

# NOTICE - CHARTER TOWNSHIP OF NORTHVILLE

## REQUEST FOR BIDS

### NORTHVILLE TOWNSHIP WEB DESIGN SERVICES

The Charter Township of Northville will receive sealed bids for **NORTHVILLE TOWNSHIP WEB DESIGN SERVICES** according to the specifications of the Charter Township of Northville.

The Charter Township of Northville is a tax-exempt municipal government located in Wayne County. The Township provides services to approximately 30,000 residents. The Township's website provides public access to information about Township services, meetings and commissions, events open to the public and news of interest to the community - with a focus on local people, buildings, neighborhoods and events.

To improve our communication and access, the Township seeks to upgrade the design and functionality of the website to reflect new technology standards that offer ease-of-use and engage users. The Township also requires two additional sub site to be used for the Northville Parks and Recreation Department and the Northville Youth Network. The Township requires a mobile responsive website that adapts to desktop computers, laptops, smart phone and other devices. The website should use the latest technology advances, recommended by the vendor and outlined in the specifications section of this document. The new website will:

- Produce a modern and engaging design;
- Have streamlined information architecture that simplifies and optimizes the user's experience with site navigation;
- Be a modernized standard for communication;
- Be easy to maintain internally with outside support available as needed.

All pricing stated as a response to this request for proposals is not to exceed the bid amount.

During the evaluation process, the Township reserves the right to request additional information or clarification from vendors, or to allow corrections of errors or omissions. Vendors submitting proposals may be requested to make oral presentations as part of the evaluation.

Both this document and the winning bid(s) will be considered contractual components.

Sealed bids will be received until **2:00 P.M.** prevailing Eastern Standard Time, **Thursday, March 18, 2021** at which time bids will be virtually opened and read. Bids shall be addressed as follows and delivered to:

**CHARTER TOWNSHIP OF NORTHVILLE  
TOWNSHIP CLERK'S OFFICE  
44405 Six Mile Road  
Northville, MI 48168**

All bids must be signed by a legally authorized agent of the bidding firm. **ENVELOPES MUST BE PLAINLY MARKED**

**"NORTHVILLE TOWNSHIP WEB DESIGN SERVICES"**

**AND MUST BEAR THE NAME OF THE BIDDER.**

The Township reserves the right to accept any or all alternative bids and award a contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; to subdivide the award, and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of the Charter Township of Northville.

For full details and important project dates, visit the Northville Township website at <https://www.twp.northville.mi.us/projects>.

Shaun Nicoloff  
Director of Information Technology

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