

Bid Notice
City of Honey Grove Website
Maintenance

The City of Honey Grove, Texas is soliciting proposals for City Website Maintenance.

Required documentation will be provided to the interested parties without charge. Contact City Secretary Jaci Garner by phone at 903-378-3033 to request the required information package or you can visit www.cityofhoneygrove.org under the bid notice tab, to find the scope of work.

Proposals must be received on or before 2:00 p.m. on Wednesday September 4, 2019. The mailing address to submit the proposals is: City of Honey Grove, City Website Maintenance Bid, 633 N. 6th Street, Honey Grove, Texas 75446. All hand delivered bids must be sealed with "City Website Maintenance Bid" indicated on the envelope. The governing body will open and consider the bids at the Regular Meeting of the Honey Grove City Council, held at Honey Grove City Hall on Monday September 9, 2019 at 6:00 p.m.

The City of Honey Grove reserves the right to reject any or all proposals. The City of Honey Grove is an Equal Opportunity Employer.

CONTRACTOR AGREEMENT

City of Honey Grove, Texas

City of Honey Grove Website Maintenance

This agreement made this _____ day of _____, 2019, by and between _____ hereinafter called the Contractor, and the City of Honey Grove, hereinafter called the Owner.

_____ agrees to contract Website Maintenance for the City of Honey Grove beginning October 1, 2019. The agreement follows in Exhibit "A".

CONTRACT PAYMENT

The City of Honey Grove shall pay the Contractor for work performed under the Contract the sum of _____, payable the second Tuesday of each month.

CONTRACT TERMS

The Contractor or the City of Honey Grove has the right to renegotiate the terms of this contract and the City will require sealed bids prior to approval by the Honey Grove City Council prior to the renewal. Sixty-day written notice will be given to notify of intent to renegotiate. The Contract will begin on October 1, 2019 through September 30, 2021.

Both the Contractor and the City of Honey Grove have the right to terminate this contract after thirty days written notice.

Contractor

Mayor Claude Caffee

ATTEST:

City Secretary Jaci Garner

City of Honey Grove Website Maintenance

Scope of Work

NOTE: City of Honey Grove has a webmaster that monitors the website and provides changes and updates to the site. This bid will be for the maintenance only.

1. Maintenance of recurring needs and minor changing needs:
 - (A). Posting news, press releases, current events, scheduled events, public notices, Council Agenda's, Ordinances, Calendar updates, etc.
 - (B). Simple maintenance and/or addition of graphics provided by client to an existing web page.
 - (C). Simple navigational changes
 - (D). Working with the webmaster to perform simple page design changes, such as site facelifts and makeovers
 - (E). Addition of new pages as links from an existing page and not as links that will change the navigation of the web site. The new addition of new pages shall follow the current web site theme.
 - (F). Responsible for taking and updating pictures of Employees and Businesses and uploading into website.
 - (G). Responsible for taking and updating pictures of Community Events and uploading into website.
 - (H). Responsible for keeping the homepage fresh for return customers

Other Responsibilities

1. "Maintenance" is defined as maintaining the web site, keeping data current.
2. City Council Agenda's and other City related business that is required to be placed on the website and includes a time frame, must be posted as requested by the City Mayor or City Secretary within instructed time frame.
3. Minor updates are to be completed within 3 working days from receipt of request.
4. Updates will be provided electronically (by email) as much as possible and will be submitted in text format (pdf, word, excel and some may be submitted as jpg). Updates may be sent by mail, which will require retyping data or the scanning of photos.

EXHIBIT "A"