CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Through: Cindy Russell

Date: July 9th, 2013

Subject: Ratify Website Maintenance Agreement

REQUEST:
City Council authorization is requested to ratify the service agreement with AD2, Inc. for the Website Maintenance Agreement.

BACKGROUND:
AD2 is currently providing maintenance to the City's website. This includes uploading the following files as provided by the City of Gautier:

Video, Monthly Council Meeting Videos, PDF files of meeting agendas, notice of bids, page updates. Change of copy/photos on existing pages to include revised contract information, notice, etc. Addition of pages as needed for new departments. Updating of links to additional sites and documents/video, etc. Posts of addition of press releases, notices of road construction, water outages or notice to boil, etc. Monthly back ups of site files.

The above listed maintenance is $250.00 per month not to exceed 4 hours per month.

RECOMMENDATION:
The Council may:
(1) Ratify the Contract
(2) Direct the City Manager to negotiate terms and conditions, and or
(3) Terminate the Contract

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ATTACHMENT(S):
Yes

Marketing • PR • Advertising

Website Maintenance Agreement
City of Gautier

#29-192-1010

October 29, 2010

Mollie Hillburn Mollie@Ad2inc.net Fx: 228-522-1800
Kim Ritter Kim@Ad2inc.net Fx: 985-778-0163

Ad2, Inc. will provide maintenance of the site hosted at www.gautier-ms.gov to include uploading the following files as provided by the city of Gautier:

Video:
Monthly Council Meeting Videos,

PDF files of:
Meeting Agendas
Notices of Bids

Page Update
Change of copy /photos on existing pages to include revised contact information, notices, etc
Addition of pages as needed for new departments

Links
Updating of links to additional sites and documents/video, etc.

Posts
Addition of press releases
Notices of road construction
Water outages or notice to boil, etc.
Monthly back ups of site files.

The monthly cost for the above listed maintenance is $250/month, not to exceed 4 hours per month.

Please indicate your approval below and fax to 228-522-1800.
Approved as is Oct 29, 2010 Approved with changes as indicated Cindy Steen

The costs and schedule presented is based on current information. It does not represent a firm or locked bid. Additional hours would be billed at the agency's cost. Programming, additional plug ins or software upgrades are not included in this agreement. Estimates for any additional costs would be provided for client approval. Change orders must be received and approved before any changes to the current site can be accepted. Terms are net 20. If other terms are required, please contact your representative and make the appropriate changes as finance charges of 1.5% will be applied to any/all past due balances. I authorize the assessment of late charges on any past due amounts and agree to pay any collection expenses incurred by Ad2, Inc. on our account (which includes but is not limited to collections, legal fees, etc.).

Recognized by the Ms. Dept. of Economic Development
as a Woman Owned Business