



CITY OF LOCKPORT

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TIM RUSSO
Director of Finance

REQUESTS FOR PROPOSALS

The City of Lockport is requesting sealed proposals for

Hosting and maintenance services for the City website and social media

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on March 24th at the office of the City Clerk, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the hourly cost of service. If there are multiple rates for types of service (hosting versus social media for example), please break down each individual hourly rate.

Please contact City Clerk Sarah Lanzo at 716-439-6776 or city.clerk@lockportny.gov with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award work to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: March 9, 2023

1. Summary and Background

The City of Lockport, NY is currently accepting proposals for website hosting and maintenance service / social media. Although the City underwent significant website improvements in 2017, we are consistently looking to update and improve user experience as well as ensure that we are pursuing up-to-date and competitive purchasing contracts.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein.

The City of Lockport is a local municipality with a population of slightly over 20,000. The full current City website can be found: <https://lockportny.gov/>. We would like to keep the current design and domain and have minimal impact to user interface.

In 2022, the City used 185 hours of time for web maintenance and social media. From January to March of 2023, the City has used 30 hours.

2. Bidder Qualifications

Please include the following in your proposal response:

- Overview of your company
- Web design, web build/programming, web hosting rates
- Website hosting security and technical details
- Description of the support services offered and response times your company currently delivers
- Description of the physical, procedural, and virtual safe guards you have in place to ensure the website and hosted data against corruption, loss, theft, vandalism, and
- unplanned outages
- URLs that serve as samples of your work
- References and contact information for at least two (2) clients

If required, vendors may elect to discuss with City officials to determine greater specifics as required. Please contact our IT Coordinator at support@lockportny.gov.

3. Selection Process

A committee consisting of appropriate City officials will be evaluating the submissions. Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selections process for this RFP at any time.

Thank you for your interest in responding to this RFP. We look forward to your response.