



## Request for Pricing

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# Website migration from Squarespace to WordPress

**Bid Deadline:** January 8, 2020, 12pm MST

**Bid pricing in writing sent to client:**

Stephanie Kobald, Executive Director  
Email: [stephanie@meeckerchamber.com](mailto:stephanie@meeckerchamber.com)  
Meeker Chamber of Commerce  
710 Market St, P.O. Box 869  
Meeker, Colorado 81641  
(970) 878-5510

**Request overview:**

The Meeker Chamber of Commerce manages the website [www.visitmeekercolorado.com](http://www.visitmeekercolorado.com) using Squarespace as the website builder. We are seeking services to manually migrate the website content from Squarespace to WordPress.

1. The Chamber of Commerce currently has a WordPress account with the website [www.meeckerchamber.com](http://www.meeckerchamber.com).
2. Set up a temporary domain name during the transition process until the new website is approved by client.
3. Provide a list for review and approval of suggested free plugins to install, including Cache, Security, Backup, Spam protection, contact forms, google analytics tracking, SEO etc.
4. Maintain url structure as similar as possible to the one on the Squarespace site, or suggest a SEO friendly URL structure
5. Check website across mobile devices to validate responsive design and coding is in place and working properly
6. Check for broken links and fix 404 errors on the WordPress site after migration.

**Timeline:**

<u>Action</u>	<u>Completion Date</u>
Proposals due	January 8, 2020 12pm
Bid opening and Selection	January 8, 2020 5:30pm
Project begins	January 9, 2020

**General Terms:**

Submit in writing a fee and schedule to complete the requested services.