,333.32	76%
	Conferences-Meetings	$0.00	$0.00	$241.69	$241.69	$400.00	$158.31	40%
	Special Programs	$250.00	$0.00	$0.00	$250.00	$5,000.00	$4,750.00	95%
	Print Management	$130.00	$130.00	$130.00	$390.00	$1,700.00	$1,310.00	77%
	Dues-Subscriptions	$0.00	$0.00	$0.00	$0.00	$400.00	$400.00	100%
	Mileage-Travel-Lodging Exp	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
	Postage	$130.85	$996.35	$89.92	$1,217.12	$8,000.00	$6,782.88	85%
	MainesStreamer	$20,795.35	$19,192.16	$22,085.49	$62,073.00	$0.00	-$62,073.00	#DIV/0!
	Printing-Publishing	$0.00	$1,045.00	$0.00	$1,045.00	$6,500.00	$5,455.00	84%
	Telecommunications	$2.14	$1.88	$2.22	$6.24	$30.00	$23.76	79%
	Office Supplies/Sm Equipment	$0.00	$0.00	$103.17	$103.17	$2,000.00	$1,896.83	95%
	Computer Tech Support	$359.60	$359.60	$359.60	$1,078.80	$4,500.00	$3,421.20	76%
	Total	$70,187.21	$62,235.32	$53,318.62	$185,741.15	$450,280.00	$264,538.85	59%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	CLERK of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Clerk's Division Salary	$13,111.26	$11,243.79	$13,053.25	$37,408.30	$125,000.00	$87,591.70	70%
	Social Security	$961.11	$846.17	$977.63	$2,784.91	$9,600.00	$6,815.09	71%
	IMRF	$766.02	$1,442.98	$1,183.93	$3,392.93	$12,000.00	$8,607.07	72%
	Administrative Div. Health Ins.	$5,110.04	$5,386.24	$2,555.02	$13,051.30	$75,000.00	$61,948.70	83%
	Life Ins.	$11.86	$11.86	$11.86	$35.58	$150.00	$114.42	76%
	Dental Ins.	$32.80	$98.48	$82.06	$213.34	$800.00	$586.66	73%
	Conferences-Meetings	$25.00	$0.00	$0.00	$25.00	$100.00	$75.00	75%
	Dues-Subscriptions	$0.00	$0.00	$0.00	$0.00	$350.00	$350.00	100%
	Print Management	$130.00	$130.00	$130.00	$390.00	$1,700.00	$1,310.00	77%
	Mileage-Travel-Lodging Exp	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	100%
	Staff Training	$0.00	$0.00	$0.00	$0.00	$1.00	$1.00	100%
	Hunting/Fishing License	$111.00	$126.50	$106.25	$343.75	$0.00	-$343.75	#DIV/0I
	Honor Flight	$0.00	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	100%
	Computer Tech Support	$359.60	$359.60	$359.60	$1,078.80	$4,400.00	$3,321.20	75%
	Postage	$934.77	$634.83	$814.80	$2,384.40	$9,000.00	$6,615.60	74%
	Printing-Publishing	$0.00	$0.00	$41.52	$41.52	$300.00	$258.48	86%
	Miscellaneous	$0.00	$0.00	$0.00	$0.00	$50.00	$50.00	100%
	Office Supplies/Sm Equipment	$19.99	$0.00	$230.85	$250.84	$800.00	$549.16	69%
	Total	$21,573.45	$20,280.45	$19,546.77	$61,400.67	$241,251.00	$179,850.33	75%

MAINE TOWNSHIP GENERAL TOWN FUND

	OEM							
75%	of the year remaining	MAR	APR	MAY	YTD EXPENSE	BUDGET	BALANCE	% Left
	Emergency Mgmnt Salary	$0.00	$0.00	$695.00	$695.00	$20,000.00	$19,305.00	97%
	OEM Social Security	$0.00	$0.00	$53.17	$53.17	$1,000.00	$946.83	95%
	Uniforms	$0.00	$0.00	$0.00	$0.00	$200.00	$200.00	100%
	Conferences-Meetings	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
	Special Programs	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
	Dues-Subscriptions	$0.00	$0.00	$0.00	$0.00	$300.00	$300.00	100%
	Volunteer Insurance	$0.00	$666.10	$0.00	$666.10	$750.00	$83.90	11%
	Utilities	$592.85	$434.19	$405.36	$1,432.40	$4,000.00	$2,567.60	64%
	Telecommunications	$0.00	$0.00	$0.00	$0.00	$2,000.00	$2,000.00	100%
	Staff Training	$0.00	$0.00	$0.00	$0.00	$200.00	$200.00	100%
	Office Supplies/Sm Equipment	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
	Operating Supplies	$0.00	$0.00	$0.00	$0.00	$100.00	$100.00	100%
	Disaster Operations Supplies	$0.00	$200.00	$2,447.78	$2,647.78	$100.00	-$2,547.78	-2548%
	Building	$0.00	$0.00	$0.00	$0.00	$1,500.00	$1,500.00	100%
	Vehicle Expense	$0.00	$0.00	$0.00	$0.00	$2,500.00	$2,500.00	100%
	Total	$592.85	$1,300.29	$3,601.31	$5,494.45	$32,950.00	$27,455.55	83%

MAINE TOWNSHIP GENERAL TOWN FUND

Mental Health/Comm Serv.	$55,014	$31,496	$38,736	$125,246	$470,700	$345,454	73%
Total Operating Exp	**$384,687**	**$287,664**	**$364,885**	**$1,037,236**	**$4,185,025**	**$3,147,789**	**75%**

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MAY 27, 2022, JUNE 10,

2022 AND JUNE 24, 2022 AND ROAD DISTRICT CHECKS #22408 THROUGH

CHECK #22451 IN THE AMOUNT OF $117,348.71.

Maine Township Road & Bridge Fund
JUNE 2022

Check #	Date	Name	Description	Amount
Wire	May 27	Federal Electronic Payroll System	Federal Taxes	4,621.57
Wire	May 27	Illinois Department of Revenue	State Taxes	832.88
S/C	May 27	Paychex	Service Fee	155.92
S/C	May 27	Paychex	Service Fee	174.26
Dir.Deposit	May 27	Richard A. Brandes	Payroll Check	2,162.63
Dir.Deposit	May 27	John Cisneros	Payroll Check	1,379.18
Dir.Deposit	May 27	Peter Douvalakis	Payroll Check	2,380.07
Dir.Deposit	May 27	Dawne Scheel Hayman	Payroll Check	1,734.53
Dir.Deposit	May 27	Jack Hernandez	Payroll Check	837.31
Dir.Deposit	May 27	Peter A. Jimenez	Payroll Check	1,686.73
Dir.Deposit	May 27	Justin E. MacIntyre	Payroll Check	2,231.22
Dir Deposit	May 27	Peter Douvalakis	Payroll Check	197.94
22408	June 1	Blue Cross Blue Shield Of Il	Health Insurance	8,731.13
22409	June 1	Principal Life Ins. Co.	Dental Insurance	424.65
22410	June 1	VSP Of Illinois, NFP	VSP Voluntary Vision	7.07
22411	June 2	Security Benefit	Deferred Comp Contributions 5/27	425.00
Wire	June 3	IMRF	Illinois Municipal Retirement Fund	6,045.94
Wire	June 10	Federal Electronic Payroll System	Federal Taxes	5,247.81
Wire	June 10	Illinois Department of Revenue	State Taxes	928.32
S/C	June 10	Paychex	Service Fee	31.05
Dir.Deposit	June 10	Richard A. Brandes	Payroll Check	2,352.88
Dir.Deposit	June 10	John Cisneros	Payroll Check	1,515.91
Dir.Deposit	June 10	Peter Douvalakis	Payroll Check	2,617.77
Dir.Deposit	June 10	Dawne Scheel Hayman	Payroll Check	1,734.53
Dir.Deposit	June 10	Jack Hernandez	Payroll Check	869.44
Dir.Deposit	June 10	Peter A. Jimenez	Payroll Check	2,055.31
Dir.Deposit	June 10	Justin E. MacIntyre	Payroll Check	2,450.74
22412	June 13	Security Benefit	Deferred Comp Contributions 6/10	425.00
Wire	June 24	Federal Electronic Payroll System	Federal Taxes	4,690.53
Wire	June 24	Illinois Department of Revenue	State Taxes	855.86
S/C	June 24	Paychex	Service Fee	186.97
Dir.Deposit	June 24	Richard A. Brandes	Payroll Check	2,041.56
Dir.Deposit	June 24	John Cisneros	Payroll Check	1,296.60
Dir.Deposit	June 24	Peter Douvalakis	Payroll Check	2,380.07
Dir.Deposit	June 24	Dawne Scheel Hayman	Payroll Check	1,734.52
Dir.Deposit	June 24	Jack Hernandez	Payroll Check	962.94
Dir.Deposit	June 24	Peter A. Jimenez	Payroll Check	1,729.28
Dir.Deposit	June 24	Justin E. MacIntyre	Payroll Check	2,091.53
Dir.Deposit	June 24	Michael O'conor	Payroll Check	791.51
22413	June 29	AT&T	Telephone & Communication	62.82
22414	June 29	AHW LLC	Equipment Maintenance	3,357.90
22415	June 29	Arlington Power Equip Inc.	Equipment Maintenance	162.53
22416	June 29	Beverly Materials, L.L.C.	Supplies for Roads	676.00
22417	June 29	Brandes, Richard	Telephone & Communication	25.00
22418	June 29	Cisneros, John	Telephone & Communication	25.00
22419	June 29	ComEd - Garage	Service at Garage	393.50
22420	June 29	ComEd - Street Lighting	Street Lighting	3,678.05

Check #	Date	Payee	Description	Amount
22421	June 29	ComEd - Street Lighting	Street Lighting	3,621.00
22422	June 29	ComEd - Traffic Signals	Traffic Signals 4/22-5/23	41.29
22423	June 29	Conserv FS, Inc.	Fuel	4,495.33
22424	June 29	Des Plaines Material & Supply	Supplies for Right of Way Restoration	828.72
22425	June 29	VOID	Void	-
22426	June 29	Domestic Uniform Rental	Building Maintenance	103.42
22427	June 29	Douvalakis, Peter	Business Use of Personal Phone	50.00
22428	June 29	Flood Brothers Disposal	Landfill Rolloff Pick Up	587.72
22429	June 29	Golf Mill Ford	Equipment Maintenance	271.02
22430	June 29	Grainger, Inc.	Small Tools & Equipment	142.65
22431	June 29	Capital One Trade Credit	Uniform Summer Intern MO	63.89
22432	June 29	Home Depot Credit Services	Building Maintenance	742.18
22433	June 29	Jimenez, Peter	Telephone & Communication	25.00
22434	June 29	Journal & Topics News	Project Expenses	234.35
22435	June 29	Macmunnis Inc. AAF Com Ed	Offsite Storage	3,331.25
22436	June 29	Macintyre, Justin	Telephone & Communication	25.00
22437	June 29	Maine Township - Town Fund	Mainely News - Reimbursement	3,200.00
22438	June 29	Napa Auto Parts - Div. of MPEC	Equipment Maintenance	500.47
22439	June 29	Midwest Promotional Group	Miscellaneous	742.04
22440	June 29	Nicor Gas	Utilities 4/18 - 5/16	518.89
22441	June 29	Runco Office Supply	Office Supplies	80.51
22442	June 29	Russo's Power Equipment, Inc.	Equipment Maintenance	167.93
22443	June 29	Signarama	Building	1,584.00
22444	June 29	Spaceco, Inc.	Project Expenses	9,415.00
22445	June 29	Standard Equipment Company	Equipment Maintenance	2,558.29
22446	June 29	The Mulch Center	Tree Removal And Spraying	70.00
22447	June 29	ULINE	Supplies - Roads	239.54
22448	June 29	Verizon Wireless	Telephone & Communication	210.86
22449	June 29	West Side Tractor Sales	Equipment Maintenance	1,526.00
22450	June 29	Metro Federal Credit Union	Telephone & Communication	543.41
22451	June 29	Metro Federal Credit Union	Miscellaneous	29.99

$ 117,348.71

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of May 27, 2022, June 10, 2022 and June 24, 2022 and Road District Checks #22408 through Check #22451 and authorize the Supervisor to issue Checks in payment. WITNESS OUR HANDS AND SEALS THIS 29TH DAY OF JUNE, 2022.

_____
Supervisor

                                            _____

Attest:

_____
Clerk

                                            _____

                                           Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF MAY 27, 2022, JUNE 10, 2022 AND JUNE 24, 2022 AND GENERAL TOWN FUND CHECKS #59504 THROUGH CHECK #59569 IN THE AMOUNT OF $349,218.60.

Maine Township General Town Fund
JUNE 2022

Check #	Date	Name	Description	Amount
59504	May 25	Comcast	Internet, Phone, Line/Fax 5/19-6/18	357.65
59505	May 25	Nicor Gas	Commercial Heat 4/12-5/10	547.27
Wire	May 27	Federal Electronic Payroll System	Federal Taxes	13,323.83
Wire	May 27	Illinois Department of Revenue	State Taxes	2,708.92
S/C	May 27	Paychex	Service Fee	351.32
2800003	May 27	Susan Moylan Krey	Payroll	702.63
Dir.Deposit	May 27	Karen Dimond	Payroll	784.10
Dir.Deposit	May 27	Peter W. Gialamas	Payroll	77.81
Dir.Deposit	May 27	Ruba Al Ayed	Payroll	1,299.11
Dir.Deposit	May 27	Ronald R. Bartsch	Payroll	150.08
Dir.Deposit	May 27	Stephen T. Basista	Payroll	156.05
Dir.Deposit	May 27	Dayna E. Berman	Payroll	2,894.44
Dir.Deposit	May 27	Alicia Brzezinski	Payroll	1,348.25
Dir.Deposit	May 27	Robert M. Carrozza	Payroll	233.98
Dir.Deposit	May 27	Marty Cook	Payroll	731.78
Dir.Deposit	May 27	Jessica M. Fox	Payroll	849.67
Dir.Deposit	May 27	Nader A. Ghazaleh, Sr.	Payroll	1,204.28
Dir.Deposit	May 27	Nicholas W. Kanehl	Payroll	1,253.81
Dir.Deposit	May 27	Dorothy D. Moran	Payroll	634.56
Dir.Deposit	May 27	Paula Rezutko-Custic	Payroll	394.74
Dir.Deposit	May 27	Victoria K. Rizzo	Payroll	1,870.08
Dir.Deposit	May 27	Cathleen Ryder	Payroll	513.26
Dir.Deposit	May 27	Michael A. Samaan	Payroll	1,524.73
Dir.Deposit	May 27	Debra A. Babich	Payroll	1,533.98
Dir.Deposit	May 27	Elizabeth J. Coy	Payroll	1,325.98
Dir.Deposit	May 27	Faris E. Dababneh	Payroll	1,140.28
Dir.Deposit	May 27	Dolores Mary Phillips	Payroll	706.02
Dir.Deposit	May 27	Richard Plodzien	Payroll	295.37
Dir.Deposit	May 27	Jazmin Arana	Payroll	503.38
Dir.Deposit	May 27	Arielle Kalvelage	Payroll	1,434.34
Dir.Deposit	May 27	Richard D. Lyon	Payroll	2,310.27
Dir.Deposit	May 27	Emily Toomey	Payroll	1,104.59
Dir.Deposit	May 27	Evan White	Payroll	1,152.77
Dir.Deposit	May 27	Summer Zumbrock	Payroll	1,389.64
Dir.Deposit	May 27	Oksana T. Bukaczyk	Payroll	1,257.22
Dir.Deposit	May 27	Marie C. Dachniwsky	Payroll	1,629.84
Dir.Deposit	May 27	Monika Jaroszewicz	Payroll	1,464.02
Dir.Deposit	May 27	Therese A. Tully	Payroll	1,664.89
Dir.Deposit	May 27	Jessica Guzman	Payroll	1,292.65
Dir.Deposit	May 27	Eva Magnowski	Payroll	1,192.92
Dir.Deposit	May 27	Banutharakeswar Sivasubramani	Payroll	582.49
Dir.Deposit	May 27	Francisco E Rojas	Payroll	345.47
S/C	Jun 1	Paychex Time Attendance Fee	Payroll Administration Fee	330.80
59506	Jun 1	Blue Cross Blue Shield	Health Insurance	53,120.36

59507	Jun 1	NCPERS Group Life Ins.	IMRF Voluntary Life Ins.	64.00
59508	Jun 1	Principal Life Ins. Co.	Dental, Life & AD&D	1,863.95
59509	Jun 1	VOID	Void	-
59510	Jun 1	VSP Of Illinois, NFP	VSP Voluntary Vision Insurance	106.55
59511	May 31	Epic Insurance Midwest	IL Surety Bond - Jessica.Guzman	30.00
59512	May 31	Otis Elevator Company	Elevator Service Maintenance 6/1-8/31	1,391.04
59513	Jun 2	Nicor Gas	OEM Commercial Heat 4/18	229.54
59514	Jun 2	Security Benefit	Deferred Comp Contributions 5/27	810.77
59515	Jun 2	Postmaster	Mainely News Postage Summer 2022	9,457.06
Wire	Jun 3	IMRF	Illinois Municipal Retirement Fund	18,196.96
Wire	Jun 10	Federal Electronic Payroll System	Federal Taxes	14,869.63
Wire	Jun 10	Illinois Department of Revenue	State Taxes	2,976.76
S/C	Jun 10	Paychex	Service Fee	395.77
2800004	Jun 10	Susan Moylan Krey	Payroll	702.64
Dir.Deposit	Jun 10	Karen Dimond	Payroll	784.11
Dir.Deposit	Jun 10	Peter W. Gialamas	Payroll	77.83
Dir.Deposit	Jun 10	Edward Beauvais	Payroll	3,005.92
Dir.Deposit	Jun 10	Kimberly Jones	Payroll	390.83
Dir.Deposit	Jun 10	James Maher	Payroll	403.90
Dir.Deposit	Jun 10	Asif Mallik	Payroll	415.15
Dir.Deposit	Jun 10	Kelly Maron Horvath	Payroll	438.66
Dir.Deposit	Jun 10	Ruba Al Ayed	Payroll	1,299.11
Dir.Deposit	Jun 10	Ronald R. Bartsch	Payroll	152.87
Dir.Deposit	Jun 10	Stephen T. Basista	Payroll	341.81
Dir.Deposit	Jun 10	Dayna E. Berman	Payroll	2,894.44
Dir.Deposit	Jun 10	Alicia Brzezinski	Payroll	1,348.25
Dir.Deposit	Jun 10	Robert M. Carrozza	Payroll	194.62
Dir.Deposit	Jun 10	Marty Cook	Payroll	731.79
Dir.Deposit	Jun 10	Jessica M. Fox	Payroll	857.05
Dir.Deposit	Jun 10	Nader A. Ghazaleh, Sr.	Payroll	1,204.27
Dir.Deposit	Jun 10	Nicholas W. Kanehl	Payroll	1,253.80
Dir.Deposit	Jun 10	Dorothy D. Moran	Payroll	564.71
Dir.Deposit	Jun 10	Paula Rezutko-Custic	Payroll	394.73
Dir.Deposit	Jun 10	Victoria K. Rizzo	Payroll	1,870.10
Dir.Deposit	Jun 10	Cathleen Ryder	Payroll	419.00
Dir.Deposit	Jun 10	Michael A. Samaan	Payroll	1,524.75
Dir.Deposit	Jun 10	Debra A. Babich	Payroll	1,533.99
Dir.Deposit	Jun 10	Elizabeth J. Coy	Payroll	1,326.00
Dir.Deposit	Jun 10	Faris E. Dababneh	Payroll	1,140.28
Dir.Deposit	Jun 10	Dolores Mary Phillips	Payroll	764.46
Dir.Deposit	Jun 10	Richard Plodzien	Payroll	295.37
Dir.Deposit	Jun 10	Jazmin Arana	Payroll	358.84
Dir.Deposit	Jun 10	Arielle Kalvelage	Payroll	1,434.35
Dir.Deposit	Jun 10	Richard D. Lyon	Payroll	2,310.27
Dir.Deposit	Jun 10	Emily Toomey	Payroll	1,104.59
Dir.Deposit	Jun 10	Evan White	Payroll	1,152.76
Dir.Deposit	Jun 10	Summer Zumbrock	Payroll	1,389.64
Dir.Deposit	Jun 10	Oksana T. Bukaczyk	Payroll	1,257.21

Dir.Deposit	Jun 10	Marie C. Dachniwsky	Payroll		1,629.85
Dir.Deposit	Jun 10	Monika Jaroszewicz	Payroll		1,464.00
Dir.Deposit	Jun 10	Therese A. Tully	Payroll		1,664.90
Dir.Deposit	Jun 10	Jessica Guzman	Payroll		1,292.67
Dir.Deposit	Jun 10	Eva Magnowski	Payroll		1,192.92
Dir.Deposit	Jun 10	Banutharakeswar Sivasubramani	Payroll		579.72
Dir.Deposit	Jun 10	Francisco E. Rojas	Payroll		293.04
59516	Jun 13	Access One, Inc.	Pots Lines 6/1-6/30		216.04
59517	Jun 13	Aqua Illinois, Inc.	Water Service at Town Hall 4/22-5/23		217.20
59518	Jun 13	OEM Comed	OEM Service 5/5-6/6		120.41
59519	Jun 13	Security Benefit	Deferred Compensattion 6/10		810.77
59520	Jun 13	Verizon Wireless-Admin	Telecommunication 6/2-7/1		262.46
59521	June 15	Comcast Business	Business Voice Edge 6/1-6/30		1,961.06
Wire	June 24	Federal Electronic Payroll System	Federal Taxes		13,413.77
Wire	June 24	Illinois Department of Revenue	State Taxes		2,709.17
S/C	June 24	Paychex	Service Fee		370.02
2800005	June 24	Susan Moylan Krey	Payroll		702.63
Dir.Deposit	June 24	Karen Dimond	Payroll		784.11
Dir.Deposit	June 24	Peter W. Gialamas	Payroll		77.81
Dir.Deposit	June 24	Ruba Al Ayed	Payroll		1,299.11
Dir.Deposit	June 24	Ronald R. Bartsch	Payroll		83.37
Dir.Deposit	June 24	Stephen T. Basista	Payroll		434.69
Dir.Deposit	June 24	Dayna E. Berman	Payroll		2,894.44
Dir.Deposit	June 24	Alicia Brzezinski	Payroll		1,348.24
Dir.Deposit	June 24	Robert M. Carrozza	Payroll		312.74
Dir.Deposit	June 24	Marty Cook	Payroll		731.78
Dir.Deposit	June 24	Jessica M. Fox	Payroll		969.73
Dir.Deposit	June 24	Nader A. Ghazaleh, Sr.	Payroll		1,204.28
Dir.Deposit	June 24	Nicholas W. Kanehl	Payroll		1,253.80
Dir.Deposit	June 24	Dorothy D. Moran	Payroll		612.50
Dir.Deposit	June 24	Paula Rezutko-Custic	Payroll		417.96
Dir.Deposit	June 24	Victoria K. Rizzo	Payroll		1,870.10
Dir.Deposit	June 24	Cathleen Ryder	Payroll		513.27
Dir.Deposit	June 24	Michael A. Samaan	Payroll		1,524.75
Dir.Deposit	June 24	Debra A. Babich	Payroll		1,533.98
Dir.Deposit	June 24	Elizabeth J. Coy	Payroll		1,325.98
Dir.Deposit	June 24	Faris E. Dababneh	Payroll		1,140.29
Dir.Deposit	June 24	Dolores Mary Phillips	Payroll		643.12
Dir.Deposit	June 24	Richard Plodzien	Payroll		295.37
Dir.Deposit	June 24	Jazmin Arana	Payroll		645.51
Dir.Deposit	June 24	Arielle Kalvelage	Payroll		1,434.33
Dir.Deposit	June 24	Richard D. Lyon	Payroll		2,310.27
Dir.Deposit	June 24	Emily Toomey	Payroll		1,104.59
Dir.Deposit	June 24	Evan White	Payroll		1,152.78
Dir.Deposit	June 24	Summer Zumbrock	Payroll		1,389.64
Dir.Deposit	June 24	Oksana T. Bukaczyk	Payroll		1,257.21
Dir.Deposit	June 24	Marie C. Dachniwsky	Payroll		1,629.85
Dir.Deposit	June 24	Monika Jaroszewicz	Payroll		1,464.02

Dir.Deposit	June 24	Therese A. Tully	Payroll	1,664.90
Dir.Deposit	June 24	Jessica Guzman	Payroll	653.23
Dir.Deposit	June 24	Eva Magnowski	Payroll	1,192.91
Dir.Deposit	June 24	Banutharakeswar Sivasubramani	Payroll	648.70
Dir.Deposit	June 24	Francisco E Rojas	Payroll	306.14
59522	June 29	Alan Tinker Plumbing & Rodding	Plumbing Service	1,225.00
59523	June 29	Ancel Glink P.C.	Legal Fees	1,743.70
59524	June 29	Aqua Plumbing Heating	Backflow Test	1,484.85
59525	June 29	Avenues to Independence	Grant Payment 3	4,000.00
59526	June 29	Bella Bagno, Inc.	Operating Supplies for Restrooms	492.40
59527	June 29	Bishop Plumbing, Inc.	OEM Backflow Tests	335.80
59528	June 29	The Center of Concern	Grant Payment 3	4,000.00
59529	June 29	Comcast Business	OEM Phone & Internet	253.27
59530	June 29	Comed	Electricity Supply 5/9-6/8	1,395.98
59531	June 29	Damiano Diesel Service	Service on OEM Chevy Blazer	233.45
59532	June 29	Pulse/Office Equip. Leasing Co.	Print Managemet	650.00
59533	June 29	Des Plaines Park District	Summer Camp Scholarship	825.00
59534	June 29	District 63 Education	Grant Payment 4	1,583.00
59535	June 29	Emergency Services Marketing	One year Subscription	305.00
59536	June 29	Fast Break Beverages, Inc.	Coffee Station Supplies	358.05
59537	June 29	Flood Brothers Disposal	Supplemental Trash Pickup	252.00
59538	June 29	Garvey's Office Products	Office Supplies, Office Name Plates	450.53
59539	June 29	Glenkirk	Grant Payment 1	1,900.00
59540	June 29	Golf Maine Park District	Summer Camp Scholarship	120.00
59541	June 29	Graphic Solutions, Inc.	Mainely News Summer 22, Ad Design	1,615.00
59542	June 29	The Josselyn Center	Grant Payment 3	9,083.00
59543	June 29	Journal & Topics Newspapers	Memorial Day Display Ad	270.00
59544	June 29	Leyden Family Service &	Grant Payment 3	4,666.00
59545	June 29	Life Span	Grant Payment 2	1,416.00
59546	June 29	Lyon, Richard	Webmaster Service Fee 3/15-9/15	3,500.00
59547	June 29	M3 Marketing, LLC	Monthly Rate 6/1-6/30	2,850.00
59548	June 29	Maine Niles Assos. Of Spec. Rec.	Summer Camp Scholarship	275.00
59549	June 29	Miracle House, Inc.	Grant Payment 2	1,416.00
59550	June 29	Quadient Finance USA, Inc.	Postage	918.50
59551	June 29	NJ Castillo Landscaping	Monthly Landscaping Service	2,700.00
59552	June 29	North Suburban Legal Aid Clinic	Grant Payment 1	1,500.00
59553	June 29	NW Suburban Day Care Ctr.	Grant Payment 4	4,083.00
59554	June 29	Older Adult Services	Grant Payment 1	2,000.00
59555	June 29	Park Ridge Park District	Summer Camp Scholarship	275.00
59556	June 29	Peer Services, Inc.	Grant Payment 1	3,000.00
59557	June 29	Presstech, Inc.	Mainely News, MaineStreamers Newsltr	12,663.00
59558	June 29	Fred Pryor Seminars	Essentials of HR Seminar	199.00
59559	June 29	Turning Point Behavioral	Grant Payment 3	3,666.00
59560	June 29	Warehouse Direct	Assesors Computer, Tech Support	3,612.58
59561V	June 29	VOID	Void	-
59562	June 29	Willows Academy	Youth Recreation Schoralship	275.00
59563	June 29	Nicor Gas	Commercial Heat 5/11-6/12	227.67
59564	June 29	Nicor Gas	OEM Commercial Heat 5/17-6/15	67.78

59565	June 29	Metro Federal Credit Union	Administration Expences	531.40
59566	June 29	Metro Federal Credit Union	Recovery Connection Expenses	1,763.58
59567V	June 29	VOID	Second Page Check	-
59568	June 29	Metro Federal Credit Union	MaineStay Expenses	863.89
59569	June 29	Metro Federal Credit Union	Maintenance Expenses	1,727.28

$ 349,218.60

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of May 27, 2022, June 10, 2022 and June 24, 2022 and General Tow Fund Checks #59504 through Check #59569 and authorize the Supervisor issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 29TH DAY OF JUNE, 2022.

_____

Supervisor

_____

_____

Attest:

_____

Clerk

_____

_____

Trustees

Memo

To: Elected Officials

From: Dayna Berman, Administrator

Date: 6/29/2022

Re: PROFESSIONAL WEBSITE REDESIGN PROPOSALS

Please find attached 6 proposals that were received in response to an RFP for Professional Website Redesign Services. Attached is a chart with pertinent information gathered from each proposal for comparison purposes.

	COST	WORKS WITH OTHER GOV'T BODIES	HOSTING PLATFORM	YEARS IN BUSINESS	TIMELINE FOR PROJECT	PAYMENT PLAN	# OF EMPLOYEES	# OF CLIENTS
REVIZE	Custom Design (1st yr) $10,5000. Second yr & onward Investement $3,400/yr. Ready to go design (1st yr) $4,950. Second year & onward investment $1,500/yr.	YES	AMAZON WEB SERVICES/ GOOGLE CLOUD SERV.	23	17-23 WEEKS	YES	50	2,600
CIVICENGAGE	$9,500 (1 yr) Second yr & onward Investment $3,150/yr.	YES	ACQUIA	20	12 WEEKS	NO	550	7,500
LOUDER	Total cost $29,500	NO	WORDPRESS	14	22 WEEKS	YES	25	250
WEBLINX	Total cost $25,920	YES	WORDPRESS	21	25-30 WEEKS	NO	not listed	1,000
EGO	Total cost $24,900	NO	WORDPRESS	8	20 WEEK	NO	5	150
NON-STOP DES.	Total cost $27,500	YES	WORDPRESS	15	not listed	NO	not listed	not listed
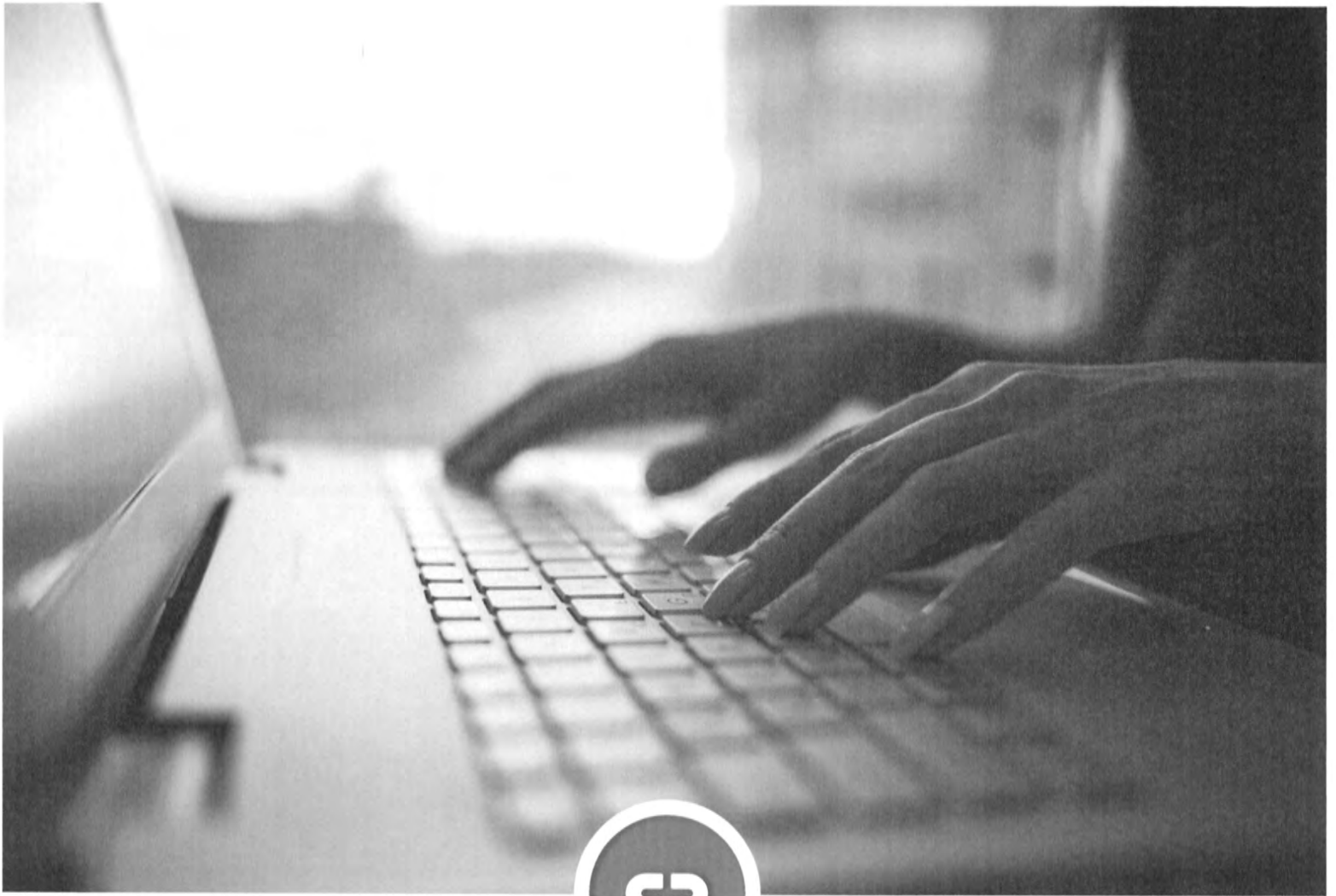
CIVICENGAGE OPEN

PROFESSIONAL WEBSITE REDESIGN SERVICES

Maine Township, Illinois

Presented by | Jacob Bertram, Account Executive

⊂⊃ CIVICPLUS

June 16, 2022

Richard Lyon
Maine Township
1700 Ballard Road
Park Ridge, IL 60068

RE: Professional Website Redesign Services

Dear Mr. Lyon and Selection Committee:

I am delighted to submit this proposal for a website redesign for Maine Township.
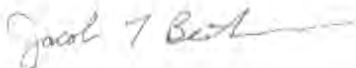
Every interaction between a member of your community and your local government is an opportunity to create a positive civic experience. At CivicPlus, LLC (CivicPlus), our mission is to help make local governments work better. To do that, we build technology solutions to empower you and your staff to create digital interactions that are personalized, frictionless, and expedited.

As you consider your options, I would like to highlight the following:

- The CivicEngage Open (CivicEngage) content management system (CMS) is very intuitive and easy to use
- You will receive a custom new design and layout, built in a responsive design to accommodate the various sizes of mobile and tablet devices currently in use
- We will provide hands-on migration of existing content to your new website
- We offer two-way integration with social media
- We can also provide optional software for a variety of online services such as emergency notifications and recreation registration

I look forward to having the opportunity to present our services and demo our application in the weeks ahead.

Sincerely,

Jacob T Bertram

JACOB BERTRAM
Account Executive
bertram@civicplus.com
785.410.5304
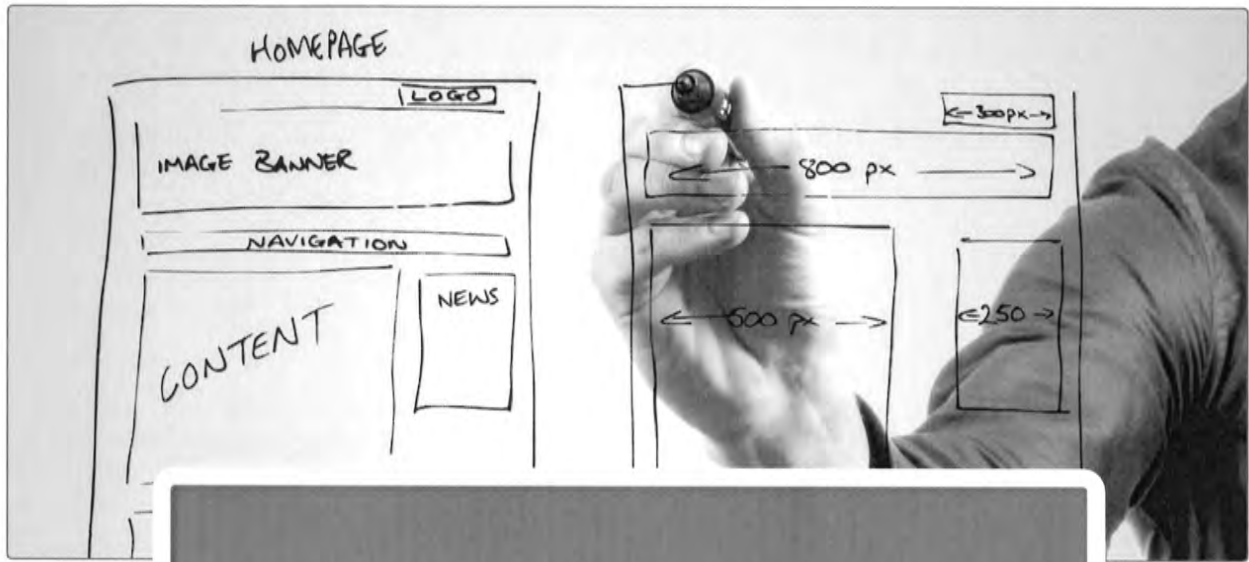
Table of Contents
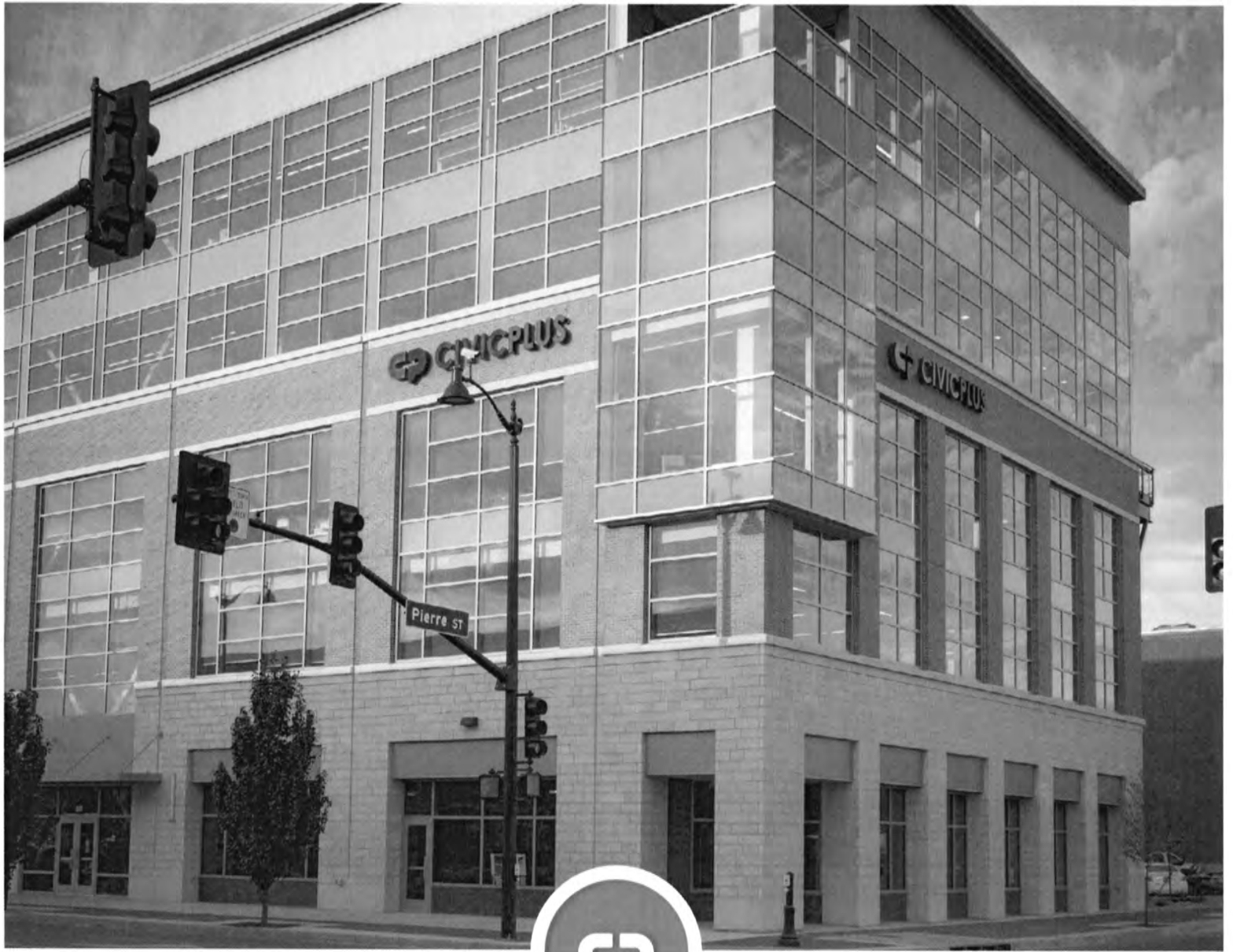
PROFESSIONAL WEBSITE REDESIGN SERVICES

Introduction

Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our customers, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting have been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

CivicPlus, LLC, a limited liability company converted in January 2019 f/k/a CivicPlus, Inc. f/k/a ICON Enterprises, Inc. d/b/a CivicPlus incorporated State of Kansas, June 1998.

Office Locations

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502
P: 888.228.2233 | F: 785.587.8951 | civicplus.com

Ancillary Office

65 Boston Post Road, Suite 395, Marlborough, MA 01752
P: 888.785.2611

Contact Information

Jacob Bertram
Account Executive
E: bertram@civicplus.com | P: 785.410.5304

7,500 +

local government customers across the United States and Canada

20 +

years of experience with a focus to help local governments

550 +

employees, many with experience in local government

Recognition

Inc. 500

11-time Inc. 5000 Honoree

100 COMPANY 2022

govtech.com/100

Technical Support

THE STEVIES

Recognized with multiple, global Stevie® Awards for sales and customer service excellence

Staff

Your Implementation Team

Experienced resources will transition you from design and development to training and implementation. In the end, you will be transitioned to our expert technical support resources who will assist you with any needs you may have in the future. Our team will assist you throughout the entire process to ensure your project's success and your complete satisfaction. Our designer will initiate the process and work closely with you to arrive at your new approved website design. At the same time, our implementation consultant will take you through all the other related project activities.

```
┌──────────────┐   ┌──────────────┐        ┌──────────────────────┐
│  Developers  │───│   Designer   │────────│                      │
└──────────────┘   └──────────────┘        │   Maine Township's   │
                                           │     Project Team     │
┌──────────────┐   ┌──────────────┐        │                      │
│   Content    │───│Implementation│────────│                      │
│   Editors    │   │  Consultant  │        └──────────┬───────────┘
└──────────────┘   └──────────────┘                   │
                                           ┌──────────────────────┐
                                           │  Technical Support   │
                                           └──────────────────────┘
```
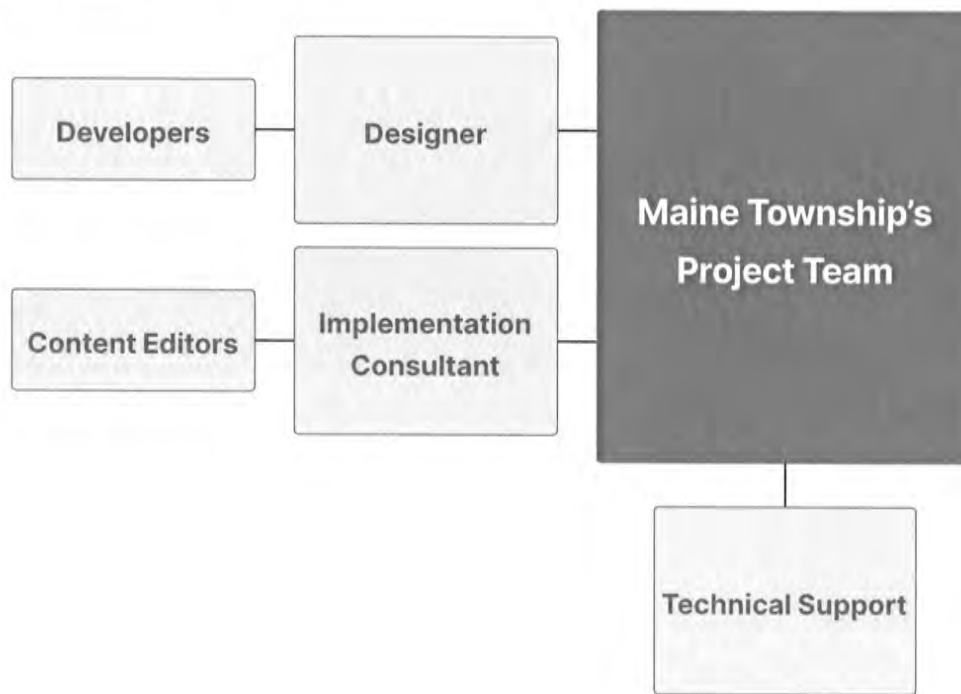
- **Designer** – Reviews and discusses a wide variety of design options, works to develop an optimal website layout, produces mockup images showing an exact version of the new website, ensures design meets customer expectation, and secures final customer approval

- **Developer** – Creates website based upon approved website design. Ensures designer performs Quality Assurance assessment prior to sending website to next phase

- **Implementation Consultant** – Communicates project-related activities for implementation phase and establishes implementation schedule; oversees content development, performs training, and coordinates website go live; transitions customer to Technical Support

- **Content Editor** – Builds out content on new website adhering to established best practices

St̄ateBank

May 4, 2022

CivicPlus, LLC
302 S. 4th Street, Suite 500
Manhattan, KS 66502

RE: CivicPlus, LLC

To Whom It May Concern:

KS StateBank of Manhattan is pleased to provide this Bank Letter of Recommendation for our valued customer; CivicPlus, LLC. In addition to deposit accounts, we previously extended credit facilities to CivicPlus, LLC aggregating in the low eight figure proportions. All deposit and credit facilities have been handled in a very satisfactory manner.

The company's self-reported financial position is sound and would be supportive of current and future credit extensions. We have enjoyed a strong working relationship with CivicPlus, LLC and are pleased to call them a valued customer.

If you have any questions or require additional information, with CivicPlus, LLC approval, please do not hesitate to contact us.

Sincerely,

Cody Blake
VP Commercial Lending

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Willis Towers Watson Certificate Center
Willis Towers Watson Northeast, Inc.	PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378
c/o 26 Century Blvd	E-MAIL ADDRESS: certificates@willis.com
P.O. Box 305191	
Nashville, TN 372305191 USA	INSURER(S) AFFORDING COVERAGE NAIC #

	INSURER A: Great Northern Insurance Company	20303
INSURED	INSURER B: Federal Insurance Company	20281
CivicPlus, LLC	INSURER C:	
302 S 4th Street, Suite 500	INSURER D:	
Manhattan, KS 66502	INSURER E:	
	INSURER F:	

COVERAGES   CERTIFICATE NUMBER: W24806065   REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY ☐ PROJECT ☐ LOC ☐ OTHER:			3602-53-12	05/17/2022	05/17/2023	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 2,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY X ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			7358-87-92	05/17/2022	05/17/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR X EXCESS LIAB ☐ CLAIMS-MADE ☐ DED X RETENTION $ 0			7989-49-14	05/17/2022	05/17/2023	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			(23) 7174-92-49	05/17/2022	05/17/2023	X PER STATUTE ☐ OTHER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
FOR INFORMATIONAL PURPOSES ONLY	

ACORD 25 (2016/03)   The ACORD name and logo are registered marks of ACORD

SR ID: 22596306   BATCH: 2534245

Core Competencies

Civic Experience

We have the first and only Civic Experience Platform. It enables local governments to drive more revenue, operate more efficiently, and generate positive recognition for the many services they provide every day.

Experience

We bring over 20 years of experience helping our clients work better and smarter through their web environment.

Design Process

Our process combines the creativity of our in-house designers with proven functionality to reach the perfect end result.

Navigation

We've helped hundreds of clients effectively organize their website taxonomy and content structure. Your redesigned site will provide your residents with an intuitive, user-friendly architecture.

Live Edit

CivicEngage's Live Edit feature allows you to view your web pages and see how the information looks before publishing to your public.

Community

CivicEngage users have their own network, ENGAGEXCHANGE, to connect with other government entities on the same platform to share ideas, ask questions, and much more.

Training

After your initial instruction in the system, we offer continued training and resources through the CivicPlus Help Center that helps you and your staff remain fresh and up-to-date with our system.

Future

Our development staff will stay by your side, rolling out new features, new applications, and new suggestions so you can better serve your community.

Content Management System

Our exclusive CivicEngage Open (CivicEngage) content management system (CMS) is an open-source software that has been built using the Drupal platform and has been customized solely for municipal use. We have created unique content types and modified dozens of modules to conform to the needs of local governments. Drupal is the most common website platform in use by national, state, and local governments all over the world.

Interactivity

Our CMS comes equipped with numerous tools and modules to maximize the interactive experience between visitors and your website content. Examples include:

Email Broadcast of New Content

Email notification lists are managed within the Drupal platform, allowing our customers to create lists for visitors to sign up (i.e., News & Notices, Urgent Alerts, Board Minutes, etc.). There is no limit to the number of lists you can create; our CMS maintains each list individually. Postings can be made from any computer/ mobile device and can be scheduled in advance. We can bulk load any current lists into our CMS.

Social Media Integration

Our CMS is integrated with both Twitter and Facebook. Posting a news item or notice to the website could also be sent out as a Twitter feed and/or posted to a Facebook page. Conversely, we often use iframes to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Text Messaging

CivicEngage allows customers to send out text messages for city alerts at no additional cost.

Webforms Module

Incorporated into our CMS is a webforms application that allows customers to create fillable forms and surveys for a variety of needs. Every online submission goes immediately into a database and may be routed to one or more email accounts simultaneously.

Modules & Tools

Constituent Communication

- **Urgent Alerts** – Display urgent messages on the home page and/or department home pages to notify citizens of time-sensitive information such as closings or inclement weather warnings

- **Document Center** – Staff can upload documents into one central repository

- **Calendar** – Create events and display them in calendars with custom filters, multiple event views, and export capabilities

- **Webforms** – Create forms or questionnaires for your site visitors, with submissions and statistics available to Site Administrators

- **E-Alerts** – Allow citizens to subscribe to receive notifications to receive email alerts to new posts, news, or urgent alerts

- **Bid Postings** – Post new bids or RFPs to your website and update registered vendors of any updates or addenda

- **FAQs** – Show your most frequently asked question and its answer

- **Interactive Maps** – Provide a graphical representation of location-specific information shown on a map

- **Job Postings** – Staff can post job openings and create an online form for application submissions

- **Business Directory** – List information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing

- **Recyclopedia** – Easily organize information on your recycling categories and processes

- **Facebook & Twitter Integration** – Auto-post to social networks and show embed feeds on website

- **Service Requests** – Using our webforms module, staff can capture a wide spectrum of service requests and automatically route each to the appropriate department/personnel

- **Google Translate** – Translate content on your site to multiple languages utilizing Google Translate

- **Sharing Widget** – Provide a tool for your visitors to share information on your site on their own social media accounts

- **RSS Feeds** – RSS feeds are available for department updates, news, and urgent alerts

- **Agenda Manager** – Allow individual departments to create agenda item requests and then construct the agenda with all attachments into one electronic document

- **Comment Center** – Visitors can submit comments and ask questions to specific boards and/or departments

- **Advanced Search Engine** – Quickly search all pages and uploaded files across the website; Department Search limits search capabilities to an extensive set of documents under a single department

- **Surveys & Polling** – Webform module allows submission of survey/poll responses and basic summary of results

- **Trash/Recycling Widget** – Showcase the week's current trash and/or recycling rotation or specific days directly on your homepage
- **Quick Links** – Easily create links in a variety of ways for both internal and external content
- **News and Announcements** – Display the most recent news content in one area on your home page or department home pages

Design & Graphics

- **Responsive Design** – Your website design will function on all devices
- **Bulletin Boards** – Linked images with captions that generally display in slideshow form
- **Photo Gallery** – A collection of images
- **Embedded Video** – Embed Vimeo or YouTube videos on a page using the Free-form Document
- **Mega Menu** – A main navigation menu makes it easy to get to any page on your site quickly
- **Custom Subsites** – Subsite design option for departments seeking own layout (additional fees apply)
- **ADA Compliance** – We build highly compliant sites and partner with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers
- **Dynamic Breadcrumbs** – Every page of the site shows automatic breadcrumbs of a site visitor's place in the website
- **Captioning/ALT Tags** – Add captions or alt tags to content throughout your site to ensure the best success with search engine optimization
- **Image Library** – Store all your photos and graphical images in one central location for access by all staff
- **Printer Friendly** – All pages can be formatted to provide a clean printed document

Content Management Features

- **WYSIWYG Editor** – One editor interface, similar to Word, for all types of content
- **"Review On" Dating** – Set a date to be automatically notified when it's time to review and update webpage content; the notification will be sent directly to the webpage's original author
- **Scheduling Options** – Schedule content, including webpages and content types such as Bulletins, Free-Form Docs, FAQs, to automatically publish and unpublish from your site
- **Image Editor** – Resize, adjust focal points, and save for use on multiple pages
- **Versioning** – All previous versions of a page is saved online, allowing you to view or re-publish any previous page
- **Taxonomy** – Taxonomy is built into the CMS for cross populating content in multiple locations
- **Staff Intranet** – Easily create private pages or entire private department areas with user and password log-in protection
- **Previewing** – Edit pages to your liking before publishing to the live website

- **Auto Cascading** – Menu items can automatically appear in drop-down navigation and/or can be nested

- **Persistent Navigation** – Department users manage their own sub-menus, and advanced users control primary navigation and homepage components

- **Dynamic Site Map** – Sitemap configuration available upon request

- **Forms Builder** – Feature-rich webform builder available for simple and advanced tasks

- **Tags/Views** – Manage collections of files and pages based on category tags

- **Menu Manager** – Department users manage their own sub-menus, and advanced users control primary navigation and homepage components

Administration & Security

- **Roles & Permissions** – User accounts are assigned a role within the CMS administration, which will grant the users specific levels of permissions within the CMS

- **Content Workflow** – Implement user access restrictions and activate approval notifications, as needed

- **CAPTCHA Secure** – The CMS uses CAPTCHA technology to restrict auto-generated submissions

- **Archive Center** – All non-published content can be stored in a cabinet location for reference and future use

- **Broken Links Report** – A built-in report within the CMS that allows the Site Administrator to view all broken links on the website

- **Audit Trail/History Logs** – The CMS captures and stores a complete history of content postings

- **Domain Management** – Our Customer Support staff will provide guidance in your management of new domains and renewals

- **Help Centers** – Staff can access an online library to view "How to...?" videos and quick reference guides

- **Google Analytics** – View important website statistics with customizable dashboards and reports via Google Analytics

- **Secure Site Gateway** – Every website receives an SSL certificate for your peace of mind

- **Link Checker** – Track and correct broken links at page- and site-wide levels

- **Password Secure** – Login to user accounts using a secure password

Accessibility

We provide highly compliant sites based on WCAG 2.0 AA guidelines. Our focus is to provide a high degree of compliance to maximize accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all "Errors" as defined by the standard for industry accessibility checking: https://wave.webaim.org/

- Whenever possible, we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons

- Our designs will focus on color schemes that will satisfy required color contrast requirements

- Our CMS has been built to require "Alt Tags" whenever images are uploaded

- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards

- PDFs need to be saved in an accessible format. While the responsibility for this lies with our customers, we will provide instructions to your staff for the best way to accomplish this

- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to customers via our CivicPlus website, webinars, and other publications

- We think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. AudioEye provides this online application to increase website accessibility and help maintain ADA compliance. This includes automated and manual website fixes, a voice reader, text magnification, and the industry's only Certificate of Compliance. More information and a demo are available upon request.

Hosting & Security

All of our websites are hosted by us in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform (acquia.com). This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a filesystem, each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system.

Acquia's load balancers default to a hot-cold configuration, with one load balancer handling traffic and another—in a different AWS Availability Zone—available for failover by Acquia in the event of an emergency.

Acquia's high-availability network file system operates in a hot-hot configuration, with both nodes continuously syncing with each other.

We are committed to 99.9% uptime and rapid response to any technical issues that may arise. For any technical issues or needs, customers have 24/7 access to our support team.

Occasionally our customers encounter natural disasters such as tornadoes or tropical storms and man-made crises (Newtown, CT, Parkland, FL). In all cases, our staff is committed to taking on an active webmaster role as needed at no cost to our customers.

Hosting at a Glance

- Secure Host in Acquia Cloud
- Multi-tiered (Application, Database, Filesystem)
- Load Balancing
- Redundant Availability Zones
- 24/7/365 Monitored Facility
- Redundant Power Supplies with Backup Generator
- AWS Snapshots
- Disaster Recovery
- 99.9% Uptime
- Web Application Firewall (WAF)
- DDoS Protection

PROFESSIONAL WEBSITE REDESIGN SERVICES

Narrative Proposal

Project Approach

The following is a brief overview of our key differentiators and what has led to our national success in serving the municipal sector.

Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicEngage with the flexibility to develop new features and modules to help you meet your goals and vision.

Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.

We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and account management who will work with you to help you evolve your web environment throughout your relationship with CivicPlus.

Easiest System for Updating & Adding New Content

Your new CivicEngage website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.

Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices, including smart phones, tablets, and wide-screen monitors.

Useful & Relevant Modules

CivicEngage is flexible and scalable to grow with your web environment at your speed and need without extra features and functionalities that may not be relevant to your current goals.

Affordable Cost, Flexible Payments

We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.

Security & Protection— Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

Our Project Plan

Phase 1 – Design & Architecture Sessions

CivicPlus will conduct an online meeting with staff to better understand your website's objectives. We will then undertake a strategic design session to discuss design elements, layouts, and preferences. We aim to make design options that evoke these elements while also providing visitors quick and easy access to the information they are looking for. This design meeting will serve as the basis for rendering initial prototypes. Your design will be revised until you are completely satisfied will all elements. You are not picking a template - all designs are custom and you are not limited to designs CivicPlus has previously created.

Responsive Design

Your site will be designed to be responsive to maximize the viewing experience. This means it will reshape itself depending on the screen size of the device a visitor is using to access the website. Compared to a traditional computer layout, the site would expand if viewed on a large screen monitor and reshape its layout when viewed on tablets and/or smartphones.

Navigation and Layout

Visitors to municipal websites are usually not surfing the site but looking for specific information. Generally, they want to find their information within a couple of clicks, or they may lose patience and give up.

It is **crucial** that a municipal website have multiple ways for visitors to find what they are looking for and for the paths to be easy and obvious.

- **Search Engines** – We utilize robust search engines that allow for advanced features and searchability within PDF documents

- **Online Document Center** – Forms, applications, documents, and permits are created at the department/board level and can also appear in an aggregate file center

- **Views & Taxonomy** – Our websites can auto-link content in multiple places while the content is being created. Visitors gain quick access in multiple locations and changes only need to be done once. These would include modules such as FAQs, Services A-Z, and Business Directory

- **Home Page Navigation** – We also utilize Cascading Navigation, Mega-Menus, and Help Centers to provide easy access to core information right from the home page

Phase 2 – Site Implementation

During the time you are working with our designer to develop and finalize the website design, we initiate the Site Implementation phase. Our implementation consultant will contact you to begin the discussion about that actual website content. They will discuss all landing pages for your departments, boards, and other features of the website. Upon completion of the design, the temporary website will be retrofitted with the custom look and feel of the design you approved.

Phase 3 – Content Development

Customers will identify existing content to be moved. New content may be submitted electronically to us anytime during this development phase up until the site goes live. We will also use online surveys to help us identify content.

Phase 4 – Training & Education

Our content management system is very intuitive, and documentation is built into each form. All staff training will be conducted online. Training will be group sessions where your staff will have the flexibility to attend multiple sessions if they desire. There will be a separate session for site administrators.

Phase 5 – Go-Live

Once all content has been built and all staff have been trained, you will decide on a Go-Live date. CivicPlus will perform various QA tasks before going live and activate any remaining modules. DNS and SEO-related activities will be performed at this time.

"The support has been amazing from day one. We worked closely with your employees during initial setup stages, creating the webpage, training, and for follow-up. Your team of employees know what the City was looking for and created it with ease."

—Felicia B., Aberdeen, MD

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, and training - CivicPlus delivers all of this and more during the development of your new CivicEngage website. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicEngage project is approximately 8-11 weeks. Depending on your participation and commitment, it could take up to 12 weeks.

PROJECT START

1

Design & Architecture Sessions
TWO TO FIVE WEEKS

- Understand Core Objectives along with Needs
- Design Meeting with Customer Website Committee
- Homepage Options & Layout
- Subpage Design & Layout
- Finalize Design (once you are completely satisfied)

Site Implementation
TWO WEEKS

- Identify Global & Cascading Navigation (including related links)
- Discuss Content & Landing Pages
- Implement Design within CivicEngage

2

3

Content Development
ONE TO TWO WEEKS

- Migrate Agreed Existing Content

Training & Education
ONE WEEK

- Sessions for Content Editors & Site Administrators
- Group & Individual Sessions

4

5

Go Live
ONE WEEK

- Final Quality Check of Website
- Install & Activate Selected Modules
- DNS & SEO Activities

GO LIVE

Qualifications

General Experience & Requirements

Solution Requirements	Yes/No	Comments
Site Design/Functionality		
Modern, relevant, and responsive design with the latest technologies to provide a consistent user experience across all devices	Yes	
Visually appealing	Yes	
Showcase departments and programs	Yes	
Improve customer service and engage site visitors	Yes	
Strengthen relationships with community partners	Yes	
Provide a scalable, maintainable solution	Yes	
ADA compliant design (WCAG 2.1 AA requirements and Section 508)	Yes	
Integrated translation to support multiple languages	Yes	Via Google Translate
Easy to use CMS (Content Management System)	Yes	
Search Engine Optimized with proper keyword research	Yes	
Enhanced cybersecurity protocols	Yes	Securely hosted with Acquia, cloud infrastructure built for Drupal
Ability to schedule publication and expiration of content	Yes	
Integrated website statistics/analytics	Yes	Integrated with Google Analytics

Solution Requirements	Yes/No	Comments
Content/Features		
Easy/intuitive navigation - multi-layered drop-down menus with a minimal number of levels needed for the user to find desired information	Yes	
Icons (graphical navigation) on homepage (helpful for non-English speakers)	Yes	
Photo gallery for recent events	Yes	CivicEngage Open has the ability to do a slideshow/gallery of photos of your choosing
Large photo area on home page - hero images	Yes	
Calendar feature for events - sortable by department, etc.	Yes	
Blog	Yes	
Staff directory (with photos/links to bio where necessary)	Yes	
"Popular links" section on homepage for most frequently visited pages	Yes	This is supported via Open's "Most Popular Pages" module
"How Do I..." menu option for an easy resolution to resident questions	Yes	
"Community" section with many details about the Maine Township community in one place	Yes	
Integrated and searchable board meeting agendas/packets/minutes/videos module	Yes	Search is supported by the Open Source search tool or Google Search Appliance
Bid posting - RFP's	Yes	
Job posting	Yes	
Searchable documents	Yes	Search is supported by the Open Source search tool or Google Search Appliance
Social media integration, sharing	Yes	

Solution Requirements	Yes/No	Comments
Ability to submit forms/request information • Public records requests • Event registration/payment processing • Other forms as needed • Room/equipment reservation (internal use from staff)	Yes/No	Webforms within CivicEngage Open can be used to request information. For payment processing, we can link out to a third-party merchant. CivicEngage Open does not have a room reservation form specifically but can be created as a webform and combined with a business process
Enhanced search	Yes	
FAQ's	Yes	
Upcoming events on homepage	Yes	
Prominent home page alert option for emergencies or urgent news	Yes	
Interactive PDF documents with page turning feature	No	This can be done with free third-party integration tools. Two CicivPlus customer examples are below: 1. https://www.miramarfl.gov/1121/State-of-the-City 2. https://www.opalockafl.gov/323/State-of-the-City
Printer-friendly page features	Yes	

Experience

CivicPlus has over 20 years of experience working with municipal organizations across the US and Canada. We strive to help local government streamline their daily work and better inform and connect their communities. With such experience, we are confident that we can provide the best solution for Main Township. The CivicEngage CMS will more than satisfy the Main Township's needs for an easy-to-use content management system that will empower your staff to be able to update the website as needed as well as provide a convenient resource for your audience.

CivicPlus' focus has been, and will always be, to help local governments work better. Our web technology is dedicated to finding the right web solutions for local government. CivicPlus continues its commitment to provide exceptional customer service and innovative solutions that help bring the best user experience to our customers.

What sets CivicPlus apart?

CivicPlus has been recognized as one of the top 100 leading companies "making a difference in the state and local government market" by the respected industry publication GovTech every year since its inception. In addition, CivicPlus has been on the Inc. 5000 list for 11 years running. We are a trusted, long-term partner for our local government customers.

Over the past three years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 100 Employees, and Most Valuable Response by a Customer Service Team (COVID-19).

CivicPlus has focused on developing innovative software solutions specifically for local governments. This concentration has made CivicPlus a leader in government technology that has been selected by Inc. Magazine as "One of the Fastest-Growing Privately Held Companies in the U.S." since 2011. Our government focused solutions bring tailored technology and deep local government expertise together in a powerful way to improve the dynamics between people, process, and structure.

We are the right choice for Maine Township if you seek a true partner who understands the needs of both local governments and the constituents they serve. All of our products are designed with end-users in mind, and your staff will love the time and energy savings discovered after adopting our platforms. If you ever need help, our award-winning support team is just a call, email, or live chat message away.

Percentage of our web staff working on this project relative to your entire staff

We have 17 team members working on our CivicEngage Open projects. Approximately 4 team members would work on your project, which equals 24%.

Project Management Process

Experienced resources will transition you from design and development to training and implementation. In the end, you will be transitioned to our expert technical support resources, who will assist you with any needs you may have in the future. Our team will assist you throughout the entire process to ensure your project's success and complete satisfaction. Our designer will initiate the process and work closely with you to arrive at your new approved website design. At the same time, our implementation consultant will take you through all the other related project activities.

AudioEye Partnership

We currently partner with AudioEye to provide a suite of accessibility tools to our current website customers for a discounted rate. Additional details on our full list of partnerships can be provided upon request.

Communication

The designer works directly with the customer and will schedule the initial online meeting. Follow-up will be with email and Zoom sessions as needed to discuss/review details. The implementation consultant will schedule two to three meetings, as well as use email and Zoom as needed.

As soon as the website is set up by our developers, we will provide you access to view it. This way, you can see progress day by day. You'll be able to provide feedback for changes associated with the content or provide additional content to be added to the website. If you have any questions or input, you can also call your implementation consultant anytime.

Support & Maintenance

Technical Support

Once the new website is live, your staff will be responsible for updating the content. CivicPlus will provide unlimited, ongoing customer support for your core staff members. Each member can contact us via phone or email Monday – Friday, 8:00 a.m. to 5:30 p.m. EST for any type of assistance building or editing content. There is no limit to the amount of assistance we would provide.

We also offer an Online Support Center which includes a variety of short online videos, quick reference guides, webform examples, and useful tips. Staff can also join our free, 30-minute webinars each month to learn or refresh their understanding of the basics, as well as gain insight into specialized features and tools.

Maintenance

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

We encourage our customers to submit suggestions. These will be added to our development roadmap and addressed if both appropriate and possible. We have yet to charge any of our customers for the implementation of their suggestions, as long as they can be used across our customer base.

Support at a Glance

- Customer Support for Core Personnel, 8:00 a.m. to 5:30 p.m. EST, Monday – Friday
- 24/7 Emergency Technical Support
- Dedicated Support Engineers
- Maximum 2-hour Response for Customer Support
- Built-in Training Documentation with CMS
- Monthly User Tutorials
- Periodic User Group Meetings
- Newsletters & Email Notices

CMS Applications & Maintenance at a Glance

- Automatic Upgrades of Enhancements
- Install Service Patches (as applicable)
- Ongoing Module Upgrades
- Core Drupal Upgrades (as applicable)
- Full CMS Licensing
- New Features Roadmap
- Staging Environment for All Testing
- SSL Certificate(s)
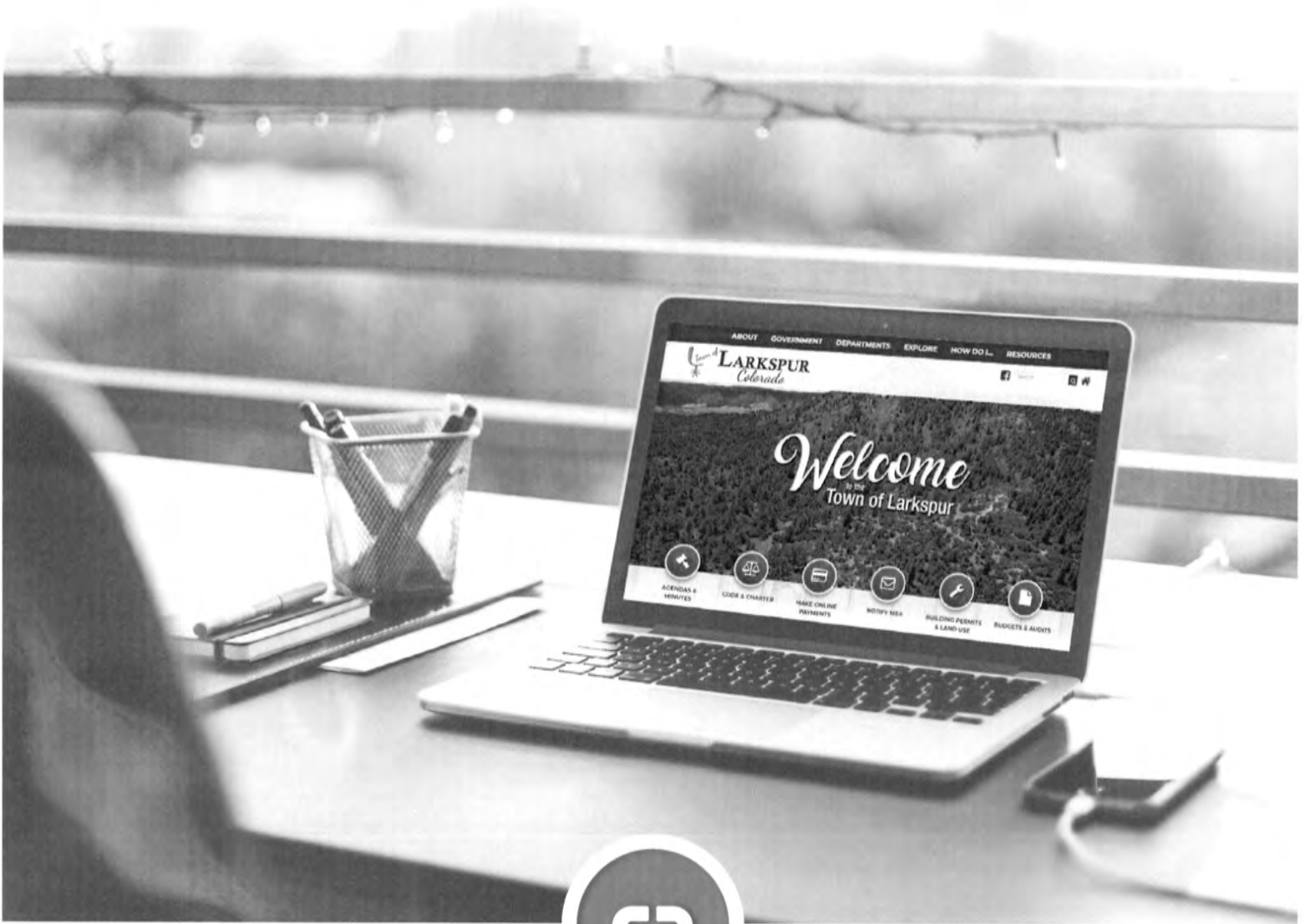
References

References

Palos Township, Illinois

palostownship.org

BRENT WOODS
Trustee
E: brent.woods@palostownship.org
P: 708.598.4418

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.

Westport, Wisconsin

townofwestport.org

JESSICA FREY
Executive Assistant
E: jfrey@townofwestport.org
P: 608.849.4372 ×222

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.

Village of Mukwonago, Wisconsin

villageofmukwonago.com

DIANA DYKSTRA
Village Clerk / Treasurer
E: ddykstra@villageofmukwonago.com
P: 262.363.6420

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.

Sabina, Ohio

sabinaohio.us

BENJAMIN COLLINGS
Mayor
E: benjaminfcollings@gmail.com
P: 937.728.9206

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.

Lemhi County, Idaho

lemhicountyidaho.org

CLINT MORSE
Social Services Director
E: clint@lemhicountyidaho.org
P: 208.742.1670

Services Provided: Website redesign, development, and implementation including content migration, and virtual training. CivicPlus continues to provide hosting, support, and maintenance.
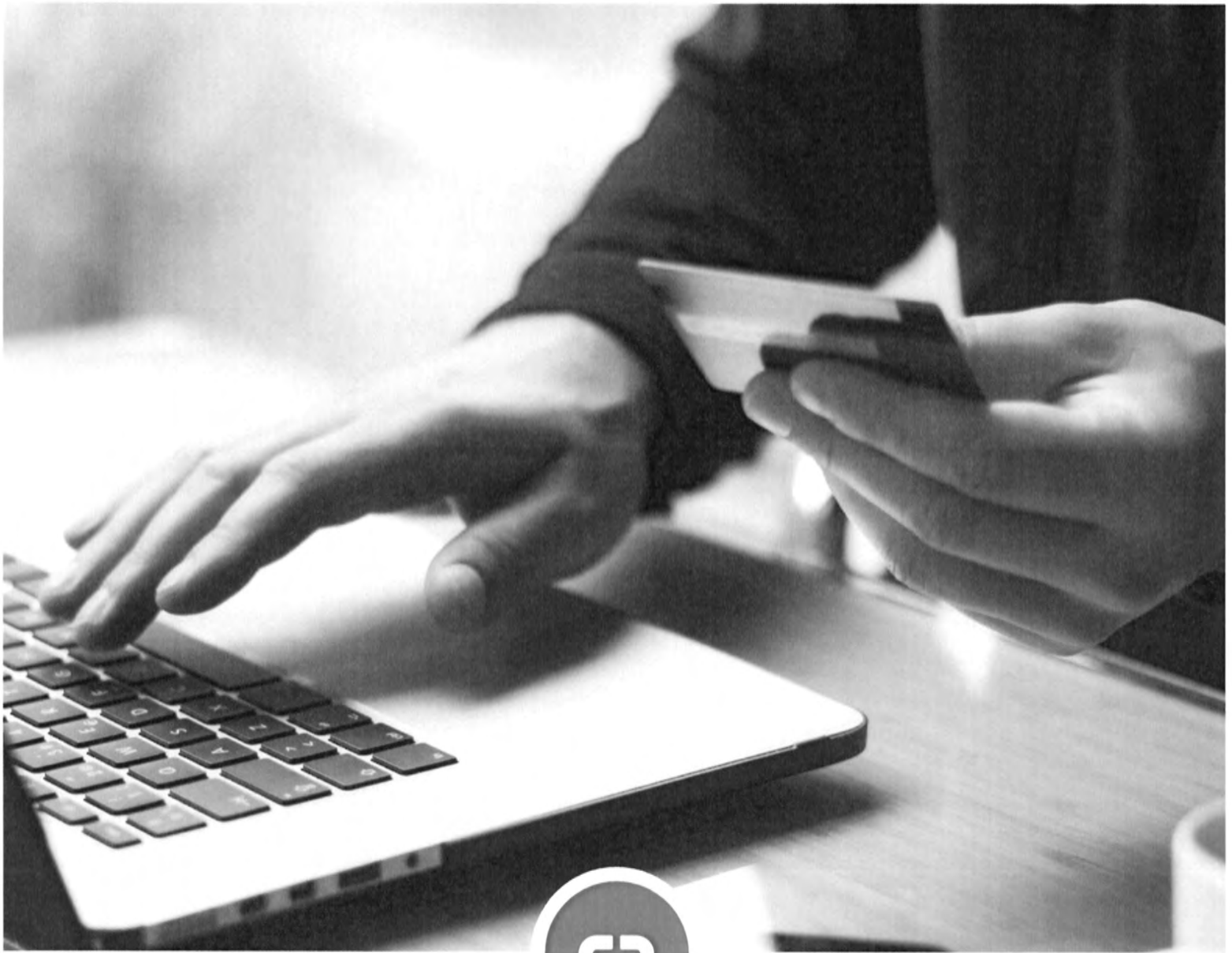
Pricing

Project Cost

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project with pricing is valid for 60 days from June 16, 2022.

CivicEngage Open Website

- Custom Graphic Design
- Content Development
  - Create All Department & Board Pages
    - Contact Info
    - Staff Table
    - Welcome Text
  - Build out up to 250 Pages of Content
- Training
  - Two Days Virtual Training (limit eight attendees/session)
  - One Full Day of Online Group Training
  - Full Access to Library of Videos & PDFs
- Supplemental Modules at No Cost
  - Bids/RFPS
  - Business Directory
  - Recyclopedia
  - Popular Pages
  - Intranet
  - Trash/Recycling Weeks
- Also Includes
  - Apache Solr Search
  - Google Analytics
  - E-Subscriber Mail Lists
  - Webforms Builder
  - No Limit on Future Pages & Files

Annual Services

- Secure Hosting
  - SSL Certificates
  - Tier 4 Data Center
  - Nightly Off-site Backups
  - Intrusion Detection
  - DDoS Mitigation
- Customer Support
  - Free Monthly Webinars
  - 24/7 Technical Support
  - Online Documentation & Videos
- CivicEngage Open Application
  - Annual CMS Usage License
  - Periodic Module Upgrades
  - Full Maintenance & Service Patches
- Account Management Team for ongoing support and web environment evolvement

Year 1 Standard List Price	~~$17,600~~
Year 1 Total Discount	($8,100)
Total Year 1 Investment Includes development fees and Year 1 annual services	**$9,500**
Year 2 Annual Recurring Services Includes 5% technology uplift	**$3,150**

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CivicPlus Offers:

Standard CivicEngage Open Invoicing

- 100% of Year 1 fees due at contract signing
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products—please contact your Account Executive for more details

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal (including all supporting, technical, or specification documents required for submittal with the current RFP) is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements as provided in the RFP before a final agreement is reached. We look forward to developing a mutually beneficial contract with Maine Township.
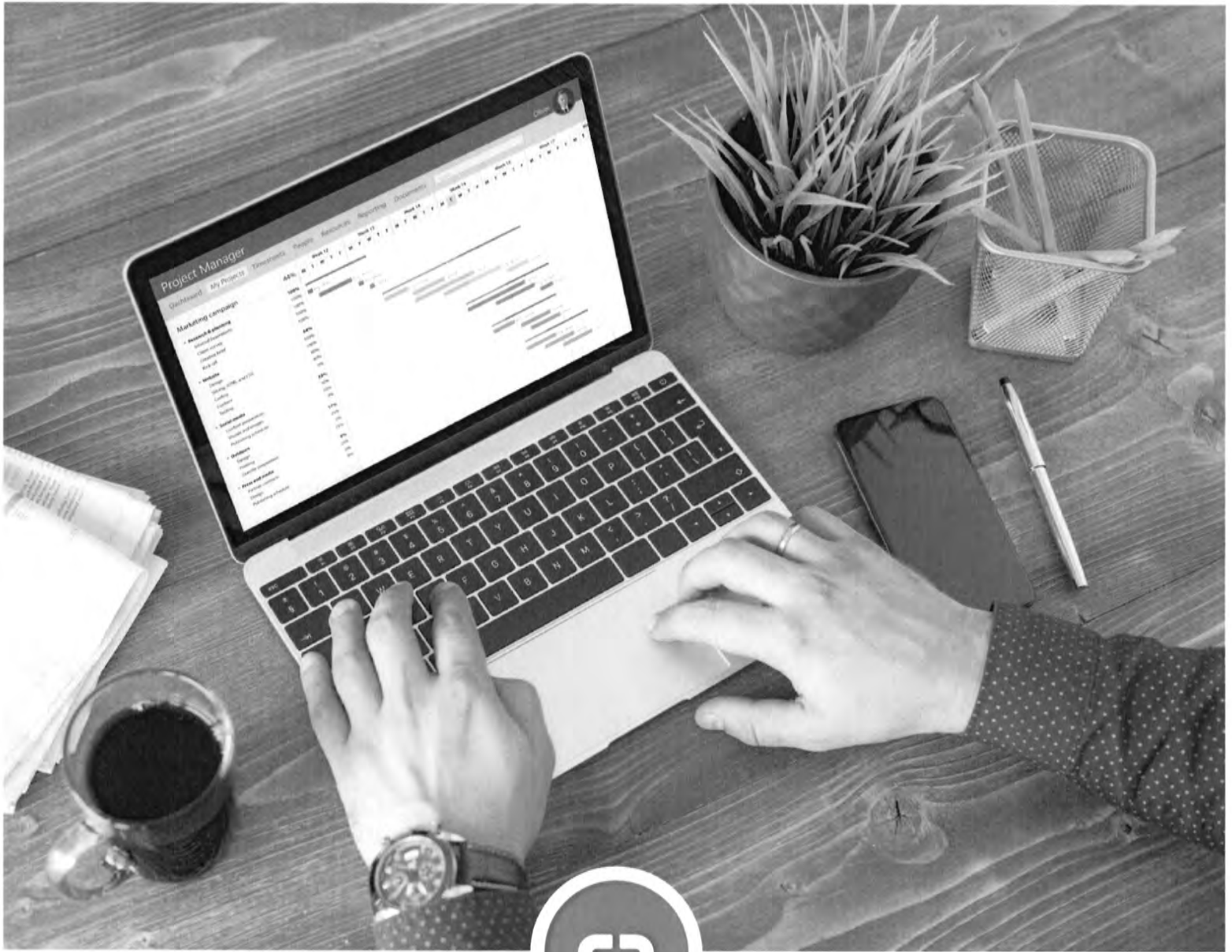
PROFESSIONAL WEBSITE REDESIGN SERVICES

Samples

Design Portfolio

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for a reference.

Franklin Cultural District, MA
franklinculture.org

Gulf Coast Water Authority, TX
gulfcoastwaterauthoritytx.gov

Centre Region Parks & Recreation Authority, PA
crpr.org

Gallatin County, MT
gallatincomt.virtualtownhall.net

Cedarburg, WI
ci.cedarburg.wi.us

The Center at Deltona, FL
thecenteratdeltona.com

louder
D E S I G N

Maine Township
Professional Website Redesign
Services Proposal

SULEN SUBRAMANIAM
CHIEF EXECUTIVE OFFICER

(817) 350 - 4647

SALES@LOUDERDESIGN.COM

TABLE OF CONTENTS

COVER LETTER

To,
Richard Lyon, MA, LCPC, CADC, CAMS-II
Director
Maine Township
MaineStay Youth & Family Services

Dear Richard,

We are thrilled to include here our statement of qualifications in response to your RFP for the Maine Township's Website Design & Build project. Kindly review the details outlining our experience & capability to deliver a truly exceptional, one-of-a-kind, ADA compliant, responsive website that adheres to a committed schedule. We are innovators in the fields of web design & development who guarantee that what you'll discover are out-of-box features that can really "up the ante" for your town & its initiative to improve the quality of life for everyone in the township by offering services & events with the needs of the residents in parts of Des Plaines, Park Ridge, Niles, Glenview, Morton Grove & Rosemont in mind.

Our primary goal is to provide the right blend of world class design concepts for your website to be powered with cutting-edge features built on the fundamentals of usability. In doing this, we help YOU succeed in day-to-day operations that range from effective advocacy of cause to a positive visitor experience whilst maintaining the highest standards of quality & visual appeal.

The proposal also includes details on our strategic approach to the various solutions we envision for your website - including exclusive systems & tools such as our secure WordPress based content management system (CMS), calendar of events, custom forms, document archive, media galleries (photos & videos), smart unified search etc. just to name a few – clients have repeatedly exclaimed that they've never seen better or easier to use systems than what we've built for them!

Louder Design is a minority-owned, award-winning, full-service agency with years of industry experience & 25 full-time employees at our global hubs – all dedicated to achieving for you, website design & development excellence. We have the necessary resources, bandwidth & expertise to complete IN-HOUSE, all the requirements stated in the provided RFP.

We look forward to talking further & hopefully the opportunity to becoming your thought partner through a collaborative relationship designed to help the Maine Township achieve its marketing objectives targeted towards new & established audiences in addition to your vision for its future.

Sincerely,

Sulen Subramaniam
Chief Executive Officer
Louder Design

OUR AGENCY

LOUDER DESIGN

(division of Louder Design, Inc.,
a Texas based **Corporation**)

LOCATION
8412 Spence Court,
North Richland Hills, TX 76182

CONTACT INFORMATION
(817) 350 - 4647 PHONE
(215) 975-9615 FAX
sales@louderdesign.com EMAIL
www.louderdesign.com WEB

FEDERAL TAX ID
65-1175624

EMPLOYEES
25

YEAR ESTABLISHED
2008

DEPARTMENTS
3

CLIENTS
250+ Worldwide

PRINCIPAL POINT OF CONTACT
Sulen Subramaniam
Chief Executive Officer
817.350.4647 PHONE
sulen@louderdesign.com EMAIL

EXECUTIVE SUMMARY
We are a **minority-owned**, **award winning**, **full-service interactive agency** dedicated to crafting unique, elegant & intuitive digital experiences & marketing strategies set our clients on a path that's ever evolving.

Our solutions are designed to deliver value that help government & economic development, destination marketing, non-profit, corporate, promotional & exhibit organizations stand apart.

Headquartered in the Dallas - Fort Worth Metroplex, we strive to improve life through technology with concepts that are a collection of original thoughts, careful insight & flawless delivery. Though we live to create, what defines us is not our core capabilities, but dedication to the clients we serve. We always start with what's most important - YOU & YOUR VISITOR.

RECENT PROJECTS (BRANDING, WEBSITE & MARKETING)
- Southlake Economic Development, TX (www.selectsouthlake.com)
- Historic St. Mary's City, MD (www.hsmcdigshistory.org)
- Housing Forward Humboldt (www.humboldtadu.org)
- Smithfield, VA Tourism (www.genuinesmithfieldva.com)
- Carbondale, IL Tourism (www.carbondaletourism.org)
- Waynesboro, VA Tourism (www.visitwaynesboro.com)
- Visit Knox County, OH (www.visitknoxohio.org)
- Edmonds Center for the Arts (www.edmondscenterforthearts.org)

KEY DIFFERENTIATORS (WHAT MAKES US STAND APART)

1. Exclusive Design + Responsive Methodology

At Louder Design, we follow a design philosophy that integrates the client vision with the requirements of its target audience to create the right synergy of content delivery WITHOUT the use of any pre-built themes or templates. Layout of site information & the definition of a clear navigational structure are extremely vital to achieve this balance. This also involves the usage of large modern fonts, bold photography, colors etc. while at the same time maintaining a consistent tune across all site pages. Using a responsive site development methodology is the final critical step thereby making them render perfectly on the latest web & mobile centric browsers.

2. Cutting Edge Features

What makes a website truly stand out in today's competitive online landscape is the ability to keep its target audience constantly engaged. Multiple studies have proven that cutting-edge features & relevant content are the tools required to achieve that objective. Qualitative & diverse information, a powerful story-telling showcase, multi-language support, unified search tools, attractive visual media including video & photo libraries, engaging press sections are all "must- have" elements of a successful modern-day website.

3. Search Engine Friendliness with an Effective Link Structure

All site pages need to be built on the foundation of strong optimization principles using titles, tags, links etc. to achieve better indexing with search engine crawlers. This will aid to nourish the site with rich content relevant to marketing the organization while slowly but surely propelling the site to a top-ranking organic position for related search keywords & phrases. An effective link structure enables users to intuitively navigate the website with the least possible clicks making the information truly available at their fingertips.

4. Code Warranty

Any templating or technical issues defined within the scope of the original website project will be fixed by Louder Design **FREE OF CHARGE** for the lifetime of the contract. We stand behind the quality of our solutions & our dedication to highest echelons of customer service & this warranty is a testament to that fact.

5. Ownership of Code

Based on our experience, a lot of our prospective clients are concerned about ownership of the website post development. As your vendor, we empathize with this apprehension & alleviate it by transferring the ownership of the design files, source code, database & any special license that was used to build the website to the CLIENT post launch with no strings attached. We believe in the creation of a long-term relationship with our clients & prefer to provide you with absolute peace of mind through your journey with us.

6. Award Winning

Our agency's sole purpose is to inspire emotions & responses through our craft & winning **13** national awards (including multiple prestigious **W³**, **Davey & VIRGO** awards) for our work is a clear testament to that fact. In addition to appearance, we take pride in understanding how users interact with our sites, navigating through & making decisions on where to click (& where not to).

7. Re-Design Guarantee

In this ever-changing world of emerging technologies, the life of a website is today calculated in dog years. To stay ahead of your competition & continue to be relevant, we strongly recommend a redesign of your website after a period of 4 years at a maximum. Our re-design guarantee acts on that recommendation by providing a fresh new design for your site at NO ADDITIONAL COST* to you.

applies to an initial contractual period of 5 years – terms & conditions apply

8. Dedicated Team

All work performed on any awarded project is completed in house ONLY by full-time employees of Louder Design. We **DO NOT** hire or use sub-contractors or freelancers in any form or capacity to work on any of our project requirements.

WHAT WE DO

STRATEGY

Discovery
Market Research
Competitor Analysis
Content Strategy & Creation

CREATIVE

Graphic Design (Print + Web)
Branding & Identity
User Experience Design (Web + Mobile)
Prototyping

DEVELOPMENT

Secure Content Management System (CMS)
Responsive Website Development
eCommerce
Native iOS/Android Mobile App Development

ADVERTISING

Search Engine Optimization (SEO)
Paid Search Marketing
Social Media Marketing
Organic Content Creation

PRIMARY TEAM BIOS

Sulen Subramaniam – Chief Executive Officer (PROJECT MANAGER)

An original design & technology evangelist with a simple approach to every project - build spectacular, alluring and intelligent experiences that are a joy to explore and easy to use. He believes that attention to detail can separate a great from a good product, where what is trivial to some often presents an opportunity to achieve something exceptional. It is that sense of perfection which defines the very essence of what he brings to the table every day.

What fuels him is the ability to help brands reimagine how they interact with their customers to successfully manage their vision in today's digital economy.

Education: Master's Degree (M.S.) in Computer Science from University of Southern California
Expertise: Head honcho, web and mobile virtuoso, technical ninja, project producer and long-term strategist expert for the last 22+ years
sulen@louderdesign.com EMAIL

Harveen Kaur – Chief Marketing Officer

Harveen is a simplicity focused business leader with extensive technical enterprise experience and proven track record of execution and delivery in B2B and B2C environments. Her professional journey started with the earning of a Master's in Computer Science from The University of Southern California. She has been fortunate to meet and work with some of the greatest minds at the following organizations: Sabre Corporation, Belkin International and Herbalife International. She most recently graduated with a Master's in Business Administration (M.B.A.) from The McCombs School of Business, University of Texas at Austin.

She currently also serves on the Board of National Association of Women MBAs (NAWMBA) North Texas Chapter as the Communication Director.

Education: Master's Degree (M.S.) from University of Southern California & Master's Degree (M.B.A.) from University of Texas at Austin
Expertise: 17+ years of corporate organization experience in project management, technology and marketing.
harveen@louderdesign.com EMAIL

Suben Subramaniam - Chief Operations Officer (ACCOUNT MANAGER)

An MBA graduate from the prestigious Cardiff University in Wales, Suben is an idea-driven and a challenge seeking leader, with immense expertise and a successful track record in the field of business development. Armed with strong communication skills, hawk-eye attention to detail, and a roll-up-your-sleeves attitude, Suben continues to remain fascinated and driven by a market that is ever evolving. Suben had earned the hands-on-experience of working with some of the biggest retail names in the UK and the UAE. His motto is to keep things simple, never promise what you cannot deliver.

Education: Master's Degree (M.B.A.) from University of Cardiff in Wales
Expertise: 14+ years of start-up experience with a focus on business development, client management & operations
suben@louderdesign.com EMAIL

AWARDS & ACCOLADES

Smithfield Isle of Wight County Tourism (www.genuinesmithfieldva.com)
- 2020 VIRGO Travel & Tourism Awards for "Best Tourism Website" in the State of Virginia

Enjoy Mt. Vernon (www.enjoymtvernon.com)
- 2019 Illinois Excellence in Tourism Award for "Best Website"

Reddy Ice (www.reddyice.com)
- 2018 W³ Silver Award

Explore Flemington (www.exploreflemington.com)
- 2017 W^3 Silver Award

Reach Out Metro (www.reachoutmetro.com)
- 2017 W^3 Gold Award

SG1 (www.sg1.cloud)
- 2017 W^3 Silver Award

Visit Alton (www.visitalton.com)
- 2016 Illinois Excellence in Tourism Award for "Best Website"
- 2014 WebAward for Travel Standard of Excellence
- 2014 Illinois Excellence in Tourism Award for "Best Website"
- 2014 Davey Silver Award for "Best Tourism Website"
- 2014 W^3 Silver Award for "Best Tourism Website"

Visit Champaign County (www.visitchampaigncounty.org)
- 2015 Davey Silver Award for "Best Tourism Website"

Preethi Kitchen Appliances (www.preethi.in)
- 2015 W^3 Silver Award for "Best Consumer Goods Website"

ORGANIZATIONAL CHART
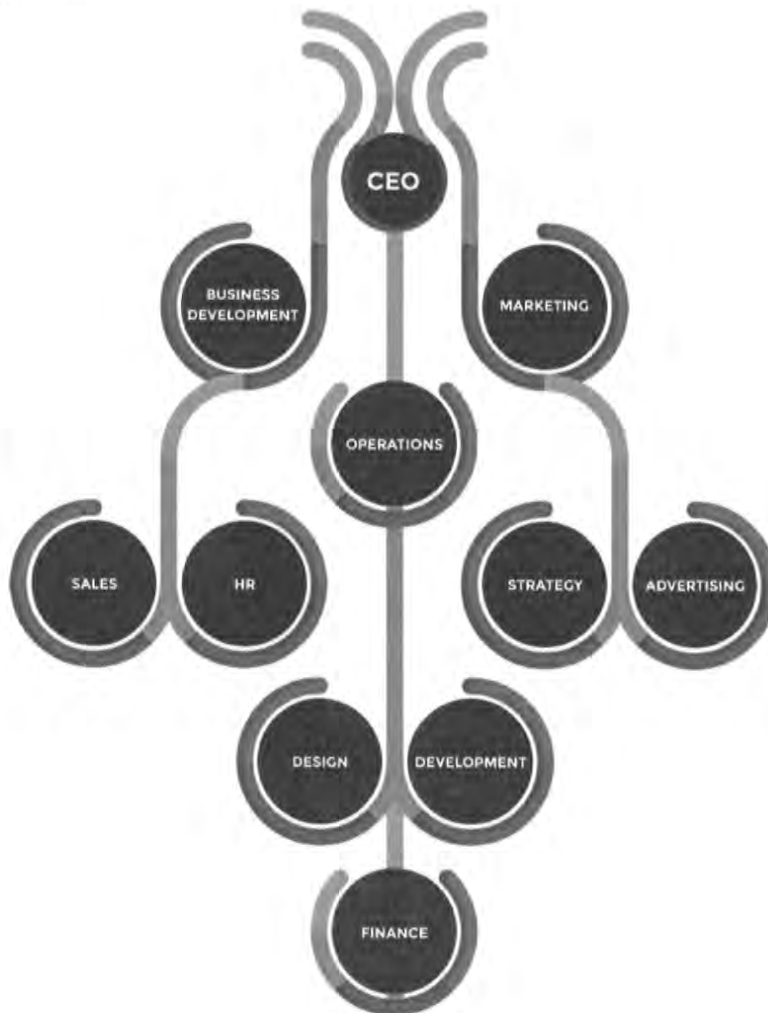
OVERVIEW

THE OPPORTUNITY

The objective for the Maine Township, thereby referred to as the "CLIENT"'s website design & build project is to create an intuitive, visual, state-of-the-art experience by leveraging modern day technologies to enhance end user engagement. The website must be secure, ADA compliant, mobile-responsive, easy to navigate & serve as the leading resource of information effective in improving communications between the Township & its residents by providing a 24-hour access to its information & forms to help complement your services. In addition, it must facilitate non-technical administrators to effectively & easily manage website content via a central, secure content management system integrated with a global network for content management & asset delivery.

MEASURES OF SUCCESS

Louder Design will ensure that the project is deemed successful based upon completion of the following milestones:

Reflect Business Objective

The strategic goal of the CLIENT's website redesign services project is to

a. Creation of a highly useable website using dynamic design & organization that will allow users to easily find information they require
b. Convey a sense of place & organizational culture consistent with the Township's brand & values
c. Demonstrate the CLIENT's commitment to transparency & high-quality customer service by increasing measurable public self-service options
d. Act as a marketing tool for the CLIENT, providing users with news about the CLIENT's programs & events
e. Consolidate & migrate existing content to the new website & offer a seamless transition with the process
f. Ability to incorporate sharable content via social media platforms

Louder Design will aid the CLIENT in achieving their mission by creating a website to include:

- **Strong Visual Appeal:** perfect balance of images & content accessible to visitors with & without disabilities.
- **Improved Data:** reporting functionality, capabilities & design (database, hubs, maps etc.).
- **Highly Responsive:** can be viewed on any device (computer, mobile, or tablet) with any browser (Chrome, Firefox, Edge, & Safari) using consistent branding standards & guidelines.
- **Simplification:** includes user-focused, accurate content that is easily accessible by prospective visitors.
- **CMS:** editing capabilities by CLIENT's staff administrators anytime & anywhere using any device.

Key Performance Indicators (KPIs)

Here are some of the key metrics that we track to help better understand the behavior of your average visitor:

- **Two-Click Rule:** our primary objective when creating a site navigational structure is based on the rule that visitors need to find all pieces of information on your website within two (2) clicks or less.
- **Click-Through Rate (CTR):** this metric measures how many users perform certain desired actions, whether it's viewing a page, sharing a post via social media, or subscribing to a newsletter.
- **Unique Visitors:** this is ideally a better gauge to use versus just measuring page views. This metric lets us know how many unique individual people have visited your website in a specific time period (daily, weekly, monthly etc.).
- **Page Load Time:** our design layouts are created with the right balance of text & media in such a way that the average page load time is maintained under 2 seconds or less (this value is dependent on network speed of visitor).

WEBSITE DEVELOPMENT METHODOLOGY

Louder Design follows an **Agile-Waterfall** hybrid project management approach to build a website via 4 key milestone phases: **Discovery, Design, Production, & Deployment**. During each phase, we go through iterative work cadences & empirical feedback in order to quickly adapt to the changes requested by the CLIENT, & test the product in a highly flexible & interactive manner. Just as importantly, we're always on budget, on time & standing behind our dedication of quality.

Each of the phases have been further described below in detail for your understanding.

1. Discovery

In this stage, we dedicate time & resources to study the focus of your organization, as exceptional conceptualization always begins with an in-depth understanding of a CLIENT's requirements. Our research provides us with adequate knowledge regarding your overall strategy, target audience, marketing objectives etc. We work with you to understand your vision & define clear goals thereby allowing us to offer solutions to best meet that end. The main issues addressed as part of this phase are as under:

a. Creative Vision
- Understand your objectives to help identify critical must-have elements across all design concepts
- Outline themes, color palettes & fonts to be used while maintaining the aesthetic value of all designs

b. Requirements Gathering & Interviews
- Capture key information & eliminate any type of ambiguity
- Define design requirements
- Assess & analyze competitor websites for positive & negative design methodologies used
- Identify key user interaction components that need to be employed across all layouts

2. Design

This is the most exciting step of the entire project lifecycle because it is where we get things going by creating the primary concept & developing the overall design direction for the project. This phase is a collaborative process that will involve a significant level of input from your end in order to derive a formalized plan of action. Core choices about layout, color palettes, content distribution & imagery are tested within a number of ideas to identify what works best in order to communicate your goals. The final home & section page concepts are created at the end of this phase & the process is outlined in the steps below:

a. Concept Submission
The first step in this phase is the concept submission wherein the CLIENT will receive the following deliverables:

- Professional W3C Compliant Responsive Site Design
- **X** design concepts and **Y** subsequent revisions included (**X** & **Y** values are specified in Cost Summary below)

This design submission phase is to determine if the concept created based on information received, accurately matches the overall strategy & requirements of the CLIENT.

As part of this phase, the CLIENT will be required to analyze the concept for:

- Theme & Color
- Aesthetic Value
- Usability

b. Alterations to Design
Once the CLIENT completes assessment of the design concept(s) submitted, they will be required to provide their feedback on the same to us. Based on that, we will then either modify the existing design layout (depending on number of revisions allocated in the Cost Summary below) or go back to the drawing board to create a fresh new design thereby repeat Step 1 above till a concept is finalized.

c. Section Page(s) Design
Upon finalization of the homepage layout, Louder Design will commence the creation of layouts for unique sections pages of the website that require them. The layout design will be based off the homepage's color scheme &

information architecture in order to maintain a consistent user flow throughout. Following design, the concepts will then be submitted to the CLIENT for review & assessment. Feedback thus obtained is critical & will be used to fine tune the sections page(s) concepts till we achieve the optimal look & feel required.

d. Wireframe Model

Following the confirmation of both home & section page(s) layouts, Louder Design will then create a functional prototype (wireframe model) to help the CLIENT understand the layout structure & basic navigational scheme of the website. Please note that the prototype will not contain all site pages but just the required ones. The CLIENT's staff upon detailed review & analysis, will submit all feedback for final changes if any, that need to be made to the prototype.

3. Production

Based on your approval of the concept(s) & subsequent project architecture, we begin what is known as the "production" phase of the project. It is here that the rubber meets the road, i.e., we develop a working model that mimics the final approved concept(s) complete with clean, semantic code that adheres to industry best practices & standards ensuring optimal efficiency & load time. It is no longer a 'controlled' environment where the only engineering team (people who know how to use it) will interact with it. The performance, scalability, logging, version control, monitoring, security are a few things that will be very closely watched when the website is this phase. At the same time, engineering team will start to perform testing internally for each module developed on the content management system.

Louder Design's engineering team will build the website and integrate it with the content management system in parallel. It is also during this phase that our team will migrate all content provided by you to the new website.

4. Deployment

In this stage, upon your final approval, we introduce your website to the world or in our terms "GO LIVE". Once launched, our team will continue to be on hand to troubleshoot any kind of query that you may have with regards to your project (creative, website, campaign etc.) & its performance.

CONTENT STRATEGY & MIGRATION

A website without the presence of the necessary usable & accessible information, doesn't provide much value or service to a prospective visitor. Well-written & targeted content is a valuable asset that can transform your website into a powerful tool, that can then be utilized to effectively communicate your mission with your community. During your discovery stage, our expert web consultants will provide you with recommendations to perfect your website content in order to meet current usability & accessibility standards.

As part of our content strategy discussions, we will work collaboratively with your team to do the following:
- Establish & confirm content goals for your new website
- Map out the approval process with regards to content that we will use during the various stages of the project
- Explain in detail our approach to the content migration process to ensure a seamless transition
- Analyze the current content & to devise a plan to address value-added content, content that needs to be removed, content gaps if applicable, best practices with regards to usability & accessibility

Once the above actions have been completed, our team will start the process of migrating the agreed upon number of landing pages (including text, documents, images & videos) from your current website to the new site developed for you by Louder Design according to the site structure created by both teams in collaboration with each other.

BASIC SEARCH ENGINE OPTIMIZATION (SEO) PROCESS

A couple of key points that provide a summary of some of the actions that our online services team will implement as part of our basic SEO strategy on your website. However, since every website is unique in its own right, there may be certain factors that we need to alter as part of our efforts.

- **File Structure:** We modify your website to a search engine friendly folder structure & we primarily achieve this process by linking all pages & subpages to as close as possible to the root folders.
- **Technical Audit:** We perform an in-depth technical audit of your website to bring to the surface every technical error that could be a potential threat to hamper our optimization strategy including but not limited to 301 redirects, sitemaps, duplicated content, 404 issues, broken links & much more!
- **Tag Optimization:** All site content is optimized using <h1>, <b>, <alt>, rel=" nofollow" based on exactly what the situation demands. <title> tags are given the utmost attention so that we can properly placing relevant keywords in the right places. We will also place visitor focused meta tags for your website that will include the following tag structure - Title Tag, Meta Tag Description, H1 Tags & Image Alt Tags.
- **Friendly URL's:** URL paths are changed to a friendly approach to better fit with our SEO strategy. Example: adding extra keywords & page description to the URL tells the search engine crawlers exactly what each page is about.
- **Redirect Management:** Appropriate redirects are created from the current website URLs to the newly reorganized friendly URLs to ensure very minimal loss in website traffic post launch.
- **Sitemap Submission:** Creation of Google cloud console and submission of the new website's sitemap to Google for re-indexing to reduce the effect of any search engine ranking change post launch.
- **Google Analytics:** Analytics tracking code from the existing site (if it exists) will be transferred over to the new site seamlessly with special focus paid to make sure that there is no loss of historical data in any form. Your control panel also provides a snapshot of real-time analytics data on your dashboard when you log in.

COMMUNICATION PLAN

Louder Design will communicate with the CLIENT throughout the duration of the project via **3** key channels:

1) Kickoff & Planning Meeting (Recommended Format: In-Person (or) Virtual)

Upon execution of the contract, Louder Design will start the project via a kickoff meeting which will outline the following:

a. Project purpose & scope
b. Project goals & deliverables
c. Detailed project plan (including key milestones)
d. Key success factors
e. Major risks & mitigation strategies, &
f. Roles & responsibilities on both ends

2) Bi-Weekly (once in 2 weeks) Status Meetings (Recommended Format: Virtual Remote Meeting)

Louder Design will conduct a bi-weekly (once in 2 weeks – IF REQUIRED BY THE CLIENT) progress meeting with project team to review the following:

a. Key tasks & milestones completed during the last 2 weeks
b. Pending tasks per resource
c. Areas that require attention
d. Project issues, &
e. Process to overcome any hindrances to completion of tasks for the next week

3) Monthly Progress Report (Recommended Format: Virtual Remote Meeting)

Louder Design will provide a monthly progress report to your team (if required) outlining the following:

a. Specific accomplishments achieved
b. Any deviations from the original project plan
c. Key tasks completed during the month
d. Issues encountered/resolved, and
e. Pending tasks & projected completion tasks as required by the contract

4) Launch & Training Meeting (Recommended Format: Virtual)

PROJECT CO-ORDINATION

Sulen Subramaniam will be Louder Design's central point of contact & project leader for this project along with the CLIENT's staff & technical team. He will be accessible directly via phone at (817) 350 - 4647 and email at sulen@louderdesign.com Monday to Friday between 7AM - 7PM Central Time. In addition, he will be the lead personnel present at all technical conferences, training sessions & design-related meetings.

Coordination of all website requirements i.e., discovery, content, media etc. will be handled by Sulen & the team, preferably with single point of contact person designated within your organization. We will send details of any requirements as per the schedule provided below so that the client has ample time to gather & submit items from their end. We will also provide FTP access for large files uploads, but the client is always welcome to send any digital materials via email or postal mail if needed.

Mockups, design ideas, & production files will be uploaded & made available online to the client as & when they are ready for approval. Sensitive information will be password-protected. We will set up a staging environment on the actual server at the start of Production, accessible via a temporary URL, where the site in progress can be viewed by the client upon notification.

CLIENT'S ROLE & RESPONSIBILITIES

The ultimate success of any project is highly dependent on a significant level of involvement from the CLIENT's project team. To help achieve a smooth & successful website design/development lifecycle, it will be your responsibility to:

a. Provide timely feedback on created home & section page design concepts
b. Provide complete details for all functionalities that are defined within the scope of services, with the acceptance of this proposal
c. Provide logo, branding guidelines document & images in an electronic format (a cloud storage location will be provided where all defined assets will need to be uploaded to)
d. Provide links to all videos (YouTube, Vimeo or otherwise) to be used in various sections of the site (or) provide videos in web ready format (a cloud storage location will be provided where all videos will need to be uploaded to)
e. Test for proper functioning of all internal & external web page links (sandbox test links will be provided a couple of weeks prior to launch)
f. Test for the accurate & proper display of all required content information for the main website
g. Provide warranty, terms of use, privacy & conflict resolution policy statements for the website
h. Ascertain that the materials provided to Louder Design, in connection with this contract, are not in violation of any copyright laws
i. Perform validation testing on the website to confirm that each section fulfills its intended purpose
j. Provide a final list of administrator accounts that need to be created with the individual access levels specified

WEBSITE TESTING PLAN

Here are the testing procedures that we implement during & after the production phase:

1. Unit Testing

During this stage, we test individual units of source code, sets of one or more website modules together with associated control data. Usage procedures are also tested to determine whether they are fit for use.

2. Integration Testing

The next stage of testing performed by our team is integration testing where individual website modules are combined & then tested as a group. The purpose of integration testing is to verify performance & reliability requirements placed on major functional pieces.

3. Validation Testing

Finally, the CLIENT validates that website satisfies or fits the intended use (high-level checking), i.e., the site meets the user requirements. This is done through dynamic testing & other forms of review. Validation testing confirms that the website, as provided, will fulfill its intended use.

The scale of this project requires that we split the testing into the following key sections:

a. User Interface
b. Feature Code Library
c. Database
d. Analytics

The main purpose of our test plans is to maximize the quality of the product, test a large number of operating scenarios, ensure that models are upward compatible & identify incorrect operations. In addition, the test plans will be designed to address several unique features required by the client to be implemented on the website.

The primary test approach sets the scope of system testing, the overall strategy to be adopted, the activities to be completed, the general resources required in addition to the methods and processes to be used to test the release. There will be several formal review points during various stages of design, development & deployment which are vital in achieving a quality product. Testing during production makes it easier to locate & resolve errors, & minimizes the chance of existing bugs being replicated throughout later stages of development.

WEBSITE KEY FEATURES

Content Management System (CMS)

Louder Design strongly recommends using **WordPress** based, clean, easy-to-use, secure CMS (Content Management System) to manage all editorial pages & modules on your website.

Here are some of the main reasons for our recommendation:

- Scalable, secure CMS will be built on an open-source WordPress platform that is completely customized, upgradeable & integrated by Louder Design.
- The tool allows your staff to browse the site naturally, adding / editing custom content block options to the designated design templates while maintaining live, archive & draft versions of each page.
- Content blocks on the CMS are powered by custom **WYSIWIG** (What You See Is What You Get) editors providing administrators the ability to add/edit & format content in both plain text & code views.
- Ability to add or update creative elements, graphics, buttons, anchor links in addition to being able to also customize font, text placement & more.
- Ability for site administrators to schedule when content needs to be published or expired from specific sections of the website with an archive of all published & expired content versions.
- Photos/Videos & Documents upon upload are automatically resized (to preserve layout integrity & structure) & added to a common media repository available for all site editors (based on their access level) to use on any section of the site.
- All CMS created pages are printer friendly & fully responsive in nature wherein they are produced to render perfectly on all types of displays.

Component/ Module Name	Function	Offered (Yes/No)	Vendor Comment
Alerts & Notifications	Display alerts prominently on website with notifications sent via email & text messaging to resident subscribers.	Yes	CLIENT will be responsible for subscription costs to email & text messaging platforms.
Archive Center	Store agendas, minutes, newsletters, hot topics & other data-drive documents in a single central location with intuitive sort & filter choices.	Yes	
ADA Compliance	Latest updates to Section 508 of the Rehabilitation Act of 1973 applied to the design & management of the new website.	Yes	
Browser Based Administration	Create, edit, or delete template-based web pages & news updates from any device with internet access.	Yes	Administrators will be provided with a web-based control panel to perform a host of website administrative functions.
Calendar of Events	Update/publish calendars for departments/categories with a main calendar to display all events.	Yes	Details for this module have been provided below.

Departmental Home Pages	Ability for departments to have dedicated pages within the site that follow the same design layout as the rest of the interior pages.	Yes	Administrators will be able to create unlimited landing pages though the web-based control panel provided to them.
Directories, Listing for Staff	Ability to allow citizens to search for staff department information.	Yes	There will be a separate module on the control panel that provides this functionality.
Document & File Repository	Upload/download capability for files up to 1GB, back-end ability to search within published and unpublished documents.	Yes	
E-Notifications	Electronic subscription, scheduled notifications for email & SMS.	Yes	CLIENT will be responsible for subscription costs to email & text messaging platforms.
Employee Intranet (if required by the CLIENT)	Creation of a secure location where employees can sign in to access private resources, information & assets.	Yes	
Facility Management	Listings with maps, filtered search, and reservation capability.	Yes	
Frequently Asked Questions	Ability to categorize FAQs by department or page.	Yes	
Levels of Rights/Permissions	Allow system administrators to establish levels of rights for staff to update/manage/access content based upon roles.	Yes	CLIENT will need to provide a final list of administrator accounts that need to be created with the individual access levels specified.
Live Edit	Add, edit & move content directly on the front end of the site without the need to utilize or be trained in writing HTML or CSS code	Yes	
Multilingual Support	Dynamic content translation on CLIENT specified language choices.	Yes	This functionality will be achieved using a third-party translation service such as Google Translate.
News & Announcements	Post news releases or updates dynamically to relevant pages based on category & date	Yes	
Online Forms	Completely customizable forms that serve as a means for residents or prospective visitors to contact you with questions,	Yes	All form submissions are tracked in the control panel and are provided with email forwarding capability.

	requests, feedback, or to submit an event or register for one.		
Online Payment Solution	Secure online transaction by department. (if required by the CLIENT)	Yes	Integration to be provided with the CLIENT's preference of payment solution provider. (CLIENT will be responsible for subscription costs to these services)
Banner Carousel	Display showcase town imagery in prime locations on the site layout.	Yes	Media galleries will be available on both websites for photo & video content.
Responsive Web Design	Websites can be accessed from any mobile platform	Yes	Both websites will be responsive in nature & will render perfectly on all types of devices.
Sharing Capability	Links to share content via email and social media on every page	Yes	
Search / Archive Center	Searchable solution for live or archived content, documents, and news updates (internal site search engine).	Yes	
Site Statistics	Integration of comprehensive analytical status reports	Yes	Installation & integration of Google Suite & Google Analytics will be completed as part of the process.
Social Media Interface	Facebook, Twitter, Instagram feeds, etc.	Yes	
Survey/Polling Capability	Web-based software for polling, surveys, and answer tracking (or capability to embed third-party programs)	Yes	If a third-party program is being used, CLIENT will need to provide their choice of the same so we can integrate accordingly.
Security Integration	SSL encryption, https, two factor authentication, etc	Yes	SSL Certificate & HTTPS protocol will be included as part of the hosting infrastructure setup.
Video Hosting	Ability to embed third-party videos, archive, live-stream, and view webcam	Yes	Ideally, we recommend the usage of third-party video repositories including YouTube, Vimeo for display & streaming of video content.

Sitemap	Dynamic	Yes	There will 2 versions of the sitemap provided – HTML & XML.
Supported Browsers	View your website in most recent versions of the following major browsers - Google Chrome, Microsoft Edge, Firefox & Safari.	Yes	
Printable Pages	Print-friendly function	Yes	All landing pages will be printer friendly in nature.
Strong SEO		Yes	The site will be fitted with our Basic SEO checklist and our options for Advanced SEO have also been provided below.

Interactive Business Listings

Highlights include:

- Integration with the secure content management system to provide a centralized web-based database for business listings with multiple website display options & functionality.
- Page-less listings with infinite scroll in real time leverages no-refresh data fetch & append to completely do away with pagination, providing a more seamless and satisfying experience by allowing the user to never lose track while browsing.
- Advanced sorting (random, alphabetical, date of creation), filtering (by region, city, category, type, date) & layout display options (grid or list) to allow users to browse and view business listings based on their personal preferences.
- Ability to tag specific partner listings to be featured on the site or on other business listings in a prominent position with custom layout structure & icons.
- Ability to add unlimited photos, videos (both internal & external), files, offers, coupons & external links to individual business listings.
- Consistent, clear presentation of Add to Favorites on all listing/search result pages, cleverly integrated with the login/signup flow to minimize disruptions.
- Integration with Google Map API to develop the What's Nearby functionality on listing detail sections to display specific map locations & nearby listings & events of designated categories within specified mile radius definitions.
- Ability to share business listing profiles on today's most popular social media networks via social bookmarking.
- Integration with our smart unified search with advanced settings w/o auto suggest functionality using key listing data and custom tags for result matching.
- Integration of third-party APIs (if required by the CLIENT) to perform specific functionalities for e.g. Booking Engine, Trip Advisor Reviews, Yelp Ratings etc.
- Ability for business administrators to edit their own listings, which upon approval by the site administrators is made LIVE on the website.

Calendar of Events

Highlights include:

- Ability to create a multi-tier categorization structure with custom fields attached to each event entry.
- Comprehensive data & multimedia fields rivaling top event websites with custom RSS & XML feed export & import functionality.
- Advanced sorting (random, alphabetical, date of creation), filtering (by day, week, month or custom date range) & layout display options (grid or list) to allow users to browse & view events based on preference.
- Ability to create (or) clone multiple event instances with comprehensive options for recurring dates/times.
- Ability to feature or showcase specific events in designated areas on home and inside pages as specified.
- Ability for users to submit event requests to be only displayed on the event calendar post moderation by the CLIENT's administrators.

- Ability to tag unlimited locations to a single event posting by selecting from a list of existing venues or being able to add a new one.
- Ability to add unlimited photos, videos (both internal & external), files & external links to individual event listings.
- Integration with our smart unified search with advanced settings w/o auto suggest functionality using key event data and custom tags for result matching.
- Ability to add an event to specific third-party calendar & share events on most popular social media networks via social bookmarking.

Press Room/Announcements
Highlights include:

- Logging in to the administration control panel displays a "tree view" list of all module categories, with the ability to
- add, delete, & update posts under each.
- Photo/Video/Document uploads to pre-defined areas on the template are automatically resized to preserve integrity & structure of the template layout.
- Ability to assign various permission levels to administrative staff at your organization with varying edit capabilities.
- Flexible tagging structure allows users to toggle back to see relevant posts providing a rich storytelling experience.
- Ability to share posts on today's most popular social media networks via social bookmarking.

Smart Unified Search
The smart unified site search feature equipped with a powerful auto-suggest functionality to bring up content i.e., pages, articles, document & media matches instantly in a categorized view thereby reducing the number of clicks for the visitor to get the information they were looking for. The search module will be globally accessible from all pages on the website.

Social Media Integration
Highlights include:

- Ability to integrate with client requested social media channels including Facebook, Twitter, LinkedIn etc.
- Custom created social media icons linked to your social channels are available globally to the visitor on all site pages.
- Ability for site visitors to share specific content on the site for on their social media channels thereby adding a boost to your social relevance.
- Custom banners & graphics created for your social media channels to match overall look and feel of website if requested.

Media Gallery
Highlights include:

- Comprehensive display of unlimited photos & videos for an exciting view of relevant information to help engage & attract your target audience. Supportive data includes titles & captions for all media, & built-in smart resizing (or) cropping on-the-fly which helps make maintenance of your assets a simple task.
- Allow site administrators to submit relevant photos & videos with moderation, leveraging third party video channels including YouTube or Vimeo's bandwidth for zero impact on local resources, while providing added benefit of exposure on their widespread user network.
- Ability to share photos & videos on today's most popular social media networks via social bookmarking.

CASE STUDIES & REFERENCES

Smithfield & Isle of Wight County is a small town with lots of heart & so much to love - the ham that made Smithfield famous; the picturesque Main Street with shops you just can't pass up; historic architecture from Colonial to Victorian gingerbread & from Federal to Gothic cottages & impressive array of mouth-watering restaurants, the gracious charm & Southern hospitality of its locals & much more.

WEBSITE
www.genuinesmithfieldva.com

PRIMARY CONTACT/REFERENCE
Judy Hare Winslow, VDP
Director
(757) 357 - 5182 PHONE | jwinslow@isleofwightus.net EMAIL

SERVICES PROVIDED

STRATEGY
- Business Analysis & Strategy
- Data Collection & Migration

DEVELOPMENT
- Responsive Web Development
- Secure Content Management System (CMS)

ADVERTISING
- Search Engine Optimization (SEO)
- Social Media Integrations

HIGHLIGHTS

- Responsive Design for Mobile + Tablet
- Secure Content Management System
- Interactive Partner Listings
- Calendar of Events
- Blogs & Feature Stories
- Advanced Trip Planner
- Smart Unified Search
- Trip Ideas
- Deals & Packages
- Third Party Integrations

Historic St. Mary's City

The mission of the **Historic St. Mary's City** Commission is to preserve and protect the archaeological and historical record of Maryland's first colonial capital and to appropriately develop and use this historic and scenic site for the education, enjoyment, and general benefit of the public.

WEBSITE
www.hsmcdigshistory.org

PRIMARY CONTACT/REFERENCE
Sharol Yeatman
Project Manager
301.904.1401 PHONE | sharoly@digshistory.org EMAIL

SERVICES PROVIDED

STRATEGY
- Business Analysis & Strategy
- Data Collection & Migration

CREATIVE
- Responsive Web Design

DEVELOPMENT
- Responsive Web Development
- Secure WordPress CMS
- Third Party Plugins

ADVERTISING
- Search Engine Optimization (SEO)
- Social Media Integration

HIGHLIGHTS

- Responsive Design for Mobile + Tablet
- Secure WordPress CMS
- Exhibit Showcase
- Interactive Partner Listings
- Calendar of Events
- Online Storefront
- Visitor Profiles
- Blogs & Feature Stories
- Interactive Map
- Smart Unified Search
- Third Party Integrations

And it starts in Southlake. Located in one of the fastest-growing regions in the United States, supported by a world-class education system, and dedicated to high standards, Southlake was built for visionaries. The city has more than 3.1 million square feet of office space, nearly 850 acres of undeveloped non-residential land, and 4 million square feet of retail space waiting to be transformed by you.

WEBSITE
www.selectsouthlake.com

PRIMARY CONTACT/REFERENCE
Daniel Cortez
Director of Economic Development & Tourism
817-748-8039 PHONE | dcortez@ci.southlake.tx.us EMAIL

SERVICES PROVIDED

STRATEGY
- Business Analysis & Strategy
- Data Collection

CREATIVE
- Responsive Web Design

DEVELOPMENT
- Responsive Web Development
- Secure WordPress CMS
- Third Party Plugins

ADVERTISING
- Social Media Integrations

HIGHLIGHTS

- Responsive Design for Mobile + Tablet
- Secure WordPress CMS
- Custom Landing Pages
- Real Estate Listings
- Interactive Business Listings
- Calendar of Events
- Document Archive
- Blogs & Feature Stories
- Smart Unified Search
- Third Party Integrations

Housing Forward Humboldt

Humboldt County has not been immune to the housing shortage experienced throughout California. Opportunities to build new homes can be difficult to come by in our area, especially housing that is affordable. Purchasing a home is out of reach for many workers and families while renters are facing prices that are just too high. Developing ADUs, also known as granny flats or backyard cottages, is one important way to help create more housing for our community.

WEBSITE
www.humboldtadu.org

PRIMARY CONTACT/REFERENCE
Keenan Hilton
Planner
(707) 268 - 3722 PHONE | khilton@co.humboldt.ca.us EMAIL

SERVICES PROVIDED

STRATEGY
- Business Analysis & Strategy
- Data Collection & Migration

CREATIVE
- Branding
- Responsive Web Design

DEVELOPMENT
- Responsive Web Development
- Secure Content Management System (CMS)

ADVERTISING
- Search Engine Optimization (SEO)
- Social Media Integrations

HIGHLIGHTS

- Responsive Design for Mobile + Tablet
- Secure Content Management System
- Custom Landing Pages
- Calendar of Events
- Feature Stories
- Smart Unified Search
- Photo & Video Galleries
- Third Party Integrations
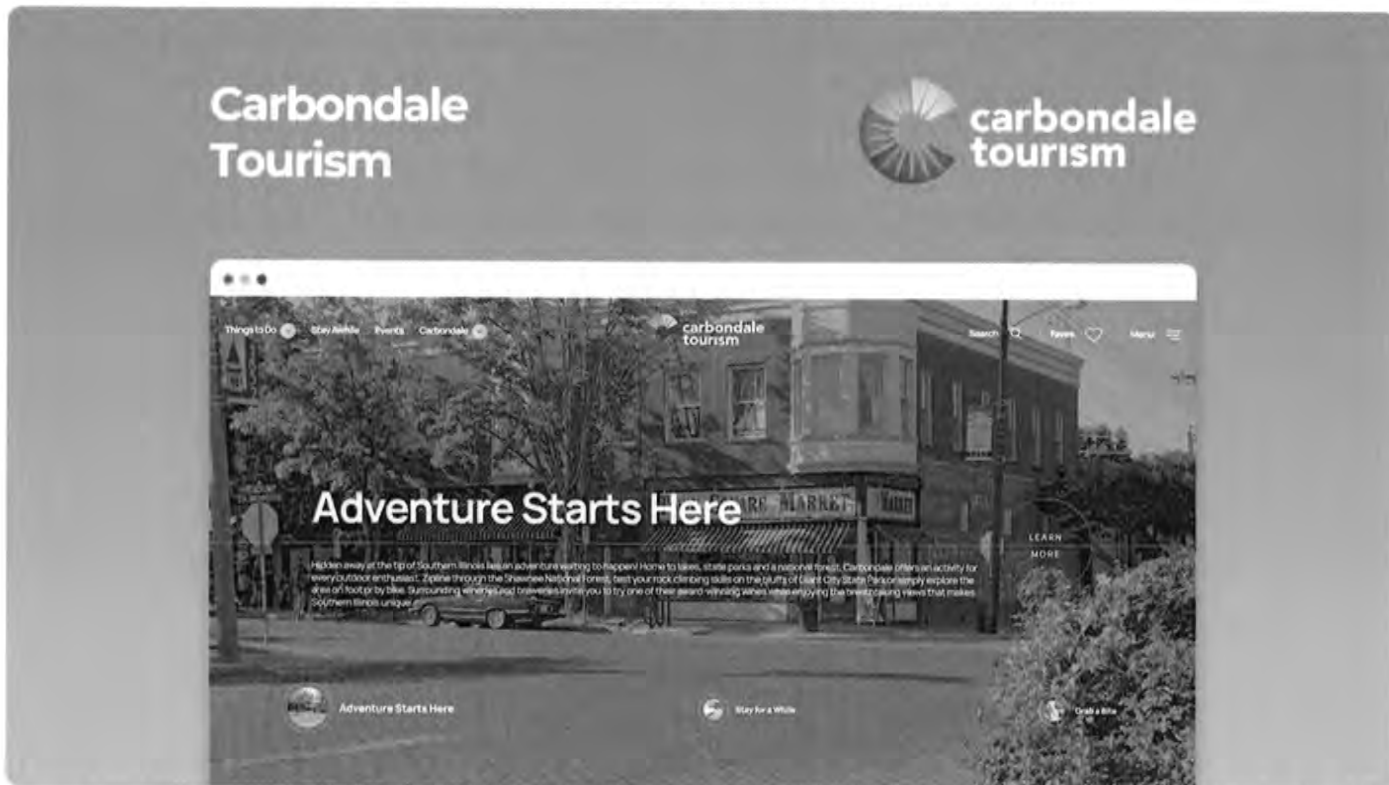
Carbondale Tourism was first organized in 1985, and is a not-for-profit organization responsible for marketing Carbondale, Illinois. The Bureau is governed by a board of directors and has contracts with the City of Carbondale, and the Illinois Office of Tourism.

WEBSITE
www.carbondaletourism.org

PRIMARY CONTACT/REFERENCE
Jordan Wren
Executive Director
(618) 529 - 4451 PHONE | jordan@carbondaletourism.org EMAIL

SERVICES PROVIDED

STRATEGY
- Business Analysis & Strategy
- Data Collection & Migration

DEVELOPMENT
- Responsive Web Design & Development
- Secure Content Management System (CMS)

ADVERTISING
- Search Engine Optimization (SEO)
- Social Media Integrations

HIGHLIGHTS

- Responsive Design for Mobile + Tablet
- Secure Content Management System
- Interactive Partner Listings
- Calendar of Events
- Visitor Profiles
- Blogs & Feature Stories
- Social Lounge
- Advanced Trip Planner
- Smart Unified Search
- Trip Ideas
- Deals & Packages
- Third Party Integrations

STANDARD WEBSITE PROJECT SUCCESS FACTORS

We at Louder Design measure the success of the above-mentioned website projects based on the following Key Performance Indicators (KPI) including:

- Completion of the project as per the contracted schedule
- Complete customer satisfaction on delivery of the final product i.e. website
- Behavior, compatibility & compliance across all browsers (Chrome, Firefox, Edge, and Safari), resolutions & device types
- Right avenues of data consumption by the target audience including in areas with low bandwidth
- Audience interaction & engagement with key areas of the website as desired
- Efficiency & ease of use of the WordPress CMS & its associated modules by site administrators
- Hassle-free integration of required third party plugins & modules

Overcoming Project Challenges

Building a responsive, user friendly, high performing web site is not an easy feat & is often accompanied by a slew of challenges that can arise at various stages of the process. Based on our many years of experience, we have identified below some of those key challenges & how exactly, Louder Design as an agency have dealt with them in the past.

a. Goal Definition

The clear definition of what goals & requirements are to be achieved, can be the difference maker in a project being deemed a success or a failure. Many of the key challenges facing a website project such as performance, speed, scalability & more can be almost entirely addressed by making intelligent choices in the planning stages. The key questions to be asked are as under:

- Who are your intended users?
- What kind of experience do you want to provide to them?
- What are your critical must-have website features?
- What are your technical requirements?

Once you have defined all of the above, you can then begin the process of addressing each of them individually.

b. Choosing the right Technology

Technology according to us, summarizes the combination of the CMS, third party plugins, hosting infrastructure & other tools used by our design & development team to complete all aspects of the project. In essence, it is always imperative to pick what aligns with the problems you are trying to solve.

c. User Experience

User Experience (UX) encapsulates the reactions, perceptions, & feelings that a target visitor experiences while engaging with your website. While it can be the feeling of ease & simplicity that one gets from great design, on the flip side it can also represent the frustration that one feels, when interacting with a poor structure. It is very important to consider the overall impression that an end user is left with when finalizing decisions that impact how to deliver effectively, to the deeper needs of your target audience – providing engagement & an overall emotional appeal.

d. UI & Minimalistic Design

User Interface (UI) design includes all the visual elements, users interact with on a website in addition to everything they see on their screens that help guide them through the experience you are providing. Great UI design certainly makes a website stand apart, but it goes beyond just simple aesthetics. The goal we try to achieve is to make the actual user experience both simple & accessible – thereby usable. This means using only a targeted, purposeful selection of content, making clear the options that users have throughout the experience by guaranteeing that information is readily available at each step.

e. Speed & Performance

No website visitor favors slow load times & if not taken into serious consideration during architecture, can have real consequences affecting the overall success of the project. So, if you know that you're building a website with a lot of content, it needs to be outlined upfront so the development team can put in place a more robust application to

ensure performance, which also means that your initial work, lays the foundation for future growth.

f. Scalability

The challenge of scalability primarily relates to how you want your website to grow over time. To build one the right way, it is important to know as much as possible about what it needs to do in the future & that is where extensibility becomes an important factor. Extensibility is when a website is initially designed to incorporate new capabilities & functionality with the future kept in mind. Planning for scalability helps manage different audience types, handle increased traffic, & manage type of expansion that is requested for the future. Overall, it's valuable to prioritize scalability because it can improve user experience, fulfill organizational goals & extend the lifespan of a website.

g. Security

There is a checklist of items to prioritize in order for a website & its end users to be kept secure. Selecting the right development infrastructure is step number one & then making sure it comes with adequate security services & options for the development team is top priority.

h. Strong Information Architecture

A strong database architecture is the foundation which holds the key to the success of any website. It is highly imperative to dedicate the adequate amount of time, effort & resources to the creation & maintenance of a scalable database structure that is based on current requirements whilst always keeping future growth in mind.

SERVICE & SUPPORT

SERVICE LEVEL AGREEMENT (SLA)

Louder Design will provide the CLIENT with escalation procedures & key contact information to meet and exceed SLA guidelines as defined in the SLA Document, with the following key details:

a) We will provide a **dedicated support team** within our company structure **24 hours, 7 days a week, 365 days a year** for all issues related to the website, connectivity issues (web & database) & basic troubleshooting concerns -- They will be your first-call, tier 1 support, always available for all website related issues. The team will be reachable directly **via email to** support@louderdesign.com & will handle all escalation procedures based on issue type & priority. The list of official company holidays followed at Louder Design are as under:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 business days)
- Christmas (2 business days)

b) Any further questions or issues that cannot be addressed by our support team, we will set up an **internal escalation process** to cover any gaps. That translates to having a second Account Manager aside from Sulen who will be available for any & all website related inquiries.

c) Louder Design guarantees an uptime of **99.90%** (excluding maintenance intervals) for the website & all supporting systems during each calendar month excluding hosting downtime (if the hosting environment is not managed by Louder Design). The percentage denotes the total time during which the website & all supporting systems are fully accessible but excludes any kind of maintenance performed by Louder Design (scheduled * or emergency **) & any loss or interruption due to reasons that are beyond the control of Louder Design (force majeure - act of God).

* Scheduled Maintenance refers to a specific period of downtime caused as a result of a planned update to the site caused by a request either put forth by Louder Design (notice period – 72 hours) or CLIENT. The maintenance is generally performed between 10 P.M. and 5 A.M. Central Time designated as non-peak hours. The designated time for a scheduled maintenance may be altered with prior notice provided to Louder Design via email by CLIENT.

** Emergency Maintenance refers to a specific period of downtime caused as a result of the application of urgent patch or fix, or other important update, recommended by Louder Design. The maintenance is generally performed between 10 P.M. and 5 A.M. Central Time designated as non-peak hours unless otherwise noted.

d) Louder Design will not engage at any time the services of a third-party vendor or contractor to perform any task specified in the agreement. All items defined in the project scope will be completed only by full time Louder Design employees.

e) The website upon completion comes with a lifetime warranty based on the terms and conditions stated in the section below.

IMPORTANT: All work done by Louder Design as resolution to CLIENT reported issues is covered by our Code Warranty and is at NO COST to the client. For Tier-1 issues that require immediate attention outside of normal support hours, we also have an on-call support professional that is available **24/7, 365 days a year** that can be reached via email at support@louderdesign.com or via phone at **(817) 350 - 4647**.

RESOLUTION TIMELINE

Response & resolution scenarios for some commonly reported support requests:

Priority	Sample Request Type	Response Time	Resolution Time
I	• Website down • Website hacked	Less than **1 hour**	**1-8 hours** (depending upon issue complexity)
II	• Make website banner responsive • Video player full screen mode is not working • End user is unable to submit forms	**2 hours**	**24 hours** (depending upon request complexity)
III	• CMS core module update • Fix broken link • Resolve cross browser compatibility • CMS security update • Custom development requests • Creative Support (banners, newsletters)	**8 hours**	**48-72 hours** (depending upon request complexity)

TRAINING & DOCUMENTATION

Training

Training will be provided to CLIENT's **staff members (or) partners (administrators) via Zoom** on the following:

Administration Control Panel
- System Administrators
- Secure Content Management System
- Core Site Modules: navigation, create content, modify content, run reports and archive content

Website (including but not limited to)
- Core Features

Deliverables

The following items will be provided to the CLIENT as part of a successful project handoff process:
1. All account login credentials.
2. Website deployed on requested domain.
3. A backup copy of all files associated with the website(s).
4. Documentation (or) manuals for operation (if requested by the CLIENT)

SECURITY

Security Procedures

Here are some standard security procedures implemented by Louder Design for the management & storage of sensitive information within our secure infrastructure.

- Secure page creation & online form submissions using 256-bit Secure Socket Layer (**SSL**) encrypted protection for all website pages.
- Integration of the Succuri Web Security Plugin with the website to allow for 24/7 Malware & hack protection & cleanup along with Advanced DDoS mitigation (conditions apply).
- Google reCAPTCHA service to add another layer of extra protection from spam & malware submissions. It uses advanced risk analysis techniques to tell humans & spammers/bots apart.
- Creation of a role-based security protocol that limits access & functionality to specific sections of the website based on user access & credentials.
- Upon site launch, we will put into effect a structured backup schedule of all files, media and database (daily, weekly or monthly) depending on CLIENT preference and the critical nature of each – a **full daily** or **weekly** backup at the minimum are the strongly recommended options.

PROJECT SCHEDULE

CLIENT	WEEK	LOUDER DESIGN
	1	Project Kickoff & Design Discovery Meeting
Requirements Gathering		
	2-3	Research & Competitor Analysis
		Sitemap Creation
Sitemap Review		
	4-5	Home Page Concept Creation
Home Page Concept Review		
	6-8	Section Pages Concepts Creation
Section Pages Concepts Review		
		Content Outline & Asset Deliverables
Site Content & Assets Submission		
	9-16	Site Production
		Site Content Population
	17-19	Cross Platform & Browser Testing
Final Site Review		
	20	Layout & Content Refinement
	21-22	Site Launch & Training
		Search Engine Submission

MILESTONES

• Milestone Occurrence

INVOLVEMENT

Less / More

PHASES

Discovery — Design — Development — Deploy

Timeline Assumptions

a. The CLIENT is responsible for *approval* of each stage. Approval duration cannot be estimated by Louder Design, hence have been included as milestones.

b. If there is no delay in receiving client approvals, we estimate the time for completion to be **22 weeks** at a MINIMUM.

COST SUMMARY

ONE-TIME TOTAL PROJECT COST: DESIGN & DEVELOPMENT

Discovery/Planning	**Included**
Scope Definition Creative Vision Content Strategy Requirements Gathering Sitemap Definition & Creation	
Website Design & Production	**Included**
W3C ADA Compliant Website Design **2** Homepage Design Concepts * 1 Round of Revisions Responsive Templating ** Wireframe Development (if required by the CLIENT) *1 concept provided to the client at a time – two per website* ** *for Mobile + Tablet Display*	
Website Development	**Included**
Administration Content Management System CMS (**WordPress**) Control Panel with Multiple Permission Levels (e.g., admin, author, approver) *Website User Tools* Unlimited ADA Compliant Printer Friendly Custom Landing Pages Calendar of Events Department Landing Pages Press Room Document Archive Media Galleries (photos & videos) Smart Unified Search (website content, images, video & documents) Interactive Forms with Google reCaptcha (e.g., Contact Us, Submit an Event etc) *Marketing & Metrics* Basic Search Engine Optimization (**SEO**) Creation/Installation of Google Analytics (Data Analysis & Tracking)	
Professional Services	**Included**
Data Collection Content Migration Test & Production Environment Project Management Cross-Platform & Browser Testing	
Website Third - Party Integrations	**Included**

WordPress CMS Google Analytics Google Cloud Console * Succuri Website Security & Firewall Plugin * Social Media Bookmarks * Google Translate * Other Third-Party Solutions (based on CLIENT requirement) * *client is responsible for all plugin subscription costs (if applicable) ** if required by the CLIENT*	
Training	**Included**
Unlimited Web - Based Training Sessions (10 attendees per session) Web Conference Tools – Zoom Documentation & User Manuals (if required by the CLIENT)	
ONE-TIME TOTAL PROJECT COST	**$ 29,500**

ANNUAL RECURRING COSTS: HOSTING & MAINTENANCE ASSURANCE

Cloud-Based Hosting Environment	
24/7/365 System Monitoring with **99.90%** Uptime Guarantee SSH Administrator Access Daily Backup Procedures Content Delivery Network Multiple Availability Zones w/ Load Balancer Distributed Memory Caching Antivirus Management & Updates Malware Protection DDoS Mitigation 1 SSL Certificate Included * anniversary is the date of contract execution	**$ 2,400/year**
Maintenance & Technical Support	
Completion of regular repairs to the website & control panel (scripting languages, broken images & links, malfunctioning code). Completion of regular software & plug-in updates for all programs in use Custom Development Requests Edit, revise, update or create new textual content & graphics on existing pages as requested Integration of new third-party applications into website, when applicable Quarterly Website Audits Provide regular insights to the CLIENT in reference to latest trends in the Government niche * maintenance contract anniversary is the date of site launch	**$ 3,600/year** **(60 hours/year with no rollover included)**

ADDITIONAL SERVICES OFFERED BY LOUDER DESIGN (OPTIONAL – IF REQUIRED BY THE CLIENT)

On-Site Travel	
Travel to your location for in-person meetings for the following phases: • Discovery & Project Kick-off • Training ** Includes flight, lodging, transportation & food for the project manager assigned*	**$ 700 to 1,000/day**
Copywriting *	
Website Content Curated Press Releases & Announcements Social Media Posts ** budget & timeline for this offering will be defined based on CLIENT requirement*	**$ 50/hour**
Native Mobile Application Development (Phone & Tablet)	
Native Application Development for both iPhone & Android App Stores Compliant Screen Designs for IOS & Android SDK Integration with Secure CMS for Content Delivery Location Based Services Custom Push Notifications Portrait Mode Only Support for Phone & Tablet	**TBD** (depending on features & complexity)
On-going Advanced Search Engine Optimization SEO **	**RECOMMENDED**
In-Depth SEO Audit In-Depth Keyword Ranking Analysis Competitor Benchmarking Google Analytics Benchmarking & Search Console Configuration Keyword prioritization & mapping (On-Page SEO) Blog Post Recommendations (2 niche post per month | On-Page SEO) Backlinking (directories, articles, images | Off-Page SEO) Reporting (SERP rankings, traffic, bounce rate, session duration, new users) Re-strategizing (based on performance results) *** required to achieve or maintain Google SERP ranking for certain keywords*	**$ 800/month** (6-month minimum contract)

PROJECT PAYMENT SCHEDULE & TERMS (subject to change based on CLIENT's selected preferences)

Louder Design has provided above a one-time, all-inclusive (excluding annual recurring options) project cost in US dollars. The advantage of using a one-time project pricing model is that it removes any kind of surprise cost increases caused by a variety of factors & it is both cost effective & provides a peace of mind to our clients.

The one-time project cost displayed above is created based on costs associated with the website features & third-party integrations requested on the RFP but is subject to change in the event of newly added functionality, custom site development, enhanced security requirements, grant concerns or anything else, outside of the provided scope, are to be then added prior to final contract execution.

Payment terms for the One-Time Total Project Cost for items listed in the Cost Summary are as follows:

- **40%** due at Contract Execution
- **20%** due at completion of Design Phase
- **40%** balance at Website Launch

If the schedule provided above does not work for the CLIENT, we are open to discussing other billing options prior to contract execution to create a favorable solution that works best for both parties involved. Louder Design is dedicated to providing our clients with a hassle-free, scalable solution built using sustainable technology achieving for them, success in their vision for the project. We promise to work with you to ensure that all aspects of our proposal are designed to meet your needs for budget planning & our internal accounting processes as a successful project starts with an agreement that satisfies the needs of both parties.

Our proposal is intended to serve as a non-binding document, & the content hereof may be superseded by a separate agreement for services requested by the CLIENT. Its primary purpose is to provide details in response to the CLIENT RFP and if awarded the project, Louder Design would like the ability the right to negotiate the contractual terms, obligations, covenants, & insurance requirements if deemed necessary before a final agreement is reached to develop a mutually beneficial relationship with the CLIENT.

CONTRACT HIGHLIGHTS

REDESIGN GUARANTEE
Louder Design believes in forging a strong long-term relationship with its clients. If the CLIENT signs a contract for a period of 5 YEARS, Louder Design guarantees to provide the following
a. Locked in rate for the maintenance & hosting cost for the duration of the contract.
b. FREE REDESIGN of CLIENT's main website in 4 years from the date of site launch.

LIFETIME WARRANTY (included in current one-time project cost)
All templating and technical issues defined within the scope of the original site specifications will be fixed by Louder Design FREE OF CHARGE for the lifetime of the contract. We stand behind the quality of our solutions and our dedication to highest levels of customer service. The client will be provided a timeline for each issue reported for resolution & testing which generally ranges from 24 to 48 hours depending on the complexity and priority of the issue.

Request for Proposal: Website Design, Development, and Hosting Services

To:

Maine Township

1700 Ballard Road
Park Ridge, IL 60068

Submitted 6/16/2022

From:

Weblinx, Inc.
Dan Zarembski
165 Kirkland Circle
Oswego, IL 60534
C: 630.264.0117
T: 630.551.0334
F: 630.551.0353

dan@weblinxinc.com

WEBLiNX

incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Company Overview

Weblinx Incorporated ("Weblinx"), an Illinois Corporation established in 2001, is an established leader in providing web design and digital marketing solutions. Our mission is to create compelling brands for business organizations that will offer an immediate connection with your community, constituents, and other potential visitors to the area. Your website should clearly position your organization amongst the competition for economic and residential growth.

Weblinx is dedicated to providing the best customer service to the **Maine Township**. We have built a positive work culture, which in turn is passed onto and is readily witnessed by our amazing clientele. Our partners experience free consultations, fast proposals, creative expertise, innovative website design with proven results, and responsive customer service. Weblinx operates more than 1,000 websites and digital marketing programs for a variety of business, non-profit and government agencies. We are mindful of our client's individual needs and are a renowned leader of web communication and technology.

We have achieved national and international recognition in the digital marketing arena, with awards that include Davey Awards Gold Winner, Davey Awards Silver Winner, Communicator Awards Winner, Muse Creative Award Winner, WC3 Silver Award Winner, Vega Digital Award Bronze Winner, Global Trend Quest Award Winner, Best Illinois Township Website Award, IAPD/IPRA Agency Showcase 1st Place Winners (2), and IAPD/IPRA Agency Showcase 3rd Place Winner.

WEBLINX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Service Offerings

Weblinx is a full-service digital marketing solutions agency specializing in custom website design and development, brand marketing, search engine optimization, content marketing, and social media management services. We work side-by-side with government agencies and take a holistic approach to your specific marketing needs to develop fully integrated digital marketing solutions. Our goal is to help you reach and connect with your audience members.

✓ Custom Website and User Experience Design

✓ Brand Marketing Design and Development

✓ Website Digital Marketing Strategy

✓ Consultative Website Analysis and Reports

✓ Web Development and Custom Database Development

✓ Ecommerce Solutions and Merchant Gateway Integration

✓ Optimization of Web Sites for Best Search Engine Placement (SEO)

✓ Custom Search Engine Marketing Programs (SEM)

✓ Pay Per Click Ad Campaign Management (PPC)

✓ Content Generation and Optimization

✓ Social Media Management

✓ WCAG 2.1 Level AA and Section 508 Accessibility Compliance Standards

✓ Content Management System Integration and Security Maintenance

✓ Website Hosting Plans – Dedicated and Shared

✓ Website Maintenance Agreements

WEBLiNX incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

What are Partners Say

"The Weblinx team that worked on the Niles-Maine District Library website was professional and very knowledgable about website development and design. We appreciated their patience through the process as well as their desire to make sure we were satisfied with the final product. Weblinx designed a website that is user-friendly and easy to find information about the Library's collection, services, and resources." - - - *Sasha Vasilic, Head of Public Relations and Marketing, Niles-Maine Public Library District*

"I have had the opportunity to work with Weblinx for over 20 years. This actually included several communities that I served: North Aurora, IL; Chippewa Falls, WI (County position); and the last 12 years in Montgomery, IL. Since my career and work is driven through marketing and the internet, my website and internet presence is extremely important. I would never consider anyone but Weblinx for web design and site maintenance. The timing, staff, and professionalism are all exceptional and they always go above and beyond. Best customer service ever!!! Highly recommend Weblinx." - - - *Charlene Coulombe, Executive Director, Montgomery Economic Development Corporation*

"In redesigning our website, we selected the Weblinx Team because of their work with libraries. Throughout the design and development process, their knowledge and expertise helped us launch a website supporting the goals of our 21st Century library. Upon launching our new website, we have received overwhelmingly positive feedback, and we would recommend Weblinx to other libraries." - - - *Karen Migaldi, Assistant Director, Crystal Lake Public Library*

"In 2021 the Village of North Aurora sought to update our website to a modern, streamlined design with the goal of being user-friendly for our visitors and to also make the backend content management system more manageable for staff. Weblinx staff did an amazing job of working with Village staff to create a design and layout to meet our needs and were incredibly receptive to feedback. Transitioning a website to an entirely new content management system is by no means an easy task, but Weblinx made it look so and we had a very smooth changeover to the new system. Weblinx assisted Village staff in navigating all of the new features and backend systems and continues to provide excellent support." - - - *Natalie Stevens, Executive Assistant/Deputy Village Clerk, Village of North Aurora*

WEBLINX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Project Team

Dan Zarembski (Account Executive)

Dan has over 20 years of experience in sales and sales management, with a Bachelor of Arts degree from the Southern Illinois University. He has worked with people for 20 plus years, and enjoys partnering with clients to greatly enhance their digital marketing efforts. Dan is a 15 year employee with Weblinx

Joe Chavez (Project Manager)

Joe has over 15 years experience in website and graphic design and has been with Weblinx for over 12 years. He is a graduate of Columbia College Chicago with a Bachelors Degree in Music Business Management and a minor in Web Design. Joe specializes in creating a unique vision and helping the customer achieve their goals.

Rick Pawela (Art Director)

Rick is an International Award Winning Interactive Designer and a graduate of Columbia College Chicago with his Bachelor's Degree in Interactive Media Design. Rick plays a critical role in creating graphics that leave a memorable impression through the use of Animation and Motion Graphics techniques. Rick has been with Weblinx for over 16 years.

Weblinx has a team of 12 digital marketing specialists ranging from front-end developers, back-end developers, graphic designers, content developers, social media managers, and marketing research consultants. The work defined within this proposal will be conducted by Weblinx employees.

WEBLiNX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Project Understanding

Weblinx has the experience and personnel to see that the project is completed in a timely fashion. Joe Chavez, our Project Manager, and Rick Pawela, our Art Director, will organize the distribution of work to the Weblinx design team. A staff designer will be selected to create the initial home and internal website design concepts.

Upon project initiation, a timeline will be presented with important milestones for the project. Weblinx will work directly with your staff to communicate project status updates and ensure all milestone goals are being met during the design, development, testing, and training process..

An initial project planning and discovery meeting will be scheduled .This discovery meeting will address organizational business goals to provide leading-edge technology while marketing the community, diverse retail/shopping area to tourism-based business clients. Our goal is to offer all visitors to the site an optimum user experience and superior functionality.

The discovery process will specifically address:

✓ Strategic Organizational Goals and Requirements

✓ Mobile-First Website Design Approach Related to User-Driven Journeys Based on Viewing Device

✓ Technical Review and Project Scope Definition (Creative Project Brief Review)

✓ Usability Review Related to User Personas, Audience, and Workflow

✓ Information Architecture (IA) and Navigational Structure Analysis

✓ Website Creative Recommendations and Main Communication Goals

The Weblinx creative team will collaborate with the staff so that we continue to acknowledge project goals and offer ongoing communication. Weblinx will be available for status update meetings throughout the design, development, testing, training, and revision process. We will offer up to two (2) hours of toolset training to the staff before and after the launch of the new website.

WEBLINX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Collaborative Process

Phase 1: Full Custom Design, Revisions, and Site Interactivity

Following the project kick-off and discovery meeting, Weblinx will offer custom desktop and mobile home page design concepts from a staff designer using responsive, mobile-first web design for scalable viewing on portable devices. The design concepts will be based on the information gathered and priorities established during project discovery with your staff, and through careful review and discussion of the creative project brief.

The home page design concepts will go through an extensive revision process before the final designs are achieved. Custom desktop and mobile internal page designs will be completed following home page graphics approval and a consistent theme will be carried throughout the website.

Phase 2: Full Content Integration to Include Client Customizations

After the static designs have been approved, Weblinx will take the graphics and build the custom code for the site. Weblinx will build the internal pages of the site with customer supplied new content. Additional functionality and customizations will be implemented at this time. Weblinx will build all necessary website pages, and a demo site will be created and sent for review and feedback.

Collaborative Process

Phase 3: Training, Site Enhancements and Testing

Following the build of the website, Weblinx will train your staff members on how to use the WordPress Content Management System and all associated plug-in technology. Weblinx will offer a sandbox testing environment and work closely with the staff to make enhancements to the existing areas of the website for improvement of the formatting and overall look.

Weblinx engages in extensive beta testing and editing throughout this phase by running the site through automated tools and manually checking to ensure all functionality is working per our high performance standards. The site will be cross-platform browser tested to ensure compatibility on a wide variety of displays, devices, and operating systems prior to launch. We have developed code that is future-proof to combat future device changes.

Phase 4: Final Review and Project Completion

Customer completes a final review and approves the website for public launch. Weblinx makes final edits and continues to test the site prior to launch.

Following the website launch, Weblinx administers the following optimization strategies to ensure top search engine rankings and performance: Unique ALT Tags, Page Titles, Meta Descriptions, Live Text Navigation, Accessibility Compliance, Website Speed Optimization, XML Sitemap Creation, and SSL Page Encryption (https) with Hosting Plan. Weblinx will continue to monitor and link test the website and offer support and maintenance for a two (2) month period following the launch of the new site.
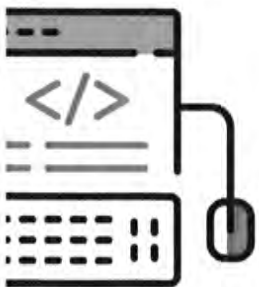
Summary of Deliverables

The digital marketing deliverables for the website will consist of the following components:

√ Creative Brief Reviewed with your Team

√ Assist with Wireframe and Site Map Development

√ Make Layout *(User Experience)* Recommendations Based on Best Design Practices and User Journeys

√ Custom Desktop and Mobile Home Page Design Concepts with Design Revisions

√ Custom Desktop and Mobile Internal Page Design Concepts with Design Revisions

√ Code Website Utilizing Responsive, Mobile-First, User-Centered Design Approach w/AMP Elements for Quick Load Time

√ PWA *(Progressive Web Application)* Code for Native, App-like User Experience to Cross-Platform Web Applications

√ Integrate WordPress Content Management Solution

*The WordPress CMS is Open Source and based on PHP and MySQL. It has many features including plug-in architecture and a template system. All navigation is automated based on simple selection criteria and a user friendly dashboard. New pages can be added at any time and edited through the use of a WYSIWYG content editor. This editor can be customized and will be structured to meet the **City's** specific needs. For instance, permissions may be set up so that staff members may submit to a supervisor for approval prior to publishing. The **City** will have the ability to edit pages and scale images, post current news releases, announcements, PDF/JPG/GIF documents, links, and highlight important text live from the frontend with unlimited concurrent editors using browser based administration.*

√ WordPress Blog Integration

√ Use Appropriate Navigation for the Website (Dropdowns, Sticky, Mega Menu, Breadcrumbs, etc.)

√ Calendar of Events

√ News, Community Updates, and Upcoming Events Listings on Home Page

√ Event Registration and online payment processing

√ Emergency Notifications Alert Banner

√ Meetings and Agendas Archive

√ Site Search Feature

WEBLINX incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Summary of Deliverables

√ Documents Center

√ Google Maps Integration

√ Ninja Forms Online Form Building Tool + Build All Online Forms for the Site

√ Build All Necessary Website Pages

√ Social Networking Site Links, Sharing, and Feeds as Needed

√ Implement Google Analytics To Monitor Website Statistics

√ Implement Organic SEO Strategies To Assist with Search Engine Placement

√ Provide Beta Environment

√ Test site for Optimum Performance Prior to Launch Using Google PageSpeed Insights and Lighthouse Tools

√ Implement Website Page Speed Optimization Strategies to Increase Image Load Time

(WordPress Smush Image Compression, WordPress Super Cache, HTTP/2 Support, Auto Generate WebP Images, Lazy Load Images, Concatenate & Compress CSS and JavaScript if Required)

√ Engage In Extensive Beta and Cross-Platform Browser and Operating System Testing Throughout Building Process and Following Launch in Beta Environment to Ensure Site Works Across common Browsers, Operating Systems and Screen Resolutions

√ WCAG 2.1 Level AA Accessibility Compliance Standards Used

Weblinx builds all websites in compliance with Section 508 of the Americans with Disabilities Rehabilitation Act. This compliance is directly responsible for and meets all Federal government agency web accessibility guidelines. To achieve this end we provide descriptive and blank ALT Tags for all images, text/descriptions for audio/video files, text based menus, TH tags / SCOPE tags on tables, appropriate header tags, use role/aria parameters, use screen-reader only labels, and use em/rem units to ensure theme is navigable by keyboard alone. Weblinx will train the City staff on how to keep the site within these guidelines. Weblinx will test the site with Pa11y and AChecker prior to launch to ensure full compliance.

√ Train the Staff on WordPress Content Management System, All Associated Plug-in Usage, and Google Analytics With Supporting Documentation Provided *(2 Hours)*

√ Launch a Mobile-First, Responsive, and Compliant Website

√ Continue to Monitor and Link Test the Website Following Launch *(60 Days)*

WEBLiNX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

The WordPress CMS will specifically offer the following features and advantages :

- Versatility
- Add content often and manage just about any web design.
- Search Engine Optimization
- Index content for search engines quickly and easily.
- Safety in numbers
- Rest assured because so many people use WordPress, security issues or other problems can be discovered and dealt with quickly.
- An array of extensions and plug-ins
- Utilize vast functionality upgrades for free or at very low cost.
- A simple User Interface
- Use the system comfortably, even if you have little or no web-design background.

Weblinx separates itself from the competition by working with a variety of government agencies and brings to the table a vast knowledge base in the public sector arena. Our custom solutions are future-proof in many ways. Numerous customers prefer to "re-skin" their sites from a front-facing perspective and are happy with the WordPress CMS back-end flexibility. With our hosting plans, we also provide WordPress CMS and plug-in security maintenance, ensuring that not only the base CMS content editor is current but all the plug-in tool versions are current as well to minimize website vulnerability and keep the site secure.

We maintain excellent partnerships with our clients and many have never left us since our inception in 2001. We have clients who have gone through numerous design iterations of their site because they value the superb customer service we offer along with a fair and competitive pricing structure. We would be honored to be the **Maine Township's** partner for your web design project.

WEBLiNX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Project Work Plan and Timeline

Phase 1: Custom Website Design

Design the website with Weblinx expert user experience design team.

- Creative Brief Review and Project Discovery
- User Experience Design Review and Recommendations
- Site Map Assistance;
- 2 Desktop and Mobile Home Page Designs Concepts with Design Revisions (4 to 6 rounds typical)
- Key Internal Page Mockups (1 to 3 rounds revisions typical)
- Provide Detailed Project Schedule to Client

Phase 1 Timeline: 6-8 Weeks

Phase 2: Website Development

Customize content to customer approved designed to include:

- Code Website Utilizing Responsive, Mobile-First Design Approach
- WordPress CMS and Blog Integration
- Use Appropriate Navigation
- Calendar of Events
- Upcoming Events, News, Community Updates Feed on Home Page
- Event Management and Ticketing Solution
- Staff secured portal for room and equipment booking
- Third Party Systems Integration
- Emergency Alerts Banner
- Meetings and Agendas Archive

- Site Search Feature
- Documents Center
- Google Maps Integration
- Ninja Forms Integration
- Begin Migrating Website Pages (Approx .100)
- Social Networking Site Links
- SSL Install *(https)* with Hosting Plan
- Google Analytics Integration
- Accessibility Compliance Standards Used
- Usability Testing
- Working Demo Provided in Beta Environment

Phase 2 Timeline: 14-16 Weeks

Phase 3: Beta Testing and Toolset Training

Train your staff on the WordPress CMS and associated plug-in toolset and provide supporting documentation. Provide testing environment. Work with client to make all necessary enhancements to formatting and overall look. Test site on multiple browsers and operating systems. Troubleshoot any questions posed by client during the training, revisions, and testing process.

Phase 3 Timeline: 4 Weeks

Phase 4: Project Completion

Customer sign-off upon completion. WordPress CMS and document management training continues. Submission and optimization to Search Engines to include:

- Testing Continues
- Unique Page Titles and ALT Tags
- Meta Descriptions
- Live Text Navigation
- XML Sitemap Creation
- Implement Organic SEO Strategies To Assist with Search Engines
- Website Speed Optimization Strategies Implemented
- Google PageSpeed Insights and Lighthouse Performance Testing
- Run Site Through Pa11y and AChecker to Ensure Compliance
- Launch One Responsive & Compliant Website

Phase 4 Timeline: 1 Week

Total Estimated Timeline: 25-30 Weeks

WEBLiNX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Reference

Website Design and Branding Project

Daviess County Fiscal Court
Jordan Johnson, Purchasing Manager
212 St. Ann Street
Owensboro, KY 42303
T: 270.685.8424
E: jjohnson@daviessky.org
www.daviessky.org

Services Performed: Multiple Logo Update / Refresh, Website Design, Web Hosting, Security Maintenance, Intranet Addition, Facilities Reservation System Addition, Website Re-skin, and Technical Support Services. Weblinx management team and supporting team members were assigned to this project.

Performance Date: 2016 to Present

WEBLiNX incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Reference

Website Design Project

Fox Valley Park District
Kyle Halverson, Director of Marketing and Communications
101 W. Illinois Avenue
Aurora, IL 60506
T: 630.966.4527
E: khalverson@fvpd.net
www.foxvalleyparkdistrict.org

Services Performed: Website Design, Web Hosting, Security Maintenance, Multiple Sub-Site Creation, and Technical Support Services. Weblinx management team and supporting team members were assigned to this project.

Performance Date: 2014 to Present

WEBLiNX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Reference

Website Design and Branding Project

Marshalltown Public Library
Sarah Rosenblum, Director
105 W. Boone Street
Marshalltown, IA 50158
T: 641.754.5780
E: srosenblum@marshalltown-ia.gov
www.marshalltownlibrary.org

Services Performed: Corporate Identity/Branding (Logo, Business Card, Letterhead), Website Design, Website Hosting, Security Maintenance, and Technical Support Services. Weblinx management team and supporting team members were assigned to this project.

Performance Date: 2017 to Present

Reference

Website Design Project

Mundelein Park and Recreation District
Christa Lawrence, Marketing Manager
1401 N. Midlothian Road
Mundelein, IL 60060
T: 847.388.5455
E: clawrence@mundeleinparks.org
www.mundeleinparks.org

Services Performed: Website Design, Website Hosting, Security Maintenance, and Technical Support Services. Weblinx management team and supporting team members were assigned to this project.

Performance Date: 2021 to Present

Reference

Website Design Project

Village of North Aurora
Natalie Stevens, Executive Assistant/Deputy Village Clerk
25 East State Street
North Aurora, IL 60542
T: 630.897.8228 Ext. 224
E: nstevens@northaurora.org
www.northaurora.org

Services Performed: Website Design, Website Hosting, Security Maintenance, and Technical Support Services. Weblinx management team and supporting team members were assigned to this project.

Performance Date: 2003 to Present

WEBLiNX incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Pricing Schedule

Deposit: $6,480
Phase 1
Project Discovery, Custom User Experience Design

Installment 2: $6,480
Phase 2
Custom Build, WordPress Content Management System, Content Integration

Installment 3: $6,480
Phase 3
Demo Review, Sandbox Testing, Training, and Revisions

Final Installment: $6,480
Phase 4
Add'l Testing, Training, Revisions, and Site Launch

Website Investment: $25,920
(192 Hours @ $135/Hour)

WEBLINX
incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Annual Support, Maintenance and Consultation

Weblinx develops websites that are easy to maintain for our government agencies.. We have included up to two (2) hours of technical assistance, maintenance, and support during the first 60 days following the launch of the new website.

Weblinx will offer annual website hosting for the site if required. WordPress CMS and plug-in security maintenance may also be provided to ensure software versions are current. Regular backups and security audits may occur at a maximum of once per day and at a minimum of once per week with the website hosting plan.

Dedicated account support, maintenance and consultation management plans are available after the 60-day support period as outlined in Additional and Optional Fees in this proposal. Various maintenance plans are available, and may cover website upgrades, site maintenance, ongoing conversation and continued recommendations for improving the website as new technology and applications are available.

Annual page speed optimization, which includes server-side and coding updates, along with accessibility reviews and updates may also be conducted on the site. We will keep your team abreast of any impactful Google algorithm changes and update the site in conjunction with these changes to improve results and keep the site performing at its best.

Weblinx normal business hours are Monday through Friday from 8 AM to 5 PM CST. Our main office line is 630.551.0334. In case of emergency, a 24-hour hotline is available at 630.551.0334 x218. We will respond to problem requests within four (4) hours, and resolve problem requests within 24 hours of receiving the request.

WEBLINX
Incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Additional and Optional Fees

Website Hosting - Annual
Weblinx will provide t a hosting plan that meets the organization's specific needs. Our servers are located in an IBM facility with 24/7/365 accountability. Weblinx servers are linked to the best network in the industry with unrivaled connectivity and an array of Tier One Providers that sets them apart. The robust network and infrastructure guarantees maximum up time and superior performance. This includes six 2 megawatt back-up power generators, over 3,000 tons of cooling capacity, 13 separate fiber ring connectivity and up to OC-192 connection. Additional recovery services include:

- Immunify malware scanning for endpoint protection
- Enable Cloudflare for DNS to manage risks as described by OWASP Top 10
- Denial of services defenses and mitigation efforts include using defense mode software, setting DNS records to maximum security, block IP addresses and countries as necessary
- Site-wide SSL installation (https) for website page encryption w/hosting plan

See www.myweblinx.net for more information on Weblinx website hosting plans.

Starting at $400/year

Annual Open Source CMS and Plug-In Security Maintenance
Weblinx will perform WordPress CMS and plug-in security updates on the website as new versions are released to minimize website vulnerability. Weblinx CMS maintenance program includes core and plug-in automated updates and manual conflict resolution.

$200/year

Daily Website Backups
Optional add-on to web hosting plan upon request.

Starting at $150/year

Website Re-Skin/Website Design Refresh

$8,000

Copywriting and Copy Editing Services
Weblinx will assist with the creation of search engine-friendly content or an SEO-friendly content edit and enhancement for your key website pages. Key word analysis, client review, and recommendations will be offered, along with one draft per page and two rounds of customer review. Page content word count will be a minimum of 500 words per page.

$270/page or $135/hour

Annual Technical Support and Site Maintenance

As Needed Basis	$135/hour
10 Hours Per Year	$110/hour
20 Hours Per Year	$100/hour

Hourly Rates

Programming / Training	$135/hour
Front End Development	$135/hour
Search Engine Marketing Services	$135/hour
Video, Audio, or Animated Enhancements	$135/hour
Web Design or Graphic Design Services	$135/hour
Professional Copywriting / Copy Editing (SEO–Friendly)	$135/hour
Social Media Management	$100/hour

WEBLINX incorporated

CREATIVE
INNOVATIVE
RESPONSIVE

Terms & Conditions

Standard Payment Plan

A deposit in the amount of $6,480 will be due to initiate the project. The remaining balance of $19,440 will be invoiced over three remaining installments, with $6,480 due per installment. If hosting with Weblinx, the web hosting fee (starting at $400/year) and the WordPress CMS and plug-in security maintenance fee of $200/year will be invoiced after the launch of the new website and annually thereafter. Payments may be made payable to Weblinx, Inc.

Default of Payment

In the event of default of payment, customer agrees to pay all cost of collection, including a reasonable attorney's fees. Venue for litigation arising between the parties to enforce the terms of this agreement shall be fixed in the 16th Judicial Circuit, Kendall County, Illinois.

60-Day Support and Maintenance Period

Weblinx will administer up to 2 hours of support and maintenance to the site for a period of 60 days following the new website launch.

Deliverable Ownership

The **Maine Township** will own all rights to the content and source code of the website.

Work

Weblinx will take responsibility for the quality and timeliness of the work produced.

Graphics Approval

E-mail approval of graphics is required to build the website.

Let's Get Started

Expiration

There is a 30-day rate lock on this agreement, from the date indicated below. After this period of time, Weblinx has the right to alter fees based on the going rates for service.

Hold Harmless / Indemnification

The customer agrees it will indemnify and hold harmless Weblinx from and against all losses, claims, 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.

Customer has caused this agreement to be effective as of the date indicated below. Please authorize this page and return to Weblinx, Inc. Thank you for your business.

Maine Township
1700 W. Ballard
Park Ridge, IL 60068

For the Maine Township :

Weblinx, Incorporated
165 Kirkland Circle
Oswego, IL 60543

For Weblinx:

Signature   _Date_   _Signature_   _Date 6/16/2022_
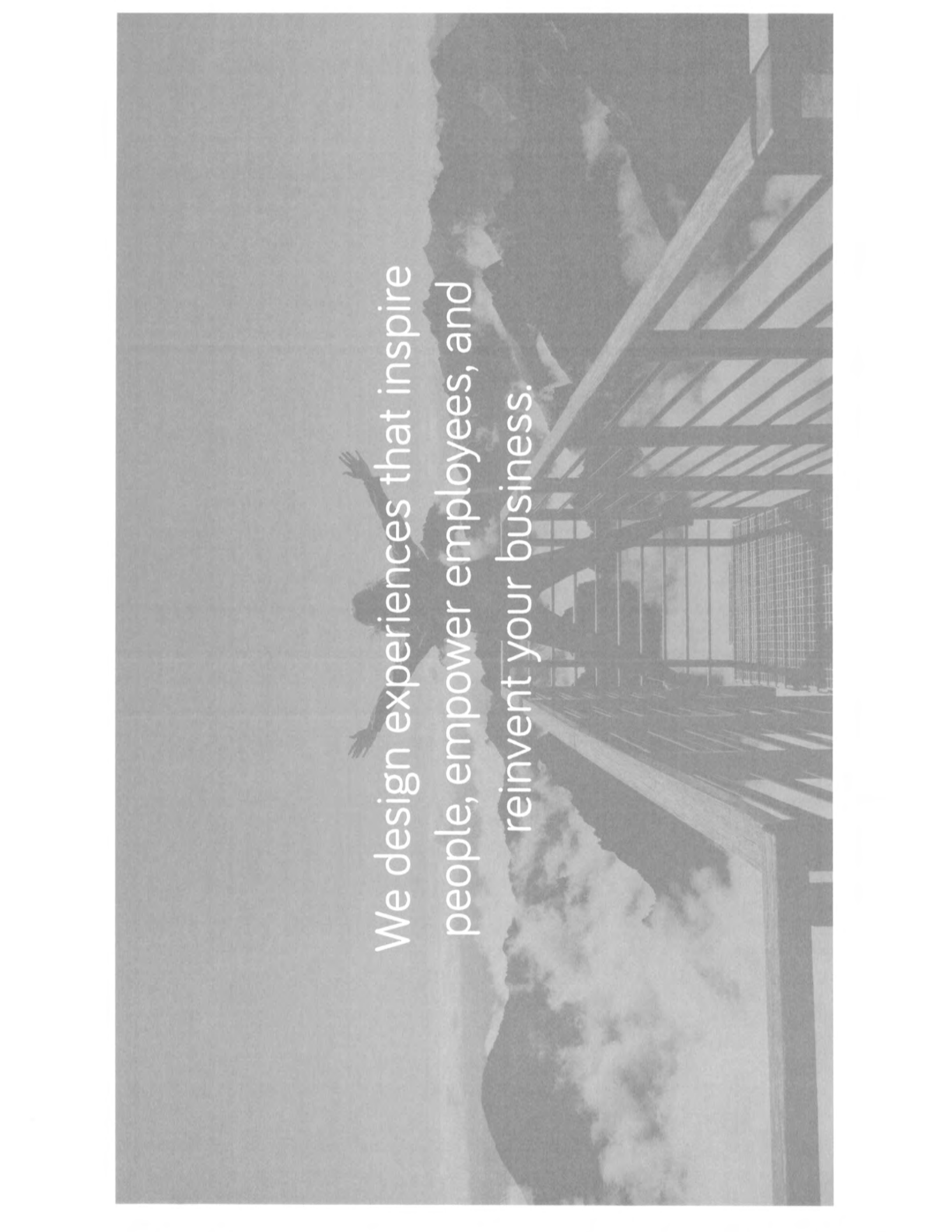
Maine Township

Website Development & Integration
Project Proposal
June 16, 2022

We design experiences that inspire people, empower employees, and reinvent your business.

TABLE OF CONTENTS

We use human-centered insights, design & innovation to connect your community and transform people's experiences.

Awards
2021 Expertise.com: Best Web Developers in Detroit
2021 Upcity: Top Digital Agency
2021 Upcity: Top Web Designer
2021 Upcity: Top SEO Agency

Accreditations
Better Business Bureau - A+ Rating
Design Rush

Certifications
Certified Scrum Master® (CSM®)

Government Accreditations
Cage# 8QQP5
DUNS# 117667874
State of Michigan Vendor # VS0178180
Annual Statement # 801746766

Location
EGO Creative Media
280 N. Old Woodward Ave. #100
Birmingham, MI 48009

WHAT WE DO
We are an experience design and innovation company that works to identify new opportunities and design innovative products and services that are grounded in real, human needs. Our rigorously empathetic approach helps your business develop authentic, meaningful customer relationships — and drives commercial results.

WHAT WE DELIVER
By placing people at the heart of the process to deliver results, we uncover current, relevant and actionable needs, attitudes, and motivations. We build end-to-end digital experiences that people love using, making users feel valued.

WE ENGAGE
Our team of strategists, designers, researchers, and digital product experts work collaboratively with you to help solve problems and innovate solutions at every stage — from user research to design to execution.

Our Focus
We go where we can help the most. We direct our work and our talents to where they're most needed and could make the biggest impact. Our people-first approach applies to internal and external customers across a range of industries.

* Automotive
* Constuction
* Education & Higher Learning
* Government & Municipalities
* Healthcare
* Hotels & Hospitality
* Technology
* Retail

KEY PERSONNEL & POINTS OF CONTACT

During our process you will interact with your project manager and then one of our key personnel within their specific department. Your project manager is available via 24/7. You will interact day-to-day with the following people:

Paul Christy
Project Manager

o. +1 (248) 792-8133
c. +1 (248) 797-4646
e. paul.christy@egodetroit.com

Janet Muir
Creative Director / Creative Writer

o. +1 (248) 792-8133
e. janet.muir@egodetroit.com

Mat Gargano
Chief Technology Officer

o. +1 (248) 792-8133
e. mat.gargano@egodetroit.com

Janice Faucher
Creative Director / UI/UX Graphic Design

o. +1 (248) 792-8133
e. janice.gaucher@egodetroit.com

Stphanie Muir
Director of Social Media / Marketing Strategy

o. +1 (248) 792-8133
e. stephanie.muir@egodetroit.com

Once the project begins, your project lead will be your main point of contact. Through our processes they will introduce you to our internal personnel as their role becomes more involved. We will be engaging all of our staff to help assist this project.

Paul is a seasoned freelance programmer who has built his career developing websites and web technology since 1997. After graduating high school in early 2000s, Paul started his first web design company, Element 9 Design. As business grew, Paul realized that he needed more knowledge in design and marketing than just programming. Paul attended College for Creative Studies in Detroit, MI specializing in Advertisement and Graphic Design.

In 2014, Paul found EGO, a creative media and marketing company. As the company grew, so did the services. Adding everything from Print Marketing to Video production, EGO quickly became the one-stop shop for all the marketing channels.

In 2018, Paul found Origami Software, a software company for the print industry in which he holds a patent for (Issued May 11, 2021 - U.S. 11003406).

In 2019, Paul found VisInsure, an AI application that recognizes objects and documents them for the insurance field.

Today, Paul and team have grown the company year-over-year and have helped every one from large corporations, celebrities, international companies to mom and pop shops and local non-profit organizations.

A short selection of his pedigree includes managing and building out websites for:

Ann Taylor Loft
BMW
DTE Energy
Ducati
Sharon Dorram & Sally Hershberger

KEY PERSONNEL & POINTS OF CONTACT

Paul Christy, CSM

Education
College of Creative Studies
Graphic Design & Advertisement Design

Years in Business
20+

Position
Founder & Chief Executive Officer (CEO)

Highlights
Certified ScrumMaster® (CSM®)
ISO 9001:2015 Quality Management
Patent Holder

In the mid-1980s, Mat began learning Atari BASIC, and by the mid-to-late 1990s, he was staying on the cutting edge of web development. Until this day, he never stopped feeding his passion.

After graduating from Binghamton University with both a Bachelor's of Science degree in Management Information Systems and MBA, he began developing websites while working at different agencies. Before long, he was managing teams of developers and large projects at leading global web agencies.

In 2017, the veteran web leader joined EGO to provide a different approach to web design, content creation, SEO, online marketing, and application development. Mat serves as EGO's chief technologist and lead developer while leading EGO and its clients to joint success.

In 2018 Mat was tapped by the City of New York's prestigious NYC Tech-in-Residence Corps as an adjunct professor for the City University of New York. The NYC Tech-in-Residence Corps is meant to bring students the in-demand skills and project experience they need to launch careers in technology. Mat currently teaches Introduction to Web Development and the Internet at the College of Staten Island.

A short selection of his pedigree includes managing and building out websites for:

Bloomberg L.P.
Campbell Soup Company
American Eagle Outfitters
Big Ten Network
Carrabba's Italian Grill

KEY PERSONNEL & POINTS OF CONTACT

Mat Gargano, MBA

Education
Binghamton University

Years in Business
25+

Position
Cheif Technology Officer (CTO)

Highlights
Professor for the City University of New York
Jeapordy Contestent

Janet has been a copywriter for more than 30 years, working for top advertising agencies including Ross Roy, BBDO, Campbell-Ewald and MRM. She's held positions as senior copywriter, associate creative director and vice president helping create award-winning B2B and B2C work for brands such as Mercedes-Benz Financial Services, The Coca-Cola Company, USAA Financial Services, United Wholesale Mortgage and other Fortune 500 companies.

Janet and Paul have worked together since early 2000 on multiple freelance jobs. In 2015, they finally joined forces.

Janet earned her Bachelor of Arts from Michigan State University.

A short selection of her pedigree includes creative work for:

The Coca-Cola Company

CF Stinson Fabrics

Mercedes-Benz Financial

Mopar

USAA Financial Service

Weight Watchers

KEY PERSONNEL & POINTS OF CONTACT

Janet Muir

Education
Michigan State University

Years in Business
30+

Position
Creative Director & Creative Writer

Highlights
D Show Winner/Finalist
Gold Caddy Award
Silver Caddy Award
Merits Award
Target Awards (DMAD)

Janice is our Graphic Designer and Art Director. She is a marketing expert who has over ten years of experience leading comprehensive marketing communications campaigns, developing creative visions and themes, and managing highly efficient teams to ensure top-flight client service. She has exceptional collaborative and interpersonal skills; excels in communicating directly with clients to assess goals and determine design requirements.

Amongst her many other talents, Janice is a talented interactive designer who creates website designs that consistently surpass expectations while engaging audiences with rich experiences. Her goal is to create brands and website designs that capture an organization's distinct culture and character, tell a story, and achieve the client's online communications goals. She also works with clients on a variety of other projects including advertising, e-12 communication, and multimedia and video.

Her experience over the last 10+ years spans the work of non-profit, financial, and beverage and entertainment. Her expertise include logo design and branding, web design, package design and all print materials.

She received her Bachelor's Degree from Saginaw Valley State University. Janice is a solution oriented creative thinker with a passion for creating visual harmony.

A short selection of her pedigree includes designing for:

The Coca-Cola Company
United Shore Mortgage
NYSE

KEY PERSONNEL & POINTS OF CONTACT

Janice Faucher

Education
Saginaw Vally University

Years in Business
10+

Position
Creative Director & UI/UX Graphic Design

Highlights
Creative Director for Super Bowl Campaign

Stephanie is our Director of Social Media and Marketing Strategist. She has worked specifically with the beauty industry including plastic surgeons, chiropractors, cosmetics, and all products related.

Stephanie graduated from Michigan State University in 2016 with a bachelor's degree in Advertising. After working for two Detroit-based agencies, she moved to Los Angeles where she developed her passion for digital marketing and social media. In 2019, she created Content Concierge — a successful social media company that offers three levels of "posting" packages as well as custom plans that support and drive sales growth primarily for her clients.

In 2021, Stephanie and EGO decided to partner up to give their clients the best experience for all marketing segments.

KEY PERSONNEL & POINTS OF CONTACT

Stephanie Muir

Education
Michigan State University

Years in Business
5+

Position
Director of Social Media / Marketing Stratgy

Highlights
Lead Brand Campaign to over 1200% in one-year

Case Study   Birmingham Country Club
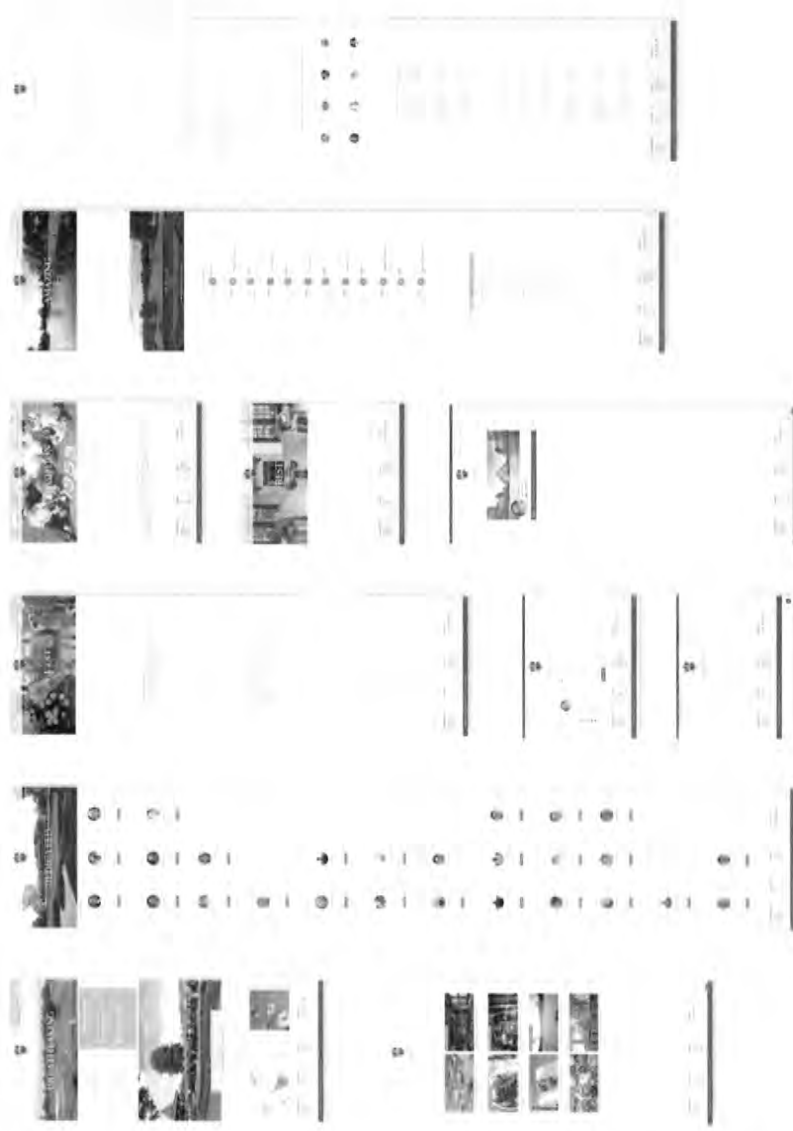
OVERVIEW

Birmingham Country Club is a premier, full-service family club, rich in history, which features a scenic 18-hole championship golf course, racquet and paddle courts, a competition-sized pool, fitness facilities, fine and casual dining, and so much more. The club recently went through an $8 million dollar renovation for their centennial and wanting to update their website to support their overall brand.

CHALLENGE

Though being one of the best country clubs, their website lacked persona and member involvement. They were looking to add mobility, cleanliness, and easier management system to update their membership and build an overall marketing platform that allowed their members to manage everything online.

SOLUTION

We took a software-first approach and add Event, Dining, and recently pool reservation with a waitlist and lottery system. We are adding text messaging event/reservation confirmation this winter. The membership directory acts more like Facebook, where members can add friends, post updates, and share images. We added a more user-friendly design with member settings that allow hiding of unnecessary categories, and a custom email marketing program that allowed specific groups, reservations, times, events, and committees to be addressed personally. EGO was the full-service digital marketing service provider that could step in and assume control of everything from the mundane to essential website responsibilities such as maintenance, updates, tracking, UX/UI, and lead generation

Representative: Michelle Emerson

Phone: (248) 220-5175

Address: 1750 Saxon Dr, Birmingham, MI 48009

website: www.bhamcc.com

Timeline: 180 days

Case Study MiStar Communications

OVERVIEW

Since 1982, MiStar has been supplying both residential and commercial clients with the most advanced technology in business telephone systems. From cabling and computer network wiring to hardware and custom software, all your voice and data needs. They'll work with you to develop and implement a communications system that will help your business become more efficient, productive, and profitable.

CHALLENGE

MiStar was outgrowing their fleet and wanted to start handling customer issues remotely. Along with that, their brand was outdated and needed a fresh update, with a robust informational website.

SOLUTION

Ultimately, MiStar wanted to drive more qualified search traffic and increase conversions for their remote platform. To do this, EGO devised a strategy that included search engine optimization efforts, paid per click advertising and ongoing improvement efforts. EGO developed a remote support system that allows MiStar's customers to access with their name and a meeting ID, EGO made this front and center on the website to showcase the MiStar support system. EGO also developed an app that allows managed access without a peer on the other end. This has allowed MiStar to not only grow, but to cut fleet costs. Their new identity is across all of their trucks and literature to let remind clients help is only a click away. Their website averages 800 visits per month and has saved hundreds of thousands in their fleet budget.

Representative: Paul Wilde

Phone: (248) 835-7100

Address: 129 E. University Dr., Rochester, MI 48307

website: www.mistar.us

Timeline: 90 days

Case Study   Universal Cutting Tools
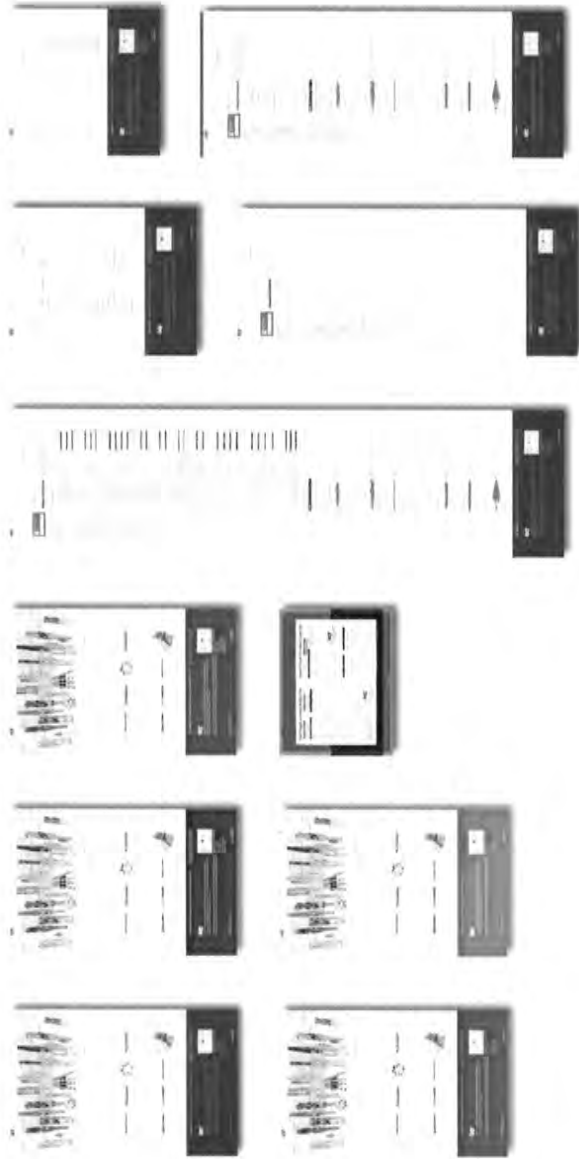
OVERVIEW

Universal Cutting Tools, Inc. (UCT) has been serving the industrial and commercial tooling markets for over 40 years. Headquartered in Warren, Michigan. UCT possesses millions of products in its inventory that include Taps, Drills, End Mills, Reamers, Dies, Combined Drills and Countersinks, and Counterbores.

CHALLENGE

UCT hired a company to build out an eCommerce site. After 2 years, and the website never functioning, they reached out to EGO to help. UCT had nearly 10k unique SKUs with 5 levels of customer and discounts. They wanted a single soultion that showed proper pricing with customer types.

SOLUTION

By updating the look and feel of the website and equipping it with optimized content, EGO hoped to increase UCT's search engine rankings. Both our team and the team at Universal Cutting Tool also felt that we could improve the user experience by offering more capabilities, such as previous order invoices and online applications. EGO custom developed a unique system that allows customers to create and manage their account online. We added a monthly special sales catalog and the ability to showcase their products without their sales team being too involved. Their site currently gets over 500 unique visitors a month from organic traffic. Since launching they have sold over 40k items online.

Representative: Frank Dillon

Phone: (586) 977-8500

Address: 2276 14 Mile Rd., Warren, MI 48092

Website: www.uct-inc.com

Timeline: 90 days

Case Study PRM Custom Builders

OVERVIEW

PRM Custom Builders is a custom home and remodeling company that specializes in creating your dream home. They will guide you through every step of the process and specialize in the design, planning, and execution of the premier custom homes built to incorporate the luxurious modern lifestyle you live.

CHALLENGE

The market is extremely saturated with predesign home builders and PRM wanted to stand out amongst the crowd and let people know that there are other options than "builder grade". They wanted to not only show their portfolio but bring in new leads and awareness.

SOLUTION

EGO created an online portfolio that included custom builds, design builds, and available properties along with company highlights and background. We wanted to make the potential client feel that PRM was the company that could build their dream home. We took a deep discovery into their competition and created an SEO plan that would pay dividends in the long run. As of today, PRM Custom Builders averages the first position locally for "customm home builders near me", "custom home builders", and "house builders near me". Amongst these they rank number three locally for "custom home build ers oakland county michigan" and average 1,300 impressions per month.

Representative: Paul Mooney

Phone: (248) 240-3051

Address: 7457 Franklin Rd., Suite 230, Bloomfield Hills, MI 48301

Website: www.prmcustombuilders.com

Timeline: 90 days

Design, Development, Implementation and Hosting a New Website   References

DUCATI DETROIT

Charlie Knoll, Owner

248.792.8999

cknoll@ducatidetroit.com

Contract 90 Days + Month-to-Month

https://www.ducatidetroit.com

Designed and built custom website that showcases motorcycles, parts, and apparel. Website handles all events, OEM parts catalog, and focuses on the lifestyle of owning a Ducati. Sales are driven by loyalty points, abandoned cart recovery, live chat feature, Facebook shopping integration, wishlists, custom product discounts including easy add-on for installation, bulk ordering for OEM parts, FedEx integration that shows both the price and the date of the expected delivery.

SIMPLY GOOD KITCHEN

Shanny & Bill Apadaca, Owners

248.203.2450

simplygoodkitchen@comcast.net

Contract 14 Days + Month-to-Month

https://www.simplygoodkitchen.com

Designed and built website using website builder to show positive ROI through accepting credit card transactions only. The owners were not looking to heavily invest in a new website and hesitant about paying 3% credit card fees until we sat down and explained that they were "Tripping over dollars to save pennys." EGO used a website builder that allowed up to quickly (about 2 weeks) develop the site from start to finish. We then wanted to track the usage and analytics so we could develop a custom product in a year or two. The first month, online sales were in excess of $11k, the second month the site is on track to do almost $20k. The owners used to stay until 11pm on Friday nights creating menus, printing them, and preparing for the following week. Now they are out by 7pm and they have told us that "We have changed their lives."

ENVELOPE INK

Vassi Sova, Manager

844.368.7465

vsova@envelopeink.com

Contract 30 Days + Month-to-Month

https://www.envelopeink.com

This was a unique project that EGO took over from the previous web development company. The site was originally bright pink and called Envelope Giant. The customer was not happy with the site and claimed the printed ordering process did not work to their expectations. EGO rebranded the company and completed the site with the proper checkout procedures. The main focus on this site is to make buying envelopes for both B2B and B2C a little easier while showcasing the variety of colors, styles, and usages for a product that people consume everyday.

UNIVERSAL CUTTING TOOL

This was another unique website where the customer hired in two previous developers to try and create a website for selling drill bits. UCT has 5 different customer types with each type getting a specific discount. They also wanted the ability to upload full spreadsheets into the system because of the 10+ products and 50k+ individual prices. They also have specific catalogs and monthly discounts for their customer types. Unfortunately, EGO was no able to use any of the previous developers code and UCT was out tens of thousands of dollars and over two years time. EGO got the job done correctly within a 120 day time frame. Thinking that was the end of the development UCT deals with vendors and customers globally and had always had a problem combating spam and phishing attacks. When they moved their site over to EGO's servers our proprietary software quickly gave them control back.

Frank Dillon
5869778500
frankd@uct-inct.com
Contract 90 Days
https://www.uct-inct.com

DELAIRE COUNTRY CLUB

EGO was contacted by Delaire Country Club because of the work we accomplished on Birmingham Country Club. Delaire had a unique situation where members created their own website to ridicule the staff, service, and overall governing rules of the club. EGO created a member's only portal that allows Single Sign-On through their current system allowing their members to speak freely in a private forum. EGO protects their identity from the club making sure their are no reprocussions from their discussions.

Along with the completion on their forum site, EGO was then hired to build a real-estate website showcasing the unique country club lifestyle community. This site is fully integrated with the MLS and is going to be used as a marketing platform to sell both homes and memberships to their golf community.

Atia Todor
5614999090
atodor@delaire.org
Contract: 90 Days + Month-to-Month
https://blog.homesatdelaire.com
https://www.homesatdelaire.com

BIRMINGHAM COUNTRY CLUB

EGO was contacted to help bring more member involvement and socialization into their website. They were looking to add mobility, cleanliness, and an easier management system to update their membership and build an overall marketing platform that allowed their members to manage everything online. EGO took a software first approach and add Event, Dining, and recently pool reservation with a waitlist and lottery system. We are adding text messaging event/reservation confirmation this winter. The membership directory acts more like Facebook where members can add friends, post updates, and share images. We added a more user-friendly design with member settings that allow hiding of uneccessary categories, and a custom email marketing program that allowed specific groups, reservations, times, events, and committees to be addressed personally. EGO was the full-service digital marketing service provider that could step in and assume control of everything from the mundane to essential website responsibilities such as maintenance, updates, tracking, UX/UI and lead generation.

Michelle Emerson
2486444111
michelle@bhamcc.com
Contract 120 Days + Month-to-Month
https://www.bhamcc.com

SHARON DORRAM COLOR AT SALLY HERSHBERGER

Sarah Barbour, Manager

212.535.3519

sarabsdsh@gmail.com

Contract: 90 Days + Month-to-Month

https://www.sdsh.com

https://www.sharondorramcolor.com

EGO was contacted to combat negative reviews and newspaper articles about the salon. During this time we handled all newsletting creating and writing, creted new articles about the salon and published them to local and national newspapers, and cleaned up their website to create a better vibe. Our legal team helped remove negative content from search engines and false reviews. With the help of our new articles, we flooded positive reviews and buried misleading content. EGO also gave them a simple approach to online appointment booking and made them ADA compliant.

THE INN AT 97 WINDER

Jordan Emerson, Manager

248.462.2081

je@theinnat97winder.com

Contract: 30 days + Month-to-Month

https://www.theinnat97winder.com

EGO was contacted to help rehab a failing hotel after poor outside management. They hired on Jordan Emerson, who was from Hilton Hotels, and Jordan contacted us. EGO has since been helping rebrand and rebuild processes before creating a new website. We are only a month into our relationship and feel that we needed a strong backbone before we started marketing. None of our branding, identity, or work is showcased on anything as of today, but Jordan will give you a great example of how deep we go to help our clients succeed.

DIRECT GOLF SALES

Robert Whittington, Owner

212.593.8641

rwhittington@directgolfsales.com

Contract: 30 Days + Month-to-Month

https://www.directgolfsales.com

Direct Golf Sales is a small company that works with insurance providers to assist the adjusters with settlement information specifically on golf equipment claims. DGS contacted EGO to help them rebrand and build a website that "works for them". They wanted to keep things simple and allow their customers to provide claim information with CRED (Create, Read, Edit, Delete) capabilities. EGO showed the client how easy it is to work with DGS along with a simple to use quote request form.

PROJECT OVERVIEW

We are proposing a 20-week project, in 4 phases for the website development and integration for Maine Township.

Project Length
20 weeks

Project Resources
166 hrs @ $150 / hr

Project Total
$24,900* + Hosting & Option

WEBSITE HOSTING
+ $250/Month
+ Managed Dedicated Server
+ 200 GB SSD Storage
+ Unlimited FTP Accounts
+ 25 SQL Databases
+ Free CDN Included
+ Free SSL Certificate
+ Free Daily Backup
+ 99.9% Uptime
+ Optimized CPU Resources
+ Load Balancer

LICENSING FEES
+ None

ADD-ONS (OPTIONAL)
+ SEO: Strategy Setup - $5,000

FULL MAINTENANCE (OPTIONAL)
+ Starting at $100/Month for 1 Hour of monthly maintenance (when paid month-to-month). Additional hours can be added to the maintenance contract at anytime for $100/hr. If exceeding hours in contract, regular rate of $150/hr will be billed.

ADDITIONAL OPTIONS (OPTIONAL)
+ Email Accounts - $5/ea. per Month
+ Mailing Lists API - $100/Month

Project Summary

Company Profile

Maine Township is one of 29 townships in Cook County. The township is located directly north and east of O'Hare International Airort in Chicago. The population is approximately 136,000 and founded in 1850. Living in Maine Township offers residents an urban suburban mix feel, with ideal amenities. There are many young professionals and retirees that live in the township. It offers a lot of restaurants, coffee shops, and parks for leisure activites. The township also has highly rated schools and is one of the best places to live in Illionis.

Project Summary

* Inform and update project process;
* Staff training and technical support;
* Promote programs and special events;
* 24-hour access to Township information;
* Organized format and responsive design;
* Offer effective communication and services;
* Be easy to navigate with organized content;
* Support and assist residents with efficiency;
* Be responsive and accessible on all devices;
* Modern and visually appealing, while enhancing image and identity;
* Provide consulting services for web/online best practices, hierachy of informtion and content layout;

Scope of Work

- Creation of a highly useable website using dynamic design and organization that will allow users to easily find information
- Convey a sense of place and organizational culture consistent with Township brand and values
- Demonstrate Township's commitment to transparency and high-quality customer service by increasing measurable public self-service options
- Act as a marketing tool for Township, providing users with news about Township programs and events
- Consolidate and migrate existing content to the new website and offer seamless transition
- Incorporate various specific needs of each department and the community as a whole into the overall design
- Ability to incorporate shareable content via social media platforms

GENERAL REQUIREMENTS

- Modern, relevant, and responsive design with the latest technologies to provide a consistent user experience across all devices
- Visually appealing
- Showcase departments and programs
- Improve customer service and engage site visitors
- Strengthen relationships with community partners
- Provide a scalable, maintainable solution
- ADA compliant design (WCAG 2.1 AA requirements and Section 508)
- Integrated translation to support multiple languages
- Easy to use CMS (Content Management System)
- Search Engine Optimized with proper keyword research
- Enhanced cybersecurity protocols
- Ability to schedule publication and expiration of content
- Integrated website statistics/analytic

- Large photo area on home page - hero images
- Calendar feature for events - sortable by department, etc.
- Blog
- Staff directory (with photos/links to bio where necessary)
- "Popular links" section on homepage for most frequently visited pages
- "How Do I..." menu option for an easy resolution to resident questions
- "Community" section with many details about the Maine Township community in one place
- Integrated and searchable board meeting agendas/packets/minutes/videos module
- Bid posting - RFP's
- Job posting
- Searchable documents
- Social media integration, sharing
- Ability to submit forms/request information
  - Public records requests
  - Event registration/payment processing
  - Other forms as needed
  - Room/equipment reservation (internal use from staff)
- Enhanced search
- FAQ's
- Upcoming events on homepage
- Prominent home page alert option for emergencies or urgent news
- Interactive PDF documents with page turning feature
- Printer-friendly page features

PROCESS OVERVIEW

Audiences today are empowered by connected technologies – and bombarded with marketing messages. It's harder than ever to be heard above the noise.

CONSULT

We'll do a deep dive into your sales funnels, competitor activity and brand goals, and create a customized approach to strengthening your online presence that drives results.

CREATE

Our designers, copywriters, photographers, UX, UI, developers and videographers are talented storytellers who use their tools and talents to strengthen your brand.

CONNECT

Whether it's behind-the-scenes paid media or center-stage influencer marketing, we'll help you reach and engage with your target audience at the most opportune times.

COVER

We keep your brand and reputation protected by combating negative online publicity and creating positive brand communications with intelligent SEO.

CONSULT

Great design starts by understanding your objectives, we begin by understanding your objectives. We work to understand the goals of your business. We will define any design problems and develop strategies for solving those problems effectively and memorably. The tiered content approval levels will be established by understanding the process and incorporating it into the website design.

Using the insight gained from the discovery and an analysis of the required content for the site, we will select several design alternatives that will communicate the material, with minimal modification, to visually express your core message with intuitive navigation. Every choice, from layout and color to type size and style is made in collaboration with you and your communication goals in mind. We then present the initial concepts to you and work with you to turn the concept into a comprehensive design. The best idea will be chosen for further development. Meetings will be scheduled as needed to accomplish a complete understanding and to foster cooperation among the entire group of stakeholders and the Contractor.

Stakeholder Interviews
+ Kick-off Meeting & Introductions
+ Discuss Client Responsibilities & Identify Points-of-Contact

Audit of the existing website
+ Site-map / Content Outline for both websites
+ Platform & Plug-in Assessment - Wordpress CMS

Alignment Workshop
+ Share Discovery & Audit Details
+ Project Dates / Deliverables

CLIENT RESPONSIBILITIES

01

Availability

Prompt availability for kick-off meeting.

02

Contact

Establish main point of contact for project.

03

Plan

Completion of project planner guide.

04

Information

Gathering of website content and information.

> **Robert Whittington, Direct Golf Sales**
>
> EGO has been a great company to work with. Every step of the way, communication has been open and insightful. Will look forward to working with this team again as my needs occur. Thank you!

CREATE

After we successfully plan and create the websites information architecture – we bring the website to life by creating the "look & feel". This includes utilizing the wire-frames and site-map, along with other information gathered during the discovery process to develop a clean, usable and fresh visual appearance. The homepage is designed first to ensure that if there are any global modifications required to the designs that they are pointed our prior to creating the remaining design mock-ups. This process helps save time and serves as a great stepping stone for the remaining project collaboration between our team and yours.

The design that is chosen will set the path for the remaining design layouts, which will share many of same design elements and style as the homepage to establish continuity and make the website user friendly. EGO provides 3 rounds of design revisions to assure that there is an opportunity to collaborate and then capture the exact design that we are trying to achieve. Design revisions include color, style and overall modifications or adjustments made to the design layouts.

UX/UI Wireframes

+ Identify all user interfaces to be designed

+ Create wire-frames (or blueprints) for each design interface and begin creative process

Website Design

+ Develop the "look-and-feel" based on the creative briefing,branding guidelines, and SEO beginning with the overall design theme and homepage.

+ Work collaboratively with client through design revisions and interactions.

Changes / Revisions

+ Receive sign-off of all design interfaces and create remaining design assets and information (font styling, interactive states, etc.)

CLIENT RESPONSIBILITIES

01

Feedback

Prompt and thorough feedback for all design layouts (1 week after receiving mock-ups).

02

Approval

Provide sign-off on layouts as they are approved.

> **Paul Mooney, PRM Custom Builders**
>
> I have collaborated with EGO for many years on numerous projects...Paul is incredibly talented, knowledgeable and responsive. Whenever I have a questions or challenges pertaining to my website, Paul is quick to respond with solutions. I trust Paul & EGO innately!

DELIVERABLES

+ Layout Designs - Homepage, Landing Page, Sub Page, Default Page, Archive Page, Calendar Page, Contact Page, Directory, Search Results Page, Job Postings Page, Resource Hub/Dashboard Page

CONNECT

Once Design has been approved and accepted by the client, EGO enters into an intense development mode where the HTML/CSS and platform themes and templates are setup and implemented and the site is search engine optimized.

During the Build phase, we establish the content management system, create database, driven theme templates, implement site content, perform quality assurance and quality control, optimize the site for search engines, and work to ensure that the site will comply with all web design standards and best practices. We proof and refine the design and content, check, doublecheck, proof again, and prepare the design for the final production environment. Then we proof your project again and provide the preliminary site to you for review.

Development & Integration
+ Create design implementation plan including responsive designs.
+ Implement designs into new platform template system including mobile and tablet designs.

Configuration
+ Assess non-working functions identified in website assessment and address issues.
+ Assess any custom functionality identified during the website assessment and implement.

Data Entry / Migration
+ Migrate current website to development environment without disrupting live website
+ Assess outdated information identified in the website assessment and address issues.

Search Engine Optimization (SEO)
+ Assess SEO issues identified during the website audit and address issues.
+ Impliment schema and page speed testing.

Quality Assurance Testing
+ Perform cross-browsing and quality assurance testing for entire website.
+ Perform user testing and usability reports
+ Work with client collaboratively with ongoing review / revision and acceptance.

CLIENT RESPONSIBILITIES

01

Feedback

Prompt and thorough feedback after development is complete. (1 week after receiving mock-ups).

02

Approval

Provide sign-off on development

DELIVERABLES

+ **Layout Build & Integration** – All recommended layouts are built and integrated into content management system.

+ **Custom Development** - Identify custom components and add additional functionality to existing components to achieve desired results.

+ **Configuration** - The content management system and recommended components are properly installed and configured.

+ **Data Entry** - All content, images, and other data included in the content outlined is added to the site.

+ **Search Engine Optimization** – The site undergoes on-site optimization for maximum search engine visibility and exposure.

+ **Quality Assurance & Testing** – The site is tested on multiple web browsers and devices to ensure build integrity and accessibility.

"

Kristyn Heimke, Savvy Home Decor

Impeccable and timely service that exceeded my expectations. This experience has defiantely been a huge asset for the growth of my business.

COVER

To reach this phase in the project all development reviews must be completed and signed off. We begin this process by coordinating a launch date with the client (projects are not launched on Fridays, weekends or before major holidays). Once scheduled, we will perform backups, quality assurance, migrate the CMS, database, content and code to the hosting destination of choice and train the web content manager in the use of the back-end tools. We work with you to gather feedback, and help you to evaluate this feedback to improve getting the message to the target audience the best way possible.

We provide bug and issue corrections that may discovered after launch for a period of 15 days.

Additional functionality, features and modifications introduced at this time will be considered out of project scope and assessed by your project manager.

Final Review & Sign-off

+ Final customer reviews, quality assurance and walk through of tasks performed.

+ Perform overall project assessment of tasks completed and new issues identified during the plan and build phases

Launch & Training

+ Deploy from the development environment the product environment.

+ Website training and review with staff members (identify new functionality and training)

Bug Issues & Corrections

+ Evaluation period to identify bugs, errors, and any corrections.

CLIENT RESPONSIBILITIES

01

Training

Schedule training with project manager.

02

Launch

Schedule website launch with project manager.

> "...Paul worked with us to create a customized solution to fit within our budget and communicated a clear plan and steps to reach in order to add additional services down the road. It was refreshing to work with someone who did not want to sell us on uneccessary services.

Jordan Emerson, Inn at 97 Winder

DELIVERABLES

+ **Domain & Hosting Configuration** – Our team handles all necessary domain and hosting setup for an efficient transition to your new site.

+ **Website Backup** – We provide a complete backup of all code, content and databases for safe keeping.

+ **Final Quality Testing** – We perform one last walk-through after the site has launched to production server.

+ **Training** – 4 hour of training in the use of the back-end tools is provide with every project – virtually or at our office location. Additional training and on-site options are available.

+ **Website SEO Testing** – A final walk-through is performed to assure all measures taken to maintain search engine indexing and search engine rankings are completed and active.

Thank you for giving us the opportunity to present our philosophy to you.

In this proposal we have the gathered the information from our communication and outlined our recommendations and project scope.

It is crucial to understand exact requirements, put forward recommendations and set up objectives. We work with organizational stakeholders and decision makers to understand the organizational mission and target audience to ensure that the future website achieves the organization's priorities, goals and statutory mandate.

Timeline & Milestones

	Week 0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
CONSULT																				
Stakeholder Interviews	█	█																		
Content/Site-Map			█																	
Alignment Workshop																				
CREATE																				
UX/UI Wireframes				█																
Website Designs					█	█	█	█												
Changes / Revisions								█												
CONNECT																				
Development & Integration									█	█	█	█	█	█	█	█				
Configuration													█	█	█	█				
Data Entry														█	█	█				
Search Engine Optimization (SEO)																				
Quality Assurance Testing																				
COVER																				
Final Sign-off and Launch																		█		
Bug Issues & Corrections																			█	█
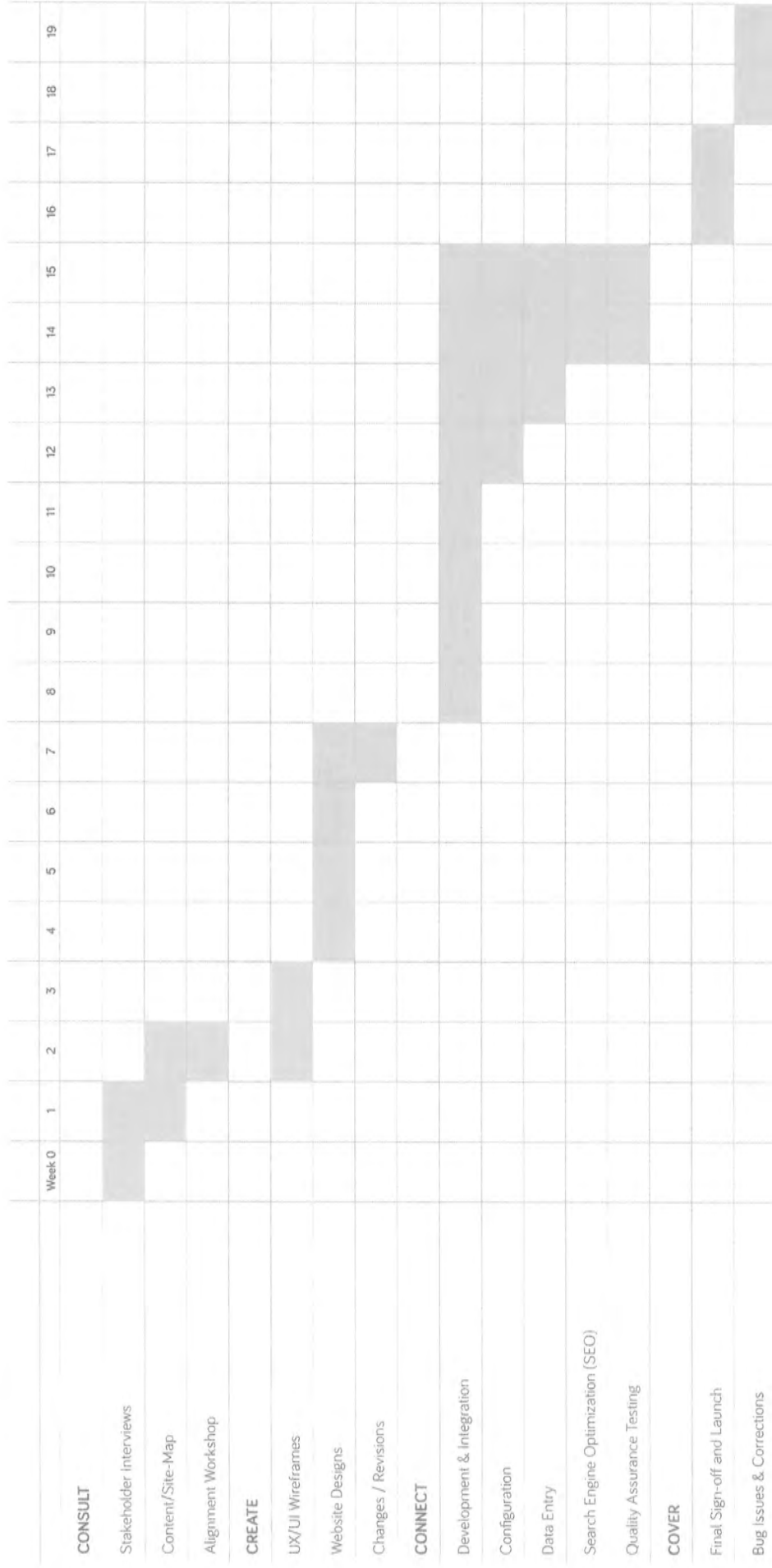
Final Summary

We are very excited about the opportunity to bid on your website redesign project. We feel we understand the full needs of what is wanted and expected, and we have put together a thoughtful and thorough outline of how we are going to accomplish this. EGO has always been a software first company. We rarely say no, because we feel solution can always be created with code. We pride ourselves on taking this approach to give our clients the best experience possible to help them build "web-esteem".

The unique approach we are taking mixes open source with custom development. This is the most optimal approach in both time and cost by leveraging free software that has been on the market for over 15 years, with custom built software that will fulfill the need of the website redesign. We are aware that custom development is timely and costly. By using both of these methods in conjunction we can both speed up development time by adding onto prebuilt modules while also saving money by using pretested code. That way we are not trying to fit your brand into a prebuilt CMS that only does was 90% of what you need. We are aware each business is unique and has their own needs.

By using this approach we will fulfill everything that is expected in this proposal. Along with that, we will continue to support and can even add-on to the newly developed site via secure API connection. This doesn't just pertain to us, but any future development you may need done. If the site in ten years needs to be updated, the framework is in place to simply be re-designed and the code will be left alone. This alone has the potential to save tens of thousands in the future.

Our designs take a UX/UI (user experience, user interface) approach. With looking at data and heat mapping we design our websites around your users. We ask ourselves, "What are users and employees experiencing that causes bottlenecks in this design." With that approach we formulate a design that is both simply yet powerful. We will hide the heavy lifting in the backend and show both customers and employees a visually stunning and highly functioning website

Thank you again and we look forward to working with you.

Paul Christy, Founder of EGO

Hosting Service Level Agreement

Our comprehensive Service Level Agreement guarantees everything from response times and hardware replacement to compensation from downtime. Not only are our 30 minutes initial response and equipment replacement guarantees some of the quickest available, they are often beaten substantially in our monthly average support statistics.

However, what attracts many users to EGO is the 1000% compensation outlined in our SLAs 100% uptime guarantee. That means if you experience downtime, we will credit you at 10x the amount of time you were down.

HOSTING & SECURITY

+ Site Hosting

    + We're always online

+ Appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth and sudden usage surges.

    – See tables to the right

+ Has a site you are hosting ever been involved in a DDOS attack. If yes how long was the site down?

    – Yes, we use CloudFlare that allows "Always Online" and "Attack Mode". This results in our clients websites never going offline.

+ List in detail how your company has or is ready to handle a DDOS attack

    + Our unmetered, always-on DDoS protection for your web assets (HTTP/HTTPs) is powered by the intelligence harnessed from Cloudflare's always-learning global network. Cloudflare DDoS protection works in tandem with our cloud web application firewall (WAF), Bot Management, and other L3/4 security services to protect assets from cyber threats of all kinds.

59 MINUTE HELPDESK

+ **Initial Response Time Guarantee** – Initial HelpDesk tickets are responded to within 59 minutes. If we miss the mark, we'll credit you 10x the amount we missed it by.

100% NETWORK

+ **Uptime Guarantee** – All major routing devices within our network are reachable from the global Internet 100% of the time, or we'll credit you 10x the downtime.

100% POWER

+ **Uptime Guarantee** – This guarantee assures that power to your rack will be online 100% of the time or we'll credit you 10x the down time amount

30 MINUTE HARDWARE

+ **Uptime Guarantee** – Faulty dedicated server hardware will be replaced within 30 minutes of identifying the problem. If it takes longer, we'll credit you 10x the amount of extra time.

EGO is highly enthusiastic about the opportunity to work with your company to redesign its website. In short, EGO has a proven track record of providing organizations with high quality solutions that are effective and easy to manage. EGO is the right choice if you're looking for a company and a team that can ensure quality and provide high-touch service tailored to client and end user needs. We look forward to working with you on this exciting redesign and welcome any questions in regard to this proposal.

Technical FAQs

Content Editor and Management

1) Does the CMS software provide a WYSIWYG rich text editor with an easy interface for nontechnical users to update content? If yes, please describe in detail, addressing how the editor manages HTML tags, tables, links, images, spellchecking, and other features. Yes, the editor come bundled with Tiny MCE, which allows simple management of the visual editor. Wordpress our CMS of choice allows all of the features listed above in simple visual layout. You can see in real-time exxactly what the content is going to look like. HTML tags can be added by either clicking an icon and adding a special HTML area, or by switching over to the HTML editor. Tables can be drawn with a drag and drop menu drop down. Placing images is just as easy, simply place your cursor in the place in the text where you want the image to appear, and click on the "Media" button. There you can either select from pre-uploaded images or drag and drop a new image to add. All media is sortable by date added and page uploaded for easy content creation. Links work just as easy. Just highlight the text you'd like to link and click the link button. Add in the URL and target options, along with a few others if you'd like more specific parameters, and click enter.

2) Can WYSIWYG capabilities be turned off for source code editing? If yes, please describe how this is accomplished. Yes, WYSIWYG editor can be turned off by simply clicking a toggle button. This toggle button can be for all users, or specific user roles.

3) Can administrators limit certain features of the WYSIWYG editor? Please describe the features that can be controlled and how the control functionality is accomplished. Yes, administrators can limit any specific functionality of the WYSIWYG editor, however this would have to be prediscussed as it would take custom development to impliment this functionality. EGO would need to know before begining.

4) Describe the CMS software meta data management tools. Wordpress allows meta data to be managed in a number of ways. Media can be managed by type of file, date added, and even the page added to. Content is stored within its own meta data hierachy which will keep specific department information separate from other departments.

5) Can content live in multiple areas or be referenced in multiple areas? If yes, please describe the functionality and management of this feature. Yes, content is sorted by meta data. Meaning, residence can stay with residence, visitors can stay with visitors. This keeps the ability to manage Wordpress very easy for multiple departments that only need to see their specific department's

needs.

Archiving and Roll Back and Restore Functionality

1) As pages are updated, are existing versions automatically archived? Is there a limit to the number of archived versions? Yes, even while working your content is automatically saved without clicking the save button. There is no limit to the number of versions saved.

2) Describe the CMS software's version control of content and rollback to the previous versions of content and documents/pages. Wordpress uses an API to detect updates. Updates can be handled both manually and automatically depending on the setup. EGO would prefer to handle the updates manually on our developer environment and then we would push these updates to the live site.

3) Does the CMS generate an audit trail and reports for the content that was updated? If yes, please describe this functionality. Yes, Wordpress not only archives saved pages, but it shows you specifically what was changed from each saved version.

Content Scheduling

1) Describe the CMS ability to schedule publishing or deletion/archive of content based on date, time and/or approval, etc. Wordpress has the ability to schedule and expire published content automatically. When content is expired it can either be "moved to drafts" or "moved to trash" both will function as an archive until the content is manually deleted.

2) Describe how the CMS assigns expiration dates and handles expired pages (automatic e-mail notifications, link updates, removal of expired pages, follow up tasks, etc.). The expiration functionality is manually set by the user. The user would be able to select the date and time from a calendar view. E-mail notification for upcoming expired content can be done with custom development. EGO would need to know before begining.

Navigation

1) Describe the ability of users to create new navigation menus. To customize the default menu of your website, you have to enter the WordPress dashboard, click on Appearance and then on Menus. The first thing you need to do is to give the menu a name, and then click the Create Menu button. After creating it, you may start adding your menu items. All your website's categories, posts, and pages are gathered in the left column, and from there, you can simply add them to your custom menus in just a few clicks. First of all, you need to click on Pages and View All. Select

all the pages that you want to appear in your menu (use the checkboxes next to the pages' names).

2) Describe the ability of users to move or change the placement of navigation menus. After selecting the menu items, you might want to switch their order. All you have to do is drag and drop them in the desired location. This is how you're going to organize your custom menus. Apart from standard menus, you can also create sub-menus. Simply drag a menu item to the right of another menu item. Sub-menus will work like drop-down menus. If you want a certain item to belong to another one, all you need to do is to drag it a bit to the right, right below the "parent item."

3) Does the CMS software manage content and links for MEGA Drop Down Menus in it's global navigation? If yes, please describe how this is accomplished. Yes, the mega menu functionality is drag and drop and WYSIWYG. You can create, edit and delete a numerous presets. After creating a preset you can assign it to the whole site using Global settings, or for specific post types (shop archive, shop single product pages, post archive or single post etc.). You can also assign the individual preset to any single page, for example for the page with inner navigation (landing pages, etc).

4) Does the CMS software manage navigation and display of interactive content such as tabbed content areas? If yes, please describe how this is accomplished. Yes, tabbed content areas are built directly in the WYSIWYG editor and can be edited on the live page, and in real-time.

5) Does the CMS software support the addition of external links to the global and secondary navigation? If yes, please describe how this is accomplished. Yes, first start by adding the external link to your WordPress navigation menu just like you would add any custom link. Simply visit Appearance » Menus and click on the link tab. Enter the URL and link text and then click on add to menu button. The external link you added will now appear in the Menu Structure column. You need to click on the downward arrow to expand the menu item. Next, click on the Screen Options button at the top right corner of the screen and check the boxes next to Link Relationship (XFN) and Link Target options. Now scroll back down to your expanded menu item, and you will notice two new options. Link Relationship and Open link in a new window/tab. You need to enter nofollow in the link relationship option. You can also check the open link in new window/tab option if you want.

6) Does the CMS software support notification of users when they are leaving the site? If yes, please describe how this is accomplished. Yes, you can setup Wordpress to send Push Notification to anyone leaving the site. You can set up campaigns in a drag and drop builder and set triggers to detect your visitors' behavior. By using smart triggers to always display the right campaign to the right person at the right time. Smart triggers can be set up using Exit-Intent technology, scrolling, InactivitySensoring, timed display control, or simply campaign scheduling.

7) Is 'breadcrumb' navigation automatically created and maintained by the software on every page of content? If yes, please describe how this content and links is managed. Yes, breadcrumbs are automatically set up by ordering pages or posts in a higherarchy. If you have a page named "Residence", you can simply create a new page, or edit and exsisting page, and give it a parent of "Residence". This will enact the page to be a child of Residence leading the breadcrumb and URL to: "resident > page name"

8) Does the CMS support the ability to generate friendly URLs? If yes, please describe how this is accomplished. Yes, this is easily handled while creating a page or post under the permalink function. Simply edit the post, page, or custom post type and click on the title field. You'll notice the Permalink field appears on top of it. Go ahead and click on the Edit button next to it, and then change the URL slug to a custom permalink. Once you are done, click on the Save button to store the new permalink.

Master Calendar Functionality

1) Describe the website calendar functionality. The calendar functionality has the ability to share events, meetings, holidays, etc. They can be managed in a main calendar and shared across the website by content/subject matter category. It has the capability to send iCal links for users to add events to desktop calendar programs such as Outlook, SmartPhones and Tablets. EGO can integrate the interactive maps of event locations using the County's GIS, and the calendar will provide RSS feeds by calendar based or content creator defined categories.

2) Does the calendar support item categories and the custom display of calendar items by category across the site? If yes, please describe how this is accomplished. The calendar does support item categories and the custom display of items by category. EGO would need to know this during the Consulting phase so we can properly discover and plan the development.

3) Does the calendar create event reminders for site users to download event reminders to their own calendar applications? If yes, please describe how this is accomplished. The calendar can create event reminders for site users but again EGO would need to know this during the Consulting phase so we can properly discover and plan the development.

Security/Authorization

1) How are users and user groups created and managed? If you're an Administrator and you'd like to make someone a Contributor, Author, or a custom user group/role on your site, go to Users > Add New. Fill in the required info, choose a password for them, check the box "Send this password to the new user by email" and select the role you wish to give them using the dropdown. Your new user will get their password in the email with instruction on how to log in. Once logged in they can change their password and any other info (except their username) by editing their profile. All users and their groups/roles can me managed in this area. To mange group/roles please see question 2 below.

2) Can users with different access rights be created? Can groups with different access rights be created? If yes, please describe how this is accomplished. Yes, there is an unlimited amount of users and user groups/roles that can be added and customized. You can find the settings page for this feature under the "Users" menu. It will be labeled "Roles". When clicking on the menu item, you'll be take to a screen similar to the edit post/page screen, only it'll be for editing a role. In the "Edit Capabilities" box on that screen, you simply have to tick the checkbox next to the capability you want to grant or deny. The group/role manager allows you to edit and add new roles as well as add and remove both default capabilities and custom capabilities from roles.

3) Are there pre-defined users and/or group types included or specified with in the CMS software? If yes, please describe these users and/or group types. WordPress has six predefined roles: Super Admin, Administrator, Editor, Author, Contributor, and Subscriber. Each role is allowed to perform a set of tasks called Capabilities. That means capabilities for each type of role is different. For example, Super Admin is somebody with access to the site network administration features and all other features. Administrator is somebody who has access to all the administration features within a single site. Editor is somebody who can publish and manage posts including the posts of other users. Author is somebody who can publish and manage their own posts. Contributor is somebody who can write and manage their own posts but cannot publish them. Subscriber is somebody who can only manage their profile.

4) Can specific content ownership be managed down to the user level including reassigning ownership to another user or user group? If yes, please describe how this is accomplished. Yes, content ownership can be reassigned by going to that specific content and scrolling down to "Author". You can then select the new owner of that content. This can only be done by a group/role that has these capabilities.

5) Can only certain group members have access to certain functionality, including limiting what buttons are accessible in the HTML editor? If yes, please describe how this is accomplished. Yes, we would prefer a user/role assignment before we begin to properly define these roles. However, if roles change and need to be altered, the user can go to Users > Roles and then simply select the checkbox that want to allow or disallow the functionality

6) Can size limitations/quotas be assigned to different files, folders, and/or sites? If yes, please describe how this is accomplished. Yes, size limitations can be assigned to the site media uploads as a whole. Which means, we can set a 10mb upload limit and any acceptable media file type (i.e. .png, .m4p, .wav, .mov, .jpg) will be limited to 10mb. This can only be over-ridden by the Super Admin.

7) Describe the administrator's role and access to content and content management on the website. There are two types of Administrators. First there is the Super Admin who is somebody with access to the site network administration features and all other features. Then there is an Administrator, who is somebody who has access to all the administration features within a single site.

8) Describe the CMS software's workflow management tools including the ability to customize the workflow, workflow notifications, and the auditing capabilities of the workflow system. We would implment 2 services for improvement on this: Stream and EditFlow. Stream is useful for keeping tabs on your WordPress users: From activating plugins to deleting posts, to login attempts and new user creation, you can see what's changed, who changed it and when Then Edit Flow, which empowers you to collaborate with your editorial team inside WordPress. We've made it modular so you can customize it to your needs: Calendar – A convenient month-by-month look at your content Custom Statuses – Define the key stages to your workflow. Editorial Comments – Threaded commenting in the admin for private discussion between writers and editors. Editorial Metadata – Keep track of the important details. Notifications – Receive timely updates on the content you're following. Story Budget – View your upcoming content budget. User Groups – Keep your users organized by department or function.

9) Explain how the CMS is kept up to date with the latest releases and patches. Wordpress automatically checks for updates in the background. When an update is available, there will be a notification widget that will tell you an update is ready.

Other Features

1) Does the CMS software support the ability to apply customized look and feel within different departments/services while maintaining global navigation and website common look and feel? If yes, please describe how this is supported. Yes. Wordpress is built off of templates and child templates. This allows for customization for specific departments or sales funnels. With the child theme capability we can ultimately keep the over all theme of the site, but we can specialize departmental design while still being supported by the over-all theme functionality.

2) Does the CMS software produce RSS feeds? If yes, please describe the content this feature is available for and how it is managed within the software. Yes, all WordPress blogs come with built-in support for RSS feeds. By default, each page of your WordPress site contains a meta tag that points to your website's RSS feed location. You can disable RSS feeds in WordPress, but continue reading and you might change your mind about disabling them.

3) Does the CMS support social networking links for site visitors to share content on Facebook, Twitter, etc.? If yes, please describe this functionality and the ability to manage which sites are included in this feature. Yes, Shared Counts is a WordPress social media share buttons plugin. Sharing buttons increase traffic and engagement by helping readers share your posts and pages to their friends on social media. Included Buttons are Facebook Share Button, Pinterest Pin Button, Yummly Button, Twitter Tweet Button (using the third-party Twitcount.com API), Email Sharing (with reCAPTCHA support to prevent abuse), Share Count Total, Print Button, and LinkedIn Share Button. Facebook, Pinterest, Yummly, and Twitter buttons support social count display and tracking.

4) Does the CMS meet ADA / 508 standards? If yes, please describe how this is accomplished. Yes, we use a third party called UserWay which is the strongest legal mitigation for ADA accessibility & compliance.

5) Does the CMS support viewing text only, printing, and mobile access of content? If yes, please describe how this is accomplished and the mobile access systems are supported. Yes, this functionality would need to be defined in the project scope before starting. This is accomplished by allowing a "view text only" design layout if a user selects so. The same functionality is used when printing a website page. We can assign any printed page a custom style. As for the mobility, this is rendered by viewing the size of the users screen and then assigning layout parameters based on the screen size. Ususally we design for desktop, tablet, and mobile.

6) Does the CMS have a software development kit or other functionality to facilitate the integration of current and future e-government services software such as GIS, permitting, online bill pay ment, etc.? If yes, please describe how this type of integration can be accomplished. Yes, Wordpress uses an API with extremely well documentation. This allows Wordpress to tie into just about any third party application with proper development.

7) Does the CMS have search and index capabilities both internally and externally hosted website resources? If yes, please describe the content that can be indexed and how search features are managed. Wordpress has an internal search built in. For external, we would use Solr search. Solr is highly reliable, scalable and fault tolerant, providing distributed indexing, replication and load-balanced querying, automated failover and recovery, centralized configuration and more. Solr powers the search and navigation features of many of the world's largest internet sites.

8) Does the solution provide for the management of content in rotating content or slideshow type of content that could support a rotating news feature on the home page? If yes, please describe how the software supports this type of content. Yes, If choosen to use a slider within the desgin Wordpress can manage this on the pages that have sliders. We would build this out within the administrative area to create a fluid administrative area.

General FAQs

1. State the type of ownership of your company. Give the State and date of your incorporation if applicable. List headquarters and regional / full-service office locations, and website address. *EGO is a Michigan Limited Liability Company. It was organized on January 29th, 2014 and has been headquartered in Birmingham, MI since its inception. EGO opened EGO New York in 2017 after the adition of Mat Gargano. EGO currently offers the following services: Brand & Identity creation, Consulting, Digital Strategy, eCommerce Web Design, Lead Generation, Print Services, Reputation Management, SEO & Search Marketing, Social Media Marketing, Software Development, Video Marketing, and Web Design.*

2. Provide the key contact name, title, address, telephone and fax numbers. Also identify the person(s) authorized to contractually bind the organization. *Paul Christy, Owner & Cheif of Strategy, 280 N. Old Woodward Ave., #100, Birmingham, MI 48009. Office (248) 792-8133, Cell (248) 797-4646.*

3. Are you willing to share your financial reports with us on an ongoing basis to allow us to verify your fiscal stability? *Yes*

4. Please provide credit references to demonstrate your company's future viability. Please include your Dun & Bradstreet number (D-U-N-S number). *117667874.*

5. Please provide status of any current or pending litigation against your company that might affect your ability to deliver the services that you offer. *EGO is under no current, pending, or past litigation.*

6. Do you anticipate that your company will be acquired in the foreseeable future? Is your company planning to acquire any other companies? If yes, please provide the names of the companies and the nature of the business. *No.*

7. Please include reference names of former customers, if any, (title and phone numbers) and the reasons for disengagement of your services.

John Kelly - (248) 789-1056 - The Stand Bisto was our client since its inception. The company sadly closed in 2018.

8. What type of insurance coverage do you carry? Describe the amount of coverage. EGO carries professional liability insurance covered by $1,000,000 for each occurance. We also carry $2,000,000 of General Aggregate and Products Comp/OP AGG along with $1,000,000 coverage of workmans comp

9. Are you on either the Federal debar list or your home state debarred list? EGO is not on any debar list and openly share our information to you.

Cage # 8QQP5

State of Michigan Vendor # VS0178180

Annual Statement # 801746766

1. Developer Responsibilities

A. Scope of Work

CLIENT hereby retains the Services of DEVELOPER, including, but not limited to designing, developing and maintaining a Web Site (the "Web Site") for CLIENT in accordance with and as set forth in the proposal mutually agreed upon by the Parties dated [date] (the "Proposal"), a copy of which is attached above and the terms of which are expressly incorporated herein by reference.

B. Schedule

The "Schedule" for the design and development of CLIENT's Web Site is attached hereto as Exhibit B and includes the corresponding commencement and delivery dates for each Deliverable (as defined in this Agreement).

C. Changes

Changes to this Agreement, the Proposal, or to any of the specifications of the Web Site or Scope of Work or the budgeted time, fees, or costs agreed upon in the Proposal, shall become effective only when a written change request is mutually executed by the Parties substantially in the form attached as Exhibit C (the "Changes"). Changes during the Web Site development period and upon deployment of the Web Site may include, but is not limited to, additional design layouts, new pages added to the Web Site, additional web forms, additional functionalities, additional modules or components, navigation modifications, layout changes, and any additional data or products.

DEVELOPER agrees to notify CLIENT of any factor, occurrence, or event coming to its attention that may affect DEVELOPER's ability to meet the requirements of this Agreement, or that is likely to occasion any material delay in the Schedule.

D. Deployment and Training

CLIENT is entitled to four (4) hours of training prior to or upon completion of the launch of the Web Site.

2. Web Site Design

A. Design

The design of CLIENT's Web Site shall be in substantial conformity with the material provided to DEVELOPER by CLIENT and as agreed upon in the Proposal.

B. Materials Provided by CLIENT

Upon execution of this Agreement, CLIENT shall provide all items outlined in the "Client Responsibilities" section of the Proposal, including, but not limited to, Web Site planner, guide and/or corporate guidelines (the "Client Materials"). All materials to be supplied by CLIENT may be provided via digital format. Files will be provided in HTML format, standard word processing Text format or, if images, as TIFF's GIFF'S, JPEGs or Photoshop files.

Specifications for Home Page

CLIENT's Web Site will consist of a Home Page (the "first" page for the Web Site) that can be reached by typing one of the following Uniform Resource Locators ("URLs") into a Web Browser. DEVELOPER will use its best efforts to register the domain name for the benefit of CLIENT (or such other name as may be registrable and acceptable to CLIENT) and will assign all rights thereto to CLIENT. CLIENT agrees to pay all registration fees associated with such registration.

Accessibility of Web Site During Construction

Throughout the construction of the prototype and the final Web Site, the Web Site shall be accessible to CLIENT. Until CLIENT has approved the final Web Site, none of the Web Pages for CLIENT's Web Site will be accessible to end users.

Submission To Index Sites

At the time that DEVELOPER conducts the first "walk through" of CLIENT's final Web Site, DEVELOPER will register CLIENT's URL with the following search engines: Google, Bing, Yahoo.

Delivery of Deliverables

Upon the earlier of CLIENT's approval of its final Web Site, or upon termination of this Agreement, DEVELOPER shall deliver to CLIENT either: (i) all Code, Documentation, reports and other materials developed by DEVELOPER in the course of its performance under this Agreement and any other items reasonably necessary for the operation of CLIENT's Web Site (other than third party operating system software, third party networking software, Web Browsers and hardware) and all changes and enhancements thereto (the "Deliverables"), or (ii) logins to such third party sites to access and take control of the Deliverables. DEVELOPER shall maintain its back-ups and one set of the final materials provided to CLIENT for a period of six (6) months after CLIENT's approval of its final Web Site. If this Agreement is terminated prior to final approval, or at the expiration of this six (6) month period, DEVELOPER will destroy all of its copies of CLIENT's Web Site (including all back-ups thereof) and "wipe" all files constituting final or working copies of CLIENT's Web Site (other than the final copy hosted on DEVELOPER's Web Server and one backup copy thereof) from DEVELOPER's computers and back-up materials unless otherwise directed in writing by CLIENT.

3.   Web Site Hosting and Maintenance

DEVELOPER agrees, at CLIENT's option, to maintain CLIENT's Web Site for a fee on a third party server that is contracted by DEVELOPER ("DEVELOPER's Web Server") on behalf of CLIENT on a month to month basis, and to make maintenance modifications to CLIENT's Web Site from time to time in accordance with Section 1 of this Agreement. DEVELOPER agrees to make CLIENT's Web Site available to Internet users approximately 24 hours per day. As part of this service, DEVELOPER agrees to use its best efforts to ensure reasonable response times for users accessing CLIENT's Web Site. In the event CLIENT elects not to host its Web Site on DEVELOPER's Web Server, DEVELOPER shall either: (i) launch the Web Site on CLIENT's desired server, or (ii) provide all Web Site files and design to CLIENT, and CLIENT shall be solely responsible for the launch of the Web Site at CLIENT's sole cost and expense.

4.   Billing and Expenses

A. Billing for Web Site Design and Development

DEVELOPER's billing policy for Web Site Design and Development is time-based as set forth in the Proposal. The estimated fee for DEVELOPER's Services as set forth in this Agreement and the attached Proposal shall be _____ (the "Development Fee"). This Development Fee covers the design and development on CLIENT's Web Site contemplated in this Agreement and in the Proposal, excluding any additional fees for Changes agreed upon in writing by the Parties. Unless set forth differently in the Proposal, the Development Fee will be divided by the approximate number of weeks to complete the development, then the Development Fee shall be charged weekly. The full balance of the Development Fee must be paid in full prior to the deployment of the Web Site.

Change(s) that exceed the budgeted hours or services as set forth in the Proposal shall be billed at one hundred fifty dollars ($150.00) per hour that is over the budgeted amount and shall be invoiced on a weekly basis. No refunds will be provided for any Development Fees.

B. Billing for Web Site Maintenance

The fee for DEVELOPER's maintenance services as set forth in this Agreement and the attached Proposal shall be ONE HUNDRED FIFTY DOLLARS per hour ($150.00/hr.) (the "Maintenance Fee"). DEVELOPER shall invoice CLIENT monthly for its Maintenance Fee CLIENT shall pay DEVELOPER for such services no later than seven (7) days from receipt of invoice.

C. Expenses

The Development Fee and Maintenance Fee set forth above are inclusive of expenses. Except as expressly agreed otherwise in writing by CLIENT, DEVELOPER shall bear all of its own expenses arising from its performance of its obligations under this Agreement, including (without limitation) expenses for work spaces, utilities, and management.

D. Payment Method

CLIENT may pay for any and all Services under this Agreement via credit card, check, cash or automated clearing house (ACH).

E. Past Due Invoices

All invoices must be paid within no later than seven (7) days from receipt of the said invoice. Any invoice that is not paid within fifteen (15) days of receipt shall be assessed a late fee of five percent (5%) of the past due amount, and no additional Services shall be provided until such late invoice is paid. In addition, an invoice that is more than forty-five (45) days late shall begin to accrue interest at 18% per annum, or the maximum amount allowed by law, whichever is greater.

5. Confidentiality

A. Publicity

DEVELOPER shall treat this project as confidential. After CLIENT has approved its final Web Site, however, DEVELOPER may list CLIENT as a client of DEVELOPER and may include a link to CLIENT's Web Site

on DEVELOPER's Web Site. DEVELOPER may not issue any press release that refers to DEVELOPER's work for CLIENT unless CLIENT has previously approved the press release in writing, which approval may be withheld for any reason or for no reason at all.

B. Confidential Information of CLIENT

DEVELOPER acknowledges that it and DEVELOPER's personnel may, in the course of performing its responsibilities under this Agreement, be exposed to or acquire information which is proprietary to or confidential to CLIENT or its affiliates, or their clients or other third parties to which CLIENT or its affiliates owe a duty of confidentiality (the "Confidential Information").

DEVELOPER shall not use or copy any Confidential Information except to the limited extent necessary to perform its obligations under this Agreement and shall not disclose any Confidential Information to any person or entity other than to the DEVELOER personnel who have a need to know the Confidential Information in order to perform DEVELOPER's obligations under this Agreement or as otherwise expressly permitted by this Agreement. DEVELOPER shall use the same measures that DEVELOPER uses to protect its own most confidential and proprietary information to protect the Confidential Information from use or disclosure in violation of this Agreement, but in no event less than commercially reasonable measures. DEVELOPER shall notify CLIENT immediately upon discovery of any use or disclosure of Confidential Information in violation of this Section and will cooperate with CLIENT in every reasonable way to help CLIENT regain possession of the Confidential Information and prevent its further use and disclosure in violation of this Section. DEVELOPER is liable and responsible for any breach of this Section by any person or entity to whom or which it provides, or provides with access to, any Confidential Information.

Upon termination or expiration of this Agreement, or at any other time at the request of CLIENT, DEVELOPER shall return to CLIENT or destroy and delete, as applicable, all Confidential Information and any copies thereof in the possession or control of DEVELOPER.

6. Ownership and Rights

A. DEVELOPER's Retained Rights

The Parties expressly recognize that the Website is not a "work made for hire," that DEVELOPER is not an employee, partner, joint author or joint venturer of Client. DEVELOPER shall be deemed the sole author and owner of PHP, Javascript, HTML Code, graphics and data, and their attendant Intellectual Property Rights, that are created or acquired by DEVELOPER and incorporated into the Website, or incorporated into any work embodying or derived from any portion of the Website. For the avoidance of doubt, DEVELOPER may develop similar websites for other clients of Developer. Intellectual Property Rights means (i) rights in any patent, copyright, trademark, trade dress, and trade name, (ii) related registrations and applications for registration, and (iii) trade secrets, know-how and goodwill.

B. CLIENT's Retained Rights

CLIENT shall be deemed the author and owner of CLIENT'S Domain Name and its attendant Intellectual Property Rights; CLIENT'S uniform resource locator, if any, and its attendant Intellectual Property Rights, and any graphics or data provided by CLIENT that are incorporated into the Website or any work embodying or derived from any portion of the Website.

C. Reproduction and Derivation Rights of CLIENT

DEVELOPER expressly grants, assigns and otherwise transfers non-exclusively and in perpetuity and irrevocably to CLIENT, its successors and its assigns, the right to reproduce, make derivative works, publicly perform

or publicly display the portions of the Website deemed to be DEVELOPER's Intellectual Property. DEVELOPER does not assign to CLIENT the right to sublicense the portions of the Website deemed to be its intellectual property, nor any portion thereof.

Q. Indemnification/No Infringement

In performing its Services under this Agreement, DEVELOPER agrees not to design, develop, or provide to CLIENT any items that infringe one or more patents, copyrights, trademarks, or other intellectual property rights (including trade secrets), privacy or other rights of any person or entity. If DEVELOPER becomes aware of any such possible infringement in the course of performing any work hereunder, DEVELOPER shall immediately so notify CLIENT in writing. Each Party agrees to indemnify, defend, and hold the other Party, its respective officers, directors, members, employees, representatives, agents, and the like harmless for any such alleged or actual infringement and for any liability, debt, or other obligation arising out of or as a result of or relating to (a) the Agreement, (b) the performance of the Agreement, (c) a breach of any representation or warranty provided in this Agreement, or (d) the Deliverables. This indemnification shall include attorneys' fees and expenses, unless the indemnifying Party defends against the allegations using counsel reasonably acceptable to the indemnified Party. DEVELOPER's total liability under this Agreement shall not exceed the amount of revenue paid or payable by CLIENT under this Agreement. NEITHER PARTY IS LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE LIMITATIONS ON AND EXCLUSIONS FROM LIABILITY SET FORTH IN THIS AGREEMENT DO NOT APPLY TO ANY LIABILITY ARISING OUT OF A PARTY'S BREACH OF ITS CONFIDENTIALITY OR INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT OR ANY FRAUD, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

7. Agreements with Employees

No individuals or entities other than DEVELOPER and DEVELOPER's employees and independent contractors shall undertake any work or Services in connection with this Agreement. DEVELOPER shall obtain and maintain in effect written agreements with each of its employees who participate in any of DEVELOPER's work or Services hereunder. Such agreements shall contain terms sufficient for DEVELOPER to comply with all provisions of the Agreement and to support all grants and assignments of rights and ownership hereunder. Such agreements also shall impose an obligation of confidence on such employees with respect to CLIENT's confidential information. Nothing contained herein shall limit DEVELOPER's ability or right to utilize independent contractors provided that such independent contractors agree to be bound by the terms of this Agreement.

8. Representations and Warranties
DEVELOPER represents and warrants the following to the CLIENT.

A. No Conflict

DEVELOPER represents and warrants that it is under no obligation or restriction that would in any way interfere or conflict with the Services to be performed by DEVELOPER _____ under this Agreement. CLIENT understands that DEVELOPER may be working on one or more similar projects for other clients. Provided that those projects do not interfere or conflict with DEVELOPER's obligations under this Agreement, those projects shall not constitute a violation of this provision of the Agreement.

B. Ownership Rights

DEVELOPER represents and warrants that (1) it is and will be the sole author of all works employed by DEVELOPER in preparing any and all Deliverables other than Preexisting Works; (2) it has and will have full and sufficient right to assign or grant the rights and/or licenses granted in the Deliverables pursuant to this Agreement; (3) all Deliverables other than Preexisting Works have not been and will not be published under circumstances that would cause a loss of copyright therein; and (4) all Deliverables, including all Preexisting Works, do not and will not infringe any patents, copyrights, trademarks, or other intellectual property rights (including trade secrets) privacy or similar rights of any person or entity, nor has any claim (whether or not embodied in an action, past or present) of such infringement been threatened or asserted, nor is such a claim pending against DEVELOPER (or, insofar as DEVELOPER is aware, against any entity from which DEVELOPER has obtained such rights).

C. Conformity, Performance, and Compliance

DEVELOPER represents and warrants that (1) all Deliverables shall be prepared in a workmanlike manner and with professional diligence and skill; (2) all Deliverables will conform to the specifications and functions set forth in this Agreement; and (3) DEVELOPER will perform all Services under this Agreement in compliance with applicable laws. DEVELOPER will repair any Deliverable that does not meet this warranty within a reasonable period of time if the defect affects the usability of CLIENT's Web Site, and otherwise will repair the defect within twenty-four (24) hours of notice from CLIENT. This warranty shall expire on termination or expiration of this Agreement. This warranty does not cover links that change over time, content that becomes outdated over time, or other changes that do not result from any error on the part of DEVELOPER or DEVELOPER's personnel.

CLIENT represents and warrants to the DEVELOPER:

D. Ownership Rights

CLIENT represents and warrants that any and all Client Materials provided to DEVELOPER under this Agreement do not and will not infringe any patents, copyrights, trademarks, or other intellectual property rights (including trade secrets) privacy or similar rights of any person or entity, nor has any claim (whether or not embodied in an action, past or present) of such infringement been threatened or asserted, nor is such a claim pending against CLIENT (or, insofar as CLIENT is aware, against any entity from which CLIENT has obtained such rights).

9. Term and Termination

A. Term of Agreement

This Agreement shall be effective as of the Effective Date and shall remain in force for a period of one (1) year (the "Initial Term"), which shall automatically renew in subsequent one (1) year terms (each, a "Renewal Term") unless terminated by either Party with 30 days' notice before the end of such one year term. The Initial Term and all Renewal Terms shall be referred to herein as the Term.

B. Termination of Services

Either Party may terminate this Agreement at any time with or without cause by giving thirty (30) days prior written notice. Any termination shall not relieve Client of its obligation to pay for services rendered prior to the termination date. Notwithstanding the foregoing, if this Agreement is for hosting of the Web Site, then the Maintenance Fee shall continue to be charged and paid by CLIENT until the end of the then current Initial Term or Renewal Term, as the case may be.

H. Survival

In the event of any termination or expiration of this Agreement, all obligations and responsibilities of either Party shall survive and continue in effect and shall inure to the benefit of and be binding upon the Parties and

their respective legal representatives, heirs, successors, and assigns. For purposes of clarity, the termination of this Agreement shall not excuse a payable invoice or a prior breach of any provision of this Agreement.

10. **Force Majeure**

Neither Party shall be liable for any loss or delay resulting from any force majeure event, including acts of God, pandemic, fire, natural disaster, labor stoppage, war or military hostilities, or inability of carriers to make scheduled deliveries, and any payment or delivery date shall be extended to the extent of any delay resulting from any force majeure event.

11. **No Agency**

A. Independent Contractor

DEVELOPER, in rendering performance under this Agreement, shall be deemed an independent contractor and nothing contained herein shall constitute this arrangement to be employment, a joint venture, or a partnership. DEVELOPER shall be solely responsible for and shall hold CLIENT harmless for any and all claims for taxes, fees, or costs, including but not limited to withholding, income tax, FICA, and workmen's compensation.

B. No Agency

CLIENT does not undertake by this Agreement or otherwise to perform any obligation of DEVELOPER, whether by regulation or contract. In no way is DEVELOPER to be construed as the agent or to be acting as the agent of CLIENT in any respect; any other provisions of this Agreement notwithstanding.

12. **Notices**

Any notice required or permitted under this Agreement shall be in writing and shall be delivered personally or shall be delivered personally against receipt or by electronic mail, or by registered or certified mail, return receipt requested, postage prepaid or sent by Federal Express or other recognized overnight courier service, and addressed to the party to be notified at its address set forth below or to such other address of which either Party may have given written notice. All notices and other communications required or permitted under this Agreement shall be deemed given when delivered personally or by electronic mail, or one day after being deposited with Federal Express or other recognized overnight courier service, or five days after being deposited in the United States mail, postage prepaid and addressed as follows, or to such other address as each party may designate in writing.

13. **Multiple Counterparts**

This Agreement may be executed in several counterparts, all of which taken together shall constitute one single Agreement between the parties.

14. **Jurisdiction, Disputes, Attorneys' Fees**

This Agreement and all claims arising out of or related to this Agreement are governed by and construed in accordance with the laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the State of Michigan. Any claim or action brought by one of the parties in connection with this Agreement will be brought

in the appropriate Federal or State court located in the Oakland County, State of Michigan, and the parties irrevocably consent to the exclusive jurisdiction of such court. If any legal action is commenced related to, or arising out of, this Agreement, the prevailing party in such action shall recover all costs of defending or prosecuting the action, including, without limitation, all court or arbitration costs or mediation costs and reasonable expert fees and attorneys' fees. THE PARTIES FURTHER AGREE, TO THE EXTENT PERMITTED BY APPLICABLE LAW, TO WAIVE ANY RIGHT TO TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING FROM THE TERMS OF THIS AGREEMENT.

15. Agreement Binding on Successors

This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their respective heirs, administrators, successors and assigns.

16. Waiver

No waiver by either Party of any default shall be deemed as a waiver of any prior or subsequent default of the same or other provisions of this Agreement.

17. Severability

If any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other provision and such invalid provision shall be deemed to be severed from the Agreement.

18. Assignability

Neither Party may assign this Agreement without the other Party's prior written consent, which consent will not be unreasonably withheld or delayed. Any purported assignment in violation of this Agreement is void.

19. Integration

This Agreement constitutes the entire understanding of the Parties, and revokes and supersedes all prior agreements between the Parties and is intended as a final expression of their Agreement. It shall not be modified or amended except in writing signed by the Parties hereto and specifically referring to this Agreement. This Agreement shall take precedence over any other documents which may be in conflict therewith. The recitals at the beginning of this Agreement are made a part of the terms of this Agreement.

20. Ambiguities

This Agreement is the result of negotiations between the Parties and their counsel. Accordingly, this Agreement shall not be construed more strongly against either Party regardless of which Party is more responsible for its preparation, and any ambiguity that might exist herein shall not be construed against the drafting Party.

Thank you!

Please let us know if you have any quesitons.

+1 248 792 8133

hello@egodetroit.com

280 N. Old Woodward Ave., #100

Birmingham, MI 48009

revize.

The Government Website Experts

Municipal Website Proposal for

Maine Township, Illinois

Revize is a Minority Owned Business Enterprise (MBE)

Prepared by Robert J. Suchomel
Robert@revize.com
150 Kirts Blvd. Troy, MI 48084
Ph: 248-269-9263 x8059 Fax: 866-346-8880
www.revize.com June 15, 2022
Pricing Valid for 30 days

Revize Clients

- The City of Park Ridge, IL   www.parkridge.us

- Lockport Township, IL   www.lockporttownship.com

- Dundee Township, IL   www.dundeetownship.org

- The Village of Tinley Park, IL   www.tinleypark.org

- The Village of Frankfort, IL   www.frankfortil.org

- The Village of Glencoe, IL   www.villageofglencoe.org

- The City of St. Petersburg, FL   www.stpete.org

- The City of Des Moines, IA   www.dsm.city

- Madison County, IL   www.co.madison.il.us

- Clark County, NV   www.clarkcountynv.gov

Michael Bruckner, Assistant to the City Manager,

City of Arcadia, CA

"Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible."

revize.

The Government Website Experts

Project Goals

The following list details this project's goals:

1. Visually appealing

Clients have told us that Revize seems to have the best creative design team than most other government website designers. We love creating a rebranded style website design with a more eye catching look, feel, and appeal to our clients increase awareness and communication with their residents and constituents and create new interest with prospective residents/constituents and their families. Because of that, Revize has been asked to build websites for the Tourism industry as well!

2. Easy to find content

Revize actually conducted government Web Visitor Usability Studies with dozens of municipalities. As a result of our research and years of experience in this field, we know how a municipal website visitor wants to navigate the website and get information about programs, services, and more in an easy to find manner. They told us that they want to get to any web page in ONE CLICK right from the Home Page, no matter how many levels the web page was buried. Revize created a navigation system and user friendly designs that do just that and our clients love it. We will be happy to demonstrate it to you!

3. Increase partner engagement and follow-up

Take a look at our list of website features and you will see a plethora of tools specifically developed to allow for interactive communication with your residents, businesses, visitors, and all constituents. This includes web forms for responses and feedback, online payments, home page alerts, a built in notification system, etc. We also design the website with "Calls to Action" in mind to inspire web visitors to take advantage of programs and services offered by your municipality.

revize.

4. Increase search engine visibility

Every Revize web page is programed to allow 100% of every web page content to be indexed by all the popular Search Engines. We also allow non-technical Editors access each web page's Meta Data so you can not only increase your web presence, but also contour the search so if someone types a question in the Bing or Google earch box, it will try to pull them to the web page on your new website with the ANSWER! Not your home page.

5. Seamless integration with social media

Revize will add Social Media icons and Social Media integration to your website's News Center as well as create a Social Media Wall or a clean looking Social Media Center to show off your latest social media posts.

6. Mobile- and user-friendly

Revize: Your new website should be usable on any and all devices including phones, tablets and PCs. Revize has made Responsive Website Designs a website standard for over 8 years. Because of that, we add in additional Responsive Programming to take advantage of the new mobile phone technologies like the new High-Definition Video Cards to make your web visitors' website experience more enjoyable and smoother.

7. Easy to update content

The Revize CMS website editing solution has a 23-year maturity and was written for non-technical editors to edit the website in an easy to learn, common-sense manner through a methodology called In-Page Editing or Live-Page Editing. Clients have indicated that if you know how to read, and know about 5% of Microsoft Word, you should be able to edit a Revize Government Website (without training). Allow us to give you a demonstration.

8. ADA Compliant Website

Revize specializes in creating ADA compliant websites for government. In much of the United States, many counties and municipalities have been sued and taken to court for not meeting ADA compliancy guidelines. No fines or judgments have been given to Revize clients. Your new website will adhere to the new WCAG 2.1 AA requirements and Section 508. We will also train your content editors how to keep the website ADA compliant when writing content and making edits. With your approval, Revize will also install an ADA Accessibly Widget, free of charge. This widget brings the ADA software for reading and resizing text, changing color contrasts, etc. on the fly for the vision impaired and disabled web visitor. Example – Double Click on the Man Icon in the lower right corner to see it in action: https://www.largo.com/facilities_directory/index.php

9. Cyber-Security

Revize has not had any website security intrusions for over 9 years. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity. Revize can also host both your Internet and Intranet websites; your Intranet is secure and only accessible by authorized users through a login system.

revize.

Dear Richard Lyon & Colleagues

Thank you for considering Revize as your Michigan based web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched thousands of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and thousands of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- The City of Park Ridge, IL   www.parkridge.us
- Lockport Township, IL   www.lockporttownship.com
- Dundee Township, IL   www.dundeetownship.org
- The Village of Tinley Park, IL   www.tinleypark.org
- The Village of Frankfort, IL   www.frankfortil.org
- The Village of Glencoe, IL   www.villageofglencoe.org
- The City of St. Petersburg, FL   www.stpete.org
- The City of Des Moines, IA   www.dsm.city
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

revize.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

"Revize Websites build engagement with your constituents."

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your municipal government.

Please contact me if you have any questions at all.

Sincerely,

Robert J. Suchomel

Robert J. Suchomel

Sales Account Manager
Phone: 248-508-4575
Robert@revize.com

Table of Contents

revize.
The Government Website Experts

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high-quality online services that your constituents will want to use regularly.
In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 2,600 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 23-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

revize.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration

- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED	HEADQUARTERS 150	PHONE	WEB SITE
1995	Kirts, Suite B Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 2,600 clients in North America and have created acclaimed website designs for thousands of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

"The empowerment of people through simplified information management technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

revize.

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

"We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry's top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients."

Did you know?

Revize has won national awards for our websites!

revize.

The Government Website Experts

Municipal Website Design Project Experience

The City of Arcadia, California

www.arcadiaca.gov

Horizon Interactive Award Winner

Details:

The City of Arcadia, California chose Revize because they wanted a website that stood out from all of the others in Los Angeles County. In this site, we built unique designs for the city, recreation department, and library. Each one has its own unique look and feel while maintaining the brand. This site also includes our proprietary "curated search" feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

revize.
The Government Website Experts

The City of New Bern, North Carolina

www.newbernnc.gov

Details:

New Bern, North Carolina wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a drone video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

revize.
The Government Website Experts

The City of Olympia, Washington

www.olympiawa.gov

Details:

The City of Olympia, the Capitol City of Washington, presented a unique opportunity for Revize and the City's web team. This website features an extremely innovative homepage. As users scroll from one section to the next, they can explore different trending topics, services, news, events, and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated "smart search" feature and online interactive forms, this website makes a strong case for that title!

revize.
The Government Website Experts

Tipton County, Tennessee

www.tiptonco.com

Details:

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

The Village of Glencoe, Ilinois

www.villageofglenceo.org

Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

revize.
The Government Website Experts.

The City of St. Petersburg, Florida

www.stpete.org

Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also users the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

revize.
The Government Website Experts

City of Des Moines, Iowa

www.dsm.city

Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

revize.
The Government Website Experts

City of Largo, Florida

www.largo.com

Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

revize.
The Government Website Experts

The City of Troy, Michigan

www.troymi.gov

Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.

revize.
The Government Website Experts

Government Account References

Client: City of Pittsfield, MA
Scott Connors, IT Administrator
Phone: 413-499-9405
Email: sconnors@pittsfieldch.com
Website: www.cityofpittsfield.org

Client: Village of Buffalo Grove, IL
Evan Michel, Assistant to Village Manager
Phone: 847-459-2506
Email: emichel@vbg.org
Website: www.vbg.org

Client: City of Wylie, TX
Craig Kelly, Public Information Officer
Phone: 972-516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: Dundee Township, IL
Trish Glees, Supervisor
Phone: 847-428-8092 x1
Email: trishg@dundeetownship.org
Website: www.dundeetownship.org

Client: City of Arcadia, CA
Michael Bruckner, Assistant to the City Manager
Phone: 626-574-5433
Email: mbruckner@ArcadiaCA.gov
Website: www.arcadiaca.gov

Client: Village of Glencoe, IL
Laura Boll, Management Analyst
Phone: 847-835-4114
Email: lboll@villageofglencoe.org
Website: www.villageofglencoe.org

Client: City of St. Petersburg, FL
Laura Slingerland, Web Coordinator
Phone: 727-893-7468
Email: laura.slingerland@stpete.org
Website: www.stpete.org

Client: Village of University Park, IL
Neva Jenkins, Community Engagement Specialist
Phone: 708-921-4383
Email: njenkins@university-park-il.com
Website: www.university-park-il.com

revize.

Revize Organizational Chart
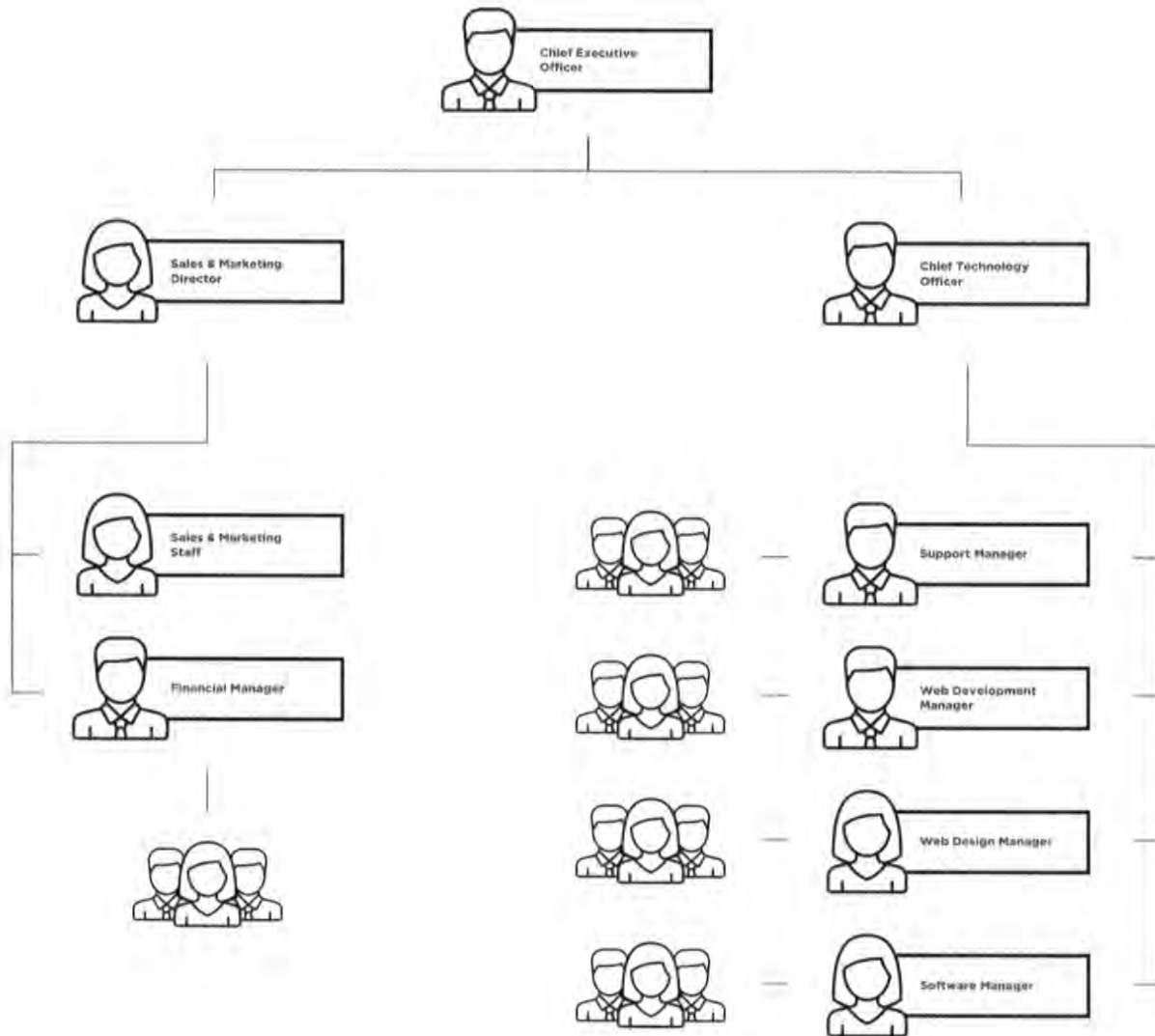
Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 23 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

"We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None."

revize.

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

"We Always Provide Knowledgeable, Friendly and Responsive Service!"

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

revize.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX

Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 23 years of development.

re

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Tori Mathes, Communications Manager, City of Berkley, MI

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

revize.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. *The Project Portal serves as the primary communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.*

"We guarantee the best support in the industry that's 24/7 365 by the trained developers & technicians"

Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

revize.

Timeline

Project Timeline

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		17-23 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

revize.
The Government Website Experts

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

revize.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed and applying our 23+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course, color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

revize.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

revize.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

"Over the past 23 years, Revize has mastered the art of designing government websites."

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- Establish Needs and Creative Direction: Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the

revize.

website.

- Main Menu Navigation & Home Page Wireframes: Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

- Page Layout and module placement: We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

revize.

Wire Frame to Concept

- Design Deliverable: The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- Final Home Page Sign Off: When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- Final Inner Page Sign Off: When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.

revize.
The Government Website Experts

Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

revize.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

revize.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center

revize.

- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage

Did you know?

Revize has launched thousands of municipal and county websites large and small!

revize.
The Government Website Experts.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

revize.

Hosting Service

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for it's LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to several hours or days time frame our competitors offer).

> "Revize can provide clients with unlimited data storage server space for each website."

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

revize.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
  - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Support

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support Inlcudes

- Revize Website, CMS & Module Support
- 8 a.m. – 8 p.m. EST Live Phone Support (Monday thru Friday)
- 24 x 7 x 365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers for free
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

"As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge."

revize.

The Government Website Experts

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

* Philosophy: "Put yourself in the client's shoes and do what is best for them."

* Education: BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.

* Expertise: 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.

* Role on your website project: Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

* Philosophy: "Work Hard, Help People and Live Honest."

* Education: MS in Engineering Science, Louisiana State University, Baton Rouge

revize.

- Expertise: Client Management, Project Management, Technology Development for CMS & Web Apps
- Role on your website project: Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- Philosophy: "Empathy, Focus, and... Impute"

- Expertise: Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.

- Role on your website project: Graphic design of website and backup support.

Derek Ortiz

Website Developer / Front End Application Designer Manager

Derek is the senior front-end developer and designer manager for Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- Philosophy: Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose through website programming.
  Expertise: Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.

- Role on your website project: Web development of website templates and backup support.

revize.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- Philosophy: "Always explain things in the terms of your audience to ensure their understanding"
- Education & Training: MS in the Art of Education from Marygrove College. Certification in Secondary Education
- Expertise: Training, education, teaching, public affairs and project management.
- Role on your website project: Trainer for the Content Management toolset and project manager

Did you know?

Revize will put together a project team based on the unique needs of your project!

revize.
The Government Website Experts

Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top-notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a subject matter specialist when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- Philosophy: Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- Education: BA degree in Political Science from University of Michigan;
- Expertise: Government procedure, special projects, public affairs, community development.
- Role on your website project: Project Manager

Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

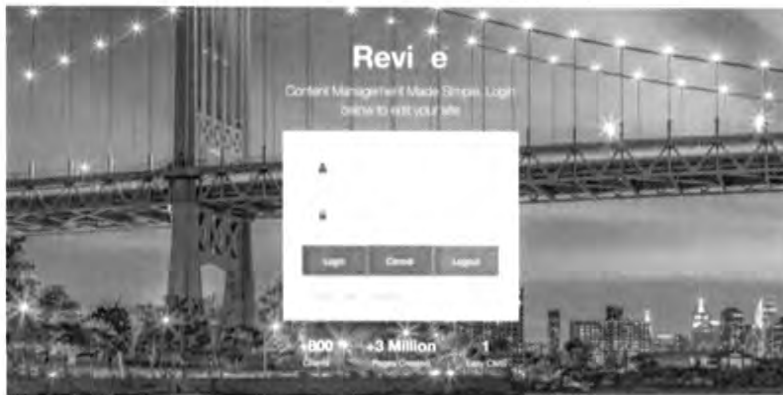Revize Intelligent Publishing WCM
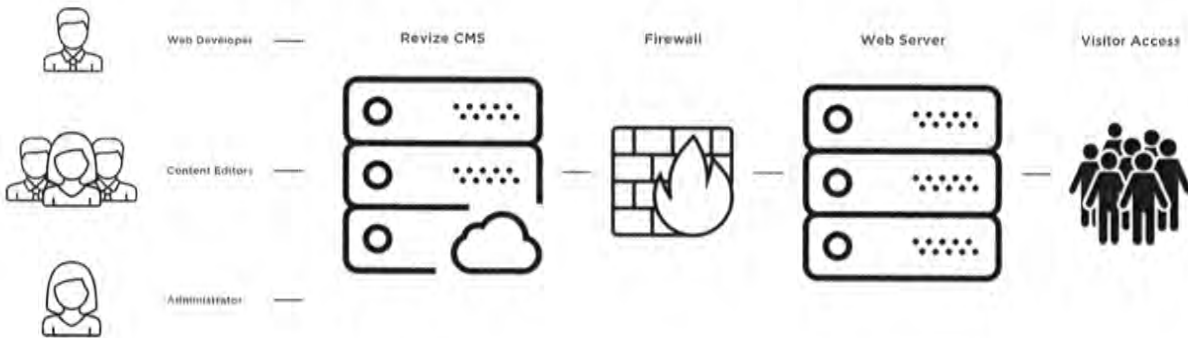
"Security, Performance, Redundancy"

Revize CMS User Interface

1. Revize CMS User Interface Home Page

2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

Revize Quote #1: Custom Design

Phase 1: Project Planning and Analysis, SOW	$1,100
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page design, inner department page design, and standard inner page design, includes Responsive Web Programming for great viewing on mobile screens.	$1,800
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	$2,700
Phase 5: QA Testing	$600
Phase 6: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections – up to 900 webpages and documents (approximate amount on your website today)	$900
Phase 7: Content editing and site administration training via web conference (one day session up to 4 hours)	Included
Phase 8: Go live!	Included
Revize Annual Fee: Includes Revize CMS Software Subscription, Interactive Forms & Bookables App Software Subscription, Unlimited Tech Support, CMS software updates (Unlimited Users), Security Software Updates, SSL Security Certificate, Website Hosting and health checks (20 GB storage space, 100GB monthly bandwidth limit) with pre-paid annual fee (no email services):	$3,400
Grand Total (1st year)	**$10,500**
Second year and onward investment	$3,400/yr

Yearly Cost with 5-Year Interest Free Payment Plan:

$4,820 in year ONE and each year thereafter!

Revize provides a **FREE** website redesign beginning in year

FOUR after three completed years of service!

revize.

Revize Five Year Interest Free Payment Plan:

Instead of Paying for the total project cost in year one, Revize would spread out the total first year cost over three years of service. First payment to start in 2022 would be $4,767.

Years One - Five...........................$4,820 per year

Additional Applications Pricing (Optional – not required)

Revize Public Service Request App	
Set Up Fee:	$2,000 one-time
Annual Maintenance & Hosting Fee:	$1,000 annual
Example: https://www.kentwood.us/psr/index.php	
Revize Curated Search Feature	
Set Up Fee:	$2,000 one-time
Example: https://www.arcadiaca.gov/	

revize.
The Government Website Experts

Included Features & Applications in Your Website (Custom Design)

The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- **Home Page Alert** (For Emergency & General Alerts)
- **E-Notify App** (Includes Text/Email Notifications)
- **Document Center with keyword search**
- **How Do I? / FAQ with keyword search**
- **Multi Use Listing Directory with Images** (Can be used for Staff, Buildings, Businesses, etc)
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Online Web Forms
- Photo Galleries
- Quick Link Buttons
- **Revize Web Calendars** (includes color coding for different boards, commissions, committees, and event types, etc.)
- Sliding Feature Bar
- **Custom Enhanced Website Search Feature**
- Language Translator

Citizen's Engagement Center Apps

- **Revize Interactive Forms & Bookables App with E-Pay** (For Digital Form Submissions such as FOIA Requests, Job Applications, Permits AND for Park/Shelter Reservations including payments!, etc.)
- **Citizen Connect Blog**
- **Agenda & Minute Posting Center**
- Citizen Request Center with Captcha
- Online Bill Pay via Revize Partner
- RSS Feed

revize.

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.

The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.

After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- **Bid Posting/RFP Management Center**
- **Job Posting App**
- Online Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- SSL Security Certificate
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- Alt Tags
- Font Size Adjustment
- *ADA Compliant Website Developed According to the Web Content Accessibility Guideline @ 2.1 AA Level*
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

revize.

Revize Quote #2 – Ready to Go Design

Revize Ready-To-Go Design – 5 to 6 Week Delivery

Revize WEBGEN "Ready to Go" Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	$3,150
Revize CMS Annual Software Subscription (Users), Tech Support, Software Updates, and Website Hosting up to 10GB storage, 30GB monthly bandwidth limit – annual fee	$1,800
Grand Total (1st year)	**$4,950**
Second year and onwards investment	$1,500/year

- Revize WEBGEN "Ready to Go" Website Design - pick from one of four designs, starting on page 51. Revize will change the color scheme, add your logo, and upload your pictures. No design layout changes allowed. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text!
  Takes approximately 4 - 6 weeks.

- Revize CMS web content management software subscription Unlimited Content Editors/Administrative Users

- Revize Web Calendar Module, Document Center, and other modules as indicated on the next page

- Site Map Development & Content Migration included up to 900 webpages and documents. Additional content migration, if requested, is available for $3 per webpage and document.

- Instructor Led Training – Revize content editing and administrative training, one session up to 3 hours up via web conference and phone

- Technical Support and Product Upgrades, Website Hosting

- Five-year agreement

revize.

Additional Applications Pricing (Optional – not required)

Revize Interactive Forms & Bookables Application Set Up Fee: Annual Maintenance & Hosting Fee: Example: https://southogden.rja.revize.com/forms	$2,000 one-time $1,000 annual
Revize Public Service Request App Set Up Fee: Annual Maintenance & Hosting Fee: Example: https://www.kentwood.us/psr/index.php	$2,000 one-time $1,000 annual
Revize Curated Search Feature Set Up Fee: Example: https://www.arcadiaca.gov/	$2,000 one-time

revize.
The Government Website Experts

Included Features & Applications in Your Website (Ready to Go Design)

The applications and features are grouped into five categories:
- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- **Home Page Alert** (For Emergency & General Alerts)
- **E-Notify App** (Includes Text/Email Notifications)
- **Document Center with keyword search**
- **How Do I? / FAQ with keyword search**
- **Multi Use Listing Directory with Images** (Can be used for Staff, Buildings, Businesses, etc)
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Online Web Forms
- Photo Galleries
- Quick Link Buttons
- **Revize Web Calendars** (includes color coding for different boards, commissions, committees, and event types, etc.)
- Sliding Feature Bar
- **Custom Enhanced Website Search Feature**
- Language Translator

Citizen's Engagement Center Apps

- **Revize Interactive Forms & Bookables App with E-Pay** (For Digital Form Submissions such as FOIA Requests, Job Applications, Permits AND for Park/Shelter Reservations including payments!, etc.)
- **Citizen Connect Blog**
- **Agenda & Minute Posting Center**
- Citizen Request Center with Captcha
- Online Bill Pay via Revize Partner
- RSS Feed

revize.

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- **Bid Posting/RFP Management Center**
- **Job Posting App**
- Online Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- SSL Security Certificate
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- Alt Tags
- Font Size Adjustment
- ***ADA Compliant Website Developed According to the Web Content Accessibility Guideline @ 2.1 AA Level***
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

Select one of the following Website Designs on the following pages and Revize will create a new custom banner and change the color scheme to reflect your organization's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development. Turnaround time: approximately 4-6 weeks
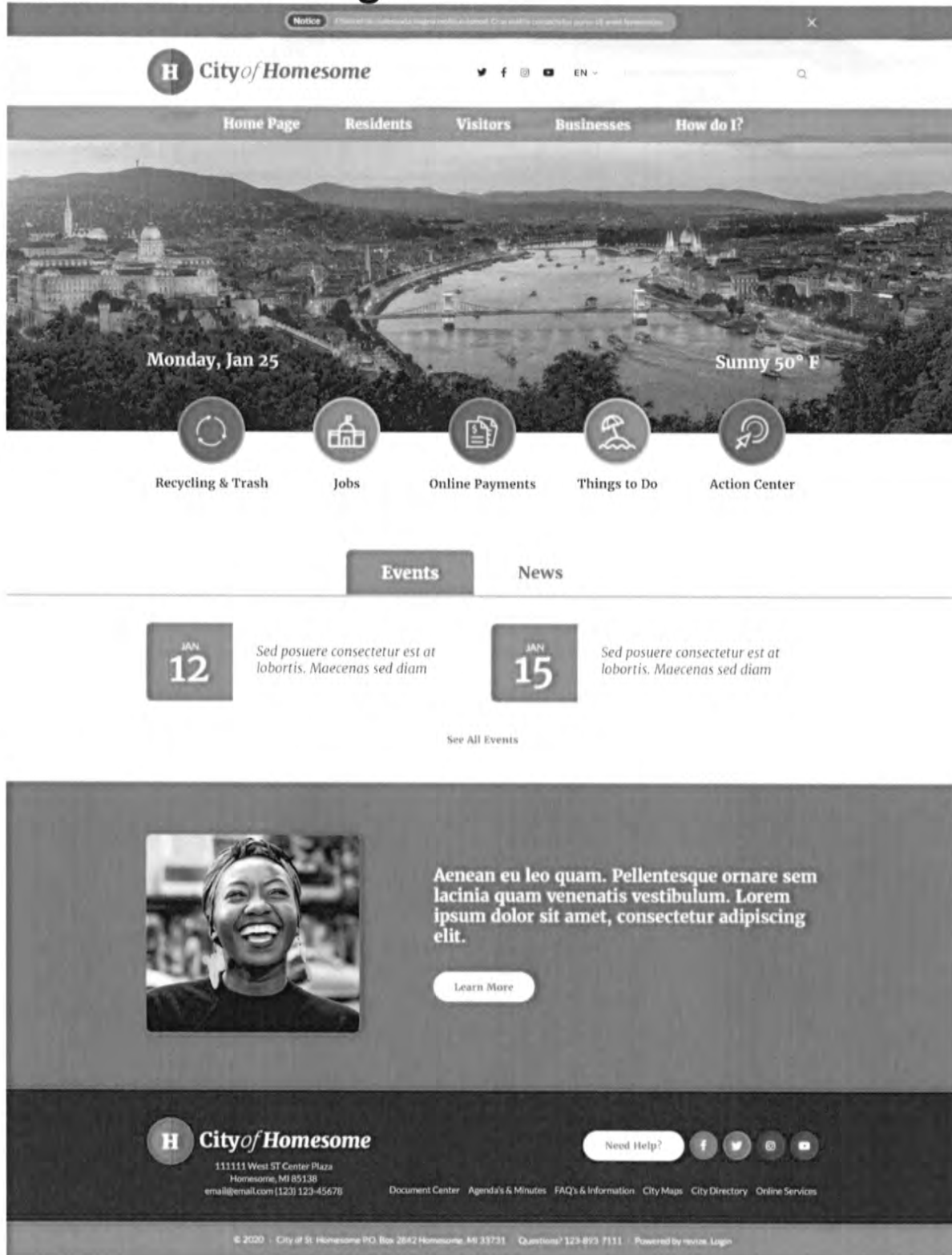
revize.

Peak Town Design

City of Thomas Design

revize.
The Government Website Experts
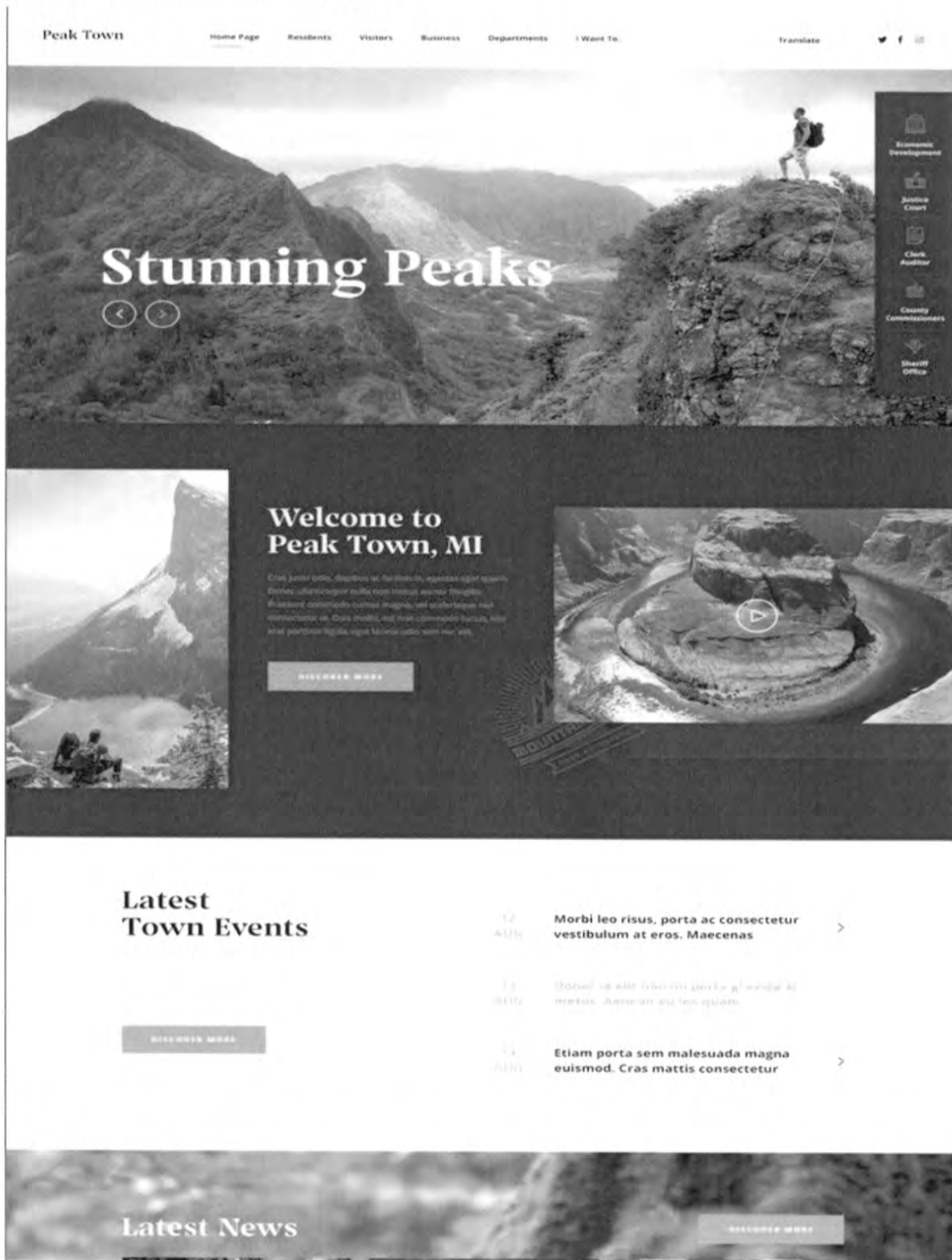
Homesome Design

revize.
The Government Website Experts

Rockville Design

Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- Emergency 24 Hour Phone Line
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

revize.
The Government Website Experts

Citizen's Communication Center Apps

DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.

FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!

revize.

E-NOTIFY CENTER

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.

CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.

revize.

HOME PAGE ALERT

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

STAFF/BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE WEB FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

revize.

QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.
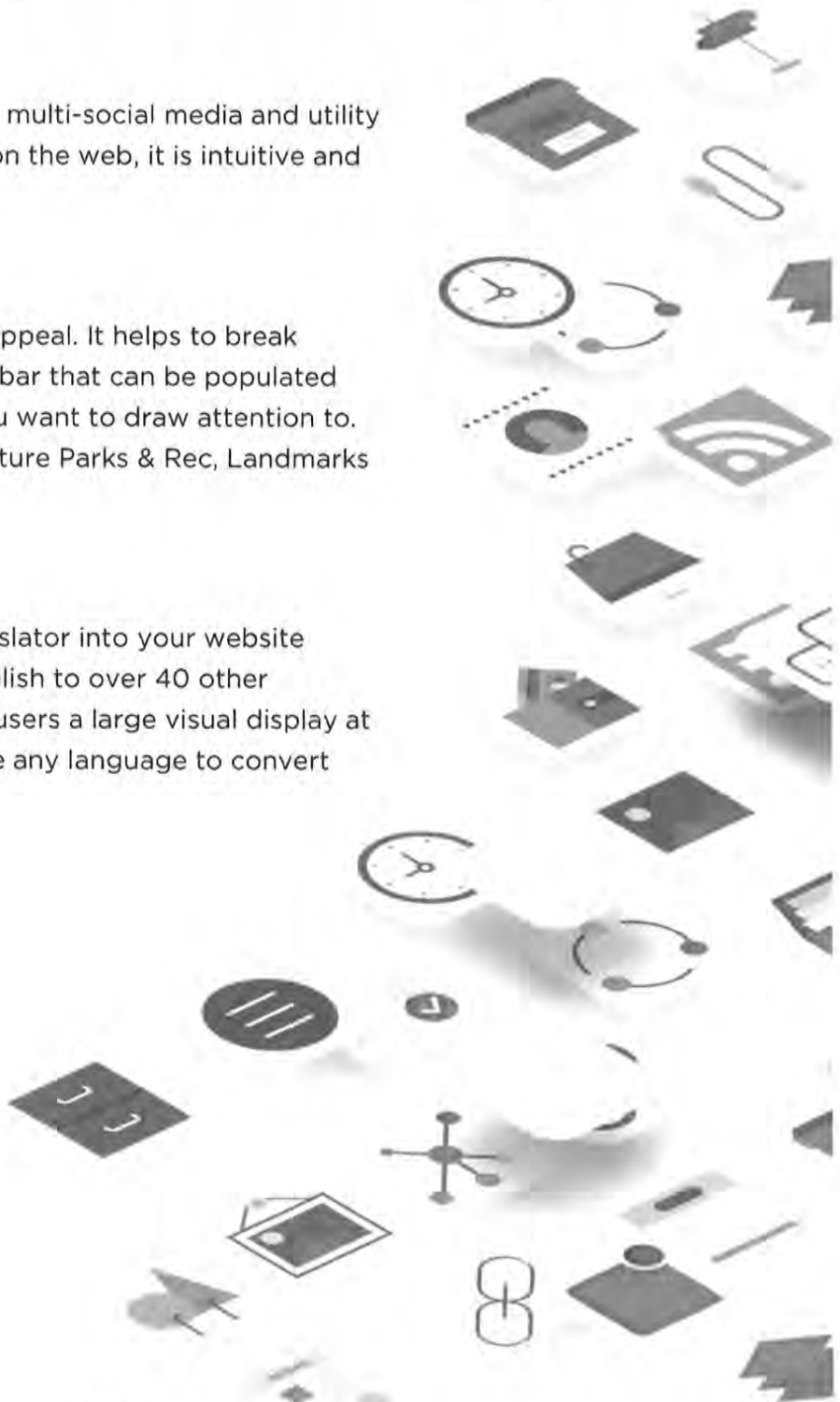
SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

TRANSLATOR

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

revize.
The Government Website Experts

Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

CITIZEN REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop-down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop-down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

CITIZEN CONNECT BLOG

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).

PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.

RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

revize.
The Government Website Experts

Staff Productivity Apps

AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.

MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

ONLINE FILLABLE FORMS APP

Having online forms that Residents can fill out in their Internet browser provides a quick and easy alternative for users to communicate with you and provide important feedback, complete tasks online, or fill out permit requests and job applications. These forms can be used to have web visitors can apply ofr a job, permit, or contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

revize.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

"Our innovative solutions are custom-tailored to meet the needs of each individual client."

Did you know?

Revize installs new features into your content management system on a rolling basis!

revize.
The Government Website Experts

Mobile Device and Accessibility Apps

ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.

revize.

Thank you

For Considering Revize

Prepared by Robert J. Suchomel
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com

revize.

Non-Stop Web Design

Introduction

Non-Stop Web Design is a full service digital marketing firm with a strong technical background. It was founded by Quenton Galvin who began as a PHP/MySQL developer over 15 years ago. Non-Stop Web Design specializes in providing digital solutions for legislators and government. We have done everything from systems design serving district offices and legislative liaisons, to website services for small to medium businesses and government. We currently serve numerous members of the Illinois General Assembly and issue advocacy groups such as SEIU, providing everything from custom programming solutions, social media marketing, photography, copy writing and of course website implementations.

Proposal Narrative

New and Modern Website for Maine Township
Upon completion, the new website will comprise a solid and useful digital resource serving the needs of the Maine Township community, and enhance communications between residents and their township government. For this project, a customized WordPress installation would well suit the needs of Township staff. WordPress provides a solid framework and features an excellent content management system which is easy to use for end users. Programming and style would adhere to the latest HTML5/CSS3 standards for proper display across devices.

Through programming and leveraging custom post types, Township staff would be enabled to easily add content such as events, bid postings, photo galleries, jobs and urgent news. Programming and structure of the new site would take care of dynamically displaying the content to the public in an organized way.

The new site will be ADA compliant, have embedded functionality for social media promotion of content, optimized for SEO and provide the latest website security measures. It will also reflect the culture of Moraine Township's dedication to providing high quality services to residents and be consistent with the Township's branding.

The New Design

The main page establishes the site architecture and is key for highlighting the latest information needed by Maine Township residents. Below top level navigation, a hero image would be displayed to provide an immediate and impactful expression of the quality service provided by the Township. Consistent with modern design, the main page would be divided into sections which 1) visually guide the user through the use of icons to those most frequently needed services 2) dynamically pull and display content such as alerts, news and events.

Site architecture refers to the establishment how to navigate the site, enabling the site visitor to easily locate those sections which they are seeking and visuals to establish branding and place. The Township has a significant number of types of content. To make it easy for users to find those sections which they are looking for, "jumbo navigation" would better enhance usability. This approach is commonly used for municipal websites and its use is highly recommended here. The new site architecture will provide for all of those content areas outlined in the RFP in a readily accessible way.

Process for Completion
A wireframe will be developed serving as a framework for project completion. With approval from township staff, a working draft will be implemented and located on our server. Through meetings with staff, decisions regarding structure will be made on the working draft. Similarly, existing content that staff desires to keep will be used in the working draft. Through the collaborative process, the working draft will be completed and with approval, the finalized new website will be ported to the Township's server and configured, resulting in little downtime.

Timeline
With weekly meetings with the Township project lead, the new website can be completed in two months or less. Those meetings can be held in person or via zoom at the convenience of the project lead.

Phase I: creation of wireframe
Phase II: implementing site structure and back end CMS on working draft
Phase III: content creation and porting existing content
Phase IV: final edits and sign off
Phase V: implementation on Township's hosting account

Qualifications

Non-Stop Web Design principal and founder Quenton Galvin has a long history of working with and in government. He was webmaster for the Illinois Green Economy Network, the Energy

Equipment Loan Program Funded by the Illinois Department of of Commerce and Economic Opportunity and webmaster for the North Shore Sanitary District.

His company has completed numerous website implementations for members of the Illinois General Assembly, issue advocacy organizations, as well as small and medium sized business. Non-Stop has uniquely strong understanding of the technical and UX design principals that make a website an effective resources for users and the organizations which serve them.

References

Calumet City Mayor Thaddeus Jones
phone: (708) 473-3055
email: mayorjones@calumetcity.org
Worked with Calumet City on custom wordpress design and installation for municipal entities.

Cook County Democratic Party Political Director Jacob Kaplan
phone: 773-758-6565
email: jacob.cookdems@gmail.com
Implemented a custom website implementation featuring a robust and secure communication system for party leaders and committeemen to share documents, host online meetings and collaborate with each other on party related projects.

State Representative Jennifer Gong-Gershowitz
phone: 312-218-3509
email: jennifer@gonggershowitz.com
Implemented official website serving the needs of 17th district residents and campaign website.

State Representative Lindsey LaPointe
phone: 207-712-7472
email: lapointe_lindsey@yahoo.com
Implemented official website serving the needs of 19th district residents and campaign website.

State Representative Jaime Andrade
phone: 773-597-5571
email: andrade4staterep@gmail.com
Implemented official website serving the needs of 40th district residents and campaign website.

Pricing

The work described in this proposal will be completed at $27,500. This includes full development and implementation, design for all page and initial content. Price also includes documentation and training for staff on use of CMS. After full site implementation, any desired maintenance/edits will depend the scope of the work. Monthly security udpdates and site backups will be completed at $400 per month. The extended fee from UserWay accessibility plugin is $500 annually and translation plugin from WPML is $100 annually.

Submitted by:
Quenton Galvin
Non-Stop Web Design
847-445-9336

Memo

To: Elected Officials

From: Victoria Rizzo, Deputy Administrator

Date: 6/29/2022

Postage Machine

Maine Township utilizes a postage machine system for our shipping and mailing needs. The postage machine allows us to print postage, send certified mail, weigh items, ship passport applications and process a high volume of mail easily. We also receive a discounted rate for postage and can easily process reports for accounting purposes.

Maine Township currently has a lease with Quadient Inc. that will expire on September 11, 2022 for a postage machine with shipping features.

Postage meters are only available from providers that are authorized by USPS. I received quotes from 3 providers (see attached summary) and recommend Quadient because their devices meet USPS updated compliance regulations and their devices and service are very reliable.

A 36-month lease with Quadient is $392.67 per month, invoiced quarterly for a total of $14,136.12. The Quadient proposed lease pricing and Terms and Conditions are attached.

Please let me know if you have any questions.

POSTAGE MACHINE PROPOSAL SUMMARY			
	Monthly	Term	Total
QUADIENT	$392.67	36	$14,136.12
FP MAILING SOLUTIONS	$390.53	39	$15,230.67
PITNEY BOWES	$411.67	36	$14,820.12

Customer

Organization	Maine Township
DBA	
Address	1700 Ballard Road
City State Zip	Park Ridge	IL	60068
Phone	(224) 257-4828	Fax	(847) 297-1335

Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSPO 16-169901

and / or

State Participating Addendum (PA) #:

918CPOGS001;18-510CPOGS-CPOGS-P-181

Vendor

Company Name	Quadient Inc. FEDERAL ID# 94-2388882
Attention	Government Sales DUNS# 150836872
Address	478 Wheelers Farms Rd
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	Maine Township
Attention	Victoria Rizzo
Address	1700 Ballard Road
City State Zip	Park Ridge	IL	60068
Phone	(224) 257-4828	Email	vrizzo@mainetown.com

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
36	Months	Lease Payment	$392.67	$14,136.12

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	SMARTIX7WP30	IX-7; 10lb WP + 30lb Ship Scale w/Display; All-In-One PC; Zera Label Printer; SMART Mail Center SW
1	SMART-REM-CONFIG	S.M.A.R.T. Remote Configuration Training
1	SMARTCOMPSTAND	S.M.A.R.T. Computer Stand for All-In-One PC, Full Wireless Keyboard & Mouse
1	7465288-03	Thermal Labels, 475 Labels Per Roll, Size 4" x 6"
1	WP10STDN	10lb Scale Stand for IXWP10, ISWP10 & INWP10
1	ICMFP-1	Desktop Solution – Power Conditioning Line Filter

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSPO16-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:
Quadient Leasing USA Inc.
Dept 3682
PO Box 123682
Dallas TX 75312-3682

3) Send all correspondence to:
Quadient Leasing USA Inc.
478 Wheelers Farms Rd
Milford CT 06461

Authorized by	Date
Print Name	Title

SOFTWARE SOLUTIONS AGREEMENT

In this Software Solutions Agreement (the "Agreement"), the words "You" and "Your" mean the entity that is identified as the Customer on the order form ("Order Form"). "We," "Us" and "Our" mean Quadient Leasing USA, Inc., the lessor of the Equipment and the company that is financing the Software and Services. The term "Supplier" refers to either Quadient, Inc., or any other third party that has manufactured, or is providing services related to, the Products. The term "Equipment" refers to any equipment referenced on the Order Form except it does not include postage meters for use in mailing machines. The term "Software" refers to any software referenced on the Order Form. The term "Services" refers to any services referenced on the Order Form. The term "Products" refers collectively to the Equipment, the Services, and the Software.

1. **Agreement and Financing. THIS AGREEMENT IS UNCONDITIONAL AND NON-CANCELABLE** during the Initial Term (as defined below). You agree to lease from Us the Equipment listed on the Order Form, together with all existing accessories, embedded software programs, attachments, replacements, updates, additions and repairs, upon the terms stated herein. Furthermore, You have requested that We finance Your acquisition of the Software and Services. The Products are subject to other agreements between You and the Supplier(s). The Software is subject to the terms of the license agreement that corresponds to the Software which is available at www.quadient.com/software-terms Any professional services identified on the Order Form are subject to the Professional Services Agreement at http://resources.quadient.com/m/76536c41522f08a2/original/ProfessionalServices-V1-2020.pdf . Any subscription services identified on the Order Form are subject to the terms that will be presented when You initially access those services. The Equipment, if any, is subject to the Maintenance Agreement between You and Quadient, Inc. that is available at http://resources.quadient.com/m/89c0e30f883588d/original/Maintenance-Agreement-Terms-V1-2020.pdf

2. **Promise to Pay.** You promise to pay to Us the periodic payment amount(s) shown on the Order Form ("Payment") in accordance with the payment schedule set forth on that page, plus all other amounts stated herein. This Agreement is binding on You as of the date You sign it. This Agreement is not binding on Us until the first to occur of the following: (i) We sign it; (ii) the Software is made available to You; or (iii) the Equipment is shipped to You.

3. **Initial Term; Renewal.** Your initial payment shall be due, and the Initial Term shall begin, forty-five days from the date that We accept Your order (the "Acceptance Date"). The exact Acceptance Date shall be specified in the email We send You to notify You of Your license serial number (the "License Registration Email"). YOU ACKNOWLEDGE AND AGREE THAT THE INITIAL TERM MAY BEGIN, AND YOUR FIRST PAYMENT MAY BE DUE, BEFORE THE SOFTWARE AND EQUIPMENT IS INSTALLED AND BEFORE THE SERVICES HAVE BEEN COMPLETED. The Agreement shall continue for the number of months shown on the Order Form ("Initial Term"). At the end of the Initial Term, provided that you have not breached this Agreement, You may continue to use the Software, subject to Your agreement with Your Supplier, without any further obligation to Us with regard to such Software. Unless, at least ninety (90) days before the end of the Initial Term, You: (i) notify Us that You intend to return the Equipment, if any, at the end of the Initial Term by calling 1-800-636-7678; and (ii) send written notice to Us in the manner We instruct You when You call, this Agreement will automatically renew on a quarter-to-quarter basis, except as prohibited by law (each a "Renewal Period"). The Payment shall be reduced during each Renewal Term so that the Payment no longer includes an amount for the financing of the Software and Services. We will not notify You that the Initial Term or any Renewal Period is ending. You may terminate this Agreement at the conclusion of any Renewal Period by giving Us thirty (30) days prior written notice of Your intent to do so. If You notify Us in writing that You intend to terminate the Agreement, as set forth above, You shall return the Equipment pursuant to Section 14 of this Agreement.

4. **Payments and Down Payment.** PAYMENTS UNDER THIS AGREEMENT ARE UNCONDITIONAL AND WILL CONTINUE FOR THE ENTIRE TERM OF THIS AGREEMENT, WITHOUT ANY RIGHT TO REDUCTION OR SET-OFF. Payments, plus applicable taxes and other charges provided for herein, are payable in advance periodically as stated on the Order Form. You agree to make Payments to Us at the address specified on Our invoices, or at any other place designated by Us within thirty (30) days of the date of Our invoice. If We do not receive a payment in full on or before its due date, You shall pay a fee equal to the greater of 5% of the amount that is late, or Our then-current minimum late fee, but in no event shall You pay more than the maximum amount allowed by law. In addition, You agree to pay Us Our then-current fee for checks returned unpaid and for ACH direct debit transactions which are rejected. In addition to the Payment, You agree to pay Us a one-time fee (not to exceed $150.00) to cover the origination, documentation, processing and certain other costs associated with this Agreement. Notwithstanding the foregoing, if the Order Form indicates that a payment is due by You upon signing, then such amount must be paid to Us by You immediately upon Your signing of this Agreement.

5. **Buy-Out of Another Obligation.** In the event that We have provided You with money to complete the remaining stream of payments on a lease that You may have with a third party, Your repayment of that amount shall be included as part of Your Payment. You remain solely responsible for the full performance of any commitments that You have made with such third party. You agree that We are not responsible for any difference between the amount that We have provided and any amounts actually due, or claimed to be due, to the third party. In the event that You fail to make all of the Payments set forth on the Order Form, in addition to any other remedies We may have, You agree to immediately pay Us the unamortized remaining balance of the money given to You to complete the remaining stream of payments on the third party lease.

6. **Delivery and Location.** The Equipment and Software will be delivered to You at the installation address specified on the Order Form ("Installation Address") or, if no such location is specified, to Your billing address. Your acceptance of the Products occurs upon delivery of the Products. Unless You first get Our written permission to do so, You shall not (i) remove the Equipment from the Installation Address at any time; or (ii) remove the Software from the Installation Address during the Initial Term.

7. Ownership, Use, and Maintenance. We will own and have title to the Equipment during the Agreement. You agree that the Equipment is and shall remain Our personal property. You hereby grant Us a security interest in the Equipment, Software, any applicable license agreement, and the results of any Services to secure all amounts that You owe to Us. You authorize Us to record (and amend, if appropriate) a UCC financing statement to protect Our interests in the Equipment and Software. You represent that the Products will be used solely for commercial purposes and not for personal, family or household purposes. At Your own cost, You agree to maintain the Equipment and Software in accordance with the Supplier's instructions and to keep the Equipment in good working order, ordinary wear and tear excepted.

8. Assignment of Supplier's Warranties and Notice of Reused Components. We hereby assign to You any warranties relating to the Products that We may have received from the Supplier. GUIDED BY QUADIENT, INC.'S SUSTAINABLE DESIGN AND RESPONSIBLE MANUFACTURING POLICY, THE PRODUCTS MAY CONTAIN REUSED COMPONENTS. For more information visit https://www.quadient.com/about-us/sustainable-design-and-manufacturing.

9. Relationship of the Parties. You agree that You, not We, selected the Products and the Supplier(s), and that We are a separate company from each Supplier and that no Supplier is acting as Our agent. IF YOU ARE A PARTY TO ANY POSTAGE METER RENTAL, MAINTENANCE, PROFESSIONAL SERVICE, SOFTWARE LICENSE, SUBSCRIPTION AGREEMENT, OR OTHER CONTRACT WITH ANY SUPPLIER, WE ARE NOT A PARTY THERETO, AND SUCH CONTRACT IS NOT PART OF THIS AGREEMENT (EVEN THOUGH WE MAY, AS A CONVENIENCE TO YOU AND THE SUPPLIER, BILL AND COLLECT MONIES OWED BY YOU TO THEM).

10. Default. You will be in default under this Agreement if You fail to pay any amount within ten (10) days of the due date or fail to perform or observe any other obligation in this Agreement. If You default, We may, without notice to You, do any one or more of the following, at Our option, concurrently or separately: (A) terminate this Agreement; (B) require You to return and stop using the Equipment and Software pursuant to Section 14 below; (C) take possession of and/or render the Equipment and/or Software unusable, and for such purposes You hereby authorize Us and Our designees to enter Your premises, with prior reasonable notice or other process of law; and (D) require You to pay to Us, on demand as liquidated damages and not as a penalty, an amount equal to the sum of: (i) all Payments and other amounts then due and past due; (ii) all remaining Payments for the then-current term, together with any taxes due or to become due during such term (which You agree is a reasonable estimate of Our damages); and (iii) in the event that You failed to promptly return the Equipment and/or Software to Us, an amount equal to the remaining value of the Products at the end of the then-current term, as reasonably determined by Us. You shall also pay all Our costs in enforcing Our rights under this Agreement, including reasonable attorneys' fees and expenses that We incur to take possession, store, repair, or dispose of the Equipment and/or Software, as well as any other expenses that We may incur to collect amounts owed to Us. We

are not required to re-lease or sell the Equipment and/or Software if We repossess them. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

11. Finance Agreement. You agree that as it relates to the Equipment, this Agreement is a "finance lease" as defined in Article 2A of the Uniform Commercial Code ("UCC"). To the extent permitted by law, in this Agreement You hereby waive any and all rights and remedies conferred upon You under UCC Sections 2A-303 and 2A-508 through 2A-522, or any similar laws.

12. Automated Clearinghouse Direct Debit ("ACH"). If, You have elected ACH service, You hereby authorize Us to initiate with the depository bank ("Bank") that You have provided to Us a debit of any amounts that become due by You to Us (and/or any of Our affiliates including, but not limited to, Quadient, Inc., and Quadient Finance USA, Inc.) from the specified account. ACH payments shall remain in effect until terminated by the Bank, You, or Us. You must give Us thirty (30) days prior written notice of Your intent to terminate ACH services or any change in Bank account status which would impair Our ability to debit such funds.

13. Loss; Damage; Insurance. You shall: (i) bear the risk of loss and damage to the Equipment for the Initial Term and any Renewal Period; (ii) keep the Equipment insured, at Your expense, against all risks of loss and damage in an amount at least equal to its full replacement cost, with Us named as an additional insured thereon ("Insurance"); and (iii) provide Us with evidence of Insurance within thirty (30) days of a request by Us, or a third party acting on our behalf, to do so. You are required to provide Us with sufficient evidence of Insurance within thirty (30) days of the commencement of the Initial Term. If You fail to provide such evidence of Insurance, then We may, at our sole option, protect Our interest in the Equipment by obtaining insurance on Your behalf via inclusion of such Equipment in Our MailProtect program. If We obtain such coverage, then You agree that We may charge You the premium for such insurance, as well as our then- current fee for doing so. This charge will be added to Your Agreement invoice and You agree to pay this charge according to the terms of this Agreement. Refer to Section 13.1 of this Agreement for more information regarding Our MailProtect program.

13.1 MailProtect Program. If We have included a hardware Product in Our MailProtect program and any covered loss, damage or destruction to such covered Product(s) (a "Loss") occurs and the amount of the Loss is greater than $100, then We shall (provided You are not in default under this Lease) repair or replace such Product(s) and Your obligations pursuant to this Lease will remain unchanged. More information regarding Our MailProtect program, including information on Losses that are not covered, is available at www.quadient.com/mailprotect. If there is a covered Loss and We fail to repair or replace the affected hardware Product(s) within twenty (20) days of receiving written notice of the covered Loss from You, then You may terminate this Lease; provided that: (i) You give us written notice of Your intent to do so; and (ii) We receive such notice within forty-five (45) days of the Loss. The coverage offered through Our MailProtect program may: (i) be more expensive than Insurance that You could obtain on Your own; (ii) be obtained

through companies affiliated with Us; and (iii) involve a fee paid to such affiliated companies (which will result in a profit by Us). Once enrolled in the MailProtect program, You may cancel the coverage at any time by providing Us with evidence of Insurance. We reserve the right to discontinue the MailProtect program at any time.

14.   Return of Products. You are required to return (i) the Equipment, if any, upon the termination or expiration of this Agreement; and (ii) to immediately disable and cease all use of the Software if We terminate this Agreement prior to the end of the Initial Term. Upon the termination of this Agreement You shall, after receiving a return authorization number ("ERA") number from Us, promptly send such Equipment, at Your expense plus shipping and handling costs, to any location(s) that We designate within the contiguous United States. Such Equipment must be properly packed for shipment with the ERA number clearly visible, freight prepaid and fully insured, and the Equipment must be received in good condition, less normal wear and tear.

15.   Indemnification. You shall indemnify and defend Us against, and hold Us harmless for, any and all claims, actions, damages, liabilities, losses, and costs (including reasonable attorneys' fees) made against or incurred by Us relating to Product Matters (as defined below). Your obligations pursuant to this Section shall survive the termination or expiration of this Agreement.

16.   Assignment. YOU SHALL NOT SELL, TRANSFER, ASSIGN, SUBLEASE, PLEDGE OR OTHERWISE ENCUMBER (COLLECTIVELY, "TRANSFER") THE PRODUCTS OR THIS AGREEMENT IN WHOLE OR IN PART. We may, without notice to You, Transfer Our interests in the Equipment, Software, and/or this Agreement, in whole or in part, to a third party. You agree not to assert against the new owner any claim, defense or offset You may have against Us or any predecessor in interest.

17.   Taxes. You agree to pay for all applicable taxes related to the Products, including taxes related to Your acquisition, possession, and/or use of the Products as well as all property taxes on the Products. Furthermore, You agree to pay the applicable fee to cover Our expenses associated with the administration, billing and tracking of such charges and taxes. In addition, in the event We determine it is reasonable to do so, You hereby authorize Us to pay any such taxes and to include such amount as part of the capitalized amount used to compute Your payment pursuant to this Agreement.

18.   Disclaimer of Warranties. WE MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, REGARDING ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, THE SUITABILITY OF THE PRODUCTS, THEIR CONDITION, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, FREEDOM FROM INFRINGEMENT, OR OTHERWISE. WE PROVIDE THE PRODUCTS TO YOU "AS IS," "WHERE IS" AND "WITH ALL FAULTS."

19.   Limitation of Liability. WE SHALL NOT BE LIABLE TO YOU AND YOU SHALL NOT MAKE A CLAIM AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES), OR EXPENSE OF ANY KIND ARISING DIRECTLY OR INDIRECTLY FROM THE DELIVERY, INSTALLATION, USE, RETURN, LOSS OF USE, DEFECT, MALFUNCTION, OR ANY OTHER MATTER RELATING TO THE

PRODUCTS   (COLLECTIVELY,   "PRODUCT   MATTERS"). NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, EXCEPT FOR DIRECT DAMAGES RESULTING FROM PERSONAL INJURY OR DAMAGE TO TANGIBLE PROPERTY CAUSED BY OUR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE MAXIMUM OUR LIABILITY TO YOU FOR DAMAGES HEREUNDER SHALL NOT EXCEED THE TOTAL OF THE AMOUNTS PAID TO US HEREUNDER BY YOU.

20.   Notice. All notices related to this Agreement to Us shall be made by You, or an attorney representing You. Notice of non-renewal of this Agreement shall be made as outlined in Section 3 herein by calling 1-800-636-7678. All other notices, requests and other communications hereunder shall be in writing, and shall be considered given when: (i) delivered personally, or (ii) sent by commercial overnight courier with written confirmation of delivery. Written notices to Us shall be sent to: Quadient Leasing USA, Inc., 478 Wheelers Farms Road, Milford, CT 06461 ("Notice Address"). In the event that We do not accept Your offer to enter this Agreement, then You have the right to a written statement that specifies the reasons that Your offer was not accepted. You can request such a statement by writing to Us at the Notice Address.

21.   Integration. The Agreement represents the final and only agreement between You and Us. There are no unwritten oral agreements between You and Us. The Agreement can be changed only by a written agreement between You and Us.

22.   Severability. In the event any provision of this Agreement shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision.

23.   Waiver or Delay. A waiver of any default hereunder or of any term or condition of this Agreement shall not be deemed to be a continuing waiver or a waiver of any other default or any other term or condition, but shall apply solely to the instance to which such waiver is directed. We may accept late payments, partial payments, checks, or money orders marked "payment in full," or with a similar notation, without compromising any rights under this Agreement.

24.   Survival of Obligations. Any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement shall survive the expiration or termination of this Agreement.

25.   Choice of Law; Venue; and Attorney's Fees. This Agreement shall be governed under the laws of the State of Connecticut, without regard to conflicts of law, and jurisdiction shall lie exclusively in a court of competent jurisdiction in New Haven County, Connecticut. If any action or proceeding is commenced or instituted to enforce or interpret any of the terms or provisions of this Agreement, the prevailing party in any such action or proceeding shall be entitled to recover its reasonable attorneys' fees, expert witness fees, costs of suit and expenses, in addition to any other relief to which such prevailing party may be entitled.

POSTAGE METER RENTAL AGREEMENT

1.   Incorporation of Certain Terms. Customer acknowledges that: (i) it has entered a Software Solutions Agreement with Quadient Leasing USA, Inc. (the "Solutions Agreement"); and (ii) the Solutions Agreement includes a mailing machine. The terms of this Postage Meter Rental Agreement ("Rental Agreement") shall govern the rental of the Postage Meter (as defined below) for such machine. Any defined terms in the Solutions Agreement shall have the same meanings in this Rental Agreement, except that "We," "Us," and "Our," refers to Quadient, Inc., and any reference to "Products" shall refer to the Postage Meter. Sections 13, 13.1, 14 and 17 through 25 of the Solutions Agreement are hereby incorporated into this Rental Agreement, except that any reference in those sections to the "Solutions Agreement" refer to this Rental Agreement.

2.   Provisions as to Use. You acknowledge that: (i) as required by United States Postal Service ("USPS") regulations, the postage meter(s) identified on the Order Form (the "Postage Meter") is being rented to You and that it is Our property; (ii) the Postage Meter will be surrendered by You upon demand by Us; (iii) You are responsible for the control and use of the Postage Meter; (iv) You will comply with all applicable laws regarding Your use or possession of the Postage Meter; (v) the use of the Postage Meter is subject to the conditions established from time to time by the United States Postal Service; and (vi) the Postage Meter is to be used only for generating an indicia to evidence the prepayment of postage and to account for postal funds. It is a violation of Federal law to misuse or tamper with the Postage Meter and, if You do so, We may terminate this Rental Agreement upon notice to You.

3.   Rental Fee, Term, and Taxes. The rental fee for the Postage Meter rental during the Initial Term is included in the Solutions Agreement Payment. For each Renewal Term, You agree to pay Our then-current fee for the Postage Meter rental. The Postage Meter rental fee does not include the cost of consumable supplies. The term of the rental shall be equal to the term of the Solutions Agreement and is NON-CANCELABLE. You agree to pay all applicable taxes related to Your acquisition, possession, and/or use of the Postage Meter including all property taxes on the Postage Meter. Furthermore, You agree to pay the applicable fee to cover Our expenses associated with the administration, billing and tracking of such charges and taxes. You agree that you will return the Postage Meter at the end of the Solutions Agreement term and that You will do so in the manner set forth in Section 14 of the Solutions Agreement. Furthermore, You agree that if you fail to return a postage meter within thirty (30) days of receipt of the Equipment Return Authorization from Us, then You will pay a postage meter replacement fee of one thousand dollars ($1,000).

4.   Postage Meter Maintenance, Inspections, and Location. We will keep the Postage Meter in good working condition during the term of this Rental Agreement. The United States Postal Service regulations may require Us to periodically inspect the Postage Meter. You agree to cooperate with Us regarding such inspections. We may, from time to time, access and download information from Your Postage Meter to provide Us with information about Your postage usage and We may share that information with Our distributors and other third parties and You hereby authorize Us to do so. You agree to promptly update Us whenever there is any change in Your name, address, telephone number, the licensing post office, or the location of the Postage Meter.

5.   Postage Advances. We do not sell postage. In the event You require an emergency advance for postage, We, at Our sole discretion, may advance You money to reset the Postage Meter. If We do provide such an advance, You agree to repay Us within five (5) days from the time of such advance: (i) the amount of the emergency advance; and (ii) the then-current advance fee.

6.   Default. In the event You fail to perform in accordance with the terms set forth in this Rental Agreement, or any other Agreement with Us or any of Our affiliates, including, but not limited to, Quadient Leasing USA, Inc., and Quadient Finance USA, Inc., then We may, without notice: (i) repossess the Postage Meter(s); (ii) disable the Postage Meter; (iii) immediately terminate this Rental Agreement; and (iv) pursue any remedies available to Us at law or in equity. Furthermore, upon the return of the Postage Meter, You hereby authorize Us to offset any amount of postage remaining in the Postage Meter, prior to any refund to You, against any amount due to Us or any of Our affiliates. You shall also pay all of Our costs in enforcing Our rights under this Rental Agreement, including reasonable attorneys' fees and expenses that We incur to take possession, store, or repair, the Postage Meter, as well as any other expenses that We may incur to collect amounts owed to Us. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

7.   Rate Updates.

  A.   Maintenance of Postal Rates. It is Your sole responsibility to ensure that correct amounts are applied as payment for mailing and shipping services. We shall not be responsible for returns for delivery delays, refusals, or any other problems caused by applying the incorrect rate to mail or packages.

  B.   Rate Updates with Online Services. If the Order Form indicates that You are enrolled in Our Online Services program, then We will make available periodic updates for Your covered Products and/or Postage Meter, including updates to maintain accurate USPS rates for the USPS services that are compatible with such Products or Postage Meter. **The rate updates that are offered with Our Online Services program are only available for products that are Integrated (as defined below) into Your mailing machine.** For the purposes of this section, "Integrated" means that the covered hardware cannot properly operate on a stand-alone basis and it has been incorporated into the mail machine. Products that are not Integrated including, but not limited to, all Software

and scales with "ST-77," or "SE" in the model number will not receive updated rates as part of Our Online Services program (collectively "Excluded Products").

C. Rate Updates with Rate Change Protection and Software Advantage. If You have any of Our Excluded Products, You may have elected to purchase Rate Change Protection ("RCP") from Us for Your hardware products or Software Advantage for Your Software. If the Order Form indicates that You have selected RCP or Software Advantage, We will make available the following updates for Your covered Products or Software: (i) updates to maintain accurate rates for the services offered by the USPS and other couriers that are compatible with Your covered Products or Software; and (ii) updates for major zip or zone changes that are compatible with Your covered Products or Software. If any reprogramming is required because You have moved the Products or Postage Meter to a new location, none of the services described in this Section cover the cost to do so. If You have not selected RCP or Software Advantage, You agree that We may send You periodic rate updates as needed and You agree to either: (i) promptly pay the then-current price for such update; or (ii) return the unused, update to Us within ten (10) business days of receiving it. Customers with an outstanding Accounts Receivable balance may not receive a rate update until the open balance is resolved.

8. United States Postal Service Acknowledgement of Deposit Requirement. By signing this Postage Meter Rental Agreement, You acknowledge and agree that You have read the United States Postal Service Acknowledgement of Deposit (the "Acknowledgement") and will comply with its terms and conditions, as it may be amended from time to time.

9. Additional United States Postal Service Terms.

A. By signing this Postage Meter Rental Agreement, You acknowledge that You are also entering into an Agreement with the United States Postal Service ("USPS") in accordance with the Domestic Mail Manual ("DMM") 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (collectively, "Postage Evidencing Systems" or "PES") and accept for control and use of the PES contained therein.

B. You also acknowledge You have read the DMM 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage Evidencing Systems) and agree to abide by all rules and regulations governing its use.

C. Failure to comply with the rules and regulations contained in the DMM or use of the PES in any fraudulent or unlawful scheme or enterprise may result in the revocation of this Rental Agreement.

D. You further acknowledge that any use of this PES that fraudulently deprives the USPS of revenue can cause You to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The

submission of a false, fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up to $10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802).

E. You further understand that the rules and regulations regarding use of this PES as documented in the USPS Domestic Mail Manual may be updated from time to time by the USPS and it is Your obligation to comply with any current or future rules and regulations regarding its use.

F. You are responsible for immediately reporting (within seventy-two hours or less) the theft or loss of the postage meter that is subject to this Rental Agreement. Failure to comply with this notification provision in a timely manner may result in the denial of refund of funds remaining on the postage meter at the time of the loss or theft.

POSTAGE FUNDING ACCOUNT AGREEMENT

1. Incorporation of Certain Terms. You acknowledge that You have entered a Product Lease Agreement with Quadient Leasing USA, Inc. (the "Lease") and a Postage Meter Rental Agreement with Quadient, Inc. (the "Rental Agreement"). If you have an eligible postage meter, then you will have access to a postage funding and this Postage Funding Account Agreement ("Account Agreement") shall govern Your use of such account. Any defined terms in the Lease or Rental Agreement shall have the same meanings in this Account Agreement, except that "We," "Us," and "Our," refer to Quadient Finance USA, Inc. Sections 17 through 24 of the Lease are hereby incorporated into this Account Agreement except that any reference in those sections to the "Lease" refers to this Account Agreement.

2. Establishment and Activation of Account. You hereby authorize Us, to establish an account in Your name ("Account") for funding the purchase of postage from the United State Postal Service ("USPS") for use in the postage meter. Your Account may also be used to purchase supplies, pay for the Postage Meter rental, and obtain certain other products and services from Quadient, Inc. The establishment of Your Account shall be subject to Our approval of Your creditworthiness. Any use of the Account shall constitute Your acceptance of all the terms and conditions of this Account Agreement and all other documents executed or provided in connection with the Account. The Account may not be used for personal, family, or household purposes.

3. Operation of Account. Each time an employee or agent of Yours with the express, implied, or apparent authority to do so (each an "Authorized User") uses the Account to receive a postage meter reset or obtain other products or services that Quadient, Inc. is authorized to provide, Quadient, Inc. will notify Us of the amount to be applied to Your Account balance. If the Account is used to obtain postage, then We will transfer the requested amount of postage to the USPS on Your behalf and Your Account will be charged for the amount of postage

requested and any related fees, if applicable. You can continue to pre-pay the USPS for postage and understand that pre-paid postage funds will be used first to pay for my postage meter resets. You further understand that the Account will provide additional available postage funds when Your pre-paid account balance is zero ($0). When You request a postage meter reset, if You have the funds on account with the USPS, those funds automatically will be withdrawn first to pay for postage, and any additional amounts due for postage and related fees will be billed through the Account under the terms and conditions of this Account Agreement. If the Account is used to acquire products or services that Quadient, Inc. is authorized to provide, then We shall pay the applicable amount to Quadient, Inc. and add such amount to Your Account balance.

4. **Payment Terms**. You will receive a billing statement for each billing cycle in which You have any activity on Your Account. Payments are due on the due date shown on Your billing statement. You may pay the entire balance due or a portion of the balance, provided that You pay at least the minimum payment amount shown on Your statement. However, if You have exceeded the Account Limit, then You must pay the entire amount of any overage, as well as the minimum payment amount shown on Your statement. Whenever there is an unpaid balance outstanding on Your Account which is not paid in full by the due date shown on Your billing statement, We will charge You, and You agree to pay, interest on the unpaid balance of the Account for each day from the date the transaction is posted to Your Account until the date the unpaid balance is paid in full, at the Annual Percentage Rate (as defined below). The Account balance that is subject to a finance charge each day will include outstanding balances, minus any payments and credits received by Us on Your Account that day. The Annual Percentage Rate applicable to Your Account will be equal to the lesser of eighteen percent (18.00%) per annum or the maximum permitted by law. Each payment will be applied to reduce the outstanding balance of Your Account and replenish the amount available to You. We may refuse to extend further credit if the amount of a requested charge plus Your existing balance exceeds Your Account Limit.

5. **Account Limit and Account Fees**. You agree that We will establish a credit limit on Your Account (the "Account Limit"). The exact amount of the Account Limit will be indicated on Your invoice. We may, in Our sole discretion, allow Your balance to exceed the Account Limit. In the event We do so, You agree to pay Us an additional fee equal to one percent (1%) of the amount by which the Account Limit is exceeded for each transaction that You initiate after Your Account has reached the Account Limit. Such amount will be charged to Your Account on the date that the relevant transaction(s) occurs. Unless prohibited by applicable law, You agree to pay the amounts set forth in this Account Agreement, which may include, without limitation, the amounts specified above, a fee for a late payment, a fee for any checks that are returned as a result of insufficient funds, a fee for any ACH direct debit transactions which are rejected, and an annual account fee. All such fees shall be added to Your Account balance.

6. **Cancellation and Suspension**. We may at any time close or suspend Your Account or temporarily refuse to allow further charges to Your Account. You can cancel Your Account at any time by notifying Us in writing at the address provided on Your Account statement of

Your desire to do so. No cancellation or suspension will affect Your obligation to pay any amounts You then owe under this Account Agreement. We will notify You of the Account balance in the event of any termination and all outstanding obligations will survive the termination of this Account Agreement by either party.

7. **Default**. We may declare You in default if You: (i) have made any misrepresentations to Us; (ii) at any time, have done or allowed anything that indicates to Us that You may be unable or unwilling to repay the balance of Your Account as required under this Account Agreement; or (iii) are in default under this Account Agreement or any lease, rental, or other agreement with Us, Quadient, Inc., or their affiliates. If You are in default, or upon any cancellation of Your Account, We shall not be obligated to continue to provide the Account service or extend further credit under this Account Agreement. If We are required to take collection action or any other legal action under this Account Agreement, You shall pay upon demand by Us all court and collection costs, along with reasonable attorney's fees. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

8. **Remedies**. If We have declared that You are in default under this Account Agreement, then We may: (i) declare all agreements You have with Us in default and due and payable at once without notice or demand; (ii) refuse to make further advances on Your behalf to reset Your postage meter; and (iii) exercise any other rights that We may have. In addition, You agree that any default under this Account Agreement shall constitute a default under any agreement You may have with any of Our affiliates, including, but not limited to, Quadient, Inc., Quadient Leasing USA, Inc.

9. **Amendments**. We may amend this Account Agreement, or any of its provisions, including without limitation any fees and charges and/or the Annual Percentage Rate, at any time by at least thirty (30) days written notice to You, and such written notice may be included in Your billing statement. Any such amendment will become effective on the date stated in the notice and will apply to any transactions after such date, as well as to any outstanding balance on Your Account.

10. **Notice:** Any notice required to be given under this Account Agreement by either party hereto shall be given if to You, at the address shown on Your Order Form, and if to Us at 478 Wheelers Farms Road, Milford, CT 06461.

11. **Miscellaneous**. You understand that We may obtain credit reports in connection with Your Account now and in the future. This Account Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without reference to its conflict-of-laws rules. The sole jurisdiction and venue for actions related to the subject matter hereof shall be in a State or Federal Court within the State of Texas.

Memo

To: Elected Officials

CC: Dayna Berman, Administrator

From: Victoria Rizzo, Deputy Administrator

Date: 6/29/2022

ANNUAL MAINTENANCE AGREEMENT FOR SERVICE, REPLACEMENT PARTS AND TONER FOR COPIERS AND PRINTERS

Maine Township owns three (3) black and white copiers, one (1) color copier, eleven (11) printers and one (1) multipurpose machine. A maintenance agreement is required to cover the service, replacement parts and toner necessary to operate the devices and keep them in good working condition.

Quotes from 4 vendors were requested (see attached) and based on the information received, Warehouse Direct is recommended.

Attached is a proposed Annual Maintenance agreement from Warehouse Direct which covers parts, labor, toner and shipping for three (3) black and white copiers, one (1) color copier, eleven (11) printers and one (1) fax machine. It includes unlimited color and black and white prints with no overage fees as well as loaner devices if needed.

The rate per month is $539 with a start date of 8/1/2022 and an end date of 7/31/2023. The current rate is $650 per month, and this agreement would save the Township $1,332 per year.

Please let me know if you have any questions.

PRINT MANAGEMENT PROPOSAL SUMMARY

	MONTHLY	TERM	TOTAL	Inspection
WAREHOUSE DIRECT	$539.00	12	$6,468.00	N/C
PULSE (CURRENT VENDOR)	$700.00	12	$8,400.00	N/A
TTSG	Provided annual price only- did not send formal quote with terms and conditions		$6,150	
Genesis	Will not provide quote without inspection			$75 per device, 13 devices. Only refundable if we select Genesis

Machines Being Covered:

(11) Kyocera P3050dn B/W Laser Printers
(3) Copystar/Kyocera CS 4002i B/W MFP Machines
(1) Copystar/Kyocera CS 5052ci Color MFP
(1) Kyocera FS-1135 B/W Desktop MFP

Maintenance and Supply Contract-Unlimited Copies/Prints:

Warehouse Direct Deposit Based Contract Program: Unlimited B/W and Color Copies/Prints for a 12 month period, One Year: Contract Value is based on 238,852 Black/White Copies/Prints, and 88,604 Color Copies/Prints.

Contract Total for ONE YEAR: $6,468.00; or $539.00 Monthly.

Proposal Notes:

Warehouse Direct will perform a no charge inspection for each unit going under contract.

This contract covers everything BUT Paper and Staples.

All covered machines will be eligible to have FM Audit installed; The software will automatically order toner for all covered machines under contract, there is NO charge for this service.

Contract Terms will be ONE YEAR, 12 months.

Warehouse Direct has a two (2) hour response time for machines being completely down, and four (4) hours in a non-emergency situation.

The Contract provides LOANER units AT NO charge, if needed.

WAREHOUSE DIRECT ®
BUSINESS PRODUCTS & SERVICES
2001 S. Mt. Prospect Road, Des Plaines, IL 60018

Attn: Lynn Barone
Phone: (847) 631-0389   Fax: (847) 631-7170
Email: lynnbarone@warehousedirect.com

Maintenance Agreement – SAMPLE Maine Township

BILL TO:		SHIP TO:	
Name:	Maine Township	Name:	Same as bill to
Attention:	SAMPLE	Attention:	SAMPLE
Street:		Street:	
City, State Zip:		City State Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	

Warehouse Direct agrees to furnish service for the Equipment listed below, subject to the terms and conditions herein and on the reverse side hereof.

X Toner Inclusive   ☐ **Toner Exclusive**

Base Copy Billing Cycle: ☐ Monthly ☐ Quarterly ☐ Annually   **Overage/CPC Billing Cycle:** ☐ Monthly ☐ Quarterly ☐ Annually

MODEL	SERIAL NUMBER (For Office Use Only)	START METER (For Office Use Only)	(Covered) Minimum Monthly/Quarterly/Annual Volume	Images In Excess of Covered Volume	Minimum Monthly/Quarterly /Annual Charge
Machines Listed			Deposit Based	N/A	$539.00 Monthly.
Here			Deposit Based	N/A	

Special Instructions:	Deposit based contract; No copy charges or overage fees for the 12 month contract term.	Total	$539.00 Monthly.

Contract will begin at installation unless otherwise stated.   Installation Date (For Office Use Only): _____

Contract Start Date: _____   Contract Term: _____ 12 _____ Months

THE CUSTOMER BY SIGNING BELOW, AGREES TO PURCHASE THE MAINTENANCE SERVICE SPECIFIED ABOVE. CUSTOMER ACKNOWLEDGED RECEIPT OF A COPY OF THIS AGREEMENT. THE ADDITIONAL TEMRS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE INCORPORATED AND MADE PART OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE EFFECTIVE UTNIL IT HAS BEEN SIGNED BY BOTH WAREHOUSE DIRECT AND THE CUSTOMER. CUSTOMER ALSO AGREES TO PROVIDE MONTHLY METER READINGS TO WAREHOUSE DIRECT AND TO COMPLY WITH WAREHOUSE DIRECT PROCEDURES FOR FURNISHING METER READ INFORMATION TO WAREHOUSE DIRECT.

Customer's Authorized Signature:		WAREHOUSE DIRECT Authorized Signature:	
Name: X		Name:	
Title: X		Title:	
Date: X		Date:	

*** For Internal Use Only ***

Pass Through: ☐ Base Only ☐ Base W/Overage ☐ CPC   **Lease Company:** _____

Service Director:		BILLING ACCOUNT #:		
Billing Department:		Term of Lease:		
Representatives Name:			12 Months	24 Months
Rep's Number:			36 Months	48 Months
			60 Months	

1.   **COVERED SERVICE.** WAREHOUSE DIRECT shall provide all routine preventive maintenance and emergency service necessary to keep the Equipment in good working order. Such service shall be performed during WAREHOUSE DIRECT'S regular business hours (8:30 A.M. to 5:00 P.M.) Monday through Friday, except holidays). Customers shall afford WAREHOUSE DIRECT full and free access to Equipment in order to enable WAREHOUSE DIRECT's technicians to service the Equipment and to perform meter readings.

2.   **CHARGES.** Minimum periodic maintenance charges specified on the reverse side hereof shall be due and payable upon receipt of an invoice. The charges for excess images shall be billed monthly in arrears and shall be due upon receipt of an invoice therefore. Applicable taxes shall be added to the charges due hereunder. Prepaid maintenance charges specified on the reverse side hereof shall not be refundable under any circumstances, except expressly provided herein.

    (a)   If toner inclusive is specified on the reverse side hereof, images made during the then-current contract term shall be billed to Customer on such monthly or other periodic basis as WAREHOUSE DIRECT shall determine at the Rates specified on the reverse side hereof, and WAREHOUSE DIRECT shall, at no additional charge, maintain a supply of black toner cartridges at the Customer's premises for use solely with the Equipment. WAREHOUSE DIRECT shall from time to time during the contract term replenish such supply, but not to exceed the total number of toner cartridges necessary to produce the minimum number of images plus any excess images. Customer shall bear all risk of loss or damage to unused toner cartridges, which shall remain WAREHOUSE DIRECT's property and shall be returned to WAREHOUSE DIRECT promptly upon termination of the contract term. By electing toner inclusive service, Customer represents that the Equipment listed on the reverse side hereof (and in other WAREHOUSE DIRECT toner inclusive maintenance agreements, if any) reflects Customer's entire population of Equipment eligible for such service, whether or not such Equipment was purchased or leased through WAREHOUSE DIRECT. Customer agrees that WAREHOUSE DIRECT may terminate the Agreement if Customer breaches such representation at any time during the contract term. The number of toner cartridges will meet manufacture's specifications for the specified minimum number of images plus any excess images based on conventional office image coverage. WAREHOUSE DIRECT shall sell to customer at WAREHOUSE DIRECT's then applicable prices any additional supplies Customer may require during the contract term hereof.

    (a)   If carry in service is indicated on the reverse side hereof, no on-site service will be available for Equipment so designated. If non-meter service is indicated, Customer will pay only base charges specified on the reverse side hereof for Equipment so designated.

    (b)   WAREHOUSE DIRECT may terminate its maintenance obligations as to any Equipment which is re-located by Customer to a site outside WAREHOUSE DIRECT's authorized service territory.

    (c)   If, in WAREHOUSE DIRECT's opinion, any Equipment cannot be maintained in good working order through WAREHOUSE DIRECT's routine preventive maintenance services, WAREHOUSE DIRECT shall, at its option, either (i) substitute comparable equipment for the Equipment or (ii) cancel any balance of the contract term hereof as such Equipment and refund to Customer the unearned portion of the prepaid charges hereunder.

    (d)   At each one year anniversary of the start date, WAREHOUSE DIRECT will automatically increase the cost per copy charge a maximum of 8%. **NO automatic increases under this contract for Maine Township; Deposit Based Contract.**

    (e)   Scans are included up to the amount of pages contracted on reverse side of this agreement. Scans beyond contracted pages will be charged at a rate of $0.002 per page. **No charge for scanning under this contract for Maine Township.**

    (f)   WAREHOUSE DIRECT reserves the right to modify cost per page pricing if it is determined that Customer's toner usage is substantially above industry norms of 5% coverage on black and white and 20% on color.

    (g)   Any equipment that is either not new or not currently serviced by Warehouse Direct is subject to inspection prior to being added to this agreement. Customer agrees to pay for parts and supplies to bring equipment up to manufacturer specifications prior being added to this agreement.

3.   **COVERED SERVICE.** The following services, and any other work beyond the scope of this Agreement, shall be invoiced in accordance with WAREHOUSE DIRECT's then current labor, parts and supply charges.

    (a)   Replacement of any consumable supply item, including, without limitation, paper, toner or toner cartridges (except as provided in Subparagraph 2(a) above staples chemicals, film, ink rollers or ribbons, print wheels, correcting ribbon cassettes, paper cassettes, print Heads, ink, cleaning belts, fuser oil, lenses.

    (b)   Repairs necessitated by factors other than normal use including, without limitation, any willful act of negligence, abuse or misuse of the Equipment; the use of parts or supplies which are not supplied by WAREHOUSE DIRECT service technicians; transportation of the Equipment; accident; use of the Equipment with non-compatible hardware or software components,; electrical power malfunction or extreme heating, cooling or humidity ambient condition;

    (c)   Re-installation of Equipment

    (d)   Repairs to or realignment of Equipment, and related Customer training, necessitated by Customer changes to its system or network configuration;

    (h)   Repairs resulting from or service visits required as a result of inadequate key operator involvement (e.g. WAREHOUSE DIRECT technician is dispatched to rectify a problem covered by the operator manual); or

    (i)   Work which the Customer requests to be performed outside of WAREHOUSE DIRECT's regular business hours.

4.   **TERM.** The maintenance services shall be provided from the "start date" defined through the end of the initial maintenance term specified on the reverse side hereof. With respect to newly installed Equipment for which toner inclusive service is elected, the "start date" is the date of installation. With respect to all other newly installed Equipment, the "start date" is defined as 90 days after the date of installation or the expiration date of the relevant Equipment warranty, whichever occurs first; with respect to all previously in-place Equipment, the "start date" is the date indicated on the reverse side hereof. Thereafter the term of this Agreement shall be renewed for successive 12 month terms unless either party gives written notice of non-renewal to the other party no later than 30 days prior to the expiration of the current initial or renewal item.

5.   **EXCLUSION OF WARRANTIES.** WAREHOUSE DIRECT EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE RELATING TO THE USE OR PERFORMANCE OF THIS EQUIPMENT, INCLUDING UNINTERRUPTED OPERATION.

6.   **LIMITATION OF LIABILITY.** WAREHOUSE DIRECT SHALL NOT BE LIABLE FOR PERSONAL INJURY OR PROPERTY DAMAGE UNLESS CAUSED BY WAREHOUSE DIRECT's NEGLIGENCE. WAREHOUSE DIRECT SHALL NOT BE LIABLE FOR EXPENDITURES FOR SUBSTITUTE EQUIPMENT OR SERVICES, LOSS OF REVENUE OR PROFIT, LOSS OR CORRUPTION OF DATA, FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS, STORAGE CHARGES OR OTHER INCIDENTAL OR SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR INABILITY TO USE THE EQUIPMENT, REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED AND EVEN IF WAREHOUSE DIRECT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

7.   **GOVERNING LAW.** THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUCTED IN ACCORDANCE WITH THE LAWS OF THE STAT OF ILLINOIS, AND THE CUSTOMER CONSENTS TO THE EXCLUSIVE JURISDICTION AND VENUE OF ANY STATE OR FEDERAL COURT LOCATED WITHIN THE STATE OF ILLINOIS UPON SERVICE OF PROCESS MADE IN ACCORDANCE WITH THE APPLICABLE STATUTES AND RULES OF THE STATE OF ILLINOIS OR THE UNITES STATES. ANY AND ALL SUITS BETWEEN THE PARTIES HEREOF, WHETHER OR NOT ARISING UNDER THIS AGREEMENT, SHALL BE BROUGHT ONLY IN THE STATE OR FEDERAL COURTS LOCATED IN OR FOR THE COUNTY OF COOK, ILLINOIS, NO OTHER COURT SHALL HAVE JURISDICTION OVER THE PARTIES HERETO, AND EACH PARTY WAIVES OBJECTIONS AS TO VENUE AND CONVENIENCE OF FORUM. WAREHOUSE DIRECT AND CUSTOMER EACH IRREVOCABLY WAIVES ANY RIGHT TO A JURY TRAIL IN SUCH PROCEEDINGS. ANY SUIT BETWEEN THE PARTIES HERETO, OTHER THAN ONE SEEKING PAYMENT OF THE MAINTENANCE CHARGES DUE HEREUNDER, SHALL BE COMMENCED, IF AT ALL, WITHIN ONE YEAR OF THE DATE THAT THE CLAIM ACCRUES.

8.   **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties with respect to the furnishing of maintenance service for the Equipment, superseding all previous proposals, oral or written. No representation or statement not contained on the original of the Agreement shall be binding upon WAREHOUSE DIRECT as a warranty or otherwise, nor shall this Agreement be modified or amended except in writing, signed by an officer of WAREHOUSE DIRECT and by the Customer. This Agreement shall not be assignable by the Customer without WAREHOUSE DIRECT's prior written consent, and any attempted assignment without such consent shall be void. Customer expressly disclaims having relied upon any representation or statement concerning the capability, condition, operation, performance or specifications of the Equipment except to the extent set forth on the original of the Agreement.

Memo

To: Board Members

CC: Dayna Berman, Administrator

From: Nicholas Kanehl, Food Pantry Director

Date: 6/29/2022

Food Pantry Flooring Project

The Food Pantry floor is damaged and in need of replacement. There are damaged tiles, exposed adhesive and the floor is not level. Additionally, the exposed adhesive and wear makes the floor difficult to clean. To provide a more sanitary and safe experience for our Food Pantry clients, we recommend vinyl plank flooring.

I have obtained 3 quotes from local flooring companies to supply and install vinyl plank flooring. Please see attached summary and quotes.

Please let me know if you have any questions.

FOOD PANTRY VINYL FLOORING

COMPANY	ESTIMATE	DEPOSIT
CHICAGO FLOORING INSTALLATIONS	$5,235.00	NA
SCHARM FLOOR COVERING	$6,240.00	50% UPON PLACEMENT OF ORDER
ACE FLOORING CO, INC	$10,990	50% DOWN PAYMENT

Chicago Flooring Installations, Inc.
616 Busse Hwy
Park Ridge, IL 60068
(708) 745-2342

Maine Township

May 27, 2022

To: Nick Kanehl

Thank you for the opportunity to quote your project. Please see the overview below for the pricing for, installation of new commercial LVP and vinyl coved base. We look forward to discussing this project further.

Vinyl Plank Flooring Installation - $5,235

Includes labor and material to install vinyl plank flooring

Includes pressure sensitive adhesive

Includes labor and material to install vinyl base molding at perimeter of room

Other:

Pricing based on Shaw Commercial 20mil wear layer LVP. Color to be chosen by owner

Pricing based on Taylor Dynamic adhesive or similar.

Thank you for the opportunity to quote your project.

Sincerely,

Nick Ruggio

Chicago Flooring Installations

Scharm
FLOOR COVERING

1843 East Oakton, Des Plaines, IL 60018
Phone 847-298-8233 / Fax 847-298-5344

PROPOSAL

DATE	PROPOSAL #
6/22/2022	55977

BILL TO	JOB LOCATION
MAINE TOWNSHIP 1700 BALLARD ROAD PARK RIDGE, IL 60068	KAREN DIMOND 847-297-2510 OFFICE 847-722-0723 CELL NICK KANEHL 847-297-2510

P.O. NO.	Rep

DESCRIPTION	ITEM	Total
832.08 SQ. FT. OF MOHAWK ALADDIN GRASS VALLEY 8" X 48" LUXURY VINYL TILE, COLOR _____ FOR THE FOOD PANTRY AREA	LVP	2,496.00T
FREIGHT	FREIGHT	260.00
INSTALLATION OF 832.08 SQ. FT. OF LVP, GLUED DIRECT	INSTALLATION	2,040.00
SKIM COAT EXISTING VCT TO MAKE SMOOTH AND READY TO ACCEPT NEW LVP	FLOOR PREP	1,120.00
SUPPLY AND INSTALL 132 LIN. FT. OF ROPPE 4" COVE VINYL BASE, COLOR _____	VINYL BASE	324.00
Sales Tax		0.00

50% DEPOSIT IS REQUIRED UPON PLACEMENT OF ORDER.

Total $6,240.00

AUTHORIZED SIGNATURE *Suanne Andersen*

PROPOSAL ACCEPTED _____   DATE _____

COMMERCIAL & RESIDENTIAL FLOOR COVERING

ACE FLOORING CO, INC.

1024 Busse Hwy.   ph: (847) 696-2800
Park Ridge, IL 60068 fax: (847) 696-2824
www.aceflooring.biz
office@aceflooring.biz

Estimate

10740

Date	6/21/2022
Account #	
Phone #	847-297-2510
Fax #	

Customer Information
Maine Township
1700 Ballard
Park Rigde, IL 60068

E-mail	nkanehl@mainetown.com
Contact Na...	Project

Qty	Description	rate	Totals :
	New Vinyl Flooring in one big Room:		
1,015	sq.ft. of Grey Taupe color Or Stone Grey Color , Infinity Collection Luxury Vinyl Plank flooring by TERRA LEGNO Co. to be supplied and installed using floating method installation. New floor to be installed over existing vinyl tile.	10.00	10,150.00
140	L.ft. of Black color vinyl base to be supplied and installed.	6.00	840.00
	* Samples available at our showroom.		

We propose to furnish material and labor with above specifications for the sum of:	**Totals :**	**$10,990.00**

Terms	50% down payment / 50% final payment

All material is guaranteed to be as specified. All work to be completed in substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature:_____   Note: This estimate may be withdrawn by us if not accepted within 7 days.

The above prices, specifications and conditions are satisfactory and are hereby acccepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____/_____/____...   Customer Signature: _____

Memo

To: Elected Officials

CC: Dayna Berman, Administrator

From: Mike Samaan, Director of Maintenance

Date: 6-29-22

Plumbing Issues at Town Hall

Maine Township Town Hall has been experiencing plumbing problems which cause major backups in the Township basement. This affects Township programs as we have to shut down the bathrooms and redirect employees and residents to use the bathrooms located in General Assistance and Mainestay. To temporarily fix the issue, plumbers are called and each time confirm that the problem is being caused by towels, wipes, and feminine products being flushed down the toilet and possibly by defective check valves. As a result, the Township is accruing costly bills. Listed below are some of the dates we have had to call plumbers and the expense incurred:

8/24/21 - $1,440.00

1/25/22 - $864.00

3/22/22 – $1,440.00

5/12/22 - $1162.00

6/7/22 – $1,225.00

Total- $6131 paid to plumbers during the past year

In addition to the above dates, there have been several times when our own maintenance staff have been able to fix the plumbing problem, but this has taken maintenance staff away from other duties and the temporary closure of bathrooms has caused inconvenience to employees and visitors.

In order to fix this problem permanently, we have had five plumbing companies come out to get different opinions. Each company confirmed that we don't have any collapsed sewer and it has been recommended that we (1) replace the check valves (cost to be determined) and/or (2) install an ejector pump, but this item would probably cost over $10,000. Currently, an ejector pump on the west side of the building serves the bathrooms in General Assistance and Mainstay

Another alternative would be to install air dryers in place of restroom hand towels. More information about the cost of this alternative is included in this packet. For your information, a year's worth of paper towels costs about $2000.

Memo

To: Elected Officials

From: Alicia Brzezinski, Assistant to the Supervisor

Date: 6/29/2022

Hand Dryer Pricing

The Maine Township building has been experiencing plumbing issues for many months due to paper towels and other items being flushed that shouldn't be.

To keep the plumbing cost down, we are considering hand dryers to replace paper towels.

Attached is information about hand dryer prices per unit. We would need 9 units if installed in each bathroom.

Please let me know if you have any questions.

Hand Dryer Name	Price (per unit)
M99ACS Optima	$295.00
J-974 Airforce	$370.00
Excel Dryer XLERATOreco	$470.00

Below is the pricing per unit from Bella Bagno Inc. in Des Plaines.

Hand Dryer Name	Price (per unit)
Bobrick (item # 131574)	$1,108.00
Bobrick (item # 152057)	$592.58
Bobrick (item # 197780)	$705.68
Bobrick (item # 867961)	$570.48

I've attached the quote from Bella Bagno Inc. with pricing and pictures of the units.

Bella Bagno Inc.

BELLA BAGNO, INC.
5699 W HOWARD ST
NILES, IL 60714
(847) 673-7328

QUOTE ML060922

ATTN: ALICIA BRZEZINSKI
MAINE TOWNSHIP
EMAIL: abrzezinski@mainetown.com
PHONE: 224-257-4829

Date: 06/09/2022

DESCRIPTION	IMAGE	QTY	UNIT PRICE	LINE TOTAL
ITEM# 131574 BOBRICK DRYER,HAND,INSTADRY, 110-240V,SRFMNT 7125 This is the most highly suggested by Bobrick for the application		1	$ 1,108.88	$ 1,108.88
ITEM# 152057 BOBRICK DRYER,HAND,TRIMLINE, 115V SRFMNT WHT 7120 115V 152057 and 197780 are the same with different cover color		1	$ 592.58	$ 592.58
ITEM# 197780 BOBRICK DRYER,HAND,SURF MNT,SS,TRIMLIN 115V 7128 115V 152057 and 197780 are the same with different cover color		1	$ 705.68	$ 705.68
ITEM# 867961 BOBRICK DRYER,HAND,SURF MNT,QUIETDRY,DURAD 770 115V This option is the price/value play		1	$ 570.48	$ 570.48

Mauricio Lopez	06/09/2022
Approved By	Date

(888) 503-7937   CustomerService@ProDryers.com

ProDryers

What are you looking for?   Q

HOME > HAND DRYERS > BRUSHED STAINLESS STEEL

M99ACS OPTIMA HAND DRYER, Automatic, Brushed Stainless Steel, 110-120V, Saniflow

SANIFLOW

Have a product question? Ask us

Our Price: **$295.00**

List Price: $370.00 | **Savings: $75.00**

Average Lead Time of 2-5 Business Days
Product Code: M99ACS
Availability: In Stock

(888) 503-7937   CustomerService@ProDryers.com
QUANTITY.   1   ADD TO CART
                                 ꙮ ProDryers

What are you looking for?

SANIFLOW M99ACS

Retail Price:	$355.00
Manufacturer:	SANIFLOW
Model #:	M99ACS
Cover:	Stainless Steel Satin Finish
Spec:	Click Here

General Description

- Warm air hand dryer.
- Sensor operated by hand approximation.
- Suitable for high traffic facilities.
- Compact appliance.
- Highest durability in its class.
- It normally goes along with a soap dispenser.

Components & Materials

- Stainless steel AISI 304 one-piece cover, 1/16" (1,5 mm) thick, satin finish. Cover fixed to the base by means of 4 Allen head screws.
- Engineering thermoplastic Cycolac base and fan scroll, with 4-5/16" (8 mm) holes for wall mounting.
- Motor, induction, 3,300 rpm, maintenance-free and high durability, incorporates a safety thermostat.
- PP UL94-V0 single inlet fan wheel.
- Waved wire NiCr 40 heating element that incorporates a safety thermostat.
- Two distances (2"-8") IR electronic detection sensor.
- Zamak air outlet grill.

Operation

Place the hands under the air outlet grill. The dryer will start automatically, and go on with no interruption

(888) 503-7937   CustomerService@ProDryers.com

the hands are removed from the airflow.

ProDryers

What are you looking for?

UL comply with UL499 norm.

Technical Characteristics

Voltage:	110 - 120 V
Power consumption:	13.6 A
Motor:	1/5 HP
Nominal power:	1.640 W
R.P.M.:	3.300
Heating element:	1.500 W
Effective airflow:	166 CFM
Free airflow:	194 CFM
Noise level at 79".:	60 dB
Air speed:	4.181 LFM
Temperature (at 4" distance / 70°F):	125.6°F
Insulation:	Grounding required
Frequency:	50/60 Hz
Drying time:	38"
Montaje:	Surface
Size:	10-1/16"W x 11-7/8"H x 5-1/2"D
Weight:	9.37 Lbs

Specification

Surface mounted vandal resistant hand dryer shall be fabricated with one-piece 1/16" thick stainless steel cover in satin finish. The back base shall be fire resistant plastic Cycolac and with 4 holes for wall mounting. The dryer shall be activated through an infrared electronic sensor and shall automatically turn off when hands are removed. The induction motor shall be 1/5 hp, 3,300 r.p.m. and incorporate a temperature limiter which switch off at 266°F (130°C) . The waved wire NiCr 40 heating element should incorporate a thermal limiter, which will switch off by a temperature of 176°F (80°C.). The PP UL94-V0 fan wheel should have a single inlet and the fan scroll shall be made of a fire resistant plastic Cycolac. Dryer shall deliver 194 CFM of air at 125.6°F (52°C) and 4,181 LFM velocity during user controlled drying cycle. The dryer shall have a total power of 1,640 Watts with a consumption of 13.6A. Noise level should be 60 dB. Overall dimensions shall be 10-1/16" W x 11-7/8" H x 5-1/2" D. Unit shall be UL listed, and /or VDE approved and CE marked.

(888) 503-7937   CustomerService@ProDryers.com
Miami, Florida 33054-4525.

ProDryers

What are you looking for?

QUESTIONS & ANSWERS

Ask a question...

POPULAR QUESTIONS

No questions have been asked yet, ask your question above.

5 Star	▓▓▓▓▓	(22)
4 Star	▓	(3)
3 Star	|	(1)
2 Star		(0)
1 Star		(0)

4.8

Overall Rating

98%

of customers that buy
from this merchant give
them a 4 or 5-Star rating.

WRITE A REVIEW ABOUT THIS PRODUCT ▶

Verified Buyer

June 21, 2022 by Cheryl T. (DELAWARE, united states)

"Easy online ordering. Shipped and received quickly."

Company Choice

Good reviews on line

(888) 503-7937

CustomerService@ProDryers.com

June 16, 2022 by Herbert S. (united states)   **ProDryers**

"good"

| What are you looking for? | Q |

Product Choice

needed

Verified Buyer

June 15, 2022 by carol C. (VT, United States)

"I haven't heard back from anyone for return and to reorder."

Company Choice

Ordered in the past.

Product Choice

Liked the chrome.

Verified Buyer

June 9, 2022 by Randall H. (SC, United States)

"Very little power. Takes forever to dry your hands."

Company Choice

Cheaper than the others.

Product Choice

Cheap

Verified Buyer

May 31, 2022 by Reception P. (united states)

"great!"

Company Choice

price + shipping

(888) 503-7937

CustomerService@ProDryers.com

Product Choice

needed it

ProDryers

What are you looking for?

May 31, 2022 by Heart O. (ohio, united states)

"..."

Company Choice

best pricing and availability

Product Choice

7 year warranty

Verified Buyer

May 31, 2022 by Rhonda L. (united states)

"site easy to use"

Company Choice

cost

Product Choice

replcement

Verified Buyer

May 24, 2022 by Matt C. (united states)

"f"

Company Choice

f

Verified Buyer

May 23, 2022 by Karen L. (AR, United States)

"Excellent price and delivery. Shipping was on time. A+"

What are you looking for?   🔍

Verified Buyer

May 18, 2022 by Michael H. (united states)

"Last one lasted 9 years"

CLICK HERE FOR
MORE REVIEWS | ★ Shopper Approved

1   2   3   ·

Display Options   Highest to Lowest ⌄

RELATED PRODUCTS

Saniflow M06AC SPEEDFLOW HAND
DRYER, Automatic, Polished

Saniflow M06ACS SPEEDFLOW
HAND DRYER, Automatic, Brushed

(888) 503-7937
CustomerService@ProDryers.com

Speed Hand Dryer, Universal
Voltage 110-240V

ProDryers

Speed Hand Dryer, Universal
Voltage 110-240V

What are you looking for?

PRODUCT CATEGORIES   +

COMPANY   +

ACCOUNT   +

Authorize.Net

CUSTOMERS LOVE US
RESELLER RATINGS.COM

BBB ACCREDITED BUSINESS

(888) 503-7937

CustomerService@ProDryers.com

2,250+
5-STAR RATINGS
★ ★ ★ ★ ★
Shopper Approved

ProDryers

What are you looking for?

PayPal　　mastercard　　VISA　　AMERICAN EXPRESS　　DISCOVER

(888) 503-7937
CustomerService@ProDryers.com

ProDryers

J-974 Airforce Hand Dryer by World Dryer, Automatic, White Aluminum ,SteriTouch™, 110/120 Volts

WORLD DRYER

1 review

Have a product question? Ask us

Our Price: **$370.00**

List Price: $688.00 | **Savings: $318.00**

(888) 503-7937   CustomerService@ProDryers.com

ProDryers J-974

Availability: In Stock

What are you looking for?

Choose Your Product Options:

GO GREEN WALL CARD:*

○ No Wall Card
○ Add Wall Card (PD-WC1) - $13.99

QUANTITY: 1

ABOUT THIS PRODUCT

World Dryer J-974 Airforce Hand Dryer

If you find it cheaper, we'll do better! Just provide the website, we'll verify it, we'll beat it!

Don't forget, FREE Shipping to continental US on all of our products at ProDryers.com

Another innovative breakthrough from World Dryer, high speed dry time while using a low amount of energy... introducing the Airforce hand dryer.

Features

- High Speed, Fast 12 Second Dry Time
- Air velocity: 53 CFM (10,500 LFM)
- Extremely Low Power Consumption at 1100 Watts
- Automatic infrared activation ensuring optimum hygiene levels
- Compact and Sleek Design
- Drastically Reduces the Spread of Harmful Bacteria
- Sound Level of 83dB
- 5 Year limited warranty

Products selected for the GreenSpec directory are considered to be the top of their class and environmentally preferable, base on BuildingGreen's criteria. The Airforce™ can help a building earn LEED credits based on EA Credit 1 for optimized energy performance.

What are you looking for?

SteriTouch Surface Hygiene

- Drastically reduces the spread of harmful bacteria, mold and fungi.
- Sleek design prevents dirt from collecting and it is easy to clean

More on SteriTouch

What is SteriTouch®?
SteriTouch® is an antimicrobial additive designed to reduce the growth of harmful organisms such as bacteria, mold and fungi, while remaining entirely safe for even the most sensitive applications.

Against which organisms is SteriTouch® effective?
SteriTouch® is effective against many organisms, including bacteria such as methicillin resistant staphylococcus aureus (MRSA), escherichia coli, pseudomonas aeruginosa, salmonella enteritidis and listeria monocytogenes, and moulds such as aspergillus niger.

visit the SteriTouch web site

Architectural Specifications

Airforce™ Model J, J4, and J48 hand dryers shall be manufactured by or for World Dryer Corporation. Dryer assembly to be housed in a die cast Aluminum housing finished in epoxy paint that is incorporated with SteriTouch® antimicrobial additive or housing finished in chrome plating. Motor shall be universal brush type operating at 34000 RPM and shall be thermally protected. Dryer shall be activated by an automatic active infrared sensor controlled by a circuit board with one second run-on time and 30 second vandal shut-off. Control board to have conformal coating. Dryer shall provide a 40° F temperature rise, and

examination service of Underwriters Laboratories, Inc. - Patent Pending.

ProDryers
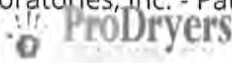
Click here for the full specification sheet

| What are you looking for? |

Mounting Diagrams

Click on the link to download the mounting diagrams for the Airforce™ hand dryers. Adobe Acrobat is required to properly view the document.

- Airforce™ surface mounted
- Airforce™ recess mounted

Warranty

5 year limited

QUESTIONS & ANSWERS

Ask a question...

POPULAR QUESTIONS

No questions have been asked yet, ask your question above.

5 Star
4 Star
3 Star
2 Star
1 Star

Overall
Rating

100%

of customers that buy
from this merchant give
them a 4 or 5-Star rating.

(888) 503-7937   CustomerService@ProDryers.com

ProDryers

"Great value"   Verif. _y_

What are you looking for?	🔍

"we have used these for years and added a bathroom out in our plant, so we ordered what's been working for us all these years!"

CLICK HERE FOR
MORE REVIEWS   ★ **Shopper Approved**

Display Options   Highest to Lowest ⌄

RELATED PRODUCTS

J-162 Airforce Hand Dryer by World Dryer, Automatic, Black Aluminum ,SteriTouch™, 110/120 Volts
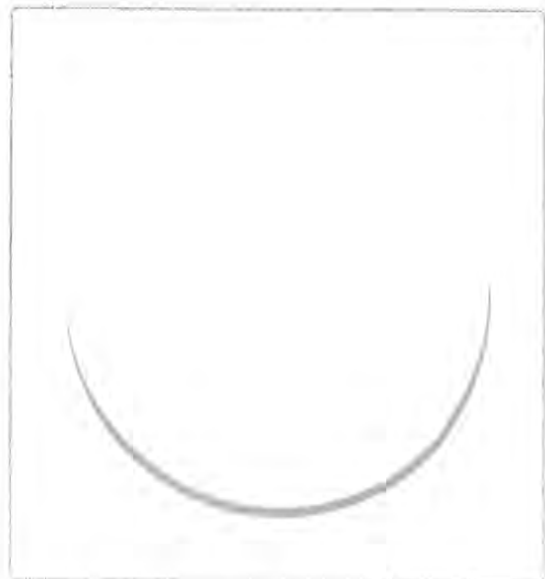
J-970 Airforce Hand Dryer by World Dryer, Automatic, Chrome Aluminum ,SteriTouch™, 110/120 Volts

Our Price: **$394.00**

(888) 503-7937

CustomerService@ProDryers.com

ProDryers List Price: $793.00 | Savings: $367.0

What are you looking for?

PRODUCT CATEGORIES +

COMPANY +

ACCOUNT +

Authorize.Net

CUSTOMERS LOVE US
RESELLER RATINGS.COM

BBB. ACCREDITED BUSINESS

2,250+
5-STAR RATINGS
Shopper Approved

(888) 503-7937   CustomerService@ProDryers.com

mastercard

ProDryers

What are you looking for?

(888) 503-7937

CustomerService@ProDryers.com

ProDryers

What are you looking for?

HOME > SHOP BY BRAND > EXCEL DRYER

Excel Dryer XLERATOReco XL-BW-ECO Hand Dryer, No Heat, White Thermoset Resin (BMC) Cover, Automatic Sensor, Surface Mounted, LEED Credits, GreenSpec Listed, Commercial Hand Dryer, 500 Watts

EXCEL DRYER

64 reviews

3 answered questions — Ask a question

Our Price: **$470.00**

List Price: $690.00 | Savings: $220.00

(888) 503-7937   CustomerService@ProDryers.com
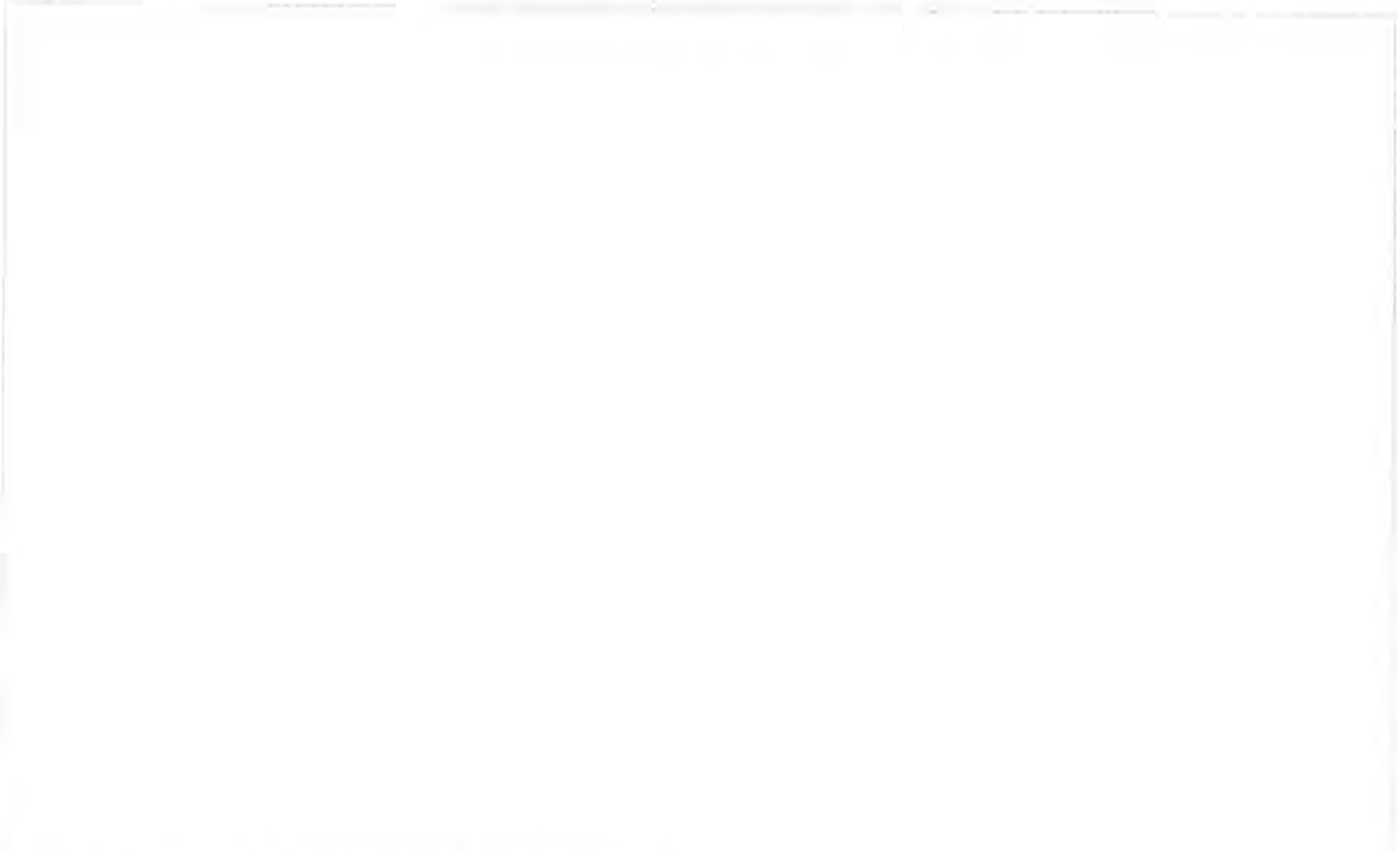
LOWEST PRICES ANYWHERE!

What are you looking for?

Free Shipping at ProDryers.com

Product Code: XL-BW-ECO

Availability: In Stock

Choose Your Product Options:

PREMIUM SHIPPING:*

Free Ground (1-4 Days)

VOLTAGE:*

○ 110-120

(888) 503-7937   CustomerService@ProDryers.com

ProDryers
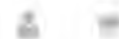
MOUNT:*

What are you looking for?

○ Graphite Recess Kit (XL-40502GR) - $360
○ Stainless Steel Recess Kit (XL-40502) - $243

WALL SPLASH GUARD (SET OF 2):*

○ None
○ 89W (White) - $135.00
○ 89B (Black) - $135.00
○ 89S (Stainless Steel) - $240.00

GO GREEN WALL CARD:*

○ No Wall Card
○ Add Wall Card (PD-WC1) - $13.99

QUANTITY: [1]   [ADD TO CART]

ABOUT THIS PRODUCT

Excel Dryer XL-BW-ECO XLERATOReco Hand Dryer

UNBEATABLE LOW PRICE GUARANTEE

The **XLERATOReco™** is a new version of the Xlerator without the heating element. Please see the standard XLERATOR hand dryer products with the heating element (#1 seller). The new **XLERATOReco™** is the no heat version of the Xlerator. Typically schools or facilities buying large quantities of units may choose the no-heat version because installation costs are cheaper with the ability to install 3 **XLERATOReco™** hand

(888) 503-7937   CustomerService@ProDryers.com

Xlerator. We still suggest the standard heated version (in most cases) which are always in stock and normally ship same day. We have plenty of experience with non heated units and typically custom prefer heated. The heated version dries slightly faster.

What are you looking for?

Guaranteed lowest Excel Dryer **XLERATOReco**™ pricing, anywhere! We are a trusted, Master Distributor for Excel Dryer. We will match or beat any online advertised price. Call 888-50-DRYER to talk with a sales rep right now!

The **XLERATOReco**™ comes in the same variety of cover options as the standard Xlerator hand dryer

Model No.	Cover Finish	Mounting	Time Cycle	Dryer Type
XL-BW-ECO	White Thermoset (BMC)	Surface	Automatic	Hand Dryer
XL-W-ECO	White	Surface	Automatic	Hand Dryer
XL-GR-ECO	Graphite	Surface	Automatic	Hand Dryer
XL-C-ECO	Chrome	Surface	Automatic	Hand Dryer
XL-SB-ECO	Brushed Stainless Steel	Surface	Automatic	Hand Dryer
XL-SI-ECO*	Custom Special Image	Surface	Automatic	Hand Dryer
XL-SP-ECO**	Custom Special Paint	Surface	Automatic	Hand Dryer

*Note: Exclusive digital image technology allows for the addition of Company, School or Team logos with any color, design or a 'Green message'. **Special Paint powder coated covers come in many colors and textures. Call 888-503-7937 to order custom colors or custom logos. Lead times on custom colors and custom logos may be 5-10 business days on average. ProDryers may stock some custom colors to allow same day shipping.

FEATURES

- **XLERATOReco**™ new 'No Heat' technology dries hands in 15 seconds using only 500 watts, making it the most environmentally-friendly way to dry hands on the planet.
- Allows for the installation of up to 3 **XLERATOReco**™ units on one 20 Amp circuit significantly reducing installation costs and time.
- **XLERATOReco**™ continues Excel Dryer's commitment to providing the most energy-efficient hand dryers with the same proven performance, reliability and durability expected from XLERATOR®.

(888) 503-7937   CustomerService@ProDryers.com

allows facilities to use even less energy than ever before.

ProDryers

What are you looking for?

DEEP)
- Weight: 16 LBS. (7.3 KGS.)

XLERATOReco™ Spec Sheet

CONSTRUCTION

Hand dryer cover shall be a one-piece, heavy-duty, rib-reinforced, die-cast zinc alloy. It shall be lightweight, unbreakable, rustproof and all exposed surfaces shall be bright chrome plated or finished with chip-proof, electrostatically applied epoxy paint and fastened to a wall plate by two chrome plated tamper-proof bolts. Hand dryer wall plate shall be equipped with (3) 7/8" (22 mm) diameter holes, one of which shall be suitable for use with surface conduit, for ease of wiring.
All internal hand dryer parts shall be coated according to Underwriters' Laboratories, Inc. requirements. Entire mechanism shall be internally grounded.

MECHANISM

Hand dryer motor shall be a series commutated through-flow discharge vacuum motor/blower (5/8 HP / 20,000 RPM) which provides air velocity of 16,000 LFM (linear feet per minute) at the air outlet and 14,000 LFM at the hands (4 inches [102 mm] below air outlet).
Hand dryer Control assembly is activated by an infrared optical sensor located next to the air outlet. The dryer shall operate as long as hands are under the air outlet. There is a 35-second lockout feature if hands are not removed.
XLERATOReco™ Technical Data Sheet

LIMITED WARRANTY

XLERATOR and XLERATOReco Hand Dryers now have a 50% longer life which is attributed to a new curved brush motor. All dryers are warrantied to be free of manufacturing defects for 7-years which covers all parts including the motor and sensor.

Suggested Mounting Height
From Floor to Bottom of Dryer

What are you looking for?

Teenagers	41" (104 cm)
Children	35" (89 cm)
Handicapped	37" (94 cm)

ELECTRICAL

VOLTS	AMPS	WATTS	HERTZ	
110-120V	4.3-4.5A	460-530W	50/60 Hz	c(UL)us
208-277V	2-2.2A	425-500W	50/60 Hz	c(UL)us
230V	2.2A	500W	50 Hz	CE

NOTE: Drawing 4.5 Amps or less allows for the installation of multiple XLERATOReco units on one 20 Amp circuit, significantly reducing installation costs and creating a return on investment of less than one year.

(888) 503-7937

CustomerService@ProDryers.com

ProDryers

What are you looking for?
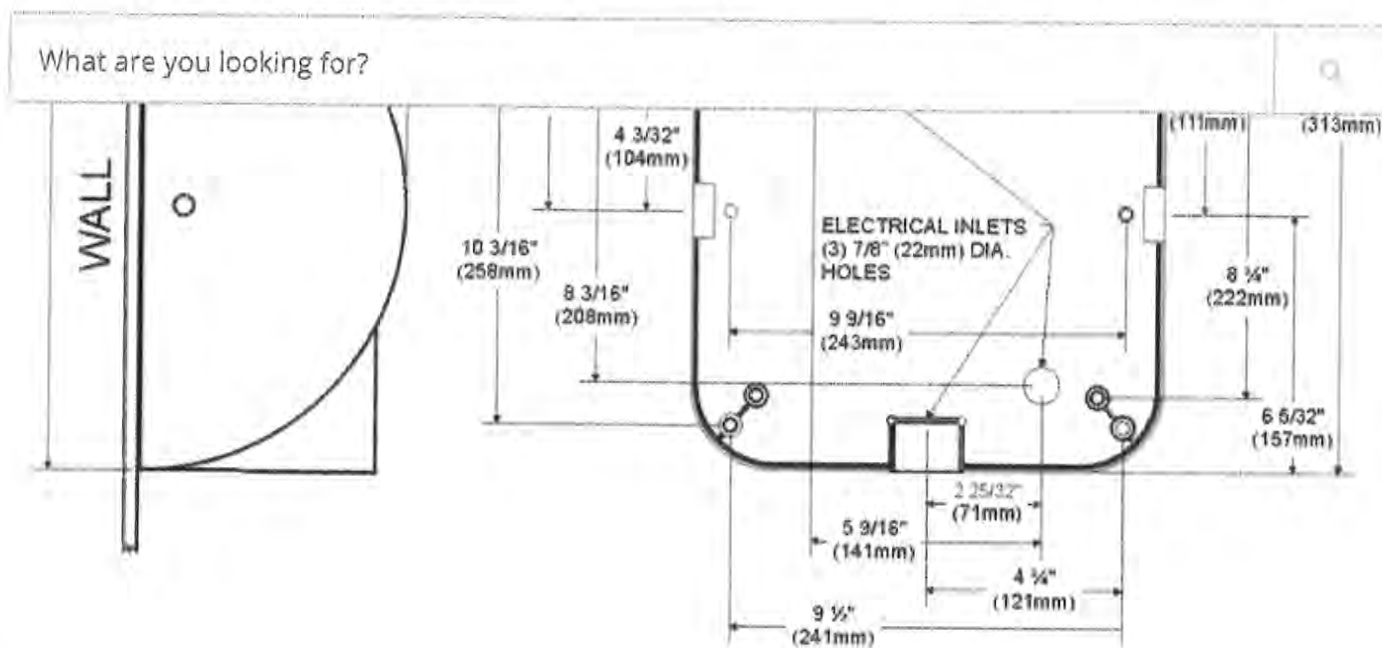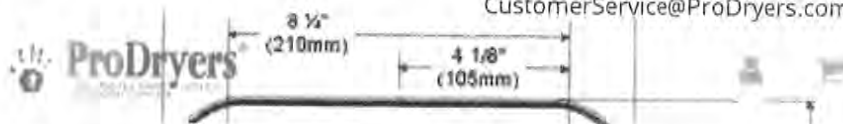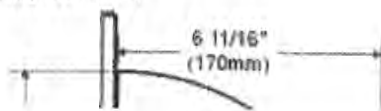
QUESTIONS & ANSWERS

Ask a question...

POPULAR QUESTIONS

8 months ago

What is the go green wall card? (https://prodryers.answerbase.com/3763155/What-is-the-go-green-wall-card)
Follow (/Widget/Follow/3763155)

8 months ago

The go green wall card is a plastic card with an adhesive backing that can be mounted near your hand dryer to let customers and employees know that your hand dryer is energy efficient. Please see the link below which is our website listing of the wall card with its picture.Thank you!

ProDryers PD-WC1 Going Green Sign | Wall Card for Hand Dryers
(https://www.prodryers.com/prodryers-pd-wc1-going-green-wall-card/)

(/Widget/VoteUp/3767443) | (/Widget/VoteDown/3767443)

7 months ago

what specific LEED points would this hand dryer address on a LEED checklist?
(https://prodryers.answerbase.com/3797968/what-specific-LEED-points-would-this-hand-dryer-address-on-a-LEED-checklist)
Follow (/Widget/Follow/3797968)

7 months ago

(888) 503-7937   CustomerService@ProDryers.com

Our Question tab does not have the option of attaching a document. Excel Dryer has provided a PDF file with all information you should need in answering any of your questions. Please reply back with your email address or you can email us direct at customerservice@prodryers.com and we would be more than happy to send it to you.

What are you looking for?

How long does it normally take to ship this product? (https://prodryers.answerbase.com/3750517/How-long-does-it-normally-take-to-ship-this-product)
Follow (/Widget/Follow/3750517)

9 months ago

We normally have every XLERATOR and ECO version in stock. This specific XL-BW-ECO is in stock always. In the entire history of our existence, we have never ran out of stock on the XL-BW-ECO and most other models. This unit will ship same day when ordered by 2PM EST. Often, it will still ship same day when ordered by 3PM, but technically 2PM EST is the cut-off. We ship from Livonia, MI. It would reach the west coast in about 4 days East coast normally in 2 days. We also offer expedited shipping. Call 888-503-7937 Mon-Fri 9AM - 5PM EST or select your shipping options right from this page before you add to the cart.

(/Widget/VoteUp/3750528) | (/Widget/VoteDown/3750528)

View all (https://prodryers.answerbase.com/Topic/Excel-Dryer-XLERATOReco-XL-BW-ECO-Hand-Dryer-No-Heat-White-Thermoset-Resin-BMC-Cover-Automatic-Sensor-Surface-Mounted-LEED-Credits-GreenSpec-Listed-Commercial-Hand-Dryer-500-Watts/3881905)

5 Star
4 Star
3 Star
2 Star
1 Star

Overall Rating

95%

of customers that
buy this product give
it a 4 or 5-Star rating.

"Great buy"   Verified Buyer

April 7, 2022 by Daisy G. (united states)

What are you looking for?

"Working well so far"

                                                      "Great value"   Verified Buyer

March 16, 2022 by Tommas O. (united states)

"A+++++"

                                                       "Great "   Verified Buyer

March 9, 2022 by Shane J. (united states)

"Quick and Easy delivery."

                                                       "Great buy"   Verified Buyer

February 24, 2022 by Teresa C. (united states)

"Works perfect in a school bathroom. We were having issues with boys throwing paper towels all over the bathroom and this eliminated the problem."

                                                       "Great buy"   Verified Buyer

February 14, 2022 by Jose L. (united states)

"Good job"

                                                       "Great buy"   Verified Buyer

December 14, 2021 by Jacob P. (united states)

"it's a hand dryer..."

(888) 503-7937   CustomerService@ProDryers.com

September 16, 2021 by Jaen V. (united states)   **ProDryers**

"On time - great price."

What are you looking for?

"Great buy"   Verified Buyer

September 2, 2021 by Carol G. (united states)

"They are working very well."

"Great buy"   Verified Buyer

Great hand dryer

August 6, 2021 by Bruce R. (MD, United States)

"These hand dryers are very powerful and transmit air quickly to get your hands dry very quickly. They are environmentally friendly as well."

CLICK HERE FOR   **Shopper**
MORE REVIEWS   **Approved**

1   2   3   .

Display Options   Highest to Lowest ⌄

RELATED PRODUCTS

(888) 503-7937   CustomerService@ProDryers.com

ProDryers

What are you looking for?

(BMC) Cover, Automatic Sensor,
Surface Mounted, LEED Credits,
GreenSpec Listed, Commercial
Hand Dryer

Stainless Steel Cover, Automatic
Sensor, Surface Mounted, LEED
Credits, GreenSpec Listed,
Commercial Hand Dryer, 500 Watts

Our Price: **$500.00**

List Price: $720.00 | **Savings: $220.00**

Our Price: **$745.00**

List Price: $920.00 | **Savings: $175.00**

PRODUCT CATEGORIES   +

COMPANY   +

ACCOUNT   +

(888) 503-7937

CustomerService@ProDryers.com

What are you looking for?

Memo

To: Elected Officials

From: Alicia Brzezinski, Assistant to the Supervisor

Date: 6/29/2022

Electrician Proposals

Attached are proposals from 3 different electricians to install the hand dryers of our choice.

Please let me know if you have any questions.

Electrician Company Name	Price of installation
Kordick	$2,943.00
ALC Electric	$2,900.00
Norb & Sons Electric, Inc.	$3,240.00

Attached are all three proposals for you to view.

Kordick

Electric Company, Inc.
Northbrook, IL 60062
Phone: 847-291-9990   Fax: 847-291-9909
Email: email@kordickelectric.com

Since 1915

NECA

June 21, 2022
Maine Township
1700 Ballard Rd.
Park Ridge, IL 60068

RE: Hand Dryers

- Rough in for 9 new hand dryers throughout the building
- Hang customer supplied hand dryers

Price $2,943.00

Note: Permit fees not included
Final restoration by others
Work to be done during normal business hours

We trust that this meets with your approval. If you have any questions, please call our office. If you would like to proceed with this work, please sign and date one copy of this proposal and return it to our office. This proposal is valid for 30 days from the above date.

Respectfully Submitted,

Dustin Frykman
Kordick Electric Co.

Accepted_____Date_____

ESTIMATE

ALC ELECTRIC

Date 06/24/2022

Estimate # 96736

ALC Electric
1336 Euclid Ave
Berwyn, IL 60402
773-556-6946

To
Maine Township
1700 Ballard Rd
Park Ridge , Il 60068

Item	Total
Hand Dryers	$2,900.00

Mount and install nine hand dryers in bathrooms troughout building. Commandeer exisiting GFCI circuit to feed dryers. Hand dryers to be provided by costumer.

Sub Total	**$2,900.00**
Total	**$2,900.00**

Terms and Conditions

Labor and mateial included on this proposal. Any other requested work not mentioned above shall be discussed and revised by client, if aprooved, will be charged as extra. After wall repairs to be done by others.

Signature **Pending**   Name **Pending**   Date **Pending**

PLEASE FOLLOW THE LINK PROVIDED IN THE EMAIL TO E-SIGN THE DOCUMENT

NORB & SONS ELECTRIC, INC.

78 BROADWAY • DES PLAINES, IL 60016-2348
Email: norbandsons@sbcglobal.net
(847) 299-2414 Fax (847) 299-4303

Date: June 22, 2022

Proposal Submitted To		Work To Be Performed At	
Name	Maine Township Attn: Alicia	Name	
Street	1700 Ballard	Street	
City/State	Park Ridge, Il	City/State	
Phone	(847) 297-2510	Attn:	
Email	abrzezinski@mainetown.com		

Norb & Sons Electric, Inc. proposes to furnish and/or install the following:

Option 1:

Wire (9) hand dryers at 4.5 amps.
Install (9) customer furnished hand dryers in bathrooms.
Use existing power and GFI protect dryers.

Labor and Material: $3,240.00

Note: If required, any permit related fees are not included. $200.00 deposit required to submit for permit/bond. Credit card payments will be subject to a 4% service fee of the total amount due.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Three thousand two hundred forty   Dollars ($ **3,240.00**)

with payments to be made as follows: **Due upon completion.**

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by contractor.

Respectfully Submitted **Norb & Sons Electric, Inc.**
Per   *Thomas Grochocinski*

Note - This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date _____   Signature _____

Supervisor
Karen J. Dimond

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Ed Beauvais

Trustees
Kimberly Jones
Kelly Horvath
James Maher
Asif Malik

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068

Highway Department
1401 Redeker Road
Des Plaines, IL 60016
847-297-5225
847-297-8723 Fax

847-297-2510
847-297-1335 Fax

CLERK'S SERVICES FOR THE YEAR 2022

Peter Gialamas
Clerk

Month	Voter Registr. Cards	Handic. Cards	Hunting & Fishing	RTA Passes	Passport Applic.	Neighbor to Neighbor	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	3 / 0	0 / 0	0 / 0	3 / 0	145 / 125	454 / 330	18 / 1	0 / 14	0 / 0	623 / 470
February	0 / 0	4 / 1	0 / 0	8 / 2	146 / 142	0 / 693	19 / 43	16 / 4	15 / 0	208 / 885
March	1 / 3	1 / 1	28 / 3	23 / 7	178 / 175	3 / 0	11 / 13	23 / 21	0 / 0	268 / 223
April	5 / 0	1 / 0	30 / 39	10 / 7	156 / 175	0 / 0	13 / 18	127 / 100	20 / 60	362 / 399
May	1 / 1	1 / 2	15 / 2	14 / 6	141 / 109	0 / 224	12 / 4	236 / 216	3 / 20	423 / 584
June	0 / 1	1 / 1	2 / 2	11 / 11	170 / 170	0 / 0	28 / 28	238 / 238	0 / 0	450 / 450
July	1	4	6	11	188	519	7	206	70	1,012
August	0	2	13	10	141	0	9	156	37	368
September	1	1	13	8	120	527	12	69	15	766
October	2	2	21	13	139	0	26	209	15	427
November	0	2	8	8	120	3	36	238	0	415
December	0	1	0	8	167	770	18	107	0	1071
TOTAL	10 / 8	7 / 17	73 / 107	58 / 91	766 / 1,771	457 / 3,066	73 / 215	402 / 1,578	38 / 217	1,884 / 7,070

* The numbers in the second row indicate services provided in the year 2021

Maine Township Assessor's Office 2022 Monthly Summary of Taxpayer Services

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Calls	331	748	1020	588	145	63							2895
Visits	165	456	993	680	138	55							2487
permits	201	194	155	145	360	261							1316
Welcome	453	0	0	0	0	755							1208
C/E	46	31	45	36	53	59							270
HO	0	0	41	30	8	0							79
Senior	0	0	92	56	26	5							179
Freeze	0	0	131	84	23	10							248
Disability	0	0	12	14	8	7							41
Vets	0	0	6	5	2	1							14
Waivers	0	0	8	17	2	1							28
Treasurer	0	0	0	0	0	1							1
Name/Address	5	0	6	21	19	28							79
Appeals	0	0	0	615	0	0							615
Prop. Loc	3	0	0	3	0	5							11
Exempt Inq	1	0	0	3	0	2							6
Assessment Inq.	0	0	0	0	0	1							1
C/E $ Saved						$ 280,967.22							$ 280,967.22
Taxpayers													

In May we offered four day trips to our members: *Picasso at the Lapin Agile, Tulip Time Festival, Rock of Ages, and Taliesin.* We also hosted our regular monthly programs as well as a few high-lighted events: Tailgate Bingo, Pickwick Movie outing, Outdoor concert with Rick Lindy & the Wild Ones. Throughout the month of May, a combined total of 604 members (some duplicated) were able to enjoy our MaineStreamers' activities.

Day Trips
Picasso at the Lapin Agile, Citadel Theatre, written by Steve Martin. The play places Albert Ein-stein and Pablo Picasso in a Parisian Café in 1904, just before the renowned scientist transformed physics with his theory of relativity and Picasso set the art world afire with Cubism. **Tulip Time Festival,** in Holland MI, members enjoyed the day celebrating the Dutch heritage. They enjoyed the Veldheer Tulip Garden, where over 6 million tulips are planted, the wooden shoe factory, the beautiful Windmill Island Gardens, and enjoyed an authentic Dutch meal. **Rock of Ages**, Para-mount Theatre, took members back into the iconic music era of the 80's, where rock-n-roll dreamers line up to turn their fantasies into reality. Rock of Ages was nominated for five Tony Awards, including Best Musical. Our last day trip for May was to **Taliesin**, the 800-acre estate of Frank Lloyd Wright. Taliesin includes Wright's living quarters and personal studio where he de-signed many of his masterpieces, including Fallingwater. We ended the day with a guided tour of Pendarvis Historic Site located in Mineral Point, WI.

Tailgate Bingo – A total of 48 members enjoyed an evening of Bingo in our Maine Township park-ing lot. Members brought their own lawn chairs, refreshments and snacks. Prizes are $5.00 gift cards, as well as the chance to win one of ten $25.00 Gift Cards raffled off by the sponsors, The Danish Home and Oak Street Health.

Movie at the Pickwick – We hosted a Friday morning movie, *Downton Abbey – A New Era,* at the Pickwick Theater. A total of 84 members enjoyed *A New Era* on opening day, as a private movie showing. In *A New Era,* the Crawley family travels to the South of France. Each member received a bag of popcorn and a drink.

Outdoor Concert – Rick Lindy and the Wild Ones performed at our first summer outdoor concert. They offered high energy music and captivated our members. A total of 81 members enjoyed dancing and toe tapping to Rock 'n' Roll hits of the 50s, 60s, and 70s, as well as Surf, Rock-a-Billy and original songs.

MAINESTREAMERS 2022 STATISTICAL REPORT - MAY 2022

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo *(Monthly)*	94	332	$827.00	$615.97	$211.03
Day at the Races *(Monthly)*	22	118	$0.00	$12.99	($12.99)
Movie of the Month *(Monthly)*	33	128	$66.00	$18.26	$47.74
Twilight Dining Outing *(Alternating Months)*		112			$0.00
Book Review *(3-Times a Year)*					$0.00
Fun Fridays	9	45	$18.00	$5.00	$13.00
Craft Class					$0.00
HEALTH/INFORMATIVE					
		188			$0.00
ZOOM INFORMATIVES					
When Women Invented Television	16	50	$0.00	$0.00	$0.00
FITNESS CLASSES					
Senior Aerobics *(8 week sessions)*		35			$0.00
Yoga *(8 Week Sessions)*		27			$0.00
Matter of Balance Exercise Class					$0.00
CLASSES/PROGRAMS					
Computer Class *(Alternating Months)*	6	31	$60.00	$150.00	($90.00)
Matter of Balance *(8 Week Class- Bi- Yearly)*					$0.00
Rules of the Road *(3- Times a Year)*		7			$0.00
Defensive Driving Course *(Held Quarterly)*	40	40	$0.00	$0.00	$0.00
LUNCHEONS		197			$0.00
ANNUAL SPECIAL EVENTS					
MISCELLANEOUS EVENTS					
Pickwick: Downtown Abbey	84	350	$892.00	$880.00	$12.00
Outdoor Concert: Rick Lindy	81		$2,340.00	$2,001.82	$338.18
DAY TRIPS	190	623	$19,096.00	$19,311.29	($215.29)
LONG DISTANCE TRIPS	2	2	$331.84	$110.00	$221.84
SENIOR MAILING *(Bi-Monthly)*		36			$0.00
NEWCOMERS PRESENTATION *(Alternating months)*	12	52	$0.00	$20.43	($20.43)
ADVISORY COUNCIL MEETING *(Held Quarterly)*	16	28	$0.00	$0.00	$0.00
TOTAL	605	2401	$23,630.84	$23,125.76	$505.08
Misc. Expenditures				$201.11	($201.11)
					$0.00
NEW MEMBERS	23	81	Average Age	76 y/o	$303.97

MAINESTREAMER PHOTOS FROM MAY 2022 PROGRAMS AND EVENTS

Maine Township
MaineStreamers Account Income/Expenses
May 2022

Beginning Balance 5/1/2022	**$161,342.11**

Income
Total amount of checks deposited (e.g., member event fees, vendor refunds)	$27,782.84

Expenses
Total Subtractions (e.g., venues, bus transportation	$13,128.15

Ending Balance 5/31/2022	**$175,996.80**

Ending Bank Balance	**$175,996.80**

* Please Note
This is an account separate from the General Town Fund

July 2022 MaineStreamer's Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	**2**
3	**4** Happy 4th of July	**5**	**6** 1:00-2:00 Senior Aerobics Day Trip: Route 66 7:30-7:30	**7** 12:30-2:30 Bingo 6:00 Maine Township Cook County Cyber Crimes & Cyber Prevention	**8** 10:30-11:30 Informative Time Machine 2022 Presenter: William Pack Town Hall	**9**
10 6:00-7:30 Yoga	**11** 10:30-11:30 Senior Aerobics	**12**	**13** 1:00-2:00 Senior Aerobics	**14** 1:00-2:00 Senior Aerobics	**15** 1:00-2:00 Senior Bingo Hodges Park	**16**
17 6:00-7:30 Yoga	**18** 10:30-11:30 Senior Aerobics	**19** 12:30-2:30 Movie – "Judy"	**20** 1:00-2:00 Senior Aerobics Tailgate Bingo 6:00-7:30	**21** Day Trip: What Happens In Vegas 8:30-6:30	**22**	**23**
24 6:00-7:30 Yoga	**25** 10:30-11:30 Newcomers 10:30-11:30 Senior Aerobics 2:00-3:30 Computer Workshop	**26** Day Trip: Greendale Historic & Folk Art Chimney Tour with Taste of Home Test Kitchen 8:15-4:30	**27** 1:00-2:00 Senior Aerobics 6:00-7:30 (Tailgate Bingo Rain Date)	**28** 12:30-2:30 Day at the Races	**29** Fun Day Friday 10:00-11:00 "Card Shark"	**30**

Banner across mid-month: *Enjoying the Shores of Michigan – 3-Day Trip*

TAILGATE BINGO

August 2022 MaineStreamer's Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 10:30-11:30 Senior Aerobics; 6:00-7:30 Yoga	**2** 6:30 National Night Out, Dee Park	**3** Day Trip: Chicago White Sox vs. Kansas City Royals 10:30-6:30	**4** 12:30-2:30 Bingo	**5** 10:30-12:00 Informative Town Hall, Presenter: Jim Gibbons "The Life of Betty White"	**6**
7	**8** 9:00-1:00 AARP Defensive Driving	**9** Maine Township Cook County Self-Defense Class 6:00-7:00	**10** 9:00-1:00 AARP Defensive Driving; 1:00-2:00 Senior Aerobics	**11** Newsletter Mailing 8:30-11:00; Day Trip: Devil Wears Prada 10:45-5:45; Hawaiian Luau 5:15-8:15	**12**	**13**
14	**15** 10:30-11:30 Senior Aerobics; 6:00-7:30 Yoga	**16**	**17** 1:00-2:00 Senior Aerobics; Tailgate Bingo 6:00-7:30	**18** Rules of the Road 1:00-3:00; (Tailgate Bingo Rain Date) 6:00-7:30	**19** Day Trip: Odyssey Glass River Cruise 9:00-4:30	**20**
21	**22** 10:30-11:30 Senior Aerobics; 6:00-7:30 Yoga	**23** 12:30-3:10 Movie – "West Side Story"	**24** 1:00-2:00 Senior Aerobics (Make-Up Date if Needed)	**25**	**26**	**27**
28 6:00-7:30 Yoga (Make-Up Date If Needed)	**29** 10:30-11:30 Senior Aerobics (Make-Up Date If Needed)	**30** 10:00 Advisory Council; 5:00-7:30 Twilight Dining: Emmett's	**31** 12:30-2:30 Day at the Races; 1:00-2:00 Senior Aerobics (Make-Up Date If Needed)			

Mississippi River Summer Adventure

September 2022 MaineStreamer's Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 12:30-2:30 Bingo	**2**	**3**
4	**5** Township Closed 	**6**	**7** Summer Concert Dancing Queen 5:30-7:30 	**8** Day Trip: Lake Geneva Mailboat & Black Point Mansion 7:45-6:45 	**9**	**10**
11 6:00-7:30 Yoga	**12** 10:30-11:30 Senior Aerobics	**13** 12:30-2:30 Day at the Races 	**14** 1:00-2:00 Senior Aerobics Informative Program City of Roses: The Des Plaines Greenhouse Industry 12:30-2:30 *(Summer Concert Rain Date)* *Dancing Queen 5:30-7:30*	**15** Day Trip: Murder on the Orient Express 10:30-5:15 	**16** Informative Lunch/Club Casa *Presenter: Leslie Goddard* "Lost Chicago Department Stores"	**17**
18 6:00-7:30 Yoga	**19** 10:30-11:30 Senior Aerobics 10:30-11:30 Power of Attorney Seminar	**20** 12:30-3:10 Movie – "King Richard" Tailgate Bingo 5:30-7:00 	**21** 1:00-2:00 Senior Aerobics Day Trip: Dream Girls 10:30-5:30 	**22** *(Tailgate Bingo Rain Date)* *6:00-7:30*	**23**	**24**
25 Computer Workshop 2:00-3:30 6:00-7:30 Yoga 	**26** 10:30-11:30 Senior Aerobics Board Meeting	**27** Newcomers Presentation 10:30-11:30	**28** Day Trip: Fiddler on the Roof 10:45-6:30 1:00-2:00 Senior Aerobics 	**29**	**30** *Fun Day Friday* 10:00-11:00 "Concentration" 	

October 2022 MaineStreamer's Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 6:00-7:30 Yoga	**3** 10:30-11:30 Senior Aerobics	**4**	**5** 1:00-2:00 Senior Aerobics	**6** Day Trip: Grease 8:30-6:30; 12:30-2:30 Bingo	**7**	**8**
9 COLUMBUS DAY	**10** 5:30-7:30 Twilight Dining	**11**	**12** Day Trip: Opera In Focus 12:45-6:15; 1:00-2:00 Senior Aerobics	**13** 8:30-11:00 Newsletter Mailing	**14**	**15**
16 6:00-7:30 Yoga	**17** 10:30-11:30 Senior Aerobics	**18** 12:30-3:10 Movie – "Father Stu"	**19** 12:30-2:30 Day at the Races; 1:00-2:00 Senior Aerobics	**20** Day Trip: The Little Traveler 10:00-4:30	**21** Informative - Town Hall 10:00-11:00 Presenter: Martina Mathisen "Chicago: True Stories of the 1920's"	**22**
23 6:00-7:30 Yoga	**24** 10:30-11:30 Senior Aerobics 9:30-4:30; Board Meeting	**25** Day Trip: Fall Foliage Train Ride - Lunch 9:30-4:30	**26** 1:00-2:00 Senior Aerobics (Make Up)	**27** (Tentative) North Suburban Legal Aid Clinic	**28** Fun Day Friday 10:00-11:00 "Price is Right"	**29**
30 Senior Aerobics Yoga (Make Up if Needed)						

Board Report for May /June 2022

Marty Cook

Friday Night Recovery Meetings at Maine Township Attendance:

• We continue to see strong support for our meeting via community based treatment referrals

May 20, 2022	48 Participants
May 27, 2022	51 Participants
June 3, 2022	34 Participants
June 10, 2022	52 Participants

Events:

- Our Sober Golf program began Thursday, June 10th, in partnership with Maryville Academy and PGA golf pro Juan Espejo who teaches golf and life lessons to our group is now into its 4th year.

- Six of our members have joined a sober softball league that plays games on Saturday mornings in Chicago.

- Local Treatment Center Keys to Recovery at Holy Family Hospital has once again reached out to Recovery Connection to organize participants come into the hospital once a week to share their recovery stories and hope with current patients and offer help when they get out of treatment. This is a small way that our participants give back to the Maine Township Community

- Our award-winning sober smoking group, in partnership with the American Respiratory Health Association, has started. After 7 weeks of classes the group joins our preexisting Tuesday night peer led support groups that are made up of past classes, of successful people who are free of drugs, alcohol… and now nicotine.

Community Outreach:

Addiction is not a 9 to 5 job and does not take holidays. Recovery Connection staff makes itself available 24 hours a day 7 days a week via a township issued cellphone to talk with families and individuals looking for help.

- Recovery Connection was very happy to write 2 letters of support for participants who have completed legally mandated recovery programs.
- Staff helped 3 people find treatment. This is often time consuming as staff calls treatment centers to assist people in crisis to find treatment this includes find available beds, scholarships and matches for their insurance.
- We offered references to 4 members who were looking for employment in the recovery arena.

JOIN MAINE TOWNSHIP
RECOVERY CONNECTION FOR
SOBER FELLOWSHIP ON THE
LINKS

GET GOLF READY

Join PGA Pro Juan Espejo, have fun,
learn and improve your game while
playing 9.

GET GOLF READY IS DESIGNED TO
TEACH EVERYTHING YOU'LL NEED
TO PLAY GOLF IN JUST A FEW
LESSONS.

STARTING JUNE 10TH AT 4:00PM

LESSONS AT
WOODLAND DRIVING RANGE
1500 E EUCLID AVE
MT. PROSPECT, 60056

THEN TO
ROB ROY GOLF COURSE
505 E CAMP MCDONALD RD
PROSPECT HEIGHTS, 60070

MAINE
TOWNSHIP

FOR MORE INFORMATION CALL MARTY AT
MAINE TOWNSHIP 224-257-4871

WHAT'S YOUR REASON TO
QUIT SMOKING?

Do you want to

Save money?

Breathe easier?

Be a healthy role model?

YOU DON'T HAVE TO DO IT ALONE!

Courage to Quit® gives you support to help you reach your smoke-free goals.

Wednesdays starting June 15th, 2022

1 Class/Week

6:00 PM CT

Zoom

REGISTER Here NOW!

312.628.0227

skanku@resphealth.org

COURAGE TO QUIT®

RESPIRATORY HEALTH ASSOCIATION®

To: Elected Officials

From: Nader Ghazaleh, Code Enforcement Officer

CC: Dayna Berman, Administrator

Date: 6/17/2022

Re: Monthly Report

With the spring/summer weather upon us, that means a lot of overgrown lawns and residents who have not begun to mow them. The majority of my warnings this month have been for overrun and wild vegetation. Residents are given five days to comply or citations will be issued. This past month has also seen a rise in commercial vehicles parking on township streets. After twenty four hours of non-compliance, tickets are issued and the vehicles are towed. One ticket did have to be issued for non-compliance. Awhile patrolling I continue to run into the common garbage problems such as television's being left on the township right-of-way as well as furniture and mattresses.

With the nicer weather lately, several outdoor projects have begun. Many of these projects have started without permits and warnings were issued to residents. One particular problem that came up this month with the good amount of rain we received, has been standing water in resident's backyards. I have worked closely with Cook County Building and Zoning and they go out to ensure that resident's did not regrade their land that would direct the water into their neighbor's yards. One other area that I have worked closely with Cook County has had to do with fencing. Many residents have called in to complain about fences either being down or broken. Working with Cook County helps to make sure that residents maintain their privacy as well as keeping Maine Township looking good.

June Deficiency's issued: 29

June tickets issued: 20
9 No parking tow zone
1 Commercial vehicle parking
1 Garbage on right of way
8 No parking street cleaning
1 Expired state plate

General Assistance Monthly Report

May 2022

Austin Kelso

General Assistance:

In the month of May, we approved 1 new GA case and closed 2. We have 31 current enrolled clients as of the end of the month.

Advocacy/QMB, Snap, and Medicaid:

In May, we helped residents with the various forms of Public Aid (Food Stamps, Medicaid, and Cash Assistance) 26 times. We have been receiving a lot of phone calls from residents seeking any help they can get and have referred them to community resources on 56 occasions during the month.

Benefit Access:

The Secretary of State has ended their extension on License Plate stickers effective April 1st. This is a program which grants a reduced rate on license plate stickers and a free or reduced transit card to qualifying residents. We helped 43 individuals get approved in the month of May.

CEDA/LIHEAP:

Our LIHEAP season began September 7th. Just as last year, it has been as busy as ever. Since CEDA granted people the ability to apply for this program remotely, we have been able to serve more people in need. We helped 97 individual households apply for this program in the month of May. This is our Energy Assistance program that awards eligible applicants a one-time grant on their electric and gas bills. We also assist with PIPP which is a payment plan to help ensure residents can pay their utility bills every month. Over the course of the season, we have completed over 1400 applications not including PIPP, Weatherization, or the Furnace program. Last season we broke our record for the most LIHEAP applications processed, which was well over 1,400. We are waiting to receive our final number for this season as it has just ended May 31st. We are anticipating the start of the new season to be sometime in September of this year.

Senior Information and Assistance:

Our Senior and Disability Advocates have been doing a great job keeping up with all updates for senior programs during these uncertain times. Our advocates helped 1 resident in answering Medicare and Medicare Part D questions.

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
May 2022

I. **GENERAL ASSISTANCE CASES**
1. CASES OPENED — 1
2. CASES ONGOING — 32
3. CASES PENDING — 0
4. CASES CLOSED — 2
5. TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE — 31

II. **ADVOCACY:**
1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM — 0
2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE — 26
   SNAP, CASH ASSISTANCE AND MEDICAID)
3. COMMUNITY RESOURCE ADVOCACY REFERRALS — 56

III. **SUBURBAN PRIMARY ACCESS TO CARE INTAKE:**
1. MONTHLY INTERVIEWS/APPLICATIONS FILED — 4

IV. **SENIOR INFORMATION AND ASSISTANCE:**
1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS — 1
2. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS — 43
3. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS — 0
4. VETERANS ADMIN. ASSIST REFERRAL — 0
5. SECTION 8 HOUSING — 0

V. **CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE** — 97
APPLICATION INTERVIEWS (which includes Hardship,
Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace,
and Weatherization).

VI. **MAINELINES (MAINE TOWNSHIP TAXI CAB VOUCHER PROGRAM)**
1. NEW APPLICATIONS ACCEPTED — 0
2. MONTHLY INTERVIEWS — 1
3. MAINELINES TICKETS SOLD THIS MONTH — 14
4. TOTAL MONEY COLLECTED FOR TICKETS SOLD
   (YEAR TO DATE) (MARCH 1ST-FEBRUARY 28TH) — $49

MAINE TOWNSHIP EMERGENCY FOOD PANTRY
MONTHLY STATISTICAL REPORT

To: **Karen Dimond**
             Maine Township Supervisor

From: **Nick Kanehl**
             Director – Food Pantry

Re: **Report of Services Rendered during the month of June 2022**

    I.   **Maine Township Emergency Food Pantry Distribution**
        a. **Patrons of Food Distribution**

—

		TOTAL 158 Clients

    II.   **Cash Donations and Amounts Received**

Resident Donations	**$3,200.00**
Business Donations	
Total	$ 3,200.00

MAINESTAY YOUTH & FAMILY SERVICES
JUNE 2022 BOARD REPORT
RICHARD LYON, DIRECTOR

NEW YOGA PROGRAM

Our Mindfulness Matters Yoga program, coordinated by Emily Toomey, concluded on June 14. We plan on offering the program again in the fall and gearing it towards a younger age group, where there was the most interest this time.

SUMMER CAMP

The first session of our Adventure Maine Township Summer Camp program began on June 21. On the first day of camp, we received two unsolicited pieces of feedback from strangers on how well-behaved our camp kids were and how much someone else liked our t-shirts—a good start for sure! The second session will run from July 18-28. This camp is open to children ages 8-13, who qualify based on family income, and provides a supportive and structured environment where children can improve their social skills while being exposed to new activities they may not otherwise be able to experience. This summer we are attending a Chicago Sky WNBA game, swimming at Atcher Island Waterpark, canoeing and geocaching at Lincoln Marsh, and much more.

GARAGE SALE – SAVE THE DATE

The 16th annual Maine Township Garage Sale fundraiser will be held on Saturday, September 17 from 9 am – 3 pm. This popular township event provides a valuable service to the community and raises money to support MaineStay's summer camp program. Our planning committee has met once already and we are currently in the process of soliciting sponsorships and donations for this event.

MAINESTAY EMPLOYEE UPDATES

Congratulations to Arielle Kalvelage for being promoted to the position of Assistant Director in May. Summer Zumbrock transitioned from part-time to full-time employment as a Family Therapist in May, and Jazmin Arana will transition from part-time to full-time employment as a Family Therapist in July. I am grateful to have these employees as part of the MaineStay team and look forward to seeing the good work they will continue to do for our residents in need.

FEATURED STORY OF THE MONTH

One of our clients has been working on weight loss and employment-related concerns in therapy. The client recently reported achieving their final goal weight of 179 pounds, having lost 179 pounds from their original weight of 358 pounds. Client was extremely proud of their accomplishment and the long-term, consistent effort and behavior changes it took to get there. During the same session, the client also reported being promoted to a managerial position at work, which had also been a long-term goal.

MENTORING

Our Big Brothers Big Sisters mentoring program went on an enriching field trip recently to iFLY in Rosemont for indoor skydiving! This STEM field trip got the group excited about math and physics through not only flying indoors, but also through a hands-on lab activity and experiment beforehand. The Bigs and Littles had so much fun together going on their first field trip since 2019! More exciting activities are planned for this summer including a trip to Six Flags Great America.

COUNSELING SERVICES

MaineStay continues to offer clients the option to be seen in the office or via telehealth (video or phone) for counseling services. We had 9 new counseling intakes completed during May. We currently have a waiting list of 13 clients. We had 91 ongoing cases and now have a total of 100 cases in our affordable, strength-based counseling program. MaineStay is honored to assist our residents of all ages who are struggling with mental health concerns.

PSYCHIATRIC SERVICES

MaineStay, in partnership with Josselyn, continues to provide psychiatric services to our residents. We are currently working with a total of 54 psychiatric clients. This partnership allows clients receiving counseling services at MaineStay to receive psychiatric services from Josselyn via telehealth without also needing to be seen for counseling there, as many prefer receiving counseling closer to home.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community in a cost-effective manner, we have sent out a periodic email newsletter for the past 13 years. We now have over 5,000 subscribers. This service is also being used to send out a monthly general township e-newsletter.

MaineStay FY 2022-2023 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
CONTACT HOURS													
Therapy	178	165	195										538
Psychiatric Services	22	26	14										61
Youth/Community Programs	246	552	843										1641
Grand Total	457	791	1082										2331
THERAPY													
New Cases	6	12	9										27
Ongoing Cases	87	84	91										
Total Cases	93	96	100										
PSYCHIATRIC SERVICES													
New Clients	5	4	1										10
Ongoing Clients	49	49	53										
Total Clients	54	53	54										
COMMUNITY EDUCATION													
Professional Workshops		1	1										2
General Seminars													
Attendees		170	330										500
MENTORING													
Youth Participants	9	9	9										
Adult Mentors	9	9	9										
ART IN THE TOWN													
Youth Participants	25	25											
WORKSHOP IMPROV THEATRE													
Youth Participants	11	13	12										
FISH													
Total Contacts	93	123	98										314
Riders Served	14	13	13										
Rides (round trip)	16	17	28										61
Volunteer Drivers	9	10	10										

From:	Georgina George <Georgina.George@coforge.com>
Sent:	Wednesday, June 22, 2022 5:14 PM
To:	Eva Magnowski
Cc:	BPS Documents
Subject:	Request - 1921 RANCHO LN

Received on
6-23-22
Respond by
7-01-22

Hi,

May I please have copies of the following items (if they exist):?

1. Open code violations

2. Any open or Expired permits. Permits that needs to be closed out;

3. Unpaid fines, Charges or Special Assessments that do not appear on the Tax bill such as weed liens, Tall grass, Mowing etc

4. Water, Sewer and Trash balance, Copy of bill with good through until 07/15/2022

File No: 1001411
Address: 1921 RANCHO LN DES PLAINES IL 60016
Parcel: 09-15-307-022-0000

*Non- Commercial Request

Our office is performing a municipal search for the upcoming closing for the property above. Please provide information along with documentation for any open code compliance case, any open or expired permits that require action, as well as any special assessments (i.e. unsafe building, demo work), including but not limited to any other unrecorded municipal liens or violations.
If you have any Questions, please feel free to call me at 806-503-3709 or email me at:
georgina.george@coforge.com

Thanks and Regards,
Georgina George
Tax and Lien Search Analyst
COFORGE

Eva Magnowski

From:	Betsy Hosko <betsy.hosko@ghd.com>
Sent:	Wednesday, June 1, 2022 3:03 PM
To:	Eva Magnowski
Subject:	Open Records Request - 8901 W Golf Rd, Des Plaines, IL

Received
06/01/2022

Respond
06/08/2022

I am requesting any information concerning the following location:

Des Plaines Surgical Center
8901 West Golf Road
Des Planes, IL 60016

This request is not for commercial purposes.

In particular, I am seeking information about or relating to any underground storage tanks (USTs), aboveground storage tanks (ASTs), septic systems, water supply wells, spills/releases of hazardous materials, asbestos-containing materials, lead-based paint, on-Site waste disposal, polychlorinated biphenyls (PCBs), ionizing radiation/radon surveys, emergency response actions related to environmental issues, release notifications, notices of violations, enforcement actions, citations, permits, inspection records, or any other reports associated with the above property.

Please contact Betsy Hosko at (269) 685-2728 or betsy.hosko@ghd.com to coordinate delivery of this information. **Also, if any fees or disbursement costs are expected with this request please contact me with an estimate before processing.**

Betsy Hosko
Environmental Scientist - Project Coordinator

GHD
Proudly employee owned | ghd.com
200 Allegan Street Suite 300 Plainwell MI 49080 USA
D 269 685 2728 M 734 552 4221 E betsy.hosko@ghd.com

➔ **The Power of Commitment**
Connect

Please consider the environment before printing this email

1

Eva Magnowski

From:	Gerardo Mendez <GMendez@iiiffc.org>
Sent:	Wednesday, June 1, 2022 4:10 PM
To:	Eva Magnowski
Subject:	FOIA request for records- Project #1: 2022 Paving Program

Received
06/01/2022

Respond
06/08/2022

To Whom it May Concern:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et. Seq.), the Indiana, Illinois, Iowa Foundation for Fair Contracting (III FFC) respectfully requests the following information regarding Project #1: 2022 Paving Program:

1.   Please provide copies of the bid tabulation.

As a not-for-profit organization serving the public interest, we respectfully request the waiver of any fees for copying the requested records. If there are any fees, please bill our office and provide us with your public agency's statutory compliant schedule of allowed fees. Once received, we will remit payment for the requested material. Please send the requested documents via email to gmendez@iiiffc.org. If any portion of this request is denied, please cite the specific exemption(s) that allows the denial. If the public agency has an appeal procedure, please provide the name, title and address of the person to whom the appeal should be sent. We appreciate your handling this request as soon as possible and we look forward to hearing from you within the limits allotted by the law. This information is not for use for commercial or solicitation purposes.

Thank you,

Gerardo Mendez
Construction Analyst
Indiana, Illinois, and Iowa Foundation
for Fair Contracting
6170 Joliet Road, Suite 200
Countryside, IL 60525
Phone : 815-529-0250
Email: gmendez@iiiffc.org

Eva Magnowski

From:	Gerardo Mendez <GMendez@iiiffc.org>
Sent:	Wednesday, June 1, 2022 4:10 PM
To:	Eva Magnowski
Subject:	FOIA request for records- Project #3: Linnea Lane Drainage Improvements

Received
06/01/2022

Respond
06/08/2022

To Whom it May Concern:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et. Seq.), the Indiana, Illinois, Iowa Foundation for Fair Contracting (III FFC) respectfully requests the following information regarding Project #3: Linnea Lane Drainage Improvements

1.   Please provide copies of the bid tabulation.

As a not-for-profit organization serving the public interest, we respectfully request the waiver of any fees for copying the requested records. If there are any fees, please bill our office and provide us with your public agency's statutory compliant schedule of allowed fees. Once received, we will remit payment for the requested material. Please send the requested documents via email to gmendez@iiiffc.org. If any portion of this request is denied, please cite the specific exemption(s) that allows the denial. If the public agency has an appeal procedure, please provide the name, title and address of the person to whom the appeal should be sent. We appreciate your handling this request as soon as possible and we look forward to hearing from you within the limits allotted by the law. This information is not for use for commercial or solicitation purposes.

Thank you,

Gerardo Mendez
Construction Analyst
Indiana, Illinois, and Iowa Foundation
for Fair Contracting
6170 Joliet Road, Suite 200
Countryside, IL 60525
Phone : 815-529-0250
Email: gmendez@iiiffc.org

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

tel. 224 204 4646

FROM:
Name: _JANINA Zelek_

Address: _1710 Dempster_
unit D
City/State/Zip: _Park Ridge_
_Il 60068_

Phone Number: _____
Email Address:

TO:
Freedom of Information Officer
Eva Magnowski
emagnowski@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222

Today's Date: _6/16/2022_

DESCRIPTION OF REQUESTED RECORD(S): (Describe in detail, using reverse side if necessary, or attach separate sheet).

My Property ID # 09-15-403-090-1008
I need information WHO is Assignee of my Condo (Trust Deed) and from what Date;

Janina Zelek

Please indicate if you wish to inspect the records or wish a copy of them:
_____ Inspection   _____ Copy

Charges: First 50 pages at no charge, then $.15 per page (per side) for
             letter or legal size document
             Oversized documents: actual cost
             Color copies: actual cost

Commercial purpose?   Yes_____   No __✓__

For Office Use Only

Date Received_____

Date Response Due_____

Received By_____

Notations_____