

LAKE GEORGE AREA
IN NEW YORK'S ADIRONDACKS
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Minutes
Jean Sady

AGENDA

WARREN COUNTY TOURISM DEPARTMENT

December 3, 2010

Committee Members:

- E. Merlino, Chairman
- W. Kenny
- D. Belden
- D. Strainer
- S. Goodspeed
- F. McCoy
- R. Conover

F. Monroe, Chairman Board of Supervisors

J. Sady, Clerk of The Board

-
1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
 2. **MOTION TO APPROVE September 30 MEETING MINUTES**
 3. **ACTION ITEMS:**
 - A. **2010 Resolution Requests:**
 1. Transfer of Funds – Shortage in Fringe Benefits
 2. Transfer of Funds – Equipment, purchase Digital Camera
 - B. **2011 Resolution Requests:**
 1. Travel - Consumer Shows
 2. Travel – Group Tour Shows & Marketplaces
 3. Paid Brochure Distribution Contracts
 4. Stipend for Model Usage
 5. Smith Travel Research
 6. Adirondack Regional Tourism Council Marketing
 7. Videography/Sound-Audio/Post-Production (3)
 8. Website redesign/hosting/production services
 4. **FOR YOUR INFORMATION – UPDATES**
 - A. Tourism Department – Kate Johnson
 - B. Group Tour/Meetings/Special Events – Tanya Brand
 - C. Creative – Peter Girard
 5. **COUNCIL OF CHAMBERS REPORT**
 6. **OLD BUSINESS**
 - A. No Pending Items
 7. **NEW BUSINESS**
 8. **ADJOURN**

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

***Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Tourism

DATE: December 3, 2010

(a) Purpose of Request: continue to authorize attendance
at 2011 in-state and out-of-state consumer shows and
conferences by Tourism Department personnel and
County Supervisors

(b) Details: see attached for details

(c) Previous Resolution Number: 814 of 2009

Warren County Board of Supervisors

RESOLUTION NO. 814 OF 2009²⁰¹⁰

Resolution introduced by Supervisors Tessier, Belden, Kenny, Sheehan, Merlino, Simmes and Strainer

²⁰¹¹
AUTHORIZING ATTENDANCE AT ~~2010~~ IN-STATE AND OUT-OF-STATE CONSUMER SHOWS BY TOURISM DEPARTMENT PERSONNEL AND COUNTY SUPERVISORS - TOURISM DEPARTMENT

WHEREAS, the Tourism Department has presented the calendar of Consumer Shows to the Tourism Committee for approval, and

WHEREAS, funds necessary for travel to and attendance at such shows have been included in the ²⁰¹¹ 2010 Tourism budget, and

WHEREAS, the Tourism Department encourages County Supervisors to attend and take part in such Consumer Shows whenever possible, now, therefore, be it

RESOLVED, that upon recommendation of the Tourism Committee, any of the employees within the Tourism Department designated by the Tourism Director and those Supervisors having an interest in such Consumer Shows be, and hereby are, authorized to attend the in-state and out-of-state ²⁰¹¹ 2010 Consumer Shows as set forth in Schedule "A", attached hereto, with the understanding that if a County Supervisor attends a show and vouchers expenses, a report on his/her attendance will be made at the next Tourism Committee meeting, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to pay the reasonable and necessary expenses for Tourism Department employees and County Supervisors to travel to and for attendance at said shows upon presentation of verified vouchers thereof.

SCHEDULE "A"

TOURISM DEPARTMENT

2011 CONSUMER SHOW/CONFERENCE SCHEDULE

<u>PLACE</u>	<u>TYPE</u>	<u>DATES</u>
Edison, NJ	Sport/Outdoor	1/13 - 1/16/11
Edison, NJ	Camp	1/21 - 1/23/11
Suffern, NY	RV/Camp	2/18 - 2/21/11
Springfield, MA	Boat/Sport	2/24-2/27/11
New York, NY	NY Times Travel	2/25-2/27/11
Albany, NY	NYSTVA Conference	3/1-3/3/11
Suffern, NY	Sport/Outdoor	3/3-3/6/11
Albany, NY	Spring Travel Fair	4/13/11
Hartford, CT	Women's Expo	9/10-9/11/11
Albany, NY	Winter Travel Fair	10/12/11
Albany, NY	Snow Expo	11/4-11/6/11

NOTE: Above dates are exclusive of travel to and from shows.

TOURISM DEPARTMENT PERSONNEL WHO MAY BE DESIGNATED FOR ATTENDANCE AT SUCH SHOWS BY THE TOURISM DIRECTOR:

Tourism Director
Assistant Tourism Coordinator
Senior Tourism Specialist
Group Tour/Convention Promoter
Creative Director
County Supervisors

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

***Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Tourism

DATE: December 3, 2010

(a) Purpose of Request: continue to authorize attendance
at 2011 in-state, out-of-state, and Canadian Motorcoach
trade shows/sales blitzes/marketplaces/conferences
by Tourism Department personnel and County
Supervisors

(b) Details: see attached for details

(c) Previous Resolution Number: 815 of 2009

Warren County Board of Supervisors

RESOLUTION NO. 815 OF ²⁰¹⁰~~2009~~

Resolution introduced by Supervisors Tessier, Belden, Kenny, Sheehan, Merlino, Simmes and Strainer

²⁰¹⁰
AUTHORIZING ATTENDANCE AT ~~2010~~ IN-STATE AND OUT-OF-STATE AND CANADA
MOTORCOACH TRADE SHOWS/SALES BLITZ/MARKETPLACES BY TOURISM
DEPARTMENT PERSONNEL AND COUNTY SUPERVISORS - TOURISM DEPARTMENT

WHEREAS, the Tourism Department has presented the calendar of Motorcoach Trade Shows/Sales Blitz/Marketplaces to the Tourism Committee for approval, and

WHEREAS, funds necessary for travel to and attendance at such shows have been included in the ²⁰¹⁰~~2010~~ Tourism budget, now, therefore, be it

RESOLVED, that upon recommendation of the Tourism Committee, any employee within the Tourism Department designated by the Tourism Director and those Warren County Supervisors having an interest in attending the In-State and Out-of-State and Canada ²⁰¹⁰~~2010~~ Motorcoach Trade Shows/Sales Blitz/Marketplaces be, and hereby are, authorized to attend the in-state and out-of-state and Canada ²⁰¹⁰~~2010~~ Motorcoach Trade Shows/Sales Blitz/Marketplaces as set forth in Schedule "A", attached hereto, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to pay the reasonable and necessary expenses for Tourism Department employees and Warren County Supervisors to travel to and for attendance at said shows upon presentation of verified vouchers thereof.

SCHEDULE "A"

TOURISM DEPARTMENT

2011 MOTORCOACH TRADE SHOW/SALES BLITZ/MARKETPLACE/CONFERENCE SCHEDULE

<u>PLACE</u>	<u>ASSOCIATION</u>	<u>DATES</u>
Philadelphia, PA	American Bus Association	1/8 - 1/12/11
Detroit, MI	Heartland Travel Showcase	2/18 - 2/20/11
Latham, NY	Brown Coach/Upstate Tours	February 2011
Siena College, Loudonville, NY	Yankee Trails World Travel	2/25/11
Albany, NY	The NYS Travel & Vacation Association	3/1-3/3/11
Harrisburg, PA	Pennsylvania Bus Assoc.	3/22/11
Poughkeepsie, NY	DONYS Destinations Travel Show	4/5 - 4/6/11
New York, NY	Amtrak's NY by Rail Day	May 2011
Saratoga Springs, NY	ESSAE (Empire State Society of Assoc. Executives)	June 2011
Connecticut	DONYS Sales Blitz	7/13-7/14/11
Holyoke, MA	Wade Tours	August 2011
Rhode Island	Conway Tours	TBA OCT. 25
Milwaukee, WI	Connect	8/11-8/15/11
New York, NY	SYTA (Student & Youth Travel Association)	8/25-8/29/11
Hartford, CT	Hartford Women's Expo	9/10-9/11/11
Charlotte, NC	Teams Conference	10/19-10/23/11
Windsor, ON	Ontario Motorcoach Association	11/6 -11/9/11
Quebec	Quebec Bus Owners Association	October 2011
Atlantic City, NJ	Greater New Jersey Motorcoach Association	November 2011
Las Vegas, NV	National Tour Association	12/5-12/9/11

NOTE: Above dates are exclusive of travel to and from shows

TOURISM DEPARTMENT PERSONNEL WHO MAY BE DESIGNATED FOR ATTENDANCE AT SUCH SHOWS BY THE TOURISM DIRECTOR:

- Tourism Director
- Assistant Tourism Coordinator
- Group Tour/Convention Promoter
- Senior Tourism Specialist
- Creative Director
- County Supervisors

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: December 3, 2010

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: to authorize contracts for 2011 brochure distribution
- (c) Name of Contractor: three contracts
- (d) Address of Contractor: see attached list
- (e) Contractor's Contact Person and Telephone Number: see attached list
- (f) Has or will the Contract be provided, if so, please attach: no
- (g) Commencement Date of Contract: January 1, 2011
- (h) Termination Date of Contract: December 31, 2011
- (i) Payment Provisions:
- i) lump sum amount lump sums
 - ii) hourly rate amount N/A
 - iii) Total amount not to exceed 8,465.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project etc. when invoiced for the year)
- (j) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:
A.6417 470 (Contract); not to exceed \$8,465.00 (see attached list for breakdown)

Warren County Board of Supervisors

RESOLUTION NO. 813 OF 2009

Resolution introduced by Supervisors Tessier, Belden, Kenny, Sheehan, Merlino, Simmes and Strainer

AUTHORIZING AGREEMENTS WITH VARIOUS COMPANIES/AGENCIES FOR BROCHURE DISTRIBUTION FOR THE TOURISM DEPARTMENT

RESOLVED, that Warren County continue the contractual relationship, (the previous contracts being ^{813 of 2009,} authorized by Resolution No. 808 of 2008), with the following companies/agencies for brochure distribution, for a term commencing January 1, ²⁰¹¹~~2010~~, and terminating December 31, ²⁰¹¹~~2010~~, for the amounts set forth below, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute agreements in the form approved by the County Attorney:

COMPANIES/ AGENCIES	ADDRESS	DESCRIPTION	AMOUNT
The Lake Placid Chamber of Commerce, Inc. (James McKenna, CEO)	Lake Placid-Essex Co. Visitors Bureau 49 Parkside Dr. Lake Placid, NY 12946	Crown Point & 2 High Peaks Rest Areas Brochure Distribution	\$ 650.00 ^{# 400.00}
Henry Hudson Tours, Inc. d/b/a Travel Plaza Information Centers	PO Box 10 Saugerties, NY 12477	Brochure Distribution- Thruway Info Ctrs.	\$ 5,495.00
HA-PE-DE, Inc. (Kathleen Barrie)	4 Stonegate Dr. Queensbury, NY 12804	Exit 9 - Clifton Park Information Center & Exit 17 Brochure Distribution	\$ 2,570.00

CODE A.6417 470

TOTAL \$8,715.00

^{# 8765.00}

and be it further

RESOLVED, that unless there should be a material change in contract terms, a change in rates/costs or a change or addition of a new contractor/agency, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute new contracts and continue the contracts in future years

RESOLUTION No. 813 OF 2009

PAGE 2 OF 2

for one year terms, provided appropriations for such contracts are made in the Tourism budget and the Tourism Director recommends continuation of the contracts, and be it further

RESOLVED, that the Board may, at any time upon the adoption of further resolutions, rescind and/or amend this authority or limit appropriations with regard to any one or more of the contracts listed below and request to terminate the contract pursuant to the terms thereof, and the Department Head shall be responsible for acting in accordance with such actions, and be it further

RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute agreements, and from time to time as may be necessary, further contracts consistent with the term set forth herein, with said contractors/agencies in the form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

***Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Tourism

DATE: December 3, 2010

(a) Purpose of Request: To authorize the Director of
Tourism to utilize models for WarrenCounty/Adirondack
Photography and video in 2011.

(b) Details: not to exceed six (6) models; \$50.00 stipend
per model

Money to be taken from A.6417 481 Tourism - Promotion
\$300.00

(c) Previous Resolution Number: 812 of 2009

Warren County Board of Supervisors

RESOLUTION NO. ~~812 of 2009~~

Resolution introduced by Supervisors Tessier, Belden, Kenny, Sheehan, Merlino, Simmes and Strainer

AUTHORIZING THE DIRECTOR OF TOURISM TO UTILIZE MODELS FOR PHOTOGRAPHY AND VIDEO WITH A FIFTY DOLLAR (\$50) STIPEND TO EACH MODEL FOR SERVICES - TOURISM DEPARTMENT

RESOLVED, that the Warren County Tourism Director, Kate Johnson, be authorized to recruit a number of models (not to exceed ^{514 (6)} fifteen [15] models) for the purpose of tourism advertising and promotion in all forms of media, and pay each model a stipend of Fifty Dollars (\$50) for a term commencing January ²⁰¹¹ 1, ~~2010~~ and terminating December 31, ²⁰¹¹ ~~2010~~, for a total not to exceed ^{THREE (300)} ~~Seven Hundred Fifty Dollars (\$750)~~, with funding to be paid out of Tourism Promotion monies.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: TOURISM

DATE: 12/3/10

- (a) Purpose of Contract Change: to extend existing contract for 2011 to provide hotel occupancy and rate data to Warren County
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: Res # 796 of 2007, #910 of 2008, #811 of 2009
- (c) Name of Contractor: Smith Travel Research Inc.
- (d) Address of Contractor: 735 East Main Street Hendersonville, TN 37075
- (e) Contractor's Contact Person and Telephone Number:
Duane Vinson (615)824-8664 ext. 310
- (f) Commencement Date of Extension: January 1,2011
- (g) Termination Date of Extension: December 31, 2011
- (h) Payment Provisions:
 - i) lump sum amount \$1,750
 - ii) hourly rate amount N/A
 - iii) total amount not to exceed \$1,750
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. as invoiced
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: A.6417 470 (Contract); not to exceed \$1,750

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Warren County Board of Supervisors

RESOLUTION NO. ~~811 OF 2009~~

Resolution introduced by Supervisors Tessier, Belden, Kenny, Sheehan, Merlino, Simmes and Strainer

AUTHORIZING AGREEMENT WITH SMITH TRAVEL RESEARCH, INC. TO PROVIDE HOTEL OCCUPANCY AND RATE DATA TO WARREN COUNTY - TOURISM DEPARTMENT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with Smith Travel Research, Inc., 735 East Main Street, Hendersonville, Tennessee 37075, to provide hotel occupancy and rate data to Warren County from the period of January 1, ²⁰¹¹~~2010~~ to December 31, ²⁰¹¹~~2010~~, at a cost of One Thousand ~~Nine Hundred~~ ^{SEVEN HUNDRED FIFTY} Dollars (~~\$1,900~~¹⁷⁵⁰), and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be paid out of Tourism ^{CONTRACT}~~Promotion~~ monies.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: December 1, 2010

(a) Is this a Result of a Bid or Request for Proposal? Yes

(b) Purpose of Contract: To authorize a contract for 2011 for videography services; option to renew for 3 additional years

(c) Name of Contractor: Production Equipment, Inc.

(d) Address of Contractor: PO Box 877 Saratoga Springs, NY 12866

(e) Contractor's Contact Person and Telephone Number: _____
Taylor Morrison phone: 518-581-1995

(f) Has or will the Contract be provided, if so, please attach: no

(g) Commencement Date of Contract: January 1, 2011

(h) Termination Date of Contract: December 31, 2011

(i) Payment Provisions: i) lump sum amount N/A

ii) hourly rate amount N/A

iii) Total amount not to exceed 12,000.00

iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project etc. _____
as invoiced

(j) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: _____
A.6417 470 (Contract); not to exceed \$12,000.00

BID NO: WC 82-10

**ITEM(S): REQUEST FOR PROPOSALS FOR
VIDEOGRAPHY SERVICES FOR THE WARREN
COUNTY TOURISM DEPARTMENT**

DATE: OCTOBER 28, 2010

TIME: 3:00 p.m.

NAME & ADDRESS OF BIDDER

Production Equipment Inc.
Attn: Taylor Morrison
PO Box 877
Saratoga Springs, NY 12866
Ph: 518-581-1995

NAME & ADDRESS OF BIDDER

Polemico Pictures
Attn: Jonathan Miller
115 West 29th Street
Suite 1101
New York, NY 10001
Ph: 917-865-7106
Fx: 347-402-8545

DESCRIPTION OF ITEM

BID PRICE

BID PRICE

BID AWARDED TO:

JULIE A PACYNA, PURCHASING AGENT

Full-day buy out (8-10 hours):

\$750.00 (10 hr rate)

\$2,500.00 (for equip and crew)

Half-day buy out (4-5 hours):

\$500.00 (5 hr rate)

\$1,950.00 (for equip and crew)

Hourly rate for Videographer:

\$200.00

\$70.00

Hourly rate for Assistant:

\$400.00 Camera Assistant 10hr rate
\$300.00 Camera Assistant 5 hr rate
\$200.00 Camera Assistant 1 hr rate

\$50.00

\$40.00 per hour travel

Additional costs:

Sound Recordist w/gear

\$650.00 (10 hr rate)
\$500.00 (5 hr rate)
\$200.00 (1 hr rate)
\$65.00 per hour travel
N/A

RED ONE Camera Package

\$1,000.00 per day

50-150mm RED Zoom Lens

\$125.00 per day

30-80mm Angenieux Lens

\$300.00 per day

BID NO: WC 82-10

**ITEM(S): REQUEST FOR PROPOSALS FOR
VIDEOGRAPHY SERVICES FOR THE WARREN
COUNTY TOURISM DEPARTMENT**

DATE: OCTOBER 28, 2010

TIME: 3:00 p.m.

NAME & ADDRESS OF BIDDER

Production Equipment Inc.
Attn: Taylor Morrison
PO Box 877
Saratoga Springs, NY 12866
Ph: 518-581-1995

NAME & ADDRESS OF BIDDER

Polemico Pictures
Attn: Jonathan Miller
115 West 29th Street
Suite 1101
New York, NY 10001
Ph: 917-865-7106
Fx: 347-402-8545

DESCRIPTION OF ITEM

BID PRICE

11-16 Duclos Wide Angle Zoom

\$100.00 per day

BID PRICE

Mileage:

Travel rates based on Portal to Portal from Saratoga Springs, NY. Mileage charge set to current NYS DOT mileage calculator.

Director of Photography per hour travel:

\$75.00

WC 82-10 - REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT

DATE: OCTOBER 28, 2010

TIME: 3:00 PM

PLACE: MUNICIPAL CENTER

PROPOSAL OF: PRODUCTION EQUIPMENT INC.
COMPANY NAME

TO: Julie A. Pacyna, Purchasing Agent
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

The undersigned having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits the following attached proposal.

Cost to perform all Services as per the requirements of the attached specifications for any and all costs associated with this contract for all professional services to be performed as outlined in the proposal:

Full-day buy out (8-10 hours): SEE ATTACHED QUOTATION

Half-day buy out (4-5 hours): SEE ATTACHED QUOTATION

Hourly rate for Videographer: SEE ATTACHED QUOTATION

Hourly rate for Assistant: SEE ATTACHED QUOTATION

If applicable, please include a listing of any additional associated out-of-pocket expenses and/or other costs (including travel) that may result as part of this contract. There shall be no other amounts due and payable by the County regardless of costs or expenses of the Consultant except for additional services requested by the County which are beyond the Scope of Services or those services customarily performed as part of the scope of services.

Please attach all other information requested in these specifications.

Date: OCT 25 2010 Federal ID#/SSN 14-1741544

Contractor Signature: [Signature]

Contractor name (Printed): TAYLOR MORRISON

Name of Firm: PRODUCTION EQUIPMENT INC.

Business Address: P.O. Box 877 SARATOGA SP. NY 12866

Phone #() 518-858-1329 Fax # _____

NOTE: The Following Certification and Corporate Resolution, if applicable, must accompany this proposal. Financial statement, if desired, will be requested at a later date. D.B.A. and/or Certificate of Incorporation will be required from successful bidder.

WARREN COUNTY
TABULATION SHEET

	NAME & ADDRESS
SPEC NO.: WC 84-10 ITEM(S): RFP FOR SOUND/AUDIO PRODUCTION SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT DATE: OCTOBER 28, 2010 TIME: 3:00 P.M.	Cotton Hill Studios, Inc. Attn: Ray Rettig 13 Walker Way Albany, NY 12205 Ph: 869-1968 Fax: 869-1969
DESCRIPTION OF ITEM	PRICE
Full-day rate (8-10 hours):	\$850.00
Half-day rate (4-5 hours):	\$425.00
Hourly rate for Producer:	\$45.00
Hourly rate for Assistant:	\$35.00
15 Second Spot Audio Bed:	Based on studio time and music usage as appropriate.
30 Second Spot Audio Bed:	Based on studio time and music usage as appropriate.
Digital Uploads:	\$5.00 per upload
Stock Music:	\$110.00 per radio, \$135.00 per TV
Music Beds:	Based on studio time and music usage as appropriate.
Voice Talent (based on 13 week cycle in up to 15 markets):	\$210.00 + \$35.00 each additional market
Music Scoring:	Quoted on a per project basis.
Sound effects:	No charge
Cut to Soundtrack	\$125.00
AWARDED TO:	
√	TERM: January 1, 2011 through December 31, 2011
JULIE A. PACYNA, PURCHASING AGENT	Resolution No.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: December 1, 2010

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: To authorize a contract for 2011 for post-production and on-line editing services; option to renew for 3 additional years
- (c) Name of Contractor: Working Pictures, Inc.
- (d) Address of Contractor: 436 New Karner Road Albany, NY 12205
- (e) Contractor's Contact Person and Telephone Number: Marty Bohunicky phone: 518-869-0460; fax: 518-869-8400
- (f) Has or will the Contract be provided, if so, please attach: no
- (g) Commencement Date of Contract: January 1, 2011
- (h) Termination Date of Contract: December 31, 2011
- (i) Payment Provisions:
- i) lump sum amount N/A
 - ii) hourly rate amount N/A
 - iii) Total amount not to exceed 7,500.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project etc. as invoiced)
- (j) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6417 470 (Contract); not to exceed \$7,500.00

**WARREN COUNTY
TABULATION SHEET**

	NAME & ADDRESS
<p>SPEC NO.: WC 83-10</p> <p>ITEM(S): RFP FOR POST-PRODUCTION AND ON-LINE EDITING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT</p> <p>DATE: OCTOBER 28, 2010</p> <p>TIME: 3:00 P.M.</p>	<p>Working Pictures, Inc. Attn: Marty Bohunicky 436 New Karner Road Albany, NY 12205 Ph: 518-869-0460 Fx: 518-869-8400</p>
DESCRIPTION OF ITEM	PRICE
Fees Per Item:	
Full HD capabilities for Digital Editing-full day rate (8-10 hours)	\$1,400.00 - \$1,750.00
Full HD capabilities for Digital Editing-half day rate (4-5 hours)	\$700.00
Full HD capabilities for Digital Editing - hourly rate	\$175.00
File Conversions	\$10.00
Digital Uploads	\$10.00
BETA sp	\$40.00
DIGI Beta	n/a
Archiving	On job basis
AWARDED TO:	
√	TERM: January 1, 2011 through December 31, 2011
JULIE A. PACYNA, PURCHASING AGENT	Resolution No.

WC 83-10 - REQUEST FOR PROPOSALS FOR POST-PRODUCTION AND ON-LINE EDITING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT

DATE: OCTOBER 28, 2010

TIME: 3:00 PM

PLACE: MUNICIPAL CENTER

PROPOSAL OF: Working Pictures, Inc.
COMPANY NAME

TO: Julie A. Pacyna, Purchasing Agent
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

The undersigned having carefully examined the specifications and having to their satisfaction ascertained all the facts concerning these specifications, herewith submits the following attached proposal.

Cost to perform all Services as per the requirements of the attached specifications for any and all costs associated with this contract for all professional services to be performed as outlined in the proposal:

Full HD capabilities for Digital editing - full-day rate (8-10 hours): \$1400 - 1750.⁰⁰

Full HD capabilities for Digital editing - half-day rate (4-5 hours): \$700⁰⁰

Full HD capabilities for Digital editing - hourly rate: \$175.-

File conversions: 10.⁰⁰ each

Digital uploads: 10.⁰⁰ each

BETA sp: 40.⁰⁰ each

DIGI Beta: N/A each

Archiving: on job basis

WC 83-10 - REQUEST FOR PROPOSALS FOR POST-PRODUCTION AND ON-LINE EDITING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT
DATE: OCTOBER 28, 2010 TIME: 3:00 PM PLACE: MUNICIPAL CENTER

If applicable, please include a listing of any additional associated out-of-pocket expenses and/or other costs (including travel) that may result as part of this contract. There shall be no other amounts due and payable by the County regardless of costs or expenses of the Consultant except for additional services requested by the County which are beyond the Scope of Services or those services customarily performed as part of the scope of services.

Please attach all other information requested in these specifications.

Date: 10/14/10 Federal ID#/SSN 16-1521120

Contractor Signature: _____

Contractor name (Printed): Marty Bohunicky

Name of Firm: Working Pictures, Inc.

Business Address: 436 New Kanner Rd Albany Ny 12205

Phone # (518 869 0460 Fax # 518 869-8400

NEW BIDDERS ONLY: Please list three (3) current references.

	COMPANY NAME	CONTACT PERSON	PHONE #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

The attached Corporate Resolution (if applicable) and Bidder Certification must be completed and signed and made a part of this bid proposal.

WC 83-10 - REQUEST FOR PROPOSALS FOR POST-PRODUCTION AND ON-LINE EDITING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT

DATE: OCTOBER 28, 2010

TIME: 3:00 PM

PLACE: MUNICIPAL CENTER

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 196, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- (c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

Individual Bidder

Co-Partnership

By _____
Partner

Corporation

X By Mus R. A.
President

WC 83-10 - REQUEST FOR PROPOSALS FOR POST-PRODUCTION AND ON-LINE EDITING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT
DATE: OCTOBER 28, 2010 TIME: 3:00 PM PLACE: MUNICIPAL CENTER

CORPORATE RESOLUTION

RESOLVED that Working Pictures, Inc.
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

Warren County Tourism Post Production Services
(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by Working Pictures, Inc.

_____ Corporation at a meeting of its Board of Directors held on
the 28th Day of November, 20 1997, and
is still in force and effective on this 26th Day of October,
2010.

[Handwritten Signature]

SECRETARY
(Signature)

STEPHEN E. GREEN
Notary Public, State of New York
Qualified in Saratoga County
Commission Expires 1/3/14

(SEAL OF CORPORATION)

[Handwritten Signature]

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: TOURISM

DATE: 12/3/10

- (a) Purpose of Contract Change: to extend existing contract for 2011 to continue our contractual relationship with the Adirondack Regional Tourism Council, Inc. for regional marketing services.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: Res # 359 of 2010
- (c) Name of Contractor: Adirondack Regional Tourism Council, Inc.
- (d) Address of Contractor: Crestview Plaza, 1992 Saranac Ave. Suite 3, Lake Placid, New York 12946
- (e) Contractor's Contact Person and Telephone Number:
Ronald Ofner 518-597-3588 (home)
518-846-8016 (office)
- (f) Commencement Date of Extension: January 1, 2011
- (g) Termination Date of Extension: December 31, 2011
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed ~~\$72,000~~ \$128,000
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. as invoiced)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6417 470 (Contract); not to exceed ~~\$72,000~~ \$128,000

Warren County Board of Supervisors

RESOLUTION NO. ~~359 OF 2010~~

Resolution introduced by Supervisors Merlino, Kenny, Belden, Strainer, Goodspeed, McCoy and Conover

AUTHORIZING AGREEMENT WITH ADIRONDACK REGIONAL TOURISM COUNCIL, INC., FOR REGIONAL MARKETING SERVICES - TOURISM DEPARTMENT

RESOLVED, that Warren County continue the contractual relationship, (the previous contract being authorized by Resolution No. 289 of 2009), with Adirondack Regional Tourism Council, Inc., Crestview Plaza, 1992 Saranac Ave. Suite 3, Lake Placid, New York 12946, for regional marketing services, for an amount up to Seventy-Two Thousand Dollars (~~\$72,000~~), for a term commencing January 1, 2010, and terminating December 31, 2011, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney.

ROD O'NEAL

518-597-3588

home

518-846-8016

office (Beekmantown)

Summer Conversion Comparisons 2007 – 2010

Summer 2010 Conversion Survey – People who downloaded the summer coupons (Link to online survey sent via email)

<u>Surveys sent</u>	<u># Completed</u>	<u># visited</u>	<u>% responded</u>	<u>% converted</u>
4993	560	526	11.22%	93.93%

560 (completed) of 4993 (sent) is 11.22% Survey Response Rate
526 (visited) of 560 (completed) is 93.93% Conversion Rate based on those who responded

Summer 2009 Conversion Survey – People who downloaded summer coupons (Link to online survey sent via email)

<u>Surveys sent</u>	<u># Completed</u>	<u># visited</u>	<u>% responded</u>	<u>% converted</u>
5,913	541	507	9.15%	93.72%

541 (completed) of 5,913 (sent) is 9.15% Survey Response Rate
507 (visited) of 540 (completed) is 93.72% Conversion Rate based on those who responded

Summer 2008 Conversion Survey – People who responded to Time Warner TV ads (Link to online survey sent on a postcard)

<u>Surveys sent</u>	<u># Completed</u>	<u># visited</u>	<u>% responded</u>	<u>% converted</u>
17,645	92	49	0.52%	53%

92 (completed) of 17,645 (sent) is 0.52% Survey Response Rate
49 (visited) of 92 (completed) is 53% Conversion Rate based on those who responded

Summer 2007 Conversion Survey – People who downloaded the summer coupons (Link to online survey sent via email)

<u>Surveys sent</u>	<u># Completed</u>	<u># visited</u>	<u>% responded</u>	<u>% converted</u>
3,970	483	481	12.2%	99.5%

483 (completed) of 3,970 (sent) is 12.2% Survey Response Rate
481 (visited) of 483 (completed) is 99.5% Conversion Rate based on those who responded