

LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS
VisitLakeGeorge.com

AGENDA WARREN COUNTY TOURISM DEPARTMENT

November 22, 2013

Committee Members:

- E. Merlino, Chairman
 - W. Kenny
 - D. Dickinson
 - D. Strainer
 - R. Conover
 - E. Wood
 - R. Vanselow
-

1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
2. **MOTION TO APPROVE October 2, 2013 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. **2014 Resolution Requests:**
 1. Travel - Consumer Shows
 2. Travel - Group Tour Shows & Marketplaces
 3. Paid Brochure Distribution Contracts
 4. Contract - 1 year rental agreement with Adirondack Factory Outlet Center
 5. Contract Extension - Sales/Special Event Coordinator Position with Lake George Chamber of Commerce
 6. Transfer of Funds – 2 requests
 7. New Contracts:
 - Sue Pierson Design
 - Fingerpaint Marketing (previously Cotton Hill Studios, Inc.)
 - Working Pictures Inc.
 - Production Equipment Inc.
4. **OLD BUSINESS**
5. **NEW BUSINESS**
6. **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: 11/22/13

- (a) Purpose of Request: continue to authorize attendance at 2014 in-state, out-of-state, and Canadian consumer shows and conferences by Tourism Department personnel and County Supervisors.
- (b) Details: See attached for details; add wording that if any changes are made to this schedule, they will be approved subject to having the funds in our budget.
- (c) Previous Resolution Number: 703 of 2012
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 444 Travel/Education/Conference \$5,500

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 703 OF 2012

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

2014
AUTHORIZING ATTENDANCE AT ~~2013~~ IN-STATE AND OUT-OF-STATE AND
CANADIAN CONSUMER SHOWS BY TOURISM DEPARTMENT PERSONNEL
AND COUNTY SUPERVISORS

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

2014
~~2013~~ WHEREAS, funds necessary for travel to and attendance at such shows have been included in the 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 and Canadian *2014* ~~2013~~ 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, and the funding to be provided for from Budget Code A6417.444 Tourism Occupancy, Travel/Education/Conference.

RESOLUTION NO. 703 OF 2012

PAGE 2 OF 2

SCHEDULE "A"

TOURISM DEPARTMENT

2013 CONSUMER SHOW/CONFERENCE SCHEDULE

<u>PLACE</u>	<u>TYPE</u>	<u>DATE</u>
Edison, NJ	Sport/Outdoor	Jan. 10-13, 2013 9-12, 2014 ✓
Edison, NJ	Camp	Jan. 18-20, 2013 17-19, 2014 ✓
Suffern, NY	RV/Camp	Feb. 15-18, 2013 27 - MARCH 2, 2014
Springfield, MA	Boat/Sport	Feb. 21-24, 2013
Suffern, NY Hempstead, NY	Sport/Outdoor	Feb. 28-Mar. 3, 2013 27 - MARCH 2, MARCH 15, 2014 ✓
Niagara Falls, NY	AAA TRAVEL MARKETPLACE NYSTVA Conference	May 5-7, 2013 2014 ✓
Hartford, CT	Women's Expo	Sept. 7-8, 2013 6-7, 2014 ✓
Albany, NY	Snow Expo	Nov. 2013 2014
Meadowlands, NJ	Ski Show	Dec. 2013
Syracuse, NY	EMPIRE STATE TOURISM CONFERENCE	TO BE ANNOUNCED

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: 11/22/13

- (a) Purpose of Request: continue to authorize attendance at 2014 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; add wording that if any changes are made to this schedule, they will be approved subject to having the funds in our budget.
- (c) Previous Resolution Number: 704 of 2012
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 444 Travel/Education/Conference \$8,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. ~~704 OF 2012~~

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

²⁰¹⁴
AUTHORIZING ATTENDANCE AT ~~2013~~ IN-STATE AND OUT-OF-STATE AND CANADIAN MOTORCOACH TRADE SHOWS/SALES BLITZ/MARKETPLACES BY TOURISM DEPARTMENT PERSONNEL AND COUNTY SUPERVISORS

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

²⁰¹⁴
WHEREAS, funds necessary for travel to and attendance at such shows have been included in the ~~2013~~ 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 Canadian ²⁰¹⁴ ~~2013~~ Motorcoach Trade Shows/Sales Blitz/Marketplaces be, and hereby are, authorized to attend the In-State and Out-of-State and Canadian ²⁰¹⁴ ~~2013~~ 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, with funding to be provided for from Budget Code A.6417 444 Tourism Occupancy, Travel/Education/Conference.

*See Group
Tour Trade
Show Schedule
attached.*

SCHEDULE "A"

TOURISM DEPARTMENT

2013 MOTORCOACH TRADE SHOW/SALES BLITZ/MARKETPLACE SCHEDULE

<u>PLACE</u>	<u>ASSOCIATION</u>	<u>DATES</u>
Charlotte, NC	American Bus Association	Jan. 5-9
Orlando, FL	National Tour Association	Jan. 19-23
Virginia Beach, VA	Bank Travel	Feb. 5-7
Toledo, OH	Heartland Travel Showcase	Feb. 16-17
Harrisburg, PA	Pennsylvania Bus Association	Mar. 26
Ellicot City, MD	Maryland Motorcoach Marketplace	Mar. 27
Latham, NY	Yankee Trails World Travel	Mar. 28
New York, NY	NAJ Summit East	May 1
Niagara Falls, NY	NYS Travel & Vacation Assoc.	May 5-7
New York, NY	Amtrak's NY By Rail Day	May tba
New York, NY	DONYS NYC Sales Exchange	July 9
Poughkeepsie, NY	DONYS Destinations Travel Show	August 27-28
Hartford, CT	Hartford Women's Expo	Sept. 7-8
Quebec City, Quebec	QBOA	Oct. tba 28-30
Lincoln, RI	Conway Tours	Oct. 22 or 29
Toronto, Canada	OMCA	Nov. 3-6
Cleveland, OH	Boomers in Groups	Nov. 16-17
Atlantic City, NJ	NJMCA	Nov. tba

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

LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS

VisitLakeGeorge.com

2014 Group Tour Trade Show Schedule

LOCATION

Nashville, TN
King of Prussia, PA

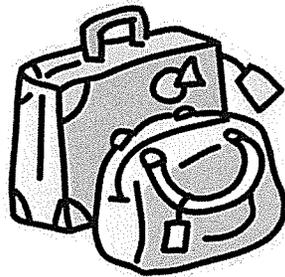
New York, NY
New York, NY
New York City, NY
Lake George, NY
Quebec City, QB
Connecticut
Little Rock, AR
Atlantic City, NJ

ASSOCIATION

American Bus Association
Pennsylvania Bus Association
Maryland Motorcoach Marketplace
NAJ Summit East
Amtrak's NY By Rail Day
Buffalo/Niagara NYC Sales Exchange
Destinations Travel Show
QBOA
Friendship Tours
Boomers in Groups
GNJMCA

DATES

Jan 12-16
March 19
March 20
May TBA
May TBA
Sept TBA
Sept 8-9
Oct 27-30
August TBA
Nov 7-9
Nov TBA



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: 11/22/13

- (a) Purpose of Request: to authorize continuation of the lease agreement with the Adirondack Factory Outlet Center, Inc. for space to be used as a Satellite Tourism Office/Visitor's Information Center.

- (b) Details: as expiring

- (c) Previous Resolution Number: Res# 702 of 2012

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 470 Tourism-Contract \$15,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 702 OF 2012

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

AUTHORIZING LEASE AGREEMENT WITH ADIRONDACK FACTORY OUTLET CENTER, INC. RELATIVE TO OFFICE SPACE FOR A SATELLITE TOURISM OFFICE

RESOLVED, that Warren County enter into a Lease Agreement with Adirondack Factory Outlet Center, Inc., 1454 State Route 9, Lake George, New York 12845, for Tourism office space to be used for a Satellite Tourism Office for a term of one (1) year, from January 1, ²⁰¹⁴~~2013~~ through December 31, ²⁰¹⁴~~2013~~, for a total cost not to exceed Fifteen Thousand Dollars (\$15,000), and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute the Lease Agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this Lease Agreement shall be expended from Budget Code A.6417 470 Tourism Occupancy, Contract.

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: 11/22/13

- (a) Purpose of Request: to authorize agreements with various companies/agencies for Brochure Distribution

- (b) Details: See attached; delete HA-PE-DE; add The Chamber of Southern Saratoga County, Inc.

- (c) Previous Resolution Number: 792 of 2010

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 470, Contract, \$7,245

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. ~~792 OF 2010~~

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

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

RESOLVED, that Warren County continue the contractual relationship, (the previous contracts being authorized by Resolution No. 813 of 2009), with the following companies/agencies for brochure distribution, for a term commencing January 1, ²⁰¹⁴~~2011~~, and terminating December 31, ²⁰¹⁴~~2011~~, 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	\$ 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) THE CHAMBER OF SOUTHERN SARATOGA COUNTY, INC.	4 Stonegate Dr. Queensbury, NY 12804	Exit 9 - Clifton Park Information Center & Exit 17 Brochure Distribution	\$ 2,570.00 1350.00

*15 PARK AVE, SUITE 7
CLIFTON PARK, NY 12065*

CODE A.6417 470
TOTAL \$8,465.00

\$ 17,245.00

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. 792 OF 2010

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: 11/22/13

- (a) Purpose of Request: to authorize continuation of the agreement with the Lake George Regional Chamber of Commerce for the Special Events Coordinator position for one additional year, as per the original specifications for the position, WC 90-10.
- (b) Details: The original specifications authorized 3 additional renewals.
- (c) Previous Resolution Number: Res# 795 of 2010 incorrectly stated two additional renewals, and Resolution # 761 of 2011, subsequently stated one additional renewal.
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 470 Tourism-Contract \$55,000

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

**WC 90-10 - REQUEST FOR PROPOSALS TO CONTRACT WITH A SALES/SPECIAL
EVENT/CONVENTION AGENCY/ASSOCIATION**

DATE: NOVEMBER 12, 2010 TIME: 3:00 PM PLACE: MUNICIPAL CENTER

Minimum experience requirements include 4+ years of sales experience and marketing, event planning and hospitality experience. Part of your proposal should include examples of proven sales success. The SSECA must also be familiar with the Warren County convention industry and available resources.

IV. TIME FOR OR DURATION OF SERVICES:

The services shall be commenced on January 1, 2011 and the person or company is asked to plan to continue to provide services until December 31, 2011. Upon agreement between the County and the Contractor, the contract may be extended for three (3) additional one year periods. At all times the County reserves the right to terminate the agreement upon sixty (60) days notice to the Contractor.

V. RESPONSES TO THIS REQUEST FOR PROPOSALS - SUBMISSION INSTRUCTIONS:

- A. *Proposals must be received no later than 3:00 pm on Friday, November 12, 2010.* All parties interested in responding, must deliver or arrange for the County *Purchasing Agent to receive an original proposal (so noted) and ten (10) copies.*

The Warren County Board of Supervisors may reject proposals which are materially incomplete and/or which do not conform to the proposal content or submission requirements. The Warren County Board of Supervisors reserves the right, to the extent permitted by law, to waive any irregularity, variance or informality in a proposal in keeping with the best interests of Warren County.

- B. *Proposals are to be enclosed in a sealed envelope, plainly marked as "WC 90-10 - Proposal for Event Coordinator" and addressed and or delivered to:*

Julie Pacyna, Purchasing Agent
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845
Telephone No. (518) 761-6538

Location- Warren County Purchasing is located off I 87, Exit 20 on Route 9 in the Municipal Center Complex. Park in front of the building and enter the facility under the County Seal (the Head of Joseph Warren). Proceed to the elevator or stairs and go to the second floor. Follow signs to Purchasing (to the left as you leave the elevator) or ask office staff at any office on the second floor. Your RFP must be time/date stamped in the Purchasing Office no later than 3:00 P. M. on Friday, November 12, 2010 to be considered. No Exceptions.

Warren County Board of Supervisors

RESOLUTION NO. 795 OF 2010

Resolution introduced by Supervisors Kenny, Merlino, Bentley, Champagne, Goodspeed, McCoy and Conover

ACCEPTING PROPOSAL AND AUTHORIZING AN AGREEMENT WITH THE LAKE GEORGE REGIONAL CHAMBER OF COMMERCE & CVB FOR THE 2011 SALES/SPECIAL EVENT/CONVENTION AGENCY/ASSOCIATION (WC 90-10) - OCCUPANCY TAX

WHEREAS, the goal of Warren County is to increase new convention/conference business in Warren County by increasing and recruiting new, major, multi-day festivals or special events to be held in Warren County, and

WHEREAS, a Request for Proposals for a Sales/Special Event/Convention Agency/Association (WC 90-10) produced a sole bidder, the Lake George Regional Chamber of Commerce & CVB, 2176 State Route 9, PO Box 272, Lake George, New York, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, accept the proposal of the Lake George Regional Chamber of Commerce & CVB for an amount not to exceed Fifty-Five Thousand Dollars (\$55,000), for a term commencing January 1, 2011 and terminating on December 31, 2011, with the understanding that this agreement may be extended for two (2) additional one (1) year periods if both parties agree, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documents necessary to carry out the preambles of this resolution in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 761 OF 2011

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

AUTHORIZING AN EXTENSION AGREEMENT WITH THE LAKE GEORGE REGIONAL CHAMBER OF COMMERCE & CVB FOR THE 2012 SALES/SPECIAL EVENT/CONVENTION AGENCY/ASSOCIATION (WC 90-10)

WHEREAS, Resolution No. 795 of 2010 authorized an agreement with the Lake George Regional Chamber of Commerce & CVB, 2176 State Route 9, PO Box 272, Lake George, New York, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors, hereby authorizes an extension agreement with the Lake George Regional Chamber of Commerce & CVB for an amount not to exceed Fifty-Five Thousand Dollars (\$55,000), for an additional term commencing January 1, 2012 and terminating on December 31, 2012, with the understanding that this agreement may be extended for one (1) additional one (1) year period if both parties agree, without further resolution, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any and all documents necessary to carry out the preambles of this resolution in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 11/22/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417 130	Salaries - Part-Time	A.6417 860	Hospitalization	468.00
A.6417 130	Salaries - Part-Time	A.6417 220	Office Equipment	1,100.00
A.6417 130	Salaries - Part-Time	A.6417 865	Dental Insurance	400.00

Please state reason for transfers requested: There are excess funds in our Part-Time position at the Information Center due to the employee hired working less hours than originally anticipated. Dental Insurance, however, has been underbudgeted. We are looking to purchase a storage unit for videos similar to what is used by our contractor, Production Equipment, and to transfer the excess into our Postage account.

CONTINGENT FUND TRANSFER REQUESTS

Open Quotes



Global Government Education Solutions, Inc
 P.O. Box 935311
 Atlanta, GA 31193-5311
 Sales/Cust Serv: (888) 445-2725

Quote No: J5739879

Printed on 11/21/2013 10:15:13 AM

Billing Information:

WARREN COUNTY INFORMATION TECH
 1340 State Route 9
 ATTN: ACCOUNTS PAYABLE
 United States
 LAKE GEORGE, NY 12845
 (518) 761-7659

Payment Method: **Purchase Order**
 PO No: **PO Number has not been entered.**

Shipping Information:

DAVID KENYON
 WARREN COUNTY INFORMATION TECH
 1340 STATE ROUTE 9
 United States
 LAKE GEORGE, NY 12845
 (518) 761-7659

Ship Method: **Ground (2 to 6 days)**
 Source Code: BGOVBB2B

Sku	Description	Qty	Price	Ext Price
YYI1-KU6311	Promise Pegasus R4 - Hard drive array - 4 TB - 4 bays (SATA-600) - 4 x HD 1 TB - Thunderbolt (exte.. MPN: PR401US	1	\$1,080.34	\$1,080.34

Quote Expires	11/22/2013 EST
Weight Total	17.00 (lb)
Product Total	\$1,080.34
Shipping & Handling	\$12.73
Sales Tax	\$0.00
Quote Total	\$1,093.07
Quote Status	On-Hold

Terms & Conditions

- Sales tax will be charged where applicable unless a tax-exempt certificate is on file.
- Special buy prices are subject to change without notice in the event the manufacturer/supplier raises the price. Prices are subject to change on any Instant Rebate item.
- This offer shall be valid for 1 day(s). Because of market volatility, memory & CPU pricing are only valid for the same day as quotation, unless otherwise stated on this quote.
- This offer is contingent on quantity restrictions and is subject to product availability.
 - Original or faxed copy of the purchase order is required on all PO orders.
 - A Return Authorization Number (RMA) is required on all returns. The RMA can only be issued within 30 days of the original ship date. We reserve the right to charge a 15% re-stocking fee where applicable.
- Returns of defective and mis-picked software and some hardware are limited to exchanges only. Some defective hardware covered by the manufacturer's warranty must be handled directly through the respective manufacturer.
- All sales are final on special ordered items (no return, exchanges, or refunds).
- Shipping charges are contingent on quantity orders, total weight of products and unusual size.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 11/22/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 6417 481	Tourism Promotion	A.6417 860	Hospitalization	9,400

Please state reason for transfers requested: It appears that one of our employees switched from Single coverage to Family Coverage after the budget was completed for 2013.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 11/22/13
10/3/13

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

- (b) Purpose of Contract: to assist the Tourism Department with data entry in various printed materials

- (c) Name of Contractor: Sue Pierson Design

- (d) Address of Contractor: 42 Castle Pines Clifton Park, NY 12065

- (e) Contractor's Contact Person and Telephone Number: Sue Pierson 877-7166

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

- (g) Commencement Date of Contract: 1/1/14

- (h) Termination Date of Contract: 12/31/14 with option to renew for three additional years

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount \$25.00 per hour
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.6417 470 - \$6,000 per year, as per expiring

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

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

REQUEST FOR WRITTEN QUOTATION
THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY.

To: (Vendor/Address)

From: Warren County

Warren County Tourism
1340 State Route 9
Lake George, NY 12845

Department: Tourism

PLEASE QUOTE US PRICES ON ITEMS LISTED BELOW. NOTE DELIVERY REQUIREMENTS AND STATE FIRM DATE.

Date: 8/15/13 Reply Due Date: 8/22/13

Delivery Required By: 3:00PM

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

SCOPE OF SERVICES REQUESTED: The Warren County Tourism Dept. seeks assistance with data entry in various printed materials. Vendor must be adept in working with InDesign software. All projects will be supervised by the Warren County Creative Director and/or designated Tourism Dept. staff.

Services may include the following annual projects (some samples enclosed).

- * Warren County Travel Guide
- * Whitewater Rafting Brochure
- * Winter Events & Activities Brochure
- * Summer Events Placemat
- * Winter Events Placemat; and
- * Summer - Rates, Dates & Events Brochure
- * Fall Events & Activities Brochure
- * Group Tour Planner

Vendor will edit, delete, add and reposition text as directed. Warren County Tourism will provide new data/text for each project to the successful vendor via e-mail and/or on manually marked up documents. Some versions of previous brochures exist on Disc and may be made available.

Vendor will not be required to make any creative decisions, strictly key stroking and text positioning.

Vendor must allow for multiple rounds of editing and proof-reading as required.

Final documents to be sent electronically to Warren County Tourism Dept. upon completion.

Vendor to return all discs, proofs, etc. to Warren County Tourism prior to receipt of payment. All materials belong to Warren County.

Approval of all stages of production to be provided by Warren County Tourism before final production is authorized.

WARREN COUNTY PURCHASING

WRITTEN/FAX PROPOSAL SUMMARY

PLEASE SUMMARIZE ACQUIRED WRITTEN PROPOSALS *ON THIS FORM*

(Purchasing Department MAY request back-up at any time.)

PUBLIC WORKS \$2,001.00 - \$7,000.00

PUBLIC WORKS \$7,001.00 - \$13,000.00

Department Tourism

Date August 22, 2013 3:00 PM

Item: Keyboard Assistance Budget \$4,500 (expiring)

Please print or type and submit with Purchase Order.

Public Works: Remember to include *prevailing wage rates* wherever applicable.

Vendor Name, Vendor rep, Phone #, City INSURANCE?	# Days Price held? References? Available when?	Price? Any Other Costs? Equipment? Warranty?
<p align="center">Vendor # 1 Sue Pierson Design 42 Castle Pines Clifton Park, NY 12065 518-877-7166</p>		<p align="center">\$25 per hour</p>
<p align="center">Vendor #2 Black Dog Designs, LLC Jesse Tyree 206 Glen Street, Suite 32 Glens Falls, NY 12801 518-812-1204</p>	<p align="center">No response</p>	
<p align="center">Vendor #3 Declare Creative Services PO Box 124 Glens Falls, NY 12801 518-796-4500</p>	<p align="center">No response</p>	

42 Castle Pines
Chilton Park
New York 12065
T 518 877 7166
F 800.817.6141
spdesign@nytop.com

SUE PIERSON DESIGN

Warren County Tourism
1340 State Route 9
Lake George, NY 12845

8/22/13

Attention: Bid Opening

This is a quotation to edit, delete, add and reposition text as directed by Warren County Tourism for each annual project given to us. We will work within deadlines required and adhere to any and all production requirements. We will work in our own offices.

Hourly rate proposed is: \$25

Thank you,
Sue Pierson

REQUEST FOR WRITTEN QUOTATION

THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY

To: (Vendor/Address)	From: Warren County
Sue Pierson Design 42 Castle Pines Clifton Park, NY 12065	Warren County Tourism 1340 State Route 9 Lake George, NY 12845 Department: Tourism

PLEASE QUOTE US PRICES ON ITEMS LISTED BELOW. NOTE DELIVERY REQUIREMENTS AND STATE FIRM DATE.

Date: 8/15/13 Reply Due Date: 8/22/13 Delivery Required By: 3:00PM

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

SCOPE OF SERVICES REQUESTED: The Warren County Tourism Dept. seeks assistance with data entry in various printed materials. Vendor must be adept in working with InDesign software. All projects will be supervised by the Warren County Creative Director and/or designated Tourism Dept. staff.

Services may include the following annual projects (some samples enclosed).

- * Warren County Travel Guide
- * Whitewater Rafting Brochure
- * Winter Events & Activities Brochure
- * Summer Events Placemat
- * Winter Events Placemat; and
- * Summer - Rates, Dates & Events Brochure
- * Fall Events & Activities Brochure
- * Group Tour Planner

Vendor will edit, delete, add and reposition text as directed. Warren County Tourism will provide new data/text for each project to the successful vendor via e-mail and/or on manually marked up documents. Some versions of previous brochures exist on Disc and may be made available.

Vendor will not be required to make any creative decisions, strictly key stroking and text positioning.

Vendor must allow for multiple rounds of editing and proof-reading as required.

Final documents to be sent electronically to Warren County Tourism Dept. upon completion.

Vendor to return all discs, proofs, etc. to Warren County Tourism prior to receipt of payment. All materials belong to Warren County.

Approval of all stages of production to be provided by Warren County Tourism before final production is authorized.

Vendor must work within timelines/deadlines provided by Warren County Tourism Dept. in order to adhere to printing and delivery schedules for each project.

Any paid advertising included in brochures shall be solicited by Warren County Tourism Dept. and will be supplied to the vendor for positioning within the appropriate brochure(s).

Proposal pricing shall include an hourly rate for services provided by vendor out of their own home or office. Vendor will not be working at a County location. Sample(s) of previous work must be provided.

Services shall commence upon execution of a contract outlining the services to be provided and the Provider is asked to plan to continue to provide services for a period of January 1, 2014 to December 31, 2014. The agreement between the parties will be reviewed and may, at the County's option, be renewed for three (3) additional one year terms. At all times the County reserves the right to terminate the agreement upon sixty (60) days notice to the Provider.

*Proposed RATE:
HOURLY RATE OF \$25.00.*

VENDOR PLEASE COMPLETE THIS INFORMATION:

Date Delivery Promised: *As Needed to MEET DEADLINES*, F.O.B. Point: *CLIFTON PARK*

Terms: *30 days* Date of Quotation: *8/22/13*

Simon Purbin
Signature

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

11/22/13
DATE: 10/3/13

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: to provide sound/audio production services as a component to the Tourism Department's Broadcast Marketing Programs.
- (c) Name of Contractor: Fingerprint Marketing
- (d) Address of Contractor: 395 Broadway Saratoga Springs, NY 12866
- (e) Contractor's Contact Person and Telephone Number: Ray Rettig 518-693-6960
- (f) Has or will the Contract be provided, if so, please attach: No
- (g) Commencement Date of Contract: 1/1/14
- (h) Termination Date of Contract: 12/31/14 with option to renew for three additional years
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount per attached rate schedule
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.6417 470 - \$6,000 per year

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

B

W. 9 requested 7-9



Create
Something
Original

Account by 7-12
Third request 7-18-13

July 5, 2013

Peter Girard
Warren County Tourism
1340 State Route 9
Lake George, NY 12845NY

Dear Peter,

Cotton Hill Studios is pleased to announce that we have been acquired by Fingerpaint, a strategic advertising agency located in Saratoga Springs, N.Y.

We wanted to share this exciting news with you, our valued customers, first and explain how this change will impact our working relationship. There will be no modifications to the audio and video solutions we provide. We will continue to operate out of our Walker Way office as part of the Fingerpaint team. Please continue to address inquires and business transactions as always.

Also, please note the updates to our contact information, effective July 1, 2013:

Ray Rettig
rrettig@fingerpaintmarketing.com

Margherita Petti Krug
mpettikrug@fingerpaintmarketing.com

Aaron Scher
ascher@fingerpaintmarketing.com

Julia Florer
jflorer@fingerpaintmarketing.com

Dan Ross
dross@fingerpaintmarketing.com

We look forward to continuing to serve you in every aspect of broadcast and online content production with leading-edge audio and video solutions.

Sincerely,

Ray Rettig

REQUEST FOR WRITTEN QUOTATION
THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY

To: (Vendor/Address)

From: Warren County

Warren County Tourism
1340 State Route 9
Lake George, NY 12845

Department: Tourism

PLEASE QUOTE US PRICES ON ITEMS LISTED BELOW.

Date: 8/15/13

Reply Due Date: 8/22/13 3:00PM

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

The Warren County Tourism Department requires sound/audio production services as a component to its Broadcast Marketing programs.

SCOPE OF SERVICES REQUESTED:

The Warren County Tourism Department seeks proposals from production companies specializing in sound editing. The Producer must have, or have access to, a diversely stocked music library and state of the art recording system and studio. The Producer must have the capability to add/blend stock music to create an original musical score. The Producer must have knowledge of local voice talent and availability. The final track of the finished product must be provided in MP3 for final editing or must be shipped via satellite for radio pick-up, if appropriate.

Proposals shall provide a breakout of the following fees as set forth below:

- Sound studio time fees (hourly, half day, and full day);
- Digital uploads;
- Stock music;
- Music beds;
- Voice talent;
- Music scoring;
- Sound effects; and
- Cut to soundtrack.

The Producer must provide a full-day rate (8-10 hours), a half-day rate (4-5 hours), an hourly rate for the Producer and an hourly rate for an assistant. All out-of-pocket expenses shall be listed separately. Samples of recent work must be submitted with proposals, either on CD or DVD, along with three (3) client references.

WARREN COUNTY PURCHASING

WRITTEN/FAX PROPOSAL SUMMARY

PLEASE SUMMARIZE ACQUIRED WRITTEN PROPOSALS *ON THIS FORM*

(Purchasing Department MAY request back-up at any time.)

PUBLIC WORKS \$2,001.00 - \$7,000.00

PUBLIC WORKS \$7,001.00 - \$13,000.00

Department Tourism Date August 22, 2013 3:00 PM

Item: Sound Production Services Budget \$6,000

Please print or type and submit with Purchase Order.

Public Works: Remember to include *prevailing wage rates* wherever applicable.

Vendor Name, Vendor rep, Phone #, City INSURANCE?	# Days Price held? References? Available when?	Price? Any Other Costs? Equipment? Warranty?
Vendor # 1 Cotton Hill Studios, Inc. Ray Rettig 13 Walker Way Albany, NY 12205		<p align="center">per attached rate schedule</p>
Vendor #2 White Lake Music & Post 26 Vly Road Albany, NY 12205 518-456-4360	<p align="center">No reply</p>	
Vendor #3	<p align="center">additional vendors unknown</p>	
Vendor #4		

REQUEST FOR WRITTEN QUOTATION
THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY

To: (Vendor/Address)

From: Warren County

Cotton Hill Studios Inc.
Ray Rettig
13 Walker Way
Albany, NY 12205

Warren County Tourism
1340 State Route 9
Lake George, NY 12845
Department: Tourism

PLEASE QUOTE US PRICES ON ITEMS LISTED BELOW.

Date: 8/15/13

Reply Due Date: 8/22/13 3:00PM

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

The Warren County Tourism Department requires sound/audio production services as a component to its Broadcast Marketing programs.

SCOPE OF SERVICES REQUESTED:

The Warren County Tourism Department seeks proposals from production companies specializing in sound editing. The Producer must have, or have access to, a diversely stocked music library and state of the art recording system and studio. The Producer must have the capability to add/blend stock music to create an original musical score. The Producer must have knowledge of local voice talent and availability. The final track of the finished product must be provided in MP3 for final editing or must be shipped via satellite for radio pick-up, if appropriate.

Proposals shall provide a breakout of the following fees as set forth below:

- Sound studio time fees (hourly, half day, and full day);
- Digital uploads;
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- Music beds;
- Voice talent;
- Music scoring;
- Sound effects; and
- Cut to soundtrack.

The Producer must provide a full-day rate (8-10 hours), a half-day rate (4-5 hours), an hourly rate for the Producer and an hourly rate for an assistant. All out-of-pocket expenses shall be listed separately. Samples of recent work must be submitted with proposals, either on CD or DVD, along with three (3) client references.



WARREN COUNTY
TOURISM

Audio Production Services

August 19, 2013

fingerpaint

Create
Something
Original

EXECUTIVE SUMMARY

The Warren County Tourism Department is seeking sound and audio production services as a component to its Broadcast Marketing programs.

Fingerpaint understands that the Department is seeking a partner:

- State of the art recording studio and systems
- Audio production proficiencies
- A pool of professional voice talent
- With access to stock music libraries
- The ability to export final audio files as .mp3 or .wav for digital transmission

Our background and rates follow.

ABOUT FINGERPAINT

Fingerpaint, is a strategic advertising agency located in Saratoga Springs, NY with other offices in Wayne, PA and Albany, NY. Our Albany office includes multiple production suites housed in a 5,000 square foot building in a commercial park easily accessed and within minutes from Exit 24 of the NYS Thruway and Route 87, the Northway. This facility has been in existence since 1995, formerly known as Cotton Hill Studios, Inc. It is equipped with the most advanced digital recording equipment available, and comprises state-of-the-art control and live rooms with isolation booths; video editing suites, and a large conference room, client lounge and multiple offices.

Fingerpaint's Albany office specializes in radio and television broadcast production, audio/video post-production for commercial and industrial applications, original music production, digital editing and remote/location digital recording. The team is the recipient of numerous national and regional awards in advertising for its exemplary recording, and creative original music. This team is also highly regarded for its ability to timely meet deadlines, work with various mediums, and interrelate with advertising executives, producers, clients and creatives. Clients often rely upon our engineers for their creative input and assistance with choosing music, talents, copy and effects to achieve the goal of producing an effective and persuasive product.

CAPABILITIES

There are no limits on the type of recording that this office can do, given the sophistication of the facility and equipment. Examples of typical projects include: radio and TV spots, audio for

video; composition of original music for marketing themes; industrial narratives; original music for jingles, documentaries, animations and industrials; and books on tape.

The technical expertise of our engineers and digital equipment allows us to be cost effective and competitive in the recording market. Complete Digital recording and editing is employed with the use of a digital workstation. The studio also has full trafficking services for digital delivery of radio spots via our "Spot Zone" which has become one of the most accessed digital spots in the area. Radio stations across the state can log in to the site and download their client's radio ads for broadcast.

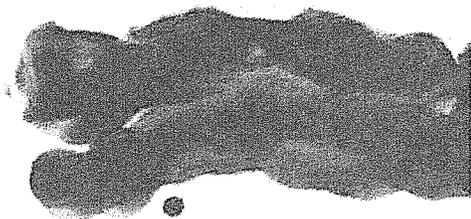
Also unique is the "ISDN" (Integrated Services Digital Network) technology available. With ISDN, a client at our facility can connect with a voice talent just about anywhere in the world to record voice elements for spots, movies or shows.

The creative process is enhanced by the ability of multiple production/stock music libraries on premises that can be utilized on a needle drop or blanket license basis. Six sound effects libraries are also available. We also maintain a current archive of experienced professional union and non-union voice talents and actors to meet our clients' needs.

In addition we offer phone patching capabilities. This is frequently used by clients and producers who may wish to listen to, and direct a recording session from a remote location.

PERSONNEL

Employee owned and driven, we're known as much for our energy and positive attitude as we are for our deep experience, integrated services, fresh strategies and award-winning creative. The following make up some of the team members at the Albany Office that would be heading up your projects



RAY RETTIG | *audio and video services*

Ray brings to Fingerpaint more than 25 years of experience in radio and broadcast production, audio and video post production and original music for advertising. A graduate of the prestigious Berklee College of Music, Ray founded and owned Cotton Hill Studios, where he provided expert services for clients including General Electric, the NYS Lottery and Trans World Entertainment. Ray's talents have been featured in several national magazines, and he is the recipient of national and regional awards for original music, sound engineering and his pro bono contributions. Ray also served as associate professor of music at the University at Albany for 8 years.

Ray has proven time and again that there's not much he can't do...except gain weight and cut his hair. His weight hasn't changed since high school, and he last sat in a barber chair in sixth grade.

CHILDHOOD FAVORITES

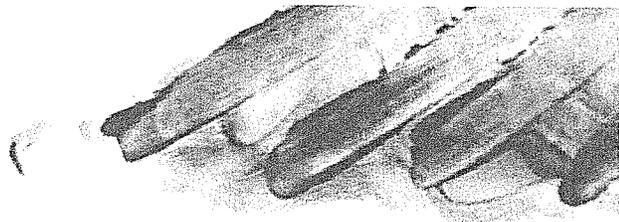
Superhero: Dr. Strange

Color: Orange

Book: Anything by Roald Dahl

Game: Lincoln Logs

Outdoor Activity: Watching the clouds



CHILDHOOD FAVORITES

Superhero: Wonder Woman

Color: Red

Book: Charlotte's Web

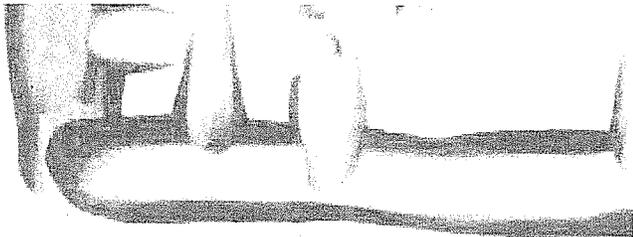
Game: Monopoly

Outdoor Activity: Riding my bike and pretending it was the invisible jet

MARGHERITA PETTI KRUG | *audio and video services*

Margherita oversees the day-to-day activities in Fingerpaint's full-service audio and video production facility and serves as the studio's primary client liaison. With more than two decades of marketing experience for clients including General Electric, fye, MVP Health Care and Price Chopper, Margherita specializes in radio and television advertising, helping our clients create successful, targeted productions. Throughout her career, Margherita has been actively involved in and has held leadership positions with organizations such as the New York Capital Region of the American Marketing Association and The Albany Ad Club. Additionally, The Business Review has counted her among its 40 Under Forty.

Margherita credits her children with her ability to handle "creative personalities" and her Wisconsin-born husband with her affinity for the Green Bay Packers. The credit for her passion for true Italian pizza and gelato, however, is hers and hers alone.



CHILDHOOD FAVORITES

Superhero: The Silver Surfer

Color: Green

Book: One Fish, Two Fish,
Red Fish, Blue Fish

Game: Monopoly

Outdoor Activity: Riding my bike

AARON SCHER | *audio and video services*

Aaron is our self-described “resident tech-head” and readily admits his obsession with technology. With a formal background in music technology, Aaron keeps current on the latest audio and video products and production systems. At Cotton Hill Studios, Aaron employed high-tech applications for clients including Pfizer, NASA, McGraw-Hill and Warner Bros. At Fingerpaint, he does exactly the same thing, bringing his brand of technical genius to our brand and our clients.

Aaron is not only the brains behind the music, he also plays bass and performed in several college bands back in the day. In addition, he has a penchant for flea markets, cheese and fantasy football.

RATES

Audio Production..... \$125.00 per hour
- This is a blended rate for all audio production services, music search time, SFX sourcing and project management.

ISDN Rates: initiate..... \$185.00 per hour
- Connection rates for ISDN

Digital Uploads\$5.00 each
- Delivery of spots via Spot Zone, email or other digital method per spot.

Production Music per needle drop
- TV usage: \$135 per
- Radio usage: \$110 per
- Web usage: \$195 per

Voice talent TBD
- Talent rates vary and will be factored as an out-of-pocket expense once the talent is chosen.

Music Scoring TBD
- Quoted on a per project basis.

REFERENCES

Cindy Breslin, Price Chopper Supermarkets 518-379-1594

Ron Ladouceur, POSTMKTG 518-729-7206

Peter Girard, Warren County..... 518-761-6517

TERMS AND CONDITIONS

- These rates are valid from January 1, 2014 and terminate December 31, 2014. The agreement will be reviewed annually by both parties and may, at the County’s option, be renewed for three (3) additional one year terms. At all times the County reserves the right to terminate the agreement upon sixty (60) days notice to Fingerpaint.
- The Client agrees to pay Fingerpaint submitted invoices that reflect deliverables outlined in this estimate.

- Upon concept selection, estimate may be revised to accommodate any concept-dependent out-of-pocket expenses.
- The Client reserves the right to decline any creative/strategic work at any time, but agrees to compensate for the amount of time already spent on the project based upon the rate/hour completed on the job.
- Payment terms are net 30 days, any payments made after 30 days past final invoice date will incur a weekly fee of 1.5% of the remaining balance.
- The undersigned Client and Fingerpaint have read and agree to the terms of this cost proposal and estimate.

CONCLUSIONS

Fingerpaint is fully staffed and technically equipped to meet the audio needs of the Warren County Tourism Department in promoting its tourism and business advertising campaigns. We look forward to the opportunity to serve Warren County as a provider of audio services and welcome a site visit to our facility as well as any interviews with your staff.

Accepted by:

_____	_____
Representative	Date
Warren County Board of Supervisors	

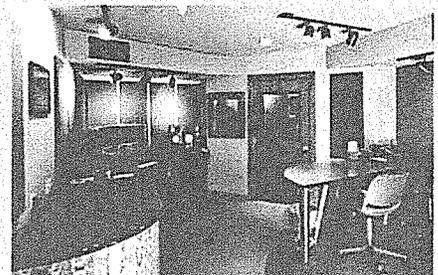
_____	_____
Margherita Petti Krug	Date
Audio and Video Services	
Fingerpaint	

fingerpaint

Create
Something
Original

AUDIO AND VIDEO SERVICES

Our leading-edge audio/video facility serves clients in just about every aspect of sound and video production. With two studios, a video editing suite and a spacious live room, the facility—designed by renowned studio architect John Storyk—blends acoustics and atmosphere in an inviting, inspiring environment.



Give us a call for more information

518.693.6960

fingerpaintmarketing.com

CAPABILITIES

- Sound design
- Original music
- Voiceovers
- Automatic dialog replacement
- Group recording
- Postproduction
- Radio spots
- Digital editing
- Motion graphics
- Animation
- Musical/voice recordings
- Sound effects

EQUIPMENT

- Trident 80C 32x24 console
- Digidesign Pro Tools HD
- Aviom Personal Headphone System
- Neve 1073 Mic-pre/EQs
- Neve 33'15 Mic-pre/EQs
- Focusrite ISA 110 Mic-pre/EQs
- D.W. Fearn VT-1 Mic Pre
- Shadow Hills Mono GAMA Mic Pre
- Avedis MA5 Mic Pre
- Avedis E27 Equalizer
- Langevin Dual Vocal Combo
- Yamaha C7 Grand Piano

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

11/22/13

DATE: 10/3/13

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

- (b) Purpose of Contract: to provide post-production, on-line editing for television commercials and videos

- (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
518-869-0460

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

- (g) Commencement Date of Contract: 1/1/14

- (h) Termination Date of Contract: 12/31/14 with option to renew for three additional years

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount : see attached rate schedule
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.6417 470 - \$8,000 per year

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

REQUEST FOR WRITTEN QUOTATION
THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY

To: (Vendor/Address)

From: Warren County

Warren County Tourism
1340 State Route 9
Lake George, NY 12845

Department: Tourism

PLEASE QUOTE US PRICES ON ITEMS LISTED BELOW.

Date: 8/15/13

Reply Due Date: 8/22/13 3:00 PM

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING" – post production

The Warren County tourism Department requires post-production, on-line editing for television commercials and videos.

SCOPE OF SERVICES REQUESTED:

The Warren County Tourism Department seeks proposals from production companies specializing in on-line editing. The Producer must use state-of-the art AVID equipment which must also be hi-definition compatible. The Producer must be able to work with Red Camera files. The Producer must have excellent sensitivity to photography/videography, lighting, model direction and cutting to sound bed (to be done under the direction of the Warren County Creative Director). The Producer must produce final commercials to a specified format (the final master shall belong to Warren County.)

Proposals shall provide a breakout of the following fees as set forth below:

- Full HD capabilities for digital editing (full-day, half-day, & hourly rate);
- File conversions;
- Digital uploads;
- BETA sp (price per);
- DIGI Beta; and
- Archiving

The Vendor must provide a full-day rate (8-10 hours), a half-day rate (4-5 hours), and an hourly rate for production. All out-of-pocket expenses shall be listed separately. Sample of recent work must be submitted with proposals, either on CD or DVD, along with three (3) client references.

WARREN COUNTY PURCHASING

WRITTEN/FAX PROPOSAL SUMMARY

PLEASE SUMMARIZE ACQUIRED WRITTEN PROPOSALS *ON THIS FORM*

(Purchasing Department MAY request back-up at any time.)

PUBLIC WORKS \$2,001.00 - \$7,000.00

PUBLIC WORKS \$7,001.00 - \$13,000.00

Department Tourism

Date August 22, 2013 3:00 PM

Item: Post-Production and On-Line Editing Services **Budget** \$8,000

Please print or type and submit with Purchase Order.

Public Works: Remember to include *prevailing wage rates* wherever applicable.

Vendor Name, Vendor rep, Phone #, City INSURANCE?	# Days Price held? References? Available when?	Price? Any Other Costs? Equipment? Warranty?
Vendor # 1 Working Pictures 436 New Karner Road Albany, NY 12205 518-869-0460		See attached prices by item
Vendor #2 Daily Post 370 Franklin Street Buffalo, NY 14202 716-853-0500	Not deliverable	
Vendor #3 Jimmy Gribbins 106 Saint James Place Buffalo, NY 14222 716-885-4770	Forward time expired	



WORKING PICTURES

VIDEO PRODUCTION • POST PRODUCTION • MOTION GRAPHICS

Rates are basically the same

By HSK

Warren County Tourism
1340 State Route 9
Lake George, NY 12845

August 22, 2013

Quote for Video Production Services

Costs Estimate

Post - Production services for the Warren County Tourism:

- ☉ 1 days of video editing, motion graphics and compositing.....\$1,400.00 per day
- ☉ ½ day of video editing, graphic design and compositing.....\$ 700.00 per half day
- ☉ Hourly rate for video editing, graphic design and compositing.... \$ 175.00 per hour
- ☉ Dubs - DVCam, DVCPPro, MiniDV and DigiBeta

1-30min	\$40.00
31-60min	\$65.00
61-90min	\$75.00

☉ DVD

Master	\$50.00
Copies	\$3.00

☉ File uploads and conversions

FTP	\$10.00 each
STATION Files	\$20.00 each
DVD	\$50.00 each

*Archiving and rough reviews of edits are included within the hourly rate

About Working Pictures

Working Pictures, Inc. was established in 1997. The mission of the company is to produce exceptional video production and post-production services for the corporate and commercial markets. The company has always been headquartered in the Albany area, and serves a number of local, regional, and national clients. Working Pictures has 4 edit/motion graphic suites housed in a state-of-the-art facility owned by the company. The company was named 2010 Micro Enterprise of the Year by the Albany-Colonie Chamber of Commerce. Working Pictures has won numerous awards for both creativity and effectiveness of their video work.

Working Pictures, Inc. currently has 5 full-time employees. They are:

Marty Bohunicky – President/Director

The company President, Marty Bohunicky, has been directing award-winning commercial and corporate videos for nearly 30 years. As Director and President, Marty brings his wealth of experience with hundreds of corporate clients across a multitude of business sectors to every project he undertakes. His work ranges from Fortune 500 companies to small retail startups. Being a business owner himself, Marty understands the importance of quality, service, and budget in the product his company provides. Marty was recently named one of the "Top 200 Producers in America" by Multimedia Producer magazine, and is a current member of Mensa.

Melissa Napoli - Producer

Melissa Napoli is the company Producer, and has been with Working Pictures for over 11 years. The Producer maintains and manages the project details and deadlines, and makes sure the project meets its objectives. Melissa has overseen many types of video projects of varying complexities. She advocates for her client's needs and messaging, making sure processes are done efficiently and effectively. Melissa will collaborate with the client to establish production protocols and processes.

Stacey Nooney – Project Coordinator

Is the Project Coordinator and has been with Working Pictures for over 11 years. Once a production method has been established by our Producer, Stacey will maintain the account on a daily basis. This includes production flow, deadlines and trafficking.

Aaron Duprey – Editor for Working Pictures for 10+ years.

Erik Sacino – Motion Graphics Designer for Working Pictures for 2+ years

Aaron Duprey and Erik Sacino are full-time editors and graphic designers. They can work autonomously or together as a team to best complete the project at hand.

The company also utilizes a large number of contract personnel, who we have maintained relationships with for many years. These positions consist of production support and edit support personnel. That way, we can expand and contract teams as needed depending upon work flow and specialties.



The Organization of Working Pictures Our Process

The Director and Producer meet initially with the client team. We establish a project concept, a timeline, and budget for the project. The Director determines the creative direction of a video. The Director guides the production crew and the edit teams to ensure that the vision is carried through the entire production process. Once a creative approach is established we begin the writing process.

The Producer is the main liaison with a client, and manages the entire production process. She collaborates with the client to be sure all of their production needs are met on-budget and on-time. The Producer also makes sure that the process runs smoothly and effectively. She communicates with all members of the team to constantly maintain and manage details and deadlines, and to assure the project meets its objectives.

The Production Crew is organized by the Director and Producer to gather and shoot the footage needed. All shoot details are determined well before cameras appear on the location, so the shoot process runs smoothly and effectively. Once the footage has been gathered it goes to our editing suites for editing.

Our teams of editors/motion graphic designers collaborate with the Producer and Director to create the videos. The Director reviews his creative vision while the Producer makes sure industry standards are met and projects are running on time.

We review the rough edits with our clients to ensure the direction is correct and then we handle all of the finishing touches. We have an extensive music library and a database of voice over actors so we can choose the right elements for the production. All editorial decisions, such as music and voice selections, graphic styles, will be approved by the client prior to finalization. We would handle all of the negotiation of talent fees, scheduling and adding the vo to the final edit.

Once the videos are approved we traffic and deliver all of the commercials to the stations and provide confirmation that spots have been delivered.

One note on the production/edit process – We always maintain a clear communication flow with a client. We don't just produce a video without a client having the ability to be as involved as they want to be in every phase of a production. Some clients prefer to be involved in every single step of the process, others maintain minimal involvement and only check-in at critical stages, and some prefer, once approaches are determined, to be barely involved in the process at all.

We are completely comfortable with any of these approaches. It's completely up to you. We work in a way that suits you, and will always make sure the project exceeds your expectations and gets delivered on-time.

Why Working Pictures?

Creating sophisticated but warm creative:

We are a company that thrives on creative; we have many examples of various levels of creativity depending on needs. It is our job to tell the client's story as if it were our own, with the same amount of care and consideration. Each client is unique and special and we get to know each client to be sure the messaging is accurate and the product is beautiful.

Managing high volumes of production for Television and Radio:

Working Pictures is well versed in high output and are accustomed to producing on very tight deadlines. We are very efficient in our editing and trafficking processes. Quality is not only in the look of the product but in the process as well.

High Definition production:

We only work with High Definition equipment in production. We make sure to maintain the highest possible quality in everything we do at Working Pictures.

Our production capabilities include:

- Creative services
- Writing services
- Director services
- Producer services
- Locations
- Set Design and Props
- Production/ Footage acquisition
- 4 Video editing suites
- Motion graphics
- Music Library
- Music composition
- Voice over casting
- Voice over recording
- Talent negotiation
- Creation dubs in all required formats
- Traffic commercials to stations
- AVID
- Final Cut
- After Effects

LAKE GEORGE AREA
IN NEW YORK'S ADIRONDACKS
VisitLakeGeorge.com

MEMO TO: Ms. Julie Pacyna, Purchasing Agent
FROM: Kate Johnson, Tourism Director
DATE: November 1, 2013
SUBJECT: Videography Services

Julie,

Following the review of two responses to the Tourism Department's request for proposal for videography services, I would like to make a recommendation.

I suggest we reject the lowest proposal due to lack of experience. This was evident in reviewing some of the work which was offered on the bidder's website. It does not meet the quality and creativity that has become a standard for our broadcast and videos.

I feel our current vendor, Production Equipment, is superior in this respect and more.

Thank you for providing the results.

Kate Johnson
Director
Warren County Tourism

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

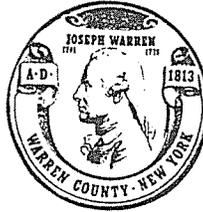
DATE: 11/22/13

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: to provide video services as a component to the Tourism Department's Marketing Programs.
- (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
518-858-1329
- (f) Has or will the Contract be provided, if so, please attach: No
- (g) Commencement Date of Contract: 1/1/14
- (h) Termination Date of Contract: 12/31/14 with option to renew for three additional years
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount per attached rate schedule
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.6417 470 - \$12,000 per year

WARREN COUNTY PURCHASING DEPARTMENT
HUMAN SERVICES BUILDING
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
Telephone: (518) 761-6538
Fax: (518) 761-6395

JULIE A. PACYNA
PURCHASING AGENT

JASON M. SHPUR
DEPUTY PURCHASING AGENT



MEMO

TO: Kate Johnson, Director
Tourism Department

FROM: Julie A. Pacyna, Purchasing Agent

DATE: October 25, 2013

SUBJECT: WC 63-13 - RFP FOR VIDEOGRAPHY SERVICES FOR THE WARREN COUNTY
TOURISM DEPARTMENT

=====

Transmitted herewith are copies of the proposals submitted in response to the above-referenced specifications. Please provide this office with a recommendation letter at your earliest convenience.

If you have any questions, please do not hesitate to contact me.

Encs.

BID NO: WC 63-13 ITEM(S): REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT DATE: OCTOBER 24, 2013 TIME: 3:00 p.m.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
	The Digital Eye, LLC Attn: Warren Hamilton 351 Washington Ave. Albany, NY 12206 Ph: 518-527-2040 Fax: 518-463-0307	Production Equipment Inc. Attn: Taylor Morrison PO Box 877 Saratoga Springs, NY 12866 Ph: 518-858-1329	BID PRICE
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE
Full-day buy out (8-10 hours):	\$600.00 Main Videographer only	\$750.00	
Half-day buy out (4-5 hours):	\$300.00 Main Videographer only	\$500.00	
Hourly rate for Videographer:	\$75.00 Production/ \$55.00 Editing	\$200.00	
Hourly rate for Assistant:	\$45.00	\$200.00	
Additional costs:	Hard Drives provided at cost	Director of Photography per hour Travel \$75.00	
	Reimbursement for transportation costs is at .55 cents per mile	Transcoding and still extraction per hour \$75.00	
	Fuel charge is \$25 half day and \$50 for full day	Editorial services for web videos per hour \$75.00	
		Camera Assistant/DIT 10 hour rate \$400.00 5 hour rate \$300.00	
		Camera Assistant/DIT per hour Travel \$40.00 Sound Recordist per hour Travel \$65.00	
		Sound Recordist w/ gear 10 hour rate \$650.00 5 hour rate \$500.00 1 hour rate \$500.00	

<p>BID NO: WC 63-13</p> <p>ITEM(S): REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT</p> <p>DATE: OCTOBER 24, 2013</p> <p>TIME: 3:00 p.m.</p>	<p>NAME & ADDRESS OF BIDDER</p> <p>The Digital Eye, LLC Attn: Warren Hamilton 351 Washington Ave. Albany, NY 12206 Ph: 518-527-2040 Fax: 518-463-0307</p>	<p>NAME & ADDRESS OF BIDDER</p> <p>Production Equipment Inc. Attn: Taylor Morrison PO Box 877 Saratoga Springs, NY 12866 Ph: 518-858-1329</p>
<p>DESCRIPTION OF ITEM</p>	<p>BID PRICE</p>	<p>BID PRICE</p> <p>RED EPIC camera package price per day \$1,000.00 50-150mm RED zoom lens price per day \$125.00 30-80mm Angenieux lens price per day \$300.00 11-16 Duclos Wide Angle price per day \$100.00</p>
<p>BID AWARDED TO:</p>		
<p>Term: January 1, 2014 through December 31, 2014</p>		
<p>JULIE A. PACYNA, PURCHASING AGENT</p>	<p>Resolution No.</p>	

COPY

Julie A Pacyna, Purchasing Agent
Warren County Tourism Dept.
1340 State Route 9 Lake George, NY 12845

Dear Julie:

Thank you for sending your Request For Proposal WC-63-13 for a quotation of video services to be used by the Warren County Tourism Dept. Our company is looking forward to the collaboration between our staff and your office in future projects. To this effect please review the enclosed quotation and feel free to contact myself for additional information if necessary.

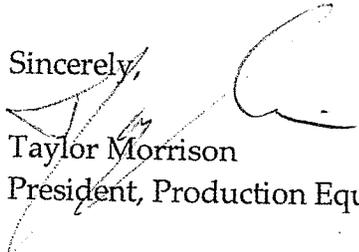
As the President and founder of Production Equipment Inc. I have been an active Cinematographer with both Film and Video backgrounds. I have completed jobs for New York State Tourism, New York State DOT, and New York State DOH as well as many other production companies and agencies over the course of 18 years. I founded Production Equipment Inc. to provide Lighting and Camera equipment to the area, and continue to do so today. I specialize in bringing a high-end look to the productions I am involved in, even if there is a small budget for the job. To this effect I have invested in the latest in camera equipment namely the RED EPIC camera. This camera uniquely allows the capture of motion picture and hi resolution stills at the same time. Over the years the projects I have shot have won numerous local Nori awards and a national Emmy Award for the opening sequence of the World Figure Skating Championships for ABC. I have a small but loyal client base which allows me to interactively schedule jobs to benefit these clients.

In general I bring only the crew people who will be needed on any particular job. The crew that I use has remained the same for many years and I expect that this will continue. If however the listed person is not available for any reason I will need to be able to select another who will maintain the high degree of professionalism that I demand.

Camera Assistant: Jill Malouf or Katie Kearney Sound Recordist: Brian Burstell

Thank you for your interest and I hope to be involved with Warren County Tourism in the future.

Sincerely,



Taylor Morrison

President, Production Equipment Inc. 10/20/2013

QUOTATION

10/20/2013

Quoted to:

Julie A. Pacyna, Purchasing Agent
Warren County Tourism Dept.

Terms of this quote are as follows:

Quote is valid for 1 (one) year from beginning of contract

Invoices are payable Net 30

Travel rates based on Portal to Portal from Saratoga Springs, NY

Mileage charge set to current NYS DOT Mileage calculator

LABOR RATES

Director of Photography	10 hour rate	\$750.00
Director of Photography	5 hour rate	\$500.00
Director of Photography	1 hour rate	\$200.00
Director of Photography	per hour Travel	\$ 75.00
Transcoding and still extraction	per hour	\$ 75.00
Editorial services for web videos	per hour	\$ 75.00
Camera Assistant/DIT	10 hour rate	\$400.00
Camera Assistant/DIT	5 hour rate	\$300.00
Camera Assistant/DIT	1 hour rate	\$200.00
Camera Assistant/DIT	per hour Travel	\$ 40.00
Sound Recordist w/ gear	10 hour rate	\$650.00
Sound Recordist w/ gear	5 hour rate	\$500.00
Sound Recordist w/ gear	1 hour rate	\$500.00
Sound Recordist	per hour Travel	\$ 65.00
RED EPIC camera package	price per day	\$1,000.00
50-150mm RED zoom lens	price per day	\$125.00
30-80mm Angeniux lens	price per day	\$300.00
11-16 Duclos Wide angle	price per day	\$100.00

RED EPIC Camera Body package with PL mount 35mm sized sensor 1-120fps

4k, 3k, 2k resolutions recording to SSD drives.

Package includes:

3 batteries with charger/power supply

3 128GB cards

19mm support system

follow focus

4x5 mattbox

ET Breakout

RED Electronic Viewfinder,

onboard RED LCD

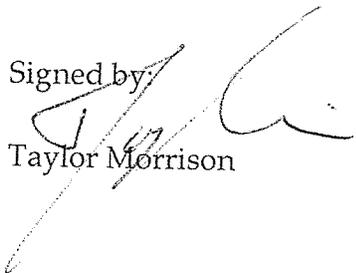
all related cables

RED compact 18-50mm PL zoom

Panasonic LH-900 8.5" HD/SD LCD Broadcast monitor

Sactler 20p with HD carbon fiber legs

Signed by:


Taylor Morrison

day Oct. 22 2013

President, Production Equipment Inc.

_____ on this

WC 63-13 - REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT

DATE: OCTOBER 24, 2013 TIME: 3:00 PM PLACE: HUMAN SERVICES BUILDING

PROPOSAL OF: Production Equipment Inc
COMPANY NAME

TO: Julie A. Pacyna, Purchasing Agent
Warren County Human Services Building
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): _____

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

Hourly rate for Videographer: SEE ATTACHED

Hourly rate for Assistant: _____

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: 10/22/2013 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.

WC 63-13 - REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT

DATE: OCTOBER 24, 2013

TIME: 3:00 PM

PLACE: HUMAN SERVICES BUILDING

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

PRODUCTION EQUIPMENT INC.

Corporation

By _____
President

CORPORATE RESOLUTION

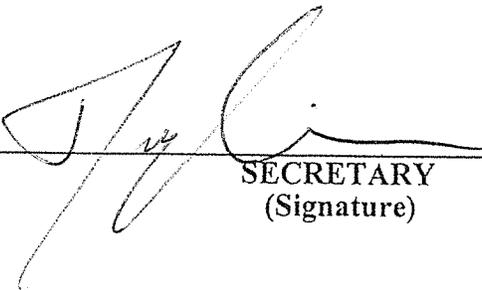
RESOLVED that PRODUCTION EQUIPMENT INC
(Name of Corporation)

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

WC-63-13 PROPOSAL FOR VIDEOGRAPHY
(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 PRODUCTION EQUIPMENT INC Corporation at a meeting of its Board of Directors held on the 16 Day of DECEMBER, 2012, and is still in force and effective on this 22 Day of OCT, 2013.



SECRETARY
(Signature)

(SEAL OF CORPORATION)