

CITY OF PLAINFIELD

ADMINISTRATION, FINANCE, HEALTH
& SOCIAL SERVICES
CITY HALL ANNEX
510 WATCHUNG AVENUE, 3RD FLOOR
PLAINFIELD, NEW JERSEY 07060
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A. Raiford Daniels
Director

Inter-Office Memorandum

TO: Marc D. Dashield, City Administrator.

FROM: A. Raiford Daniels, Director, AFH&SS

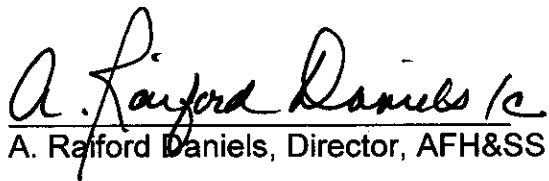
DATE: August 6, 2007

SUBJECT: **RESOLUTION APPROVING QUALIFIED VENDOR AND SERVICE PROVIDER IN ACCORDANCE WITH N.J.S.A.40A:11-2(6) FOR BLOK BOX PICTURES (PARRIS Z. MOORE, PRESIDENT)**

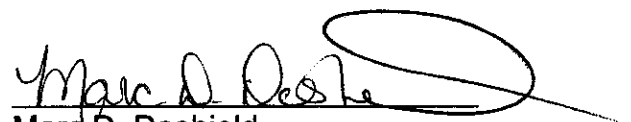
I am requesting that the subject item be placed on the Council's agenda for review, discussion and approval at the Wednesday, August 22, 2007 City Council Meeting.

Resolution authorizing approval of Blok Box Pictures (Parris Z. Moore, President) as a qualified vendor and service provider is attached.

**I HAVE REVIEWED THE
ACCOMPANYING RESOLUTION
AND ATTEST TO ITS ACCURACY**


A. Raiford Daniels, Director, AFH&SS

**APPROVED FOR PLACEMENT
ON COUNCIL AGENDA**


Marc D. Dashield
City Administrator

Attachments

RESOLUTION APPROVING QUALIFIED VENDOR AND SERVICE PROVIDER IN ACCORDANCE WITH N.J.S.A. 40A:11-2(6)

WHEREAS, in accordance with N.J.S.A. 40A:11-2(6), the City of Plainfield instituted a policy to negotiate agreements for Professional Services on the basis of demonstrated confidence and qualifications for types of Professional Services required by the City pursuant to a fair and open process in accordance with 19:44A-20.4; and

WHEREAS, the City has received in accordance with a published notice, sealed qualifications for various positions; and

WHEREAS, pursuant to the fair and open process, and based upon review of the qualifications and recommendations therefore, certain professionals are qualified for certain positions for the fiscal year 2008; Now, therefore,

BE IT RESOLVED, that in accordance with N.J.S.A. 40A:11-2(6) and on the basis of demonstrated confidence and qualifications for types of services required by the City pursuant to a fair and open process in accordance with 19:44A:11-2(6), the City Council of the City of Plainfield, approves the following individuals and/or entities as qualified vendors and service providers:

ADMINISTRATION:

MEDIA CONSULTANT

BLOK BOX PICTURES, LLC - Madison, New Jersey
(Parris Z. Moore, President)

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall remain on file in the Office of the Municipal Clerk of the City of Plainfield.

Adopted by the City Council

August 22, 2007

Approved as to form

Laddie Wyatt, City Clerk


Daniel A. Williamson
Corporation Counsel

Scope of work for Consultant (Parris Moore) for PCTV74 for a twelve (12) month period

- Create new TV shows that reach target markets
- Develop shows that highlight Plainfield and its citizens
- Create programming that elicits directed responses from the community, (polls, contest, etc)
- Camera operation
- Editing
- Live multi camera switching
- Talent and on camera release forms
- Manage equipment logs, logouts and returns
- Complete extra and talent release forms
- Complete on camera release forms
- Schedule bulletin board listings of events and announcements
- Schedule programs and TV shows around events
- Creating programming scheduling for various cycles, (daily, weekly monthly)
- Manage archival materials, tapes, books, files etc.
- Log times of shoots, in house productions and editing
- Maintain show logs and times
- Manage equipment log outs and damage reports
- Compile rights and permission paper work
- Other duties within studio as assigned

This position will be supervised by the Manager of the Media and Communications Divisions. The Manager will ensure that all aspects of the contract are being fulfilled and will sign off on bi-weekly invoices specifying hours worked for that time period.

Consultant, Parris Moore will issue an invoice on a bi-monthly basis at a rate of \$40 per hour with an average of 26 hours per week for time. Consultant will invoice only for time expended, for an amount not to exceed \$50,000