



Project Overview

The Village of Haverstraw needs local ongoing support and maintenance services for the website. For simplicity, this ongoing project is broken down into 3 parts: (1) Website Maintenance & Security, (2) Content Management, and (3) Audit & Gathering Data. **Part 1** includes work to keep website up and running properly + security & backup processes. **Part 2** includes post management, image/content updates, and page creation. **Part 3** includes the work to audit the current website and digital tech processes between departments so that we understand the real needs when developing a new website.

Scope of Work

Website Maintenance & Security

- Domain & Hosting Management
- Manage Associated Web Services & Wordpress Plugin Accounts
- Website Preventative Security & Risk Mitigation
- Updates, Uptime Monitoring, & Backups Management
- Urgent Direct Support/Site Restore
- 1 hour of Additional Non-Maintenance Development Work

Content Management

- Weekly Content Updates (Including Posts, Pictures, Page Creation) + Image Formatting & Creating Site Graphics as needed

Audit & Gathering Data

- Audit the current website & gather data to determine the needs of the community & potential gaps that will help guide future development with the following goals:
 - Modernize the website
 - Digitize services
 - Improve customer experience
 - Standardize tech services
 - Ensure website is accessible
 - Meet a high standard of user privacy and data protection
 - Meet web security standards
- Work with Village IT & engage with different Departments to determine potential website/software solutions that can streamline & simplify work, improve collaboration, reduce duplicate work across departments, and integrate where possible.
- Present recommendations to Mayor quarterly.
- Up to 3 hours/month

Requested Tasks

- November 2021: Create solution where a Partner/Engineer can upload files/pictures for certain individuals to see. (Not Accessible to General Public)

Terms

- This monthly maintenance plan is setup so you can count on set services each month. Additional web development work outside the scope of this project will be billed separately at rate of \$100/hr, or integrated into a monthly plan if consistently needed. Any additional software/integration/plugin not currently in use will be presented and billed separately.

Next Steps: Please share your feedback regarding this proposal.

Maintenance Plan \$720/month

PEST SHIELD CORPORATION
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Suffern, NY 10901

www.wekillbugs.net
Email: laurakillsbugs@wekillbugs.net

TEL: 845-357-4105
NY LIC# 10523 NJ LIC# 96776A

Customer # 12707

Service Location: 11 Conklin Avenue Haverstraw NY 10927

Name Village of Haverstraw

11 Conklin Avenue, Haverstraw

Address 40 New Main Street

Renewal date 1/01/2022

City Haverstraw State NY Zip 10927

TERMITE CONTROL SERVICE AGREEMENT EXTENSION

This agreement by and between the two parties hereinafter referred as the "COMPANY" (the seller) and the "CUSTOMER" (the buyer). The COMPANY agrees to furnish services to control Native Subterranean Termites at the structure(s) specified above under "service location".

Drywood termites and other wood destroying organisms, such as carpenter ants, powderpost beetles, wood borers, decay fungi, etc, are excluded from this agreement. The COMPANY agrees that during the length of the extension agreement, the COMPANY will inspect the service location a minimum of 2 times, and if any visual evidence of an active re-infestation of subterranean termite is found, the company will provide all necessary services to control the current re-infestation, in accordance with all applicable federal, state and local laws.

The COMPANY'S liability shall be limited to the chemical treatment on or in the previously treated structure, and the CUSTOMER agrees that the COMPANY is not liable for any damages caused by Subterranean Termites to the structure at the above service location, past, present or future.

The CUSTOMER warrants full cooperation with the COMPANY during the life of this agreement and agrees to maintain the treated area(s) free from any condition contributing to the re- infestation of subterranean termites such as: moisture from drains or faulty plumbing, firewood, mulch, trash, lumber, wood in contact with the soil. If the termite stations are not accessible at the time of the service, they will not be inspected. The COMPANY will notify you of any such inaccessibility. Once the issue is corrected, you may contact our office and we will return at no additional charge. Accessible means no ground coverings such as mulch, stone, weed barrier etc.

The CUSTOMER agrees that any additions or alterations to the structure or the soil within 12 inches of the structure covered by this contract during the agreement period shall not be covered by this agreement. An estimate for treatment to include any additions or alterations will be provided to the customer. It is also understood that unless otherwise specified in writing this agreement covers only the main structure at the above indicated service location.

The COMPANY will maintain the Sentricon Always Active Termite Baiting System around the exterior foundation of the covered structure(s). Interior termite shelter tubes that are visible and accessible will require the installation of a Sentricon Always Active Above Ground Station. These stations are the property of the COMPANY and Dow Agro Sciences. The CUSTOMER agrees that if they do not

continue with the annual service agreement extension or cancels service after these stations have been installed, the CUSTOMER will allow the COMPANY to remove all stations from the property. If theft or vandalism occurs to the stations at any time while this service agreement is in effect, THE COMPANY reserves the right to install replacement stations for an additional cost.

Interest on delinquent accounts will be charged at a rate of 5% of the cost of this extension agreement. It is further agreed and understood that in the event of default by the customer in the payment of the contract price, or any part thereof under this agreement, THE COMPANY shall be released from this agreement, further inspection and any retreatments, as herein provided. In the event that this agreement is voided or canceled by the customer before the work has started, it is agreed that THE COMPANY will retain any payments made as a liquidating charge as compensation for consultation, office paper work, mileage and any other expenses attributable to this agreement.

This service agreement is valid for 1 full year from the renewal date (see top right first page)

Payment of \$ 425.00 (~~monthly fee~~) is due on or before the renewal date

Payment can be made as follows: (Please write YES OR NO in line below)

 Payment by check or ZELLE in full (no fees)

 Payment by credit card (a 4% processing fee added to the total.)

It is further agreed that the COMPANY will extend yearly, the features of this agreement which include inspections, refilling of termite bait stations, and chemical treatment. This annual service fee may be subject to change. Failure by the CUSTOMER to pay this fee may result in additional charges or void the extension of this agreement.

Customer Signature: _____ Date _____

Company Signature: Laura Stangel VP

