

Bid Opportunities
Web Site Design and Maintenance Services
TOWN OF PAHRUMP, NEVADA
REQUEST FOR PROPOSAL
RFP NO. 2009-05

Multi-Year Web Site Design and Maintenance Services

Notice is hereby given the Town of Pahrump, Nye County, Nevada is accepting proposals to provide website design and maintenance services for a period of five (5) years. Scope of Work and General Provisions are available on the Town's website www.pahrumpnv.org or by calling Terry Bostwick at 775-727-5107, ext 306, or at the address noted below.

All proposals must be submitted according to the requirements noted in "General Provisions". Proposals must be sealed in an appropriate envelop and be plainly identified and marked RFP #2009-05. Proposals must be submitted before 4:00 PM, September 4, 2009, to the Town of Pahrump located at 400 N. Highway 160, Pahrump, Nevada 89060.

Action on proposals may be taken at the September 22, 2009 Town Board meeting. The Town reserves the right to reject any and all proposals.

GENERAL PROVISIONS
RFP NO. 2009-05

Multi-Year Web Site Design and Maintenance Services

The unincorporated Town of Pahrump, hereinafter the "Town", is soliciting proposals for Website design and maintenance services. The selection process for the above will be by review and evaluation of written proposals and work samples. If necessary, finalists will be interviewed and committee-evaluated. Individuals and/or firms will be notified of date, time, and location if interviews are required.

1. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to you. The Town is not bound by any oral representation, clarifications, or changes made in the written specifications by the Town's agents, unless such clarification or change is provided to you in written addendum form from the Town's Board Members.

2. PUBLIC RECORDS

The RFP document and all proposals submitted in response thereto are public records. You are cautioned not to put any material into the proposal that is proprietary in nature. All proposals submitted become the property of the Town.

3. PERFORMANCE OF WORK

The selected individual and/or firm shall perform all work as may be necessary to complete the contract in a satisfactory and acceptable manner, and unless otherwise provided, shall furnish all transportation, materials, equipment, labor and incidentals necessary to complete the work in the best possible and most expeditious manner.

4. FORM OF CONTRACT

A legal agreement will be signed by both parties incorporating all of the terms of the Request for Proposal documents and the selected individual or firm's Proposal. All contracts are subject to the review and approval by the attorney for the unincorporated Town of Pahrump.

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1. DESIGNATED CONTACT

William Kohbarger, Town Manager, will respond to questions concerning the scope of work and the selection process of this RFP. His phone number is (775) 727-5107 ext 305, and e-mail: bkohbarger@pahrumpnv.org This e-mail address is being protected from spam bots, you need JavaScript enabled to view it

2. PROPOSAL COSTS

There shall be no obligation on behalf of the Town to compensate individuals or firms for any costs of responding to this Request for Proposal.

3. METHOD OF EVALUATION AND AWARD

A selection committee consisting of Town staff will review all proposals. Interviews may be conducted with some or all bidders. Final award will be made by the Town Board.

4. SUBMITTAL REQUIREMENTS

Submit one original and six copies of the Proposal to:
Town of Pahrump
c/o Pahrump Town Manager
400 N. Highway 160
Pahrump, NV 89060

Proposals must be received at the above location prior to:
4:00 p.m. PDT
September 4, 2009

Proposals received after the deadline will be returned unopened.

All proposals must be submitted in a sealed envelope plainly marked, "RFP No. 2009-05 with the name and address of the responding firm in the upper left-hand corner. No responsibility will attach to the Town, any official or agent thereof, for the pre-opening of, post-opening, or the failure to open a proposal not properly addressed and identified.

All proposals shall be on 8-1/2" x 11" paper, with tabbed dividers labeled by section: to correspond with the format indicated below:

Section A

Experience with similar clients and projects

Section B

Staff qualifications and availability

Section C

Exceptions to Scope of Work

Section D

Your firm's understanding of our project

Section E

Samples of similar projects

Section G

Cost for services on an annual basis

5. ASSIGNMENT OF CONTRACTUAL RIGHTS

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party.

6. AGREEMENT MODIFICATIONS

Any contract resulting from this Proposal will include the following clause: "No provision will be deemed waived, amended, or modified by either party unless such waiver, amendment or modification is in writing and signed by the authorized agents of both parties.

7. CONTRACT TERM

This Agreement will be for a minimum term of five (5) years from the date of award, contingent on mutual agreement for annual renewal. This Agreement may be terminated however, by either party, with notice specified by contract.

8. INDEPENDENT CONTRACTOR

The firm selected is deemed to be an independent contractor for all purposes and no agency, either expressed or implied, exists.

9. PROFESSIONAL LIABILITY INSURANCE

Provide certificate of liability coverage consistent with industry standards.

10. AWARD OPTIONS

The Town reserves the right to award this RFP on any basis which is in its best interest.

SCOPE OF WORK

RFP No. 2009-05

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SCOPE OF WORK

1. Provide web design and maintenance services to Town web sites for a minimum period of five (5) years, including but not limited to: pahrumpnv.org & pahrumpfallfestival.com.

2.Design – The Designer shall conduct a critical review of current sites in cooperation with the Client and suggest changes, updates and improvements.

3.Graphic Creation - The Designer shall create, capture or receive from the Client all the graphic elements necessary to complete the Client's web sites.

4.Photography – The Designer shall at the Client's request capture up to 30 images in digital format for inclusion on the Client's web site to be retouched by the Designer as necessary. The Designer shall provide multiple photo albums on the websites representing area attractions and local events.

5.Forms – The Designer shall provide any administrative tools to add, edit, or remove any forms as necessary in conjunction with the websites.

6.Real Audio/Video – The Designer shall transfer Town Board and all Advisory Board digital recordings to labeled disks, provide copies to the Client and download those recordings to the pahumpnv.org website and other sites as necessary.

7.Town Documents - The Designer shall scan all Town Board and Advisory Board agendas backup materials, and minutes, resolutions and ordinances and convert each into PDF format. Each document shall be titled, cataloged and uploaded into the Client's document data base(s) so as to make them searchable by key word, title and document number.

8.Data Bases – The Designer shall provide data base(s) as necessary to the Client on a platform of the Designer's choice.

9.Browser Compatibility – The websites shall be viewable with the following systems: Windows and Macintosh platforms, versions 4X and above for Netscape, IE browsers, and current versions of AOL, MSN, and Opera browsers.

10.Maintenance – The Designer shall provide a calendar to allow staff scheduling of events for multiple Town facilities.

11.Individual Sites – Any Advisory Board desiring its own site shall receive its own site allowing for use of their own logo, template and its own individual listing. The pahumpfallfestival.com site shall be updated annually as necessary and closely monitored in anticipation of this seasonal event.

12.Maintenance – The Designer shall ensure the websites are available on line and the server is functioning. With the exception of the Client's Town Board agendas, and back up materials, which shall be uploaded no later than 48 hours before the meeting, all other documents shall be uploaded within five (5) working days of receipt by the Designer.

13.Search Engine Registration – The final product will dictate the hosting service to be utilized based on security compliance and needs of the final design. The Designer shall optimize the Client's website with appropriate titles, keywords, descriptions, and texts and thereafter submit the Client's website to each of the major search engines and directories, including but not limited to Yahoo.com. The Designer shall continually monitor Search engine positioning, and resubmit pages and keyword additions.

14.Training – The Designer shall provide group training onsite during a one month period from the date of completion of any updates or improvements and thereafter e-mail, telephone and onsite assistance to the owner's representatives regarding management and operation of the Client's website as necessary.