



**Tourism Committee  
AGENDA  
April 21, 2025**

Committee Members: RUNYON, Geraci, Strainer, Crocitto, Turner, Strough, Merlino

*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.*

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- I. Committee meeting called to order by Chairwoman Runyon.
  - II. Motion to approve minutes of the March 24, 2025 Tourism Committee meeting.
  - III. Privilege of the floor and public comment:
  - IV. Action Agenda/New Business Items:
    - a. **Resolution Request:** To authorize a contract with successful bidder for creative design and printing of the 2025 Travel Guide at a cost not to exceed \$175,000.  
**Rationale:** Contract awarded to applicant that scored the highest based on best value method.
  - V. Discussion Items:
    - a. Tourism Director Report
  - VI. Referrals: None
  - VII. Privilege of the floor and public comment
  - VIII. Motion to adjourn
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**Attachment #1:** Resolution Form 3 New Contract for 2025 Travel Guide creative design and printing



# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: Tourism**

**DATE: April 21, 2025**

- (a) Is this a Result of a Bid or Request for Proposal? **Bid**
- (b) Purpose of Contract: **WC 25-25 2025 Warren County Travel Guide Creative Design and Printing (Bids due 5/8/2025)**
- (c) Name of Contractor: **Awarded to the applicant that scored the highest based on best value method.**
- (d) Address of Contractor: **Awarded to the applicant that scored the highest based on best value method.**
- (e) Contractor's Contact Person and Telephone Number: **Awarded to the applicant that scored the highest based on best value method.**
- (f) Has or will the Contract be provided, if so, please attach: **Awarded to the applicant that scored the highest based on best value method.**
- (g) Commencement Date of Contract: **May 15, 2025**
- (h) Termination Date of Contract: **May 12, 2026**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$175,000**
  - 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.6417.0001 470 - CONTRACT****

**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