

Minutes

LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS
VisitLakeGeorge.com

AGENDA

WARREN COUNTY TOURISM DEPARTMENT

August 1, 2012

Committee Members:

- E. Merlino, Chairman
 - W. Kenny
 - D. Dickinson
 - D. Strainer
 - R. Conover
 - E. Wood
 - R. Vanselow
-

1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
2. **MOTION TO APPROVE May 30, 2012 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Resolution Request – Printing – 2013 Warren County Travel Guide
 - B. Resolution Request – Printing – 2013 Group Tour Manual
 - C. Resolution Request – Printing – 2012-1013 Winter Events & Activities Brochure
 - D. Resolution Request – Authorize submission to NYS Dept. of Economic Development 2013 Matching Funds Grant
 - E. Logo – New Glens Falls Civic Center Floor
4. **UPDATES & ITEMS OF INTEREST**
 - A. Tourism Department – Kate Johnson
 - B. Group Tour – Tanya Brand
 - C. Creative – Peter Girard
5. **SALES/SPECIAL EVENT/CONVENTION REPORT**
 - A. Christina Curley, Special Events & Sales Director,
Lake George Regional Chamber of Commerce & CVB
6. **COUNCIL OF CHAMBERS UPDATE**
 - A. Tanya Brand
7. **OLD BUSINESS**
 - A. No Pending Items
8. **NEW BUSINESS**
 - A. Feedback/comments/insight/observations on your local tourism industry
 1. Supervisor Evelyn Wood, Thurman
 2. Next Supervisor to report?
9. **ADJOURN**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/12

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

- (b) Purpose of Contract: to print (250,000) 2013 Travel Guides; 60 pgs + cover

- (c) Name of Contractor: Kenyon Press, Inc.

- (d) Address of Contractor: PO Box 710 Sherburne, NY 13460

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

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

- (g) Commencement Date of Contract: 9/1/12

- (h) Termination Date of Contract: 10/31/12

- (i) Payment Provisions:
 - i) lump sum amount \$63,684.00
 - ii) hourly rate amount
 - iii) total amount not to exceed \$63,684.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: A.6417 470 Tourism - Contract \$63,684.00

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

NAME AND ADDRESS OF BIDDERS

BID NO: WC 43-12 ITEM(S): 2013 WARREN COUNTY TRAVEL GUIDE PRINTING DATE: JULY 26, 2012 TIME: 3:00 P.M.	Kenyon Press, Inc. Attn: Paul DeMarco One Kenyon Press Drive Sherburne, NY 13460 Ph: 607-674-9066 Fx: 607-674-4952	Van Guard Printing, LLC. Attn: Tom Birch 17 Hall Woods Road Ithaca, NY 14850 Ph: 607-351-9350 Fx: 607-273-0846	The Offset House, Inc. d/b/a Catamount Color Attn: Timothy Bird 89 Sand Hill Road Essex, VT 05451 Ph: 802-764-4013 Fx: 802-879-4865	Brown Printing Company Attn: James Walker 130 Maple Avenue Suite WB-1 Red Bank, NJ 07701 Ph: 732-530-1379	Walsworth Publishing Company, Inc. Attn: Bryan Atterbury 306 N. Kansas Avenue Marceline, MO 64658 Ph: 660-376-3543 x3490 Fx: 660-258-2141
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
AWARDED TO:					
JULIE A. PACYNA, PURCHASING AGENT	RESOLUTION NO.				
					TERM: THROUGH 11/1/12
250,000 COPIES FOR ALL 60-PAGES +COVER	\$63,684.00	\$64,698.90	\$69,103.00	\$74,131.99	\$78,718.00
275,000 COPIES FOR ALL 60-PAGES +COVER	\$68,623.00	\$69,784.51	\$74,882.00	\$79,801.69	\$85,517.00
250,000 COPIES FOR ALL 64-PAGES +COVER	\$66,022.00	\$65,262.16	\$67,988.00	\$74,919.06	\$76,483.00
275,000 COPIES FOR ALL 64-PAGES +COVER	\$71,169.00	\$70,586.64	\$73,643.00	\$80,739.89	\$83,199.00
250,000 COPIES FOR ALL 68-PAGES +COVER	\$69,507.00	\$70,777.00	\$74,258.00	\$79,572.39	\$82,965.00
275,000 COPIES FOR ALL 68-PAGES +COVER	\$74,954.00	\$76,415.00	\$80,468.00	\$85,765.04	\$90,220.00
Samples Included:	Yes	Yes	Yes	Yes	Yes
Comments:					

NAME AND ADDRESS OF BIDDERS		BID PRICE	BID PRICE	BID PRICE
BID NO: WC 43-12	Freeport Press, Inc. Attn: Curry Triplett 204 West Main Street Freeport, OH 43973 Ph: 740-638-4044 FX: 740-638-3963			
ITEM(S): 2013 WARREN COUNTY TRAVEL GUIDE PRINTING	The Lane Press, Inc. Attn: John Maasik 87 Meadowland Drive South Burlington, VT 05403 Ph: 802-863-5555 FX: 802-264-1485			
DATE: JULY 26, 2012	McQuiddy Classic Printing Co. Attn: Bart King 711 Spence Lane Nashville, TN 37217 Ph: 615-742-7542 FX: 615-367-0923			
TIME: 3:00 P.M.				
DESCRIPTION OF ITEM				
250,000 COPIES FOR ALL 60-PAGES +COVER		\$81,997.19	\$88,840.00	\$84,267.00
275,000 COPIES FOR ALL 60-PAGES +COVER		\$89,641.86	\$96,849.00	\$91,210.00
250,000 COPIES FOR ALL 64-PAGES +COVER		\$85,070.87	\$78,796.00	\$86,210.00
275,000 COPIES FOR ALL 64-PAGES +COVER		\$87,258.91	\$85,858.00	\$92,239.00
250,000 COPIES FOR ALL 68-PAGES +COVER		\$90,409.60	\$87,730.00	\$91,179.00
275,000 COPIES FOR ALL 68-PAGES +COVER		\$98,358.55	\$95,629.00	\$99,940.00
Samples Included:	Yes	Yes	Yes	Yes
Comments:				

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/12

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

- (b) Purpose of Contract: to print (3,000) Group Travel Planners; 44 pages + covers

- (c) Name of Contractor: Courier Printing Corp.

- (d) Address of Contractor: 24 Laurel Bank Ave. Deposit, NY 13754

- (e) Contractor's Contact Person and Telephone Number: Stacey Hanrahan
607-467-2191

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

- (g) Commencement Date of Contract: 9/25/12

- (h) Termination Date of Contract: 10/26/12

- (i) Payment Provisions: i) lump sum amount \$3,490.00
ii) hourly rate amount
iii) total amount not to exceed \$3,490.00
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project) etc.

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and
Amount: A.6417 470 Tourism - Contract \$3490.00

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

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 July 25, 2012 3:00 PM

Item:

Group Travel Planner 2013 - 3,000

(Budget = \$3400)

Please print or type and submit with Purchase Order.

Public Works: Remember to include prevailing wage rates wherever applicable.

Vendor Name, Vendor rep, Phone #, City INSURANCE?	# Days Price held? References? Available when?	Price? Any Other Costs? Equipment? Warranty?		
<p align="center">Vendor # 1 Benchmark Printing, Inc. Carl Roser PO Box 1031 Schenectady, NY 12301 518-393-1361</p>	<p align="center">Did not submit proper paper samples</p>	<u>44</u>	<u>48</u>	<u>52</u>
<p align="center">Vendor #2 Courier Printing Corp. Stacey Hanrahan 24 Laurel Bank Ave. Deposit, NY 13754</p>	<p align="center">Samples</p>	<u>44</u> 3490	<u>48</u> 3520	<u>52</u> 4595
<p align="center">Vendor #3 Dupli Charles O'Donnell Dupli Park Drive PO Box 1500 Syracuse, NY 13218</p>	<p align="center">Samples</p>	<u>44</u> 5684	<u>48</u> 6045	<u>52</u> 6407
<p align="center">Vendor #4 Glens Falls Printing Robert Beyerbach 51 Hudson Ave. Glens Falls, NY 12801</p>	<p align="center">No bid</p>	<u>44</u>	<u>48</u>	<u>52</u>
<p align="center">Vendor #5 Graphic Images, Inc. Leigh Danenberg 561 Boston Post Road Milford, CT 06460</p>	<p align="center">Samples</p>	<u>44</u> 5180	<u>48</u> 5280	<u>52</u> 5480
<p align="center">Vendor # 6 Kenyon Press Paul DeMarco PO Box 710 Sherburne, NY 13460</p>	<p align="center">No bid</p>	<u>44</u>	<u>48</u>	<u>52</u>

<p>Vendor # 7 Lane Press Sylvia Daigle 11 Kairnes Street Albany, NY 12205</p>	<p>Samples</p>	<p><u>44</u> 5587</p>	<p><u>48</u> 5670</p>	<p><u>52</u> 6095</p>
<p>Vendor #8 The Offset House Timothy Bird PO Box 8329 Essex, VT 05451</p>	<p>Samples</p>	<p><u>44</u> 6440</p>	<p><u>48</u> 6400</p>	<p><u>52</u> 7190</p>
<p>Vendor #9 The Press Room Patick Sisti 35 Bath Street Ballston Spa, NY 12020</p>	<p>No bid</p>	<p><u>44</u></p>	<p><u>48</u></p>	<p><u>52</u></p>
<p>Vendor # 10 TransContinental Printing Mario LaChance 2850 Jean Perrin St. Quebec, QC G2C 2C8</p>	<p>Samples</p>	<p><u>44</u> 3689</p>	<p><u>48</u> 3837</p>	<p><u>52</u> 4170</p>
<p>Vendor # 11 Fort Orange Press 11 Sand Creek Road Albany, NY 12205</p>	<p>Samples</p>	<p><u>44</u> 4160</p>	<p><u>48</u> 4225</p>	<p><u>52</u> 5865</p>

**PAPER SAMPLES AND WORKING DUMMYS MUST BE INCLUDED WITH PROPOSAL AND MUST BE LABELED.
DELIVERY FOB DESTINATION, FREIGHT PREPAID SHALL BE INCLUDED IN PROPOSAL PRICE.**

2013 WARREN COUNTY GROUP TOUR PLANNER - PRINTING

REPLY DATE: JULY 25, 2012 TIME: 3:00 pm Tourism Dept. MUNICIPAL CENTER

SPECIFICATIONS

Copy of the 2012 Group Tour Planner Is Attached for Reference Purposes Only. 2013 will deviate.

QUANTITY: 3,000

Quote covers with 44, 48 and 52 inside pages

DATES:

September 24, 2012: Materials uploaded to ftp site of successful bidder

October 1, 2012: 4-color covers and color proof copies of each page prepared by printer delivered to Warren County Tourism Dept.

October 9, 2012: Proofs returned to printer.

October 18, 2012: Finished books delivered to Warren County Tourism Dept.

INK: All inside pages of 2013 manual to be printed in full color, no bleed.

Cover, inside and outside, 4-color, bleed.

Finished size: 8½" x 11". Saddle stitched.

PAPER: COVER: - 80 lb. Gloss cover or equivalent. (All Samples MUST BE INCLUDED WITH PROPOSALS AND LABELED ACCORDINGLY.)

INSIDE - 60 lb. Gloss Text, #4 grade (All Samples MUST BE INCLUDED WITH YOUR PROPOSAL AND LABELED ACCORDINGLY.)

VENDOR MUST PROVIDE WORKING DUMMY SAMPLES (COVERS PLUS 44, 48 AND 52 INSIDE PAGES), 3 SAMPLES IN ALL.

Award will be based on lowest proposal price as well as samples given meeting paper weights in specifications provided.

PACKAGING: Package in marked cartons weighing maximum 20 pounds each. Package same number of pieces per carton. Cartons to be labeled.

DELIVERY: Delivery shall be included with proposal price. Delivery FOB destination freight prepaid, Warren County, Municipal Center, 1340 State Route 9, Lake George, NY 12845.

TWO DAYS NOTICE OF DELIVERY DATE AND TIME MUST BE GIVEN TO SUE TUCKER OF THE TOURISM DEPT BY CALLING (518) 761-6366.

Boxes to be hand unloaded from truck and to include inside delivery. Delivery to be made between 8:00 am and 1:00 pm only. Engine must be turned off.

PENALTY: \$250.00/business day beyond deadline.

All discs, proofs, pre-press work etc. are property of Warren County and must be returned upon completion of printing and delivery. Approval and payment cannot be made until returned.

On outside of response envelope write "Group Tour Planner Bid Enclosed."

QUESTIONS: Any questions relative to these specifications shall be made to Tanya Brand, 518-761-6575.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/12

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: to print (65,000) 2012/2013 Winter Brochures
- (c) Name of Contractor: Benchmark Printing, Inc.
- (d) Address of Contractor: PO Box 1031 Schenectady, NY 12308
- (e) Contractor's Contact Person and Telephone Number: Carl Roser 518-393-1361
- (f) Has or will the Contract be provided, if so, please attach: No
- (g) Commencement Date of Contract: 9/7/12
- (h) Termination Date of Contract: 10/19/12
- (i) Payment Provisions:
 - i) lump sum amount \$4,058.00
 - ii) hourly rate amount
 - iii) total amount not to exceed \$4,058.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: A.6417 470 Tourism - Contract \$4,058.00

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

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	7/27/12 3:00 PM
Item:	2012/2013 WINTER BROCHURE		Budget: \$6,000

Please print or type and submit with Purchase Order.
Public Works: Remember to include prevailing wage rates 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 518-393-1361	Printed in 2011	<u>65,000</u> 4058
Vendor #2 Digital Xpress 5 Sand Creek Rd. Albany, NY 12205 Attn: Jack Casson 518-438-7817	Sample	<u>65,000</u> 5107
Vendor #3 Offset House PO Box 8329 Essex, VT 05451-8329 Attn: Tim Bird fax 802-879-4865 802-878-4440	Sample	<u>65,000</u> 4699
Vendor # 4 Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Attn: Daniela Corvalan 518-489-3233	Sample	<u>65,000</u> 5117
Vendor #5 Kenyon Press 1 Kenyon Press Drive Sherburne, NY 13460 Attn: Paul DeMarco 607-674-9066 x245	Sample	<u>65,000</u> 4287

REQUEST FOR WRITTEN QUOTATION
THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY

To: (Vendor/Address)

From: Warren County

Warren County Tourism
1340 State Route 9
Lake George, NY 12845
Department: Tourism

PLEASE QUOTE US PRICES ON ITEMS LISTED BELOW. NOTE DELIVERY REQUIREMENTS AND STATE FIRM DATE.

Date: 7/5/12 Reply Due Date: 7/27/12 3:00 pm Delivery Required By: 10/5/12

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

Specifications for the following:

WINTER BROCHURE 2012-2013

Qty: 65,000
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

Job provided to printer on disc with color print out and fold sample or uploaded to ftp site.

Printer to shrink-wrap brochures in quantities of 50.

Bulk in small cartons, not to exceed 20 lbs. per carton.

Cartons labeled with quantity of contents. Price to include all delivery charges. No upcharges/overages permitted. Discs, proofs, etc. are property of Warren County and must be returned at completion of project and prior to payment of printer.

- **One, color proofing system, produced by printer, of entire piece, to be furnished to Warren County Tourism Dept. 5 business days after receipt of disc or upload to ftp site.**

All finished brochures to be delivered to Warren County Tourism Dept., **contact Sue Tucker 518-761-6366**, no later than October 3, 2012. Must provide 2-day notice of delivery time and date by telephone. \$250.00/business day penalty beyond delivery deadline. Project ready for printer September 7, 2012.

- **INDICATE "PRINTING BID ENCLOSED" ON ENVELOPE WHEN SUBMITTING PROPOSAL. NO FAXES.**
- **ORIGINAL SIGNATURE AND PAPER SAMPLE MUST BE PROVIDED.**
- **BID DUE 7/27/12, 3:00 PM.**
- **QUOTATION TO INCLUDE DELIVERY**

VENDOR PLEASE COMPLETE THIS INFORMATION:

Date Delivery Promised:

F.O.B. Point:

Terms:

Date of Quotation:

Signature

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Tourism

DATE: 8/1/12

- (a) Purpose of Request: To authorize submission to Empire State Development for Matching Funds for tourism promotion.

- (b) Details: See attached.

- (c) Previous Resolution Number: 518 of 2011

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 518 OF 2011

Resolution introduced by Supervisors Merlino, Kenny, Belden, Strainer, Goodspeed, McCoy and Conover

EMPIRE
AUTHORIZING APPLICATION TO ~~NEW YORK STATE DEPARTMENT~~
~~OF ECONOMIC DEVELOPMENT~~ FOR MATCHING FUNDS FOR
Empire
PROMOTION OF TOURISM

WHEREAS, ~~the New York State Department of Economic Development~~ is empowered to approve applications from local governments for matching funds to be used for promoting tourism therein, and

WHEREAS, the Warren County Tourism Director and Tourism Committee, have recommended that an application for such funds be submitted to the ~~Department of Economic Development~~ *EMPIRE STATE* for matching funds up to the amount appropriated therefor ^(e) within the New York State budget, now, therefore, be it

RESOLVED, that the Warren County Tourism Director be, and hereby is, authorized and directed to submit an application to ~~the New York State Department of Economic Development~~ *Empire State Development*, Tourism Matching Funds Program, N.Y.S. Division of Tourism, ~~30 South Pearl Street, Albany~~ *625 Broadway* New York 12245, Attn: Matching Funds Program Director, for matching funds up to the amount appropriated therefor within the New York State budget, to be used for the promotion of tourism in Warren County, and be it further

RESOLVED, that said Catherine Johnson, Tourism Director, is hereby named Project Director in relation thereto, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby certifies to ~~the New York State~~ *Empire* ~~Department of Economic Development~~ that both the County of Warren and the Tourism Department hereof have been in existence for more than three (3) years, and be it further

EMPIRE
RESOLVED, that upon notification by ~~the New York State Department of Economic Development~~ of the award of such grant, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute and deliver such grant agreement and any other forms as may be required for the acceptance of said funds, in the form approved by the County Attorney.