



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: June 4, 2015

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: Mary Kann
Director, Administration

SUBJECT: Contract for Web Hosting and Website Support Services

RECOMMENDATION: Recommend approval of a Resolution authorizing a Contract with Svanaco, Inc. d/b/a AmericanEagle.com, of Des Plaines, Illinois, to provide Web Hosting and Website Support Services, from July 2015 through June 2016, for the District's Public Website (LCFPD.org) in the amount of \$52,200.00.

BACKGROUND: The District approved a contract in 2011 with Svanaco, Inc. d/b/a AmericanEagle.com to design, build, host, and support a new LCFPD.org website. The website went live in November, 2014.

The attached resolution would approve a new contract with Svanaco, Inc. d/b/a AmericanEagle.com, pursuant to which Svanaco would (i) provide up to 20 hours per month of services to support on-going operations and provide analytics and expanded functionality of the website and (ii) continue to provide on-going PCI compliant [might want to say what this means] website hosting, development, and maintenance.

REASON FOR RECOMMENDATION: Committee recommendation and Board approval are required according to District policy.

REVIEW BY OTHERS: Director of Administration, Information Technology Officer, Director of Finance, Chief Operations Officer, Legal Counsel.

FINANCIAL DATA: Annual funding for web application consulting services and website hosting was approved as part of the adopted Fiscal Year 2015-2016 General Corporate Budget for \$53,000.00 in accounts 19224000-701400 and 19224000-704700.

PRESENTER: Mary Kann

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR JUNE MEETING
JUNE 9, 2015**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE AND ADMINISTRATIVE COMMITTEE** presents herewith “A Resolution Approving a Contract with Svanaco, Inc. d/b/a AmericanEagle.com to provide Web Hosting and Website Support Services” and requests its adoption.

FINANCE AND ADMINISTRATIVE COMMITTEE:

	YEA	NAY
	<input type="checkbox"/>	<input type="checkbox"/>
S. Michael Rummel, Chair	<input type="checkbox"/>	<input type="checkbox"/>
Linda Pedersen, Vice-Chair	<input type="checkbox"/>	<input type="checkbox"/>
Steve Carlson	<input type="checkbox"/>	<input type="checkbox"/>
Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Lawlor	<input type="checkbox"/>	<input type="checkbox"/>
Audrey Nixon	<input type="checkbox"/>	<input type="checkbox"/>

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

**A RESOLUTION APPROVING A CONTRACT WITH SVANACO, INC.
D/B/A AMERICANEAGLE.COM TO PROVIDE WEB HOSTING AND
WEBSITE SUPPORT SERVICES**

WHEREAS, the Lake County Forest Preserve District (the "District") desires to purchase services to provide support, hosting, and maintenance for its current website, which includes the sale of permits, program registration, and general promotion and provides information to forest preserve visitors and the public at large (the "Services") and

WHEREAS, the Director of Administration and the Purchasing Manager have determined that the Services require personal confidence; and

WHEREAS, the District has solicited a proposal for the Services from Svanaco, Inc. d/b/a AmericanEagle.com (the "Proposal"); and

WHEREAS, the District's staff, the Purchasing Manager, the Director of Administration and the Finance and Administrative Committee have reviewed the Proposal and recommend that the Board of Commissioners (i) find that the Proposal submitted by Svanaco, Inc. d/b/a AmericanEagle.com be determined to be the proposal that is most advantageous to the District; and (ii) award a contract for the Services (the "Contract") to Svanaco, Inc. d/b/a AmericanEagle.com to provide the "Services" in the amount of \$52,200.00 (the "Contract Price"); and

WHEREAS, the Board of Commissioners hereby finds that the Proposal for the Services submitted by Svanaco, Inc. d/b/a 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: Contract. A Contract for the Services in substantially the form attached hereto in the amount of the Contract Price is hereby awarded to Svanaco, Inc.

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 _____, 2015.

AYES:

NAYS:

APPROVED this _____ day of _____, 2015.

Ann B. Maine, 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 _____ day of _____, 2015, 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 one year, from July 1, 2015 through June 30, 2016. The District may terminate this Agreement on or after January 1, 2016.

Article 2 – Services

2.01 Services. Americaneagle.com shall provide the following services to the District (collectively, the “Services”):

- (i) Americaneagle.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 20 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: 20 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 Four Thousand Three Hundred Fifty Dollars (\$4,350.00), calculated as follows:

Hosting Services	\$1,250.00
iDev Search Services	\$ 100.00
Retainer Services	\$3,000.00
TOTAL	\$4,350.00

- 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

Americaneagle.com

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____