

DATE: May 6, 2024

MEMO TO: Jessica Vealitzek, Chair
Operations Committee

Gina Roberts, Chair
Finance Committee

FROM: Rebekah Snyder
Director of Community Engagement & Partnerships

RECOMMENDATION: Recommend approval of a Resolution approving a contract for Website Hosting and Support Services for the District's Public Website with Svanaco, Inc. dba AmericanEagle.com to extend services through December 31, 2026 in the amount of \$175,500.00.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The current contract approved by the Board of Commissioners on July 14, 2021 has a contract price of \$5,850.00 monthly. These services are budgeted in FY 2024 in account 11354000-701400 in the amount of \$70,200.00. The contract ends on June 30, 2024. This proposed extended agreement is also for \$5,850.00 monthly, which would total \$175,500.00 over a 30-month period, ending December 31, 2026.

BACKGROUND: As our lead digital communications tool, the District's website engages more than 1.5 million visitors and generates an average of \$900,000.00 in revenue each year.

The District awarded a contract in 2011 to Svanaco, Inc. DBA AmericanEagle.com, to design, build, host, and support the District's website (LCFPD.org). The website went live in November 2014. It was partially redesigned in 2021 to improve ADA accessibility, as well as to support mobile devices. Ongoing Payment Card Industry (PCI) compliant website hosting, development, and maintenance from AmericanEagle.com is required to maintain and enhance the District's website. The current three-year contract ends on June 30, 2024.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Board Operations, Communications & Design Manager, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR MAY MEETING
MAY 15, 2024

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “A Resolution Approving a Contract with AmericanEagle.com for Website Hosting and Support Services for the District’s Public Website” and request its approval.

OPERATIONS COMMITTEE:

Date:_____ Roll Call Vote: Ayes:____ Nays:____
 Voice Vote Majority Ayes; Nays:____

FINANCE COMMITTEE:

Date:_____ Roll Call Vote: Ayes:____ Nays:____
 Voice Vote Majority Ayes; Nays:____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING A CONTRACT WITH
AMERICANEAGLE.COM FOR WEBSITE HOSTING AND SUPPORT SERVICES
FOR THE DISTRICT'S PUBLIC WEBSITE**

WHEREAS, the Lake County Forest Preserve District (the "District") desires to purchase services to host, develop, and maintain its public website (the "Services"); and

WHEREAS, the Director of Community Engagement & Partnerships and the Purchasing Manager have determined that the Services require personal confidence; and

WHEREAS, the Director of Community Engagement & Partnerships has solicited a proposal for the Services from Svanaco, Inc. dba AmericanEagle.com (the "Proposal"); and

WHEREAS, the District's staff, the Purchasing Manager, the Director of Community Engagement & Partnerships, the Operations Committee, and the Finance Committee have reviewed the Proposal and recommend that the Board of Commissioners (i) find that the Proposal submitted by AmericanEagle.com is the proposal that is most advantageous to the District; and (ii) approve a contract for the Services with AmericanEagle.com (the "Contract") in an amount not to exceed \$175,500.00 (the "Contract Price"); and

WHEREAS, the Board of Commissioners hereby finds that the Proposal for the Services submitted by AmericanEagle.com is the proposal that is most advantageous to the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Award of Contract. The Contract in the amount of the Contract Price, in substantially the form attached hereto, is hereby awarded to AmericanEagle.com.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price.

Section 4: Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2024.

AYES:

NAYS:

APPROVED this _____ day of _____, 2024

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

WEBSITE HOSTING AND MONTHLY SUPPORT RETAINER AGREEMENT

This Agreement, made and entered into this 4th day of April, 2024, is by and between the LAKE COUNTY FOREST PRESERVE DISTRICT, an Illinois unit of local government and a political subdivision, having its principal office located at 1899 West Winchester Road, Libertyville, Illinois 60048 ("District") and SVANCO, INC. DBA AMERICANEAGLE.COM, having its principal place of business at 2600 S. River Road, Des Plaines, IL 60018.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Article 1 - Term

1.01 Term. This Agreement shall be in effect for thirty months, from July 1, 2024 through December 31, 2026. The District may terminate this Agreement on or after January 1, 2025.

Article 2 - Services

- 2.01 Services. Americaneagle.com shall provide the following services to the District (collectively, the "Services"):
- (i) Ameircaneagle.com shall host the District's website in their PCI compliant data center in Chicago, IL. This facility provides dedicated OC-3 and T-3 redundant circuits, backup generator facilities with a 20-hour backup system. Americaneagle.com shall provide 24x7 monitoring and alerting services, firewall and antivirus systems, secured facilities, and a dedicated server for the lcfpd.org website. Additionally Americaneagle.com shall also provide a development website environment used for testing new programming. ("Hosting Services").
 - (ii) Americaneagle.com shall provide iDev Search services. This functionality includes website search results based on keyword search, sort filters, spell checks, relevancy sorting, narrow by selections, and term reports. ("iDev Services").
 - (iii) Americaneagle.com shall provide support services of the type that it customarily and ordinarily provides to its customers for which it hosts websites, including but not limited to designing new banner ads, implementing new site features, making database changes, account management, training, graphics, HTML coding, programming, technical support, analytics, and content entry (the "Retainer Services"). Americaneagle.com will allocate 30 hours of time to each month during the term of this Agreement ("New Hours") for the performance of Retainer Services. Each month, Americaneagle.com shall expend the following amount of time performing Retainer Services: 30 New Hours allocated to that month plus any New Hours that were allocated to any prior month during the term of this

Agreement, but have not been expended performing Retainer Services ("Unused Hours") (the New Hours allocated to a month plus the accrued Unused Hours are referred to as the "Monthly Maximum Hours" for that month). Unused Hours will be calculated in tenths of an hour, will accrue month to month, will not expire, and may be used by the District at any time during the term of this Agreement.

- 2.02 Account Manager and Staff. Americaneagle.com shall appoint an account manager to perform or cause the performance of the Services, who has a working knowledge of all aspects of website development, including programming, design, management, marketing and consulting. The account manager shall complete the majority of the Services but may use other Americaneagle.com employees, as needed, to perform the Services. Americaneagle.com represents and warrants that (i) it is able to allocate sufficient resources to timely perform the Services and (ii) its account manager and staff will provide the Services at the highest professional standards.
- 2.03 Shared Server Environment. Americaneagle.com will provide the District with (i) 2GB of disk space and 350 GB of monthly data transfer and (ii) additional space and bandwidth, if requested by the District, for the amount listed in Section 3.02 of this Agreement.

Article 3 - Pricing and Fees

- 3.01 Required Fees. Except as specifically provided in this Agreement, the District shall pay Americaneagle.com a monthly fee in the amount of Five Thousand Eight Hundred Fifty Dollars (\$5,850.00), calculated as follows:

| | |
|----------------------|-------------------|
| Hosting Services | \$1,250.00 |
| iDev Search Services | \$ 100.00 |
| Retainer Services | \$4,500.00 |
| TOTAL | \$5,850.00 |

- 3.02 Data Transfer Overages and Disk Space Overages. Americaneagle.com will charge the District for (i) data transfer overages at the rate of One Dollar (\$1.00) for each additional 1 GB per month and (ii) additional disk space at the rate of Fifty Dollars (\$50.00) for each additional 1 GB per month.
- 3.03 Standard Hourly Rate. If, in any month during the term of this Agreement, the District requests Retainer Services that will require Americaneagle.com to expend more than the Monthly Maximum Hours for that month, then the District shall pay Americaneagle.com the standard rate of Two Hundred Dollars (\$200.00) per hour for the Retainer Services provided in excess of the Monthly Maximum Hours. If the District requests that Americaneagle.com provide Retainer Services and Americaneagle.com does not notify the District in writing prior to providing such Retainer Services that the such Retainer Services are not included in the Monthly Maximum Hours and will require payment at the standard rate as set forth herein, then it will be conclusively presumed that the requested Services are included in the Monthly Maximum Hours.

3.04 Large Projects. If the District requests Services that, Americaneagle.com reasonably determines requires a full development team, then Americaneagle.com shall so notify the District and such Services will not be included in the Monthly Maximum Hours. At the District's request, Americaneagle.com will provide the District with a separate proposal or formal quote for such a project.

Article 4 - Additional Provisions

4.01 Governing Laws. This Agreement and the rights of the District and Americaneagle.com under this Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

4.02 Severability. The provisions of this Agreement shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement shall be in any way affected thereby.

4.03 Amendments. Except as specifically provided in this Agreement, no modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed by the District and Americaneagle.com.

4.04 Authority. The District and Americaneagle.com each represent and warrant that the person executing this Agreement on its behalf has proper authority to enter into this Agreement on its behalf.

4.05 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original, but all of which taken together shall constitute one single agreement between the parties hereto.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed, effective as of the date first written above.

Lake County Forest Preserve District

Svanaco, Inc. d/b/a Americaneagle.com

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Consultant Disclosure Statement



Year
2024

INSTRUCTIONS FOR USE:

Completion of the Consultant Disclosure Statement is required if:

1. You are purchasing professional services from a Consultant/Vendor (either (a) in conjunction with products or goods (e.g., the actual software) or (b) not in conjunction with products or goods),
2. That purchase is through either (a) a new contract with a contract price that exceeds \$30,000.00 or (b) a change order that requires Board approval, and
3. You are not seeking competitive bids, but relying on the "personal confidence" exception, then the vendor is a "Consultant" who must complete a consultant disclosure form.

A Consultant/Vendor must submit a Consultant Disclosure form EACH time it submits a proposal for a purchase described in 1-3 above.

District staff to complete the information below.

Consultant to review and complete the remainder of the Disclosure Statement, sign and submit.

Consultant Disclosure Statement

Each Consultant (***bold/italicized*** words are defined in Section II below) proposing to perform ***Covered Services*** for the Lake County Forest Preserve District (the "District") is required, by the District's Purchasing Policy, to complete this form and make disclosures (i) on its behalf, unless it is a ***Publicly Traded Consultant***, (ii) on behalf of its ***Disclosure-Covered Owners***, unless it is a ***Publicly Traded Consultant***, and (iii) on behalf of its ***Disclosure-Covered Employees***, even if it is a ***Publicly Traded Consultant***. If ***Consultant*** is a ***Publicly Traded Consultant***, please complete Sections I, III, and V. If ***Consultant*** is not a ***Publicly Traded Consultant***, please complete Sections I, IV, and V.

I. Identification of Consultant and Related Parties:

Consultant Name: *
SVANACO, INC. D/B/A AMERICANEAGLE.COM

Consultant Address: *
2600 S. River Road, Des Plaines, IL 60018

Person Certifying Statement for Consultant, including Phone # and Email Address: *
Rebecca Sundin, General Counsel, 847-699-0300, legal@americaneagle.com

Covered Services
Website Application Development Services

Names of Disclosure-Covered Owners (if none, please insert "N/A"):
N/A

Names of Disclosure-Covered Employees (if none, please insert "N/A"):

Michael Svanascini, Anthony Svanascini

II. Defined Terms:

- a) **"Campaign Contribution"** is defined in Section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4.
- b) **"Candidate Political Committee"** is defined in Section 9-1.8(b) of the Illinois Election Code, 10 ILCS 5/9-1.8(b).
- c) **"Consultant"** is a person or entity that submits a proposal to enter into a contract with the District, or a proposal for a change order to such a contract, that calls for the person or entity to perform **Covered Services** for the District.
- d) **"Covered Services"** are the **"Covered Services"** identified above by District staff, which have an expected price greater than \$30,000.00, taking into account the original contract price for the **Covered Services** plus the prices of all change orders to such original contract.
- e) **"Disclosure-Covered Owner"** is (i) a natural person who is a **Consultant** or (ii) a person or entity that, directly or indirectly (including without limitation ownership through a corporation, limited liability company, joint venture, or partnership) owns at least 7.5% of a **Consultant** that is not a **Publicly Traded Consultant**.
- f) **"Disclosure-Covered Employee"** is (i) a natural person who is a **Consultant** or (ii) a Consultant employee or independent contractor who will receive a direct financial benefit (including without limitation a commission, bonus, or salary increase) if the District awards the proposed contract or change order to the **Consultant**.
- g) **"Family Member"** is a person related as a parent; child; sibling; uncle or aunt; great aunt or great uncle; first cousin; nephew or niece; spouse or civil union partner; grandparent; grandchild; parent-in-law, child-in-law, sibling-in-law, or grandparent-in-law, whether that in-law relationship is created by marriage or civil union; stepparent; stepchild; stepsibling; half sibling; and fiancé or fiancée.
- h) **"Publicly Traded Consultant"** is a **Consultant** whose common stock is traded on a nationally recognized securities market.

III. Required Disclosures for Publicly Traded Consultant:

a) **Securities Market:** Please identify the nationally recognized securities market on which **Consultant's** common stock is traded and identify the stock "ticker" symbol under which the **Consultant** is traded:

| | |
|-----------|---------|
| Exchange: | Symbol: |
|-----------|---------|

b) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted to the District:

- i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both, or
- ii. a **Candidate Political Committee** of a Lake County Board member

| Donor/Disclosure-Covered Employee | Recipient of Donation | Donation Type (e.g., cash, in-kind service,) | Amount of Donation | Date if Donation |
|-----------------------------------|-----------------------|--|--------------------|------------------|
|-----------------------------------|-----------------------|--|--------------------|------------------|

c) **Familial Relationship Disclosure:** Please disclose each **Family Member** of your **Disclosure-Covered Employees** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager

| Name of Family Member | Family Member's Position with District | Name of Disclosure-Covered Employee Related to Family Member | Relationship of Disclosure-Covered Employee to Family Member |
|-----------------------|--|--|--|
|-----------------------|--|--|--|

IV. Required Disclosures for Consultants that are Not Publicly Traded Consultants:

a) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Owners** or **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted to the District:

- i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both, or
- ii. a **Candidate Political Committee** of a Lake County Board member

| Donor Disclosure–Covered Owner or Disclosure–Covered Employee | Recipient | Description (cash,item, in-kind service, etc.) | Amount/Value | Date Made |
|---|-----------|--|--------------|-----------|
|---|-----------|--|--------------|-----------|

b) Familial Relationship Disclosure: Please disclose each **Family Member** of your **Disclosure-Covered Owner** or **Disclosure-Covered Employee** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager

| Name of Family Member | Family Member's Position with District | Name of Disclosure–Covered Owner or Disclosure–Covered Employee Related to Family Member | Relationship of Disclosure–Covered owner or Disclosure Covered Employee to Family Member |
|-----------------------|--|--|--|
|-----------------------|--|--|--|

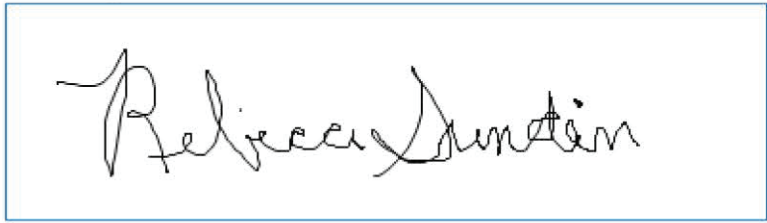
V. Consultant Certification and Signature:

By signing below, I certify that (i) I am authorized to make the disclosures above on behalf of **Consultant, Consultant's Disclosure-Covered Owners, and Consultant's Disclosure-Covered Employees**, (ii) I have read and understand this Consultant Disclosure Statement, (iii) the above disclosures are accurate and complete, to the best of my knowledge after making reasonable inquiry, and (iv) my signature below, if electronic, is intended to authenticate this writing and to have the same force and effect as a manual signature.

Name/Signature

Date *

04/15/2024



After you select the 'Click Here to Save Form' button, please go to the top and select the green 'Return to LCFPD' button.