



**Tourism Committee
Warren County Tourism Department
AGENDA
June 9, 2020**

Committee Members:

E. Merlino, Chairman
D. Dickinson
E. Frasier
J. Diamond
B. Driscoll
A. Hogan
M. Wild

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- I. Committee meeting called to order by Chairman Merlino.
 - II. Motion to approve minutes of March 30, 2020 Tourism Committee Meeting.
 - III. Action Items:

Resolution Request: Request to authorize an agreement with Workshop to host, support and update the website VisitLakeGeorge.com in an amount not to exceed \$19,999 from August 22, 2020 through April 30, 2021.

Rationale: Our agreement with Workshop to host and maintain our website will expire August 21, 2020. In lieu of creating an RFP for an entirely new web vendor at this point in time, a short-term agreement with Workshop will keep our website up-to-date through the current health crisis, and keep expense at a minimum.

- IV. Committee discussion on the restart of advertising programs as we approach July 4 and the remainder of the summer season.
- IV. Privilege of the Floor to discuss any additional items to come before Committee.
- V. Motion to adjourn

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **to host visitlakegeorge.com and to support and update the website**
- (c) Name of Contractor: **Lake Placid Advertisers Workshop, Inc.**
- (d) Address of Contractor: **44 Hadjis Way Lake Placid, NY 12946**
- (e) Contractor's Contact Person and Telephone Number:
Tom Connors 518-523-3359
- (f) Has or will the Contract be provided, if so, please attach: **yes**
- (g) Commencement Date of Contract: **8/22/20**
- (h) Termination Date of Contract: **4/30/21**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **19,999.99**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion of updates to the website**)
- (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.6417.0001 470, Contract \$19,999.99**

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

*as listed in budget and LOGOS



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WORKSHOP | 44 HADJIS WAY, LAKE PLACID, NY 12946
PH: (518) 523-3359 F: (518) 523-0255

YOURWORKSHOP.COM

May 5, 2020

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

RE: Sole Source Vendor

To Whom It May Concern:

We are the current hosting and website development provider for VisitLakeGeorge.com. Having redesigned this responsive Drupal site in 2017, we possess knowledge specific to its framework and code. The website includes custom design, custom theming, custom development & programming and advanced site architecture and navigation. This is knowledge that another vendor would not possess and thus, changing vendors would be very difficult and costly for the County's ongoing site updates.

Sincerely,

Sandra L. Gagnon
Sr. Director