

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 9.

Date of Request: March 3, 2008

Date Request Received: March 3, 2008

Board Meeting Date Requested: March 17, 2008

Board Meeting Date Assigned: March 17, 2008

Short Title: Resolution Approving Website/Brochure Re-Design And Authorizing Purchase Order To Do The Work: \$17,225.

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: The current Pender County Tourism Website and brochure have become outdated. Upon the approval of the Pender County Tourism Development Authority (TDA), a website/brochure committee was formed to research and then create a scope of work to submit to different marketing companies. The website/brochure committee accepted quotes from six website design companies. Upon the recommendation of the website/brochure committee, two companies out of the six were chosen to present a proposal to the TDA Board. The company that has been chosen is Triovisions out of Wilmington NC. This company was the only one local and was also better equipped to handle the marketing plan set out by the TDA Board. All of their work will be in house and not contracted out resulting in a more uniform product.

The Payment Terms are as follows:

Deposit: \$8000

30 days: \$7725

Completion: \$1500 for Trio360i license

For a total project cost of: \$17,225

The project is set for a completion date of June 30, 2008

This is budgeted in line item 44-102000

Specific Action Requested: Approve funds in the amount of \$17,225 for the creation of a newly designed website and brochure.

Requested by: Pam Batten
Department: Tourism
Title: Director
Contact Phone: 910.259.1536
Contact Fax:

(Administrative Use Only)

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grant or
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent:

Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent:

Signed:

FINANCE Sufficient Funds Available
Date Rec'd Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent:

Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

AD
Initials

RESOLUTION: NOW, THEREFORE BE IT RESOLVED, by the Pender County Board of Commissioners that

a purchase order is authorized to Triovisions in the amount of \$17,225 for the creation of a website and brochure. The County Manager is authorized to execute any/all agreements necessary to implement this resolution.

Line Item: 44-102000

ADMENDENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams _____ Tate _____ Blanchard _____ Brown _____ Rivenbark _____

David Williams, Chairman 03/17/08
Date

ATTEST 03/17/08
Date