

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell
From: Cindy Russell, City Clerk
Date: August 13, 2013
Subject: Website Contract

REQUEST:

City Council authorization is requested for the City of Gautier to enter into a contract with Dancel Multimedia to provide website services for the City of Gautier to start immediately.

BACKGROUND:

Dancel Multimedia will be providing monthly website hosting to the City which includes 2 (two) hours for changes/modifications per month to website. Also it includes 1 (one) hour of Project Coordination per month.

RECOMMENDATION:

Based on the attached information, City staff recommends that City Council authorize entering into a contract with Dancel Multimedia for the website monthly hosting for the City of Gautier.

ATTACHMENTS:

Dancel Multimedia Website Contract



Website Contract

The DANCEL Group
 10265 Rodriguez St.
 D'Iberville, MS 39540
 (228) 396-1205

DATE: AUGUST 12, 2013

TO The City of Gautier
 Attn: Cindy Russell, via email
 3330 U.S. Highway 90
 Gautier, MS 39533

| JOB | PAYMENT TERMS | |
|---|---------------|--|
| Website Contract | Net 30 | |
| Website Assessment Re-Construction Option I | | Rate |
| Website Assessment Re-construction includes: <ul style="list-style-type: none"> Transfer website, upload, change links and strip all information. We are not sure we will be able to get all the historical information regarding the water payments. And, we will advise as soon as we are aware of such. We will postpone billing of this until December 2013 but will transfer the site with signed contract | | \$950.00 (postpone billing until December 2013) |
| Website Monthly Hosting | | Rate |
| Monthly website rate includes: <ul style="list-style-type: none"> Hosting Website Includes 2 (two) hours for changes/modification per month to website.* Includes one hour of Project Coordination per month.* Above hours do not include the initial modifications of Water Payment Page and Agenda Page on website. <p>Major modifications (will price as needed)</p> <p>* Additional hours for changed/modifications and Project Coordination would need to obtain separate purchase order for first.</p> | | \$250.00 per month |
| Virus Protection for Website | | \$300 per year (postpone billing until December 2013) |

Cutoff date, per month for changes/revisions is the 3rd Wednesday of every month. Changes/Revisions are made by the 1st of the next month. Any changes received after the 3rd Wednesday of the month will be incorporated in the next month's changes/revisions.

If we are waiting on information, after requested in writing for more than 30 days and upgrades have been made to program, we charge an additional fee of \$150 per hour.

Any Service outside the scope of the project will be billed accordingly.

Monthly rate is for a signed three year contract, which will automatically renew with up to 15% increase after this contract expires.

By signing this document, Customer accepts the rates and agrees to pay the total amount of the invoice that will be created from this contract. Any invoice not paid in full within 10 days the website will be taken down until payment is received in full and interest will accrue at maximum amount allowed by law. A credit card will be placed on file and billed for any invoices not paid within 90 days. If the DANCEL Group or the Customer is required to take legal action to enforce this Agreement, then the prevailing party will be entitled to recover all reasonable costs incurred in taking legal action, including but not limited to reasonable attorney's fees and costs. Any legal claim filed by either party must be filed in Harrison County, MS.

Signature Of Approval _____

Date _____