

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9
Lake George, NY 12845
Telephone: (518) 761-6538
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent
Jason M. Shpur, Deputy Purchasing Agent
Danielle M. Parker, Purchasing Assistant

NOTICE TO PROFESSIONALS

The undersigned shall receive sealed proposals for the provision of services to the County of Warren as follows:

WC 73-16 - REQUEST FOR PROPOSALS FOR BROADCAST AND DIGITAL MEDIA BUYING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT

You may obtain these Specifications either on-line or through the Purchasing Office. If you have any interest in these Specifications on-line, please follow the instructions to register on the Empire State Bid System website, either for free or paid subscription. Go to www.warrencountyny.gov and choose **BIDS AND PROPOSALS** to access the Empire State Bid System OR go directly to www.EmpireStateBidSystem.com. **If you choose a free subscription, please note that you must visit the site up until the response deadline for any addenda. All further information pertaining to this bid will be available on this site. Bids which are not directly obtained from either source will be refused.**

Proposals may be delivered to the undersigned at the Warren County Human Services Building, Warren County Purchasing Department, 3rd Floor, 1340 State Route 9, Lake George, New York between the hours of 8:00 am and 4:00 pm. Proposals will be received up until **Tuesday, October 25, 2016 at 3:00 p.m.** at which time the Purchasing Agent will read aloud the names only of the companies submitting proposals. All proposals must be submitted on proper bid proposal forms. Any changes to the original RFP documents are grounds for immediate disqualification.

Late proposals by mail, courier or in person will be refused. Warren County will not accept any proposal which is not delivered to Purchasing by the time indicated above, on the time stamp in the Purchasing Department Office.

The right is reserved to reject any or all proposals.

Julie A. Butler, Purchasing Agent
Warren County Human Services Building
Tel. (518)761-6538

**WC 73-16 - REQUEST FOR PROPOSALS FOR BROADCAST AND DIGITAL MEDIA BUYING
SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT**

DATE: OCTOBER 25, 2016

TIME: 3:00 PM

PLACE: HUMAN SERVICES BLDG

I. BACKGROUND INFORMATION:

Warren County is seeking a Contractor/Professional to provide Broadcast and Digital Media Buying services to strategize, implement, negotiate and purchase its broadcast and digital media spots for the consumer market.

II. SCOPE OF SERVICES REQUESTED:

A. Services - Generally

The Contractor/Professional must possess a working knowledge of Warren County and its tourism related attributes and must:

- * provide a Media Strategy plan that will detail objectives and implementation to yield the best results;
- * purchase broadcast media (television/cable and digital media) for the Warren County Tourism Department seasonally, based on budget allocations provided therefor;
- * identify fees for media buying for Warren County Tourism Department. Annual media buying budget has been allocated for up to \$1 million dollars;
- * identify “added value” opportunities through media buying services;
- * collaborate with Warren County Tourism Department before implementing any and all strategies;
- * re-evaluate buys and make adjustments to schedules in the best interest of Warren County in a timely manner as necessary;
- * consult with Warren County Tourism Department, as necessary, to determine media buying results through various in-house tracking methods;
- * identify buying expertise in primary marketing areas, which include but are not necessarily limited to, Metro-NY-NJ, Long Island, Westchester County, western Connecticut, Hudson Valley, Hartford and New Haven CT, Springfield MA, Albany & Quebec, and specific demographics suitable for Warren County Tourism promotions. Warren County reserves the right to modify this list as research dictates;
- * obtain all broadcast and digital media assets for placement, from the Warren County Tourism Department and/or post production vendor for dubs and distribution to television/cable networks and digital media outlets;
- * have proven experience with digital TV products including programmatic TV, Interactive TV and Video on Demand;
- * have proven experience in developing tracking codes and analyzing collected data to measure ROI of digital banners and paid products for real time adjustments and post buy analysis;
- * Track effectiveness and ROI on all activities and provide quarterly, detailed reports on all integrated marketing efforts as well as a year-end performance report;
- * Stay ahead of trends in digital media marketing and make regular recommendations for incorporating all such platforms into any marketing plans and activities; and
- * Successful Contractor/Professional may be required to attend at least one meeting of the Tourism/Occupancy Tax Committee to be determined by the Tourism Department.

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III. TIME FOR OR DURATION OF SERVICES:

The services shall commence January 1, 2017 and terminate December 31, 2017. Upon agreement between the Contractor/Professional and the County, the agreement may be extended for three (3) additional one (1) year terms. At all times the County reserves the right to terminate the agreement upon sixty (60) days written notice to the Contractor/Professional.

IV. RESPONSES TO THIS RFP - SUBMISSION INSTRUCTIONS:

- A. **Proposals must be received no later than 3:00 pm on Tuesday, October 25, 2016.** All parties interested in responding, must deliver or arrange for the County **Purchasing Agent to receive an original proposal (so noted) and two (2) 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 "Proposals for Broadcast Media Buying" and addressed and or delivered to:**

Julie Butler, Purchasing Agent
Warren County Human Services Building, 3rd Floor
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 Human Services Building. Park in front of the building and enter the facility through the main entrance. You will be required to pass through security. Please allow enough time prior to the 3:00 deadline. Proceed to the elevator or stairs and go to the third floor. Take 2 immediate rights. Purchasing is the first office on the left. Your RFP must be time/date stamped in the Purchasing Office no later than 3:00 P. M. on Tuesday, October 25, 2016 to be considered. No Exceptions.

- C. **When responding to this request, please send a letter together with other appropriate information, such as resumes, description of your company and experience which must include the following information:**

- i) Your level of experience and familiarity in providing the type of broadcast media buying services you propose to provide including the number of years you have been a broadcast and digital media buyer and three (3) examples of tourism related accounts served with proven buying strategies identified;
- ii) A brief overview on how you propose to undertake providing the services;
- iii) If a particular person or persons will be assigned to handle the County account, please provide in detail the qualifications and experience of that person with regard to similar facilities or projects;

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- iv) Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this project and provide names and experience of said persons;
 - v) Identify all third-party vendors that will be used to purchase broadcast and/or digital media services;
 - vi) Provide samples of reports on results of marketing plans once implemented, including ROI, tracking of online media, other data sources, etc.;
 - vii) identify buying expertise in primary marketing areas, which include but are not necessarily limited to, Metro-NY-NJ, Long Island, Westchester County, western Connecticut, Hudson Valley, Hartford and New Haven CT, Springfield MA, Albany & Quebec, and specific demographics suitable for Warren County Tourism promotions;
 - viii) Recommend how to best use each digital tactic per seasonal target audience;
 - ix) Identify any research tools/platforms used to measure and/or track the effectiveness of campaigns or recommendations on why certain tactics are being used;
 - x) Proposals shall be submitted with an ink signature on the attached proposal forms in a sealed envelope. Warren County reserves the right to reject any and all proposals received after the date and time indicated for submission. Warren County reserves the right to not accept any proposal which is not delivered directly to Purchasing by the time indicated on the time stamp in the Purchasing Office; and
 - xi) Each proposal must be accompanied by a completed Non-Collusion Certificate, (form attached) signed in ink and, if appropriate, Corporate Resolution with seal, as well as the Iran Divestment Act Certification. Faxes are not acceptable.
- D. When responding to this request, please specify, in detail, CPM and/or CPC pricing for all digital tactics recommended, and your fee proposal as a commission percentage fee for the broadcast and digital media buying services. Proposals shall offer best and final terms. All prices shall be firm and not subject to increase during the period of the contract or any extension issued thereafter.

The County shall be billed on a per placement basis for broadcast and digital media buying services. If fees must be specified for different types of services (other than those requested in this RFP), please itemize the same and clearly indicate the total lump sum cost. Please specify and address all out of pocket expenses, including travel, copying documents, duplication of images, tapes, mailings, telephone costs, etc. to render said services.

V. QUESTIONS:

If there are any questions concerning this RFP or services to be rendered please contact Julie Butler, Purchasing Agent no later than Friday, October 14, 2016, by faxing to (518) 761-6395, or emailing to butlerj@warrencountyny.gov. Responses to any questions will be provided in the form of a written addendum to all parties to whom this RFP has been sent. Warren County will not be bound by any verbal responses.

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VI. RFP GENERAL TERMS AND CONDITIONS:

A. Selection of a Contractor/Professional to provide the services required shall be made using a variety of criteria including experience, fees, ability to provide the work product within the time requested, and as a result of the consideration of such other matters set forth herein or determined by the Warren County Board of Supervisors to be appropriate considerations. Awarding of the contract to the successful Contractor/Professional will be made at the earliest possible time, and upon acceptance of proposal, shall bind itself or themselves to enter into the written contract with Warren County. **Contractors/Professionals must have the ability to provide television/cable media buying as well as digital media buying to be considered for award.**

B. The Contractor/Professional selected shall be required to furnish an engagement letter and/or execute an agreement. The terms of such engagement letter or agreement is subject to discussion and agreement but is anticipated to include the following:

1. Inclusion of a scope of services similar to that set forth in this Request for Proposals unless modified upon agreement by the County.
2. A provision shall be included, which allows Warren County to terminate services at any time upon sixty (60) days written notice.
3. To the extent allowed under law or not prohibited by the contract, a credit of the fee payable shall be provided in the event that services are terminated and/or deleted.
4. Insurance coverage satisfactory to the County Board of Supervisors anticipated to include but not be limited to Professional Liability Insurance.
5. In order to be considered for selection to provide the services requested by this RFP, the Contractor/Professional submitting the proposal must agree to not limit professional, general or other liability to an amount less than the limits of the required insurance coverage.
6. A provision that requires all services performed under a contract awarded to the successful Contractor/Professional shall conform to prevailing professional or provider standards and to the requirements of the contract. Upon written notice of any defect from the County, the Contractor/Professional will be expected to correct or re-perform any defective or nonconforming services at no cost to Warren County. If the Contractor/Professional fails or refuses to correct or re-perform, the County shall be entitled to any remedy that may be provided for under the contract, and in any event, that may be authorized by law.
7. A provision requiring the Contractor/Professional to defend, indemnify and hold harmless the County with regard to any negligent acts or omissions or malfeasance with regard to the services performed or to be performed.

The Contractor/Professional shall be responsible for all damages, whether for bodily injury, life or property to the extent caused by the negligent acts, errors or omissions of the Contractor/Professional, its officers, directors, agents, servants or employees or anyone for whom the Contractor/Professional is legally bound, in connection with its services under this agreement. It is expressly understood and agreed that the Contractor/Professional shall indemnify and save harmless the County for claims, suits, actions, damages, attorneys' fees and costs of every name and description to the extent

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arising out of negligent acts, errors or omissions of the Contractor/Professional, its officers, directors, agents, servants or employees, under this agreement and such indemnity shall not be limited by reason of enumeration of any insurance coverage provided above.

8. A provision requiring the Contractor/Professional to assume sole responsibility for completing services as requested and the Contractor/Professional may not assign the work to be performed without the consent of the County, which consent shall rest in the sole discretion of the County.
 9. A provision providing that the Contractor/Professional shall not be deemed an agent of the County for any purpose whatsoever.
 10. Inclusion of such other terms and conditions that may be required pursuant to Federal or State Law, Regulation and/or by the County Attorney.
- C. Please note that retention of services by reason of this RFP is not certain. The right to reject any and all proposals, solicit new or additional proposals or perform some or all of the services in-house or by using services available from professionals currently under contract are retained at all times, even after proposals have been reviewed and considered.
- D. Additional information, interviews and/or presentations may be required at the option of County. In no event shall the County or its Boards, Officers and employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.
- E. It is the Contractor/Professional's sole responsibility to be familiar with and understand all terms and conditions regarding the RFP before the opening. Any questions should be submitted in writing to the contact person listed above and, if relevant, should cite the section and page number of the RFP document relating to the question raised by the provider. Answers to all questions of a substantive nature will be given to all Contractors/Professionals as a formal addendum which will be annexed to and become part of the RFP. Please be advised that Warren County shall not be bound by any verbal response by any County Official or employee which is not confirmed in writing or which does not result in an addendum issued by the Purchasing Department.
- F. Warren County reserves the right to waive or modify minor irregularities in proposals received, utilize any and all ideas submitted in the proposals unless those ideas are covered by legal patent or proprietary rights and generally adapt any or all of the company's proposal in developing contract language. With regard to legal patent or proprietary rights, it shall be incumbent upon the party furnishing the proposal to notify the County of such.
- G. Nothing contained herein shall be deemed an offer by the County or be interpreted as making a representation or giving any assurances that a contract may be entered into or that Warren County is in some fashion obligated. Should Warren County be unsuccessful in negotiating a contract with the Contractor/Professional within the time frame acceptable to Warren County, Warren County may begin contract negotiations with another Contractor/Professional responding to the RFP, reject all RFPs, re-advertise, or take such other action as may be deemed appropriate.
- H. Proposals will not be returned once submitted, and the County may dispose of the same in any manner allowed under law.

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- I. Submission of the proposal to Warren County shall be deemed consent for the proposals to be publicly identified, and information contained therein shall be deemed a matter of public record unless such information is designated by the party submitting the proposal as trade secrets or other information allowed to be kept confidential pursuant to the Public Officer's Law of the State of New York. In order to designate information as confidential, the Contractor/Professional submitting the proposal must highlight the information and inform the County of its desire to keep that information confidential in a letter transmitting the proposal. Whether the information designated by the service provider is allowed to be kept confidential pursuant to New York State Laws shall be determined by the Warren County Purchasing Agent upon consultation with the County Attorney and notice of such determination shall be made to the Contractor prior to the release of the information to afford the service provider an opportunity to appeal the decision.
- J. Warren County reserves the right to make any investigation deemed necessary to determine Contractor qualifications and responsibility. The Contractor/Professional shall furnish to the County, upon request, all data pertinent thereto.
- K. Submission of a proposal constitutes agreement to all terms and conditions set forth herein. By submitting a signed proposal, the Contractor/Professional a) warrants that the contents of its proposal are accurate and binding upon the Contractor/Professional; b) represents that its staff is knowledgeable about the services to be provided as identified in this RFP; and c) warrants that it will use reasonable and appropriate efforts to provide such services in a professional and timely manner. In addition, the Contractor/Professional further warrants that it has become sufficiently acquainted with the conditions, facts, and circumstances relating to providing the requested services. Failure or omission of the Contractor/Professional to adequately acquaint itself with existing conditions, facts and circumstances shall not in any way relieve it of any obligations with respect to this RFP.
- L. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

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PROPOSAL

PROPOSAL OF: _____
COMPANY NAME

TO: Julie A. Butler, Purchasing Agent
Warren County Human Services Building, 3rd Floor
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 proposal.

_____ % commission fee for broadcast media buying services

As a separate attachment, please indicate any additional costs to perform the services as per the requirements of the specifications. See Section IV(D) above. There shall be no other amounts due and payable by the County regardless of costs or expenses of the Contractor 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: _____ Federal ID# _____

Contractor Signature: _____

Contractor name (Printed): _____

Name of Firm: _____

Business Address: _____

Phone #() _____ Fax # _____

E-mail: _____

NOTE: The Following Iran Divestment Act compliance, Certification and Corporate Resolution, 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.

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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

By _____
President

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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the
_____ of the _____

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

_____ day of _____

201__

Notary Public: _____

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CORPORATE RESOLUTION

RESOLVED that _____
(Name of Corporation)

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

(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 _____

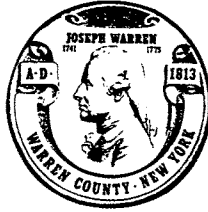
Corporation at a meeting of its Board of Directors held on
the _____ Day of _____, 20_____, and
is still in force and effective on this _____ Day of _____,
20_____.

SECRETARY
(Signature)

(SEAL OF CORPORATION)

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9
Lake George, NY 12845
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Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent
Jason M. Shpur, Deputy Purchasing Agent
Danielle M. Parker, Purchasing Assistant

MEMO

TO: All Prospective Proposers

FROM: Julie Butler, Purchasing Agent

DATE: October 4, 2016

SUBJECT: **ADDENDUM #1: WC 73-16 - REQUEST FOR PROPOSALS FOR BROADCAST AND DIGITAL MEDIA BUYING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT**

Please sign and return the following to our office with your proposal:

I, _____, of

_____ (Company) have received the following

addendum and will include it with the above quote.

Addendum:

The following questions have been submitted relative to the above-referenced RFP. Answers are provided herein.

Q1. Whether companies from outside USA can apply for this? (From India or Canada)

- A. Companies outside of the United States may submit proposals, however, they must be registered to do business in New York State. It is preferred that there's a nearby account manager to work with as necessary - please also see the answer to Q2 below.**

Q2. Whether we need to come over there for meetings?

- A. On page 2 of the specifications, Section II. Scope of Services Requested, Part A. Services - Generally, at the bottom of page, reads as follows: Successful Contractor/Professional may be required to attend at least one meeting of the Tourism/Occupancy Tax Committee to be determined by the Tourism Department.**

Also, refer to page 6 of the specifications, Section D. Additional information, interviews and/or presentations may be required at the option of County. In no event shall the County or it's Boards, Officers and employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

Q3. Can we perform the tasks (related to RFP) outside USA? (From India or Canada)

A. See Q1 & Q2 above.

Q4. Can we submit our proposals via e-mail?

A. No. Proposals must be submitted in sealed envelopes and delivered to the Purchasing Department at the address listed in the specifications.

All other terms and conditions of the bid shall remain the same. If you have any questions, please contact me at (518) 761-6538.

Signature: _____

Date: _____