## RESOLUTION NO. 15-3

## RESOLUTION OF THE LOS ALTOS HILLS COUNTY FIRE DISTRICT APPROVING AND AUTHORIZING EXECUTION OF A PROJECT PROPOSAL FROM SNOWTECH MEDIA TO PROVIDE WEB HOSTING AND MAINTENANCE SERVICES TO THE LOS ALTOS HILLS COUNTY FIRE DISTRICT

**WHEREAS,** the Board of the Los Altos Hills County Fire District ("District") has read and considered that certain Project Proposal dated April 1, 2015, from SNOWTECH MEDIA ("Agreement") between the District and SNOWTECH MEDIA

**NOW, THEREFORE,** the District does **RESOLVE** as follows:

1.      Public interest and convenience require the District to enter into the Agreement described above to provide Web Hosting and Maintenance Services to the District.

2.      The District hereby approves the Agreement and the Board President is hereby authorized on behalf of the District to execute accept the Project Proposal between the Los Altos Hills County Fire District and SNOWTECH MEDIA.

**PASSED AND ADOPTED** this 19th day of May, 2015.

By:      _____

Dorothy D. Price, Board President

ATTEST:

_____

Jeanne Evilsizer, District Clerk

snowtech media

SnowTechMedia.com
support@snowtechmedia.com

REMIT TO:

Snow Technologies, Inc.
101 First Street #385
Los Altos  CA 94022

# INVOICE

| To: | | Billing Details: | | | |
|---|---|---|---|---|---|
| **Los Altos Hills County Fire District** | | **Invoice #** | **1586** | **PO Number** | N/A |
| P.O. Box 1766 | | Invoice Date | 4/8/2015 | | |
| Los Altos               CA  94023-1766 | | Date Due | 5/8/2015 | | |
| | | Terms | Net 30 | | |

| Description | Qty | Price | Amount |
|---|---|---|---|
| Web Hosting Annual Service - Standard Hosting | 12 | $8.95 | $107.40 |
| *Domain: www.lahcfd.org* <br> *Period:   Mar 2015 through Feb 2016* | | | |
| Pro Security Service - Annual | 12 | $5.95 | $71.40 |
| *Domain: www.lahcfd.org* <br> *Period:   Mar 2015 through Feb 2016* | | | |
| Site Updates & Maintenance - Month of Mar 2015 | 22 | $95.00 | $2090.00 |
| *Plan: Custom Annual Plan (based on 22hrs per year)* <br> *Period:   Mar 2015 through Feb 2016* | | | |
| Constracted Service:  Annual District Reporting | 1 | $2100.00 | $2100.00 |
| *Period:   Mar 2014 through Feb 2015* | | | |
| Website Development - Contracted Project | 1 | $1900.00 | $1900.00 |
| *Rebuild Joomla based website from J2.6 to J3.3* | | | |
| Website Development - Option for Design and Mobile Features | 1 | $900.00 | $900.00 |

| | |
|---|---|
| **Total** | **$7168.80** |
| **Pre Paid Amt** | |
| **Sub Total** | **$7168.80** |
| **Sales Tax** | |
| **Shipping** | |
| **Total Due** | **$7168.80** |

**Please Make Checks Payable to:**
**Snow Technologies, Inc.**

**Jeanne Evilsizer**
**Los Altos Hills County Fire District**

P.O. Box 1766
Los Altos, CA 94023-1766

| | |
|---|---|
| Project Name | **Los Altos County Fire District** |
| Proposal No | 4172 |

| | | | | | |
|---|---|---|---|---|---|
| Date | Apr 1, 2015 | Revised | Apr 8, 2015 | Valid Through | May 1, 2015 |
| Terms | SC County | | | Base Cost | $7,168.80 |

## Contacting Us

**SnowTech Media**
101 First Street #385,
Los Altos  CA 94022
Phone: (650) 868-2278

## Your Account Representative

**Dave Snow**
(650) 868-2278
**dsnow@snowtechmedia.com**

This proposal to Los Altos Hills Fire District (LAHCFD) outlines the approach and costs for the maintenance of the website located at www.lahcfd.org and associated support projects.  This includes:

**1) Website Hosting**
SnowTech Media will provide hosting for the LAHCFD website and manage all host server and email setup related functions.

**2) Website Security Program**
SnowTech Media will provide proactive security services to reduce the vulnerability of the website.  These services include:

- Daily Offsite Backups
- 24/7 Monitoring of Website & Server Status
- Monitoring For Changes of Critical Files
- Integrated Google Analytics Reporting
- Regular Scanning For Malware Using Sucuri

**3) Annual Website Maintenance**
SnowTech will make all requested content, training class, and calendar updates on the website.

Joomla.org issues regular updates and security patches to keep the site running properly and secured from hackers.  SnowTech Media will install all patch level updates ('dot' level patches) as a part of this contract, including regular updates to extension programs. (this excludes full website redesigns and major system level upgrades).

**4) Provide Construction and Posting of Board Meeting Agendas, Support Materials, and Minutes**
SnowTech Media will provide manipulation, conversion, assembly, posting and cross-linking of Board Agendas and minutes o make them available on the website for public review.  This service includes the integrating and updating of PDF documents into the website's main search function.

**5) Special Upgrade Required for 2015**

LAHCFD.org website software is currently running on Joomla 2.6.26.  The Joomla organization stopped support for Joomla 2.6 in December of 2014.  The replacement version for the software is Joomla 3.3.  More about this can be found at:

http://www.snowtechmedia.com/announcement-end-life-announced-joomla-2-5-migration-options/

This proposal includes upgrading LAHCFD.org to the latest Joomla 3.3 version (which has an 'end of life' guarantee of **no earlier**  that September 2016).

This is a primary upgrade / rebuild of the site.  As such, we have the opportunity to review and update the 'look and feel' and layout of the site to better serve the District needs moving forward.  We also have the option to make the site mobile responsive to support users on mobile and tablet devices.

## Payment - Terms and Methods

For this type of project, we are providing a fixed price to include all services.

Billing Frequency:     One Time
Reporting Method:     SnowTech Timelog Reports

Billing Method

Unless otherwise stated, invoices will be prepared and emailed to the billing contact of record.

## Itemized Costs for This Project

|  | | |
|---|---|---|
|  | *$107.40* | *1) Annual Website Hosting & Email Service* |
|  | *$71.40* | *2) Joomla Security Pro - Annual Service (security updates and daily backup)* |
|  | *$2090.00* | *3) Annual Website Maintenance (based on 22 hours per year)* |
|  | *$2100.00* | *4) Annual District Meeting Reporting - Complete* |
|  | *$1900.00* | *5a) Upgrade Joomla Website From J2.6 to J3.3* |
| *Optional* | *$900.00* | *5b) Include New Design and Mobile Responsive in Upgrade* |
|  | ***$7168.80*** |  |

These rates and descriptions are provided for comparison purposes to the rates quoted in this proposal.

Standard Billing Rates[†]

| | | |
|---|---|---|
| *Web Development* | *$135.00 per hour* | Web & Interaction Design, Graphics, HTML & CSS Coding, Web Maint, QA |
| *Content Development* | *$135.00 per hour* | *Research, Writing, Editing, Proofing , Data Entry* |
| *Marketing Consulting* | *$135.00 per hour* | *Corporate Identity, Advertising & Marketing Programs, SEO, Blog & News Services* |
| *Tech Support* | *$135.00 per hour* | *General Technical Support by Phone* |
| *Web Engineering* | *$195.00 per hour* | Back Office, IT Project Management & Consulting, Database, Programming: *PHP, Perl, CGI, JavaScript, AJAX* |

[†]Effective July 1, 2012, subject to change without notice