

LAKE GEORGE AREA

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AGENDA

WARREN COUNTY TOURISM DEPARTMENT

July 27, 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 June 1, 2011 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Resolution Request – Printing – 2012 Warren County Travel Guide
 - B. Resolution Request – Printing – 2012 Warren County Group Tour Manual
 - C. Dissolution of Client Label Program – Leisa Grant
4. **FOR YOUR INFORMATION – UPDATES**
 - A. Tourism Department – Kate Johnson
 - B. Groups/Group Touring – Tanya Brand
 - C. Creative – Peter Girard
 1. Introduce Tom Connors, Ad Workshop. Summer TV update
5. **SALES/SPECIAL EVENT/CONVENTION REPORT**
 - A. Michael Consuelo, Lake George CVB
6. **WARREN COUNTY COUNCIL OF CHAMBERS REPORT**
 - A. Supervisor Merlino/Tanya Brand/Dave Bulmer
7. **OLD BUSINESS**
 - A. No pending items
 - B. Reminder July 29 deadline – 3 town events for Civic Center video screens
8. **NEW BUSINESS**
 - A. Tourism Committee Supervisor – Feedback/comments/insight on your local tourism
 1. Supervisor Merlino
 - B. Correspondence
9. **ADJOURN**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 7/27/11

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

(b) Purpose of Contract: 2012 Group Tour Planner – 44 pages plus covers;
3,000 copies

(c) Name of Contractor: Benchmark Printing, Inc.

(d) Address of Contractor: PO Box 1031 Schenectady, NY 12301

(e) Contractor's Contact Person and Telephone Number: _____
Carl Roser 518-393-1361 (phone); 518-372-1336 (fax)

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

(g) Commencement Date of Contract: 8/22/11

(h) Termination Date of Contract: 10/31/11

(i) Payment Provisions: i) lump sum amount \$4,095.00

ii) hourly rate amount N/A

iii) Total amount not to exceed \$4,095.00

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) \$4,095.00

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 7/27/11

- (a) Is this a Result of a Bid or Request for Proposal? yes
- (b) Purpose of Contract: Printing of 2012 Warren County Travel Guide
68 pages plus a 4-page cover; 275,000 copies
- (c) Name of Contractor: Kenyon Press, Inc.
- (d) Address of Contractor: One Kenyon Press Drive Sherburne, NY 13460
(PO Box 710)
- (e) Contractor's Contact Person and Telephone Number: _____
Paul DeMarco telephone: 607-674-9066; fax: 607-674-4952
- (f) Has or will the Contract be provided, if so, please attach: no
- (g) Commencement Date of Contract: 9/1/11
- (h) Termination Date of Contract: 10/31/10
- (i) Payment Provisions: i) lump sum amount \$77,647.00
ii) hourly rate amount N/A
iii) Total amount not to exceed \$77,647.00
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) - \$77,647.00