

Request for Proposals

Website Redesign and Maintenance

for Town of Johnson

townofjohnson.com

The Town of Johnson requests proposals from qualified website developers and designers to redesign our Town website and provide maintenance services for the Town of Johnson. The current website uses a WordPress framework, although not necessary, similar functionality is desired for staff use when making changes to the website.

Contractors submitting a proposal will be expected to be able to:

- Redesign our current website while maintaining functionality of the current website.
- Work with the Selectboard, Town Clerk, Town Administrator and office staff to develop the needs for the redesign and to implement those needs.
- Create pages and organization for all Town committees, boards, public services, and their associated documents and information.
- Organize all attachments on the current website and provide systems to add new attachments.
- Provide a training manual for essential functions such as adding minutes, agendas, and uploading of Town documents.
- Work with our current web designer to create a copy of the existing website to be stored if needed.
- Provide an annual contract for maintenance to include: All licenses and fees associated with operating the website, all routine maintenance, service calls, and training of Town employees.
- Maintain General Liability Insurance, and sign the Town of Johnson's Non-Employee Work Agreement

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this contract and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references or examples of similar work.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, Thomas Galinat, at tojadministrator@townofjohnson.com or 802-635-2611

Completed proposals must be received no later than September 13th, 2024 at 4pm and delivered by email or in person to:

Thomas Galinat
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked “Website Redesign Services”

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the website to become familiar with the exact nature and extent of the work proposed.