



ORDINANCE NO. 1895-18

AN ORDINANCE AUTHORIZING THE EXECUTION OF A CERTAIN
REDESIGN SERVICE AGREEMENT – Civic Plus

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be, and the same are, are hereby authorized to execute a certain Agreement with Civic Plus, in substantially the form attached hereto as Exhibit “A”, and, by this reference, made a part hereof.

The foregoing Ordinance was adopted by a roll call vote as follows:

AYES: Kaiser, Kosik, Rios, David

NAYS: 0

ABSENT AND NOT VOTING: Corrigan, Dimaggio

APPROVED: Donna Lobaito
Joseph Mancino, Mayor

ATTEST: Donna Lobaito
Donna Lobaito, Village Clerk

ADOPTED: November 24, 2018

APPROVED: November 26, 2018

CivicPlus Redesign Sales Form

Organization	Village of Hawthorn Woods	URL	http://www.vhw.org/	
Street Address	2 Lagoon Drive			
Address 2				
City	Hawthorn Woods	State	IL	Postal Code 60047
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.				
Emergency Contact & Mobile Phone	Amy Mason (815) 403-3185			
Emergency Contact & Mobile Phone	Kristin Kazenas (224) 523-1987			
Emergency Contact & Mobile Phone	Jennifer Paulus (224) 588-0816			
Billing Contact	Kristin Kazenas	E-Mail	kkazenas@vhw.org	
Phone	(847) 847-3590	Ext.	Fax	(847) 847-3591
Billing Address	2 Lagoon Drive			
Address 2				
City	Hawthorn Woods	ST	IL	Postal Code 60047
Tax ID #	36-2726116	Sales Tax Exempt #	E9995-7728-07	
Billing Terms	Net 30	Account Rep	Jenna Wolf	
Info Required on Invoice (PO or Job #)				
Billing Contact	Kristin Kazenas	Email	kkazenas@vhw.org	
Phone	(847) 847-3590	Ext.	Fax	(847) 847-3591
Project Contact	Amy Mason	Email	amason@vhw.org	
Phone	(847) 847-3533	Ext.	Fax	(847) 847-3534

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CivicPlus Redesign Project Deliverables

CivicPlus Project Development Services & Scope of Services for Website Redesign			
All Quotes are in US Dollars and Valid until 11/30/2018			
Design & Project Overview		Annual Fee	One Time Fee
<ul style="list-style-type: none"> • Design <ul style="list-style-type: none"> ○ New design for website layout and theme. ○ Content styling is updated to match theme. ○ Redesign of graphic button icons. • Project Management • Content <ul style="list-style-type: none"> ○ Migration of 250 pages of existing content ○ Spelling and broken links will be checked and updated by content team where possible. Additional report will be provided to client. ○ Content will not be rewritten, reformatted or broken up. ○ New pages will not be created. • Training <ul style="list-style-type: none"> ○ Two (2) four (4) hour blocks of virtual training for 2 people with a preset agenda that will be scheduled during the project. 		\$0	\$5,625
Project Add-Ons			
Content Optimization		Included	
Annual Increase (subject to 5% annual increase starting with next bill)		\$0	
		Total One-Time Fee	\$5,625
Total Due upon signing (depends on payment terms)			\$5,625

Controlling Documents

1. Performance under this Redesign Sales Form is subject to the terms and conditions of the Master Services Agreement ("MSA") and the original website development statement of work ("SOW") between CivicPlus and Hawthorn Woods, IL
 - a. In the event a conflict of terms exists between any of the foregoing documents, the MSA's terms shall control, followed by the terms in the original development SOW.

Billing and Payments

2. The Total Fees for Year 1 will be invoiced upon agreement signing, subject to proration for the Annual Fee which will be prorated from the date of signing to the date the original website SOW is currently invoiced.
3. Invoicing for Year 2 Annual Services begins on the date of the original website SOW was invoiced and is subject to 5% annual increase.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.



 Client

11/26/18

 Date


CivicPlus

November 28, 2018

Date

Sign and E-mail the entire contract with exhibits to:

Contracts@CivicPlus.com

We will e-mail a counter-signed copy of the contract back to you so we can begin your project.

CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:

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

Upon receipt of signed original, we will counter-sign and return the copy for your files.



Addendum to the Redesign Sales Form - Annual Support, Maintenance and Hosting Services

Annual Support, Maintenance & Hosting Service Include the Following:		
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 4-hour Response During Normal Hours Usability Improvements Integration of System Enhancements Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Routine Follow-up Check-ins CivicPlus Connection	Install Service Patches for OS System Enhancements Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware