



**Tourism and Occupancy Tax Coordination Committee
Warren County Tourism Department
AGENDA
September 30, 2021**

Committee Members: GERAGHTY, Merlino, Braymer, Wild, Hogan, Beaty, Strough

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chairman Geraghty
- II. Motion to approve minutes of September 21, 2021 Tourism and Occupancy Tax Coordination Committee Meeting.
- III. Competitor Market Data RFP – Vendor Presentations
- IV. Privilege of the floor and public comment
- V. Motion to adjourn

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Tourism**

DATE: **9/30/21**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes (WC 25-21)**
- (b) Purpose of Contract: **Tourism consultant to provide competitor market data to the Warren County Tourism Department**
- (c) Name of Contractor: **Hunden Strategic Partners**
- (d) Address of Contractor: **213 W. Institute Place, Suite 707 Chicago, IL 60610**
- (e) Contractor's Contact Person and Telephone Number:
Robin Hunden 312-643-2500
- (f) Has or will the Contract be provided, if so, please attach: **no**
- (g) Commencement Date of Contract: **10/18/21**
- (h) Termination Date of Contract: **upon completion**
- (i) Payment Provisions:
 - i) lump sum amount **\$72,000**
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$72,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion of project**)
- (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 - \$72,000**

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

*as listed in budget and LOGOS