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AGENDA

WARREN COUNTY TOURISM DEPARTMENT

June 1, 2011

Committee Members:

- E. Merlino, Chairman
- W. Kenny
- D. Belden
- D. Strainer
- S. Goodspeed
- F. McCoy
- R. Conover

1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
2. **MOTION TO APPROVE April 27, 2011 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Resolution Request – Printing – Fall 2011 Brochure
4. **FOR YOUR INFORMATION – UPDATES**
 - A. Tourism Department – Kate Johnson
 - B. Creative – Peter Girard
 1. Introduce L&P Media
 - C. Groups/Group Touring – Tanya Brand
 1. Introduce Drew Alberti
5. **SALES/SPECIAL EVENT/CONVENTION REPORT**
 - A. Michael Consuelo, Lake George CVB
6. **WARREN COUNTY COUNCIL OF CHAMBERS REPORT**
 - A. Supervisor Merlino
7. **OLD BUSINESS**
 - A. No pending items
8. **NEW BUSINESS**
9. **ADJOURN**



MIN

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 6/1/11

(a) Is this a Result of a Bid or Request for Proposal? yes

(b) Purpose of Contract: Printing of 2011 Fall Brochure
105,000 copies

(c) Name of Contractor: Kenyon Press

(d) Address of Contractor: 1 Kenyon Press Drive Sherburne, NY 13460

(e) Contractor's Contact Person and Telephone Number: _____
Paul DeMarco (607) 674-9066 ext 245

(f) Has or will the Contract be provided, if so, please attach: no

(g) Commencement Date of Contract: 7/1/11

(h) Termination Date of Contract: 8/19/11

(i) Payment Provisions: i) lump sum amount \$6,827.00

ii) hourly rate amount N/A

iii) Total amount not to exceed \$6,827.00

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, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: A.6417 470 (contract) \$6,827.00

WARREN COUNTY PURCHASING

WRITTEN/FAX PROPOSAL SUMMARY

PLEASE SUMMARIZE ACQUIRED WRITTEN PROPOSALS ON THIS FORM

(Purchasing Department MAY request back-up at any time.)

PUBLIC WORKS \$2,001.00 - \$7,000.00

PUBLIC WORKS \$7,001.00 - \$13,000.00

Department	Tourism	Date	5/26/11	11:00 AM
Item:	2011 FALL BROCHURE			
Please print or type and submit with Purchase Order.				
Public Works: Remember to include <i>prevailing wage rates</i> wherever applicable.				
Vendor Name, Vendor rep, Phone #, City INSURANCE?	# Days Price held? References? Available when?	Price?	Any Other Costs? Equipment? Warranty?	
Vendor # 1 Benchmark Printing, Inc. PO Box 1031 Schenectady, NY 12308 Attn: Carl Roser 393-1361	No reply	<u>105,000</u>	<u>110,000</u>	<u>115,000</u>
Vendor #2 Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Attn: Daniela Corvalan 518-489-3233	yes	<u>105,000</u> 9,625	<u>110,000</u> 10,004	<u>115,000</u> 10,437
Vendor #3 Kenyon Press 1 Kenyon Press Drive Sherburne NY 13460 Attn: Paul DeMarco 607-674-9066 X 245-	yes	<u>105,000</u> 6,827	<u>110,000</u> 7,031	<u>115,000</u> 7,253
Vendor #4 Offset House PO Box 8329 Essex, VT 05451-8329 Attn: Tim Bird 802-878-4440	yes	<u>105,000</u> 7,534	<u>110,000</u> 7,680	<u>115,000</u> 7,895
Vendor #5 Transcontinental 2850 Jean-Perrin Street Quebec, Canada G2C 2C8 Attn: Mario Lachance 418-840-5000	No reply	<u>105,000</u>	<u>110,000</u>	<u>115,000</u>



1 Kenyon Press Drive, Sherburne, New York 13460
(607) 674-9066, Fax: (607) 674-4952 www.kenyonpress.net

CUSTOMER: Warren County Tourism Attn: Kate Johnson
ADDRESS: 1340 State Route 9, Lake George, NY 12845
EMAIL: johnsonk@co.warren.ny.us
TEL: 518-761-6369
FAX: 518-761-6368
DATE: 5/20/11

WE ARE PLEASED TO QUOTE ON THE FOLLOWING:

DESCRIPTION: 2011 Fall Brochure

QUANTITY: 105M, 110M, 115M

NO. OF PAGES: 6 page stringer

SIZE: 11 x 25.375 flat, folds to 8.5 x 11

COVER STOCK/INK: N/A

TEXT STOCK/INK: 60# gloss #3, 4/4

PRERESS: Electronic files supplied complete.

Customers submitting files for electronic output must take responsibility for the accuracy, and completeness of those files. Files incorrectly constructed, with corrupt, or missing elements, will, in all probability, cause delays, and incur additional charges. It is recommended that a test file be sent prior to receiving the actual job so we may trouble shoot potential problems

PROOFS: Epson/Digital proofs

BINDERY: trim and fold

MISCELLANEOUS: shrink in 50's

HANDLING & SHIPPING bulk in cartons 20# max
FOB (7) destinations per RFQ (see accompanying sheet)

PRICES:
105M- \$6,827
110M- \$7,031
115M- \$7,253

TERMS: Net 30

Quote is based on availability and market cost of paper price at time of delivery from mill. Delivery schedule to be mutually agreed upon. This quote will be valid for 30 days before becoming null and void. Terms- TBD with submitted credit application.

This quotation includes and is subject to Printing Trade customs and the Terms and Conditions contained on the reverse side hereof and shall not be binding until signed by the Purchaser and accepted by an authorized representative of Kenyon Press. If this quotation is accepted by Purchaser and Purchaser's order form is used for that purpose, or as a supplement thereto, it is expressly understood and agreed that the Terms and Conditions and the Printing Trade Customs set forth herein shall prevail in so far as the Purchaser's order form may in any way conflict with or be an addition to the Terms and Conditions and Printing Trade Customs set forth herein. The issuance of such order by the Purchaser shall be deemed to incorporate by reference therein the terms and Conditions and the Printing Trade Customs set forth herein and shall constitute Purchaser's agreement thereto.

ACCEPTED BY _____
AUTHORIZED REPRESENTATIVE

SALESMAN

Paul DeMarco
KENYON PRESS



Our Eco-friendly facility is 94% hydro-power supplied. To learn more visit: <http://nypa.gov/facilities/niagara.htm>

ADDRESS REPLY TO THE ATTENTION OF: "BID ENCLOSED FALL"

Specifications for the following:

2011 FALL BROCHURE

- Option 1: Qty: 105,000, 110,000, 115,000
- Stock: 60# coated stock. **Must supply paper sample with price proposal.**
- Size: 6 panel roll fold (see enclosed sample). 2 fold finished to 8.5" X 11"
- Ink: 4-color, bleeds throughout

Project to successful printer from Warren County Tourism Dept. 7/1/11. Warren County will upload final design to ftp site OR send pdf to printer via email (send it global). Indesign files. Color proofing system and one set of blues produced by printer to be furnished to Tourism Dept. 5 business days after receipt of project. Upon approval of proofs by Tourism Dept., printer to proceed with job. **Printer to shrink-wrap brochures in quantities of 50. Bulk in small cartons, weight not to exceed 20 lbs. maximum per carton. All cartons to be labeled with quantity of contents.** Price to include all delivery charges. No overages permitted. Discs, proofs, etc. property of Warren County & must be returned at completion of project & prior to payment of printer.

Inside Delivery: Finished brochures delivered to 6 drop ship locations (inside delivery). **All deliveries to be complete by August 3, 2011.**

Balance to Warren County (provide 2 day notice of delivery 8/4/11).

All locations below must receive 2 business day notice of delivery.

- 1. Binghamton Gateway Info. Ctr.: Route 81 North, Kirkwood, NY 13795. 607-775-0156. Attn: Patty Weist. 3,000

COPIES

- 2. Clifton Park Info. Ctr. I-87 northbound, exit 9, Clifton Park, NY 12065. 518-371-3763. Fri or Sat delivery. Attn: Verna.
- 6,000 COPIES
- 3. Travel Plaza Info. Ctr. New York State Thruway, Milepost 65N, Plattekill, NY 12568. 845-246-8733. Mon or Fri delivery. Attn: Dave. 2,500 COPIES
- 4. Travel Plaza Info. Ctr. New York State Thruway, Milepost 33N, Sloatsburg, NY 10974. 845-753-5776. 2nd floor, Info Center. Attn: Dave. 4,000 COPIES
- 5. Travel Plaza Info. Ctr. New York State Thruway, Milepost 127N&S, New Baltimore, NY 12124. 845-246-8733. Attn: Dave. 2,500 COPIES
- 6. High Peaks Rest Area: Southbound 1-87 mile marker 100, North Hudson, NY 12855. Attn: Collette, 518-873-2170.

2,000 COPIES

Balance brochures delivered to Warren County Tourism by August 4, 2011. Call Sue Tucker 518-761-6366, minimum 2 days prior to delivery. \$250/business day penalty past delivery deadline.

INDICATE "BID ENCLOSED"-NO FAXES-PAPER SAMPLES MUST BE ENCLOSED

VENDOR PLEASE COMPLETE THIS INFORMATION:

DATE DELIVERY PROMISED: 8/3/11

TERMS: Net 30

F.O.B. POINT: Yes

DATE OF QUOTATION: 5/20/11

Paul De Marco

SIGNATURE