

**RESOLUTION NO. 66-2023**  
Introduced by William Biddlecombe

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH REVIZE LLC, AKA REVIZE SOFTWARE SYSTEMS ("REVIZE"), FOR DESIGN AND DEVELOPMENT OF A NEW WEBSITE FOR THE CITY OF HURON IN AN AMOUNT NOT TO EXCEED FORTY-FOUR THOUSAND SIX HUNDRED AND 00/100 DOLLARS (\$44,600.00)**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:**

**SECTION 1:** That the City Manager is authorized and directed to enter into an agreement with Revize LLC, dba Revize Software Systems ("Revize"), for design and development of a new website for the City of Huron in an amount not to exceed Forty-Four Thousand Six Hundred and 00/100 Dollars (\$44,600.00); a copy of the agreement is attached hereto as Exhibit "A" and incorporated herein by reference.

**SECTION 2:** That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22 of the Revised Code.

**SECTION 3:** This Resolution shall be in full force and effect from and immediately following its adoption.

ATTEST:

  
Clerk of Council

  
Monty Tapp, Mayor

ADOPTED:

10 OCT 2023

## Revize Web Services Sales Agreement

This Sales Agreement is between The City of Huron, Ohio ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 9-27-2023

<b>CLIENT INFORMATION:</b>		<b>REVIZE LLC:</b>
Company Name:	<u>City of Huron</u>	Revize Software Systems
Company Address:	<u>417 Main St.</u>	150 Kirts Blvd.
Company City/State/Zip:	<u>Huron, OH 44839</u>	Troy, MI 48084
Contact Name:	<u>Stuart Hamilton 419.433.5000 ext. 1104</u>	248-269-9263
Billing Dept. Contact:	<u><a href="mailto:Stuart.hamilton@huronohio.us">Stuart.hamilton@huronohio.us</a></u>	
CLIENT Website Address:	<u><a href="http://www.cityofhuron.org">www.cityofhuron.org</a></u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1: Project Planning and Analysis, SOW, onetime fee:	\$2,500.00
1	<b>Phase 2 – Discovery &amp; Design from Scratch, onetime fee:</b> <ul style="list-style-type: none"> <li>1 mockup with unlimited rounds of changes</li> <li>Home page template and inner page design and layout.</li> <li>Includes Responsive Web Design</li> </ul>	\$9,500.00
1	<b>Phase 3 &amp; 4 – HTML Development &amp; Revize CMS Integration, onetime fee:</b> <ul style="list-style-type: none"> <li>Set-up all CMS modules listed in this agreement</li> <li>Integration with all 3rd party web applications</li> </ul>	\$13,200.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$1,900.00
1	<b>Phase 6 – Sitemap Development and Content Migration - up to 500 webpages &amp; 1,000 documents:</b> <ul style="list-style-type: none"> <li>Site map development and content migration from old website including spell checking and style corrections</li> </ul>	\$7,700.00
1	Phase 7 –Content Editing Training, onetime fee:	\$2,900.00
1	Phase 8 – Go Live:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 50GB website storage, 100GB/Month Bandwidth, SSL Certificate pre-paid annual fee:	\$6,900.00
1	<b>Grand Total First Year</b>	<b>\$44,600.00</b>

## Payment Schedule

Payment Amount	Payment Date	Includes
\$ 22,3000.00	9/30/2023	50% 1 <sup>st</sup> Year Project Costs
\$ 11,150.00	12/15/2024	25% 1 <sup>st</sup> Year Project Costs
\$ 11,150.00	1/31/2024	25% 1 <sup>st</sup> Year Project Costs
\$ 6,900.00	9/30/2024	Year 2 of Annual Hosting & Maintenance
\$ 6,900.00	9/30/2025	Year 3 of Annual Hosting & Maintenance
\$ 6,900.00	9/30/2026	Year 4 of Annual Hosting & Maintenance



AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Matthew Lasko

City Manager

10/10/2023

\_\_\_\_\_

Thomas Jean

Project Manager

\_\_\_\_\_

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

**Terms:**

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Revize requires a check for the amount listed above to start this project.
3. Additional content migration, if requested, is available for \$3 per web page or document.
4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
5. Additional website storage is available at \$500 per year for each additional 10GB website storage.
6. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
7. Both parties must agree in writing to any changes or additions to this Sales Agreement.
8. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
  - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
  - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
  - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
9. Four-year contract. CLIENT may terminate this agreement upon 60 day written notice to Revize before annual service renewal date listed within payment schedule on page 2 of this agreement. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
10. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
12. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
13. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.
14. Revize requires a 60-day written termination notice in advance before the next annual renewal date

## **Enterprise Revize CMS License**

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the CLIENT provided all payments for the entire length of the contract is fully paid. This system will then have the ability to be hosted and used by the CLIENT as long as they wish. Revize will provide reasonable support in transferring the CMS system to the CLIENT's decided upon hosting architecture.

## **Products CLIENT Owns Include:**

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content

## **Revize will integrate the following web applications into your website**

The Following Applications & Features will be integrated into Your Website:

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

### **Citizen's Communication Center Apps**

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

### **Citizen's Engagement Center Apps**

- Citizen Request Center with Captcha
- Online Interactive Forms with Bookables
- Public Service Request App
- Citizen Connect (Community Blog)
- Online Bill Pay
- RSS Feed

### **Staff Productivity Apps**

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

### **Site Administration and Security Features**

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

### **Mobile Device and Accessibility Features**

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)