

*Minutes*

# LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS

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## AGENDA

WARREN COUNTY TOURISM DEPARTMENT

October 24, 2012

Committee Members:

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

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1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
2. **MOTION TO APPROVE August 1, 2012 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
  - A. Resolution Request – Printing – 2013 Whitewater Rafting Brochure
4. **UPDATES & ITEMS OF INTEREST**
  - A. Tourism Department – Kate Johnson
  - B. Group Tour – Tanya Brand
  - C. Tom Connors, Ad Workshop
    1. Recap Summer & Fall 2012 Broadcast
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. Revision made to font on Tourism logo, as brought up at last committee meeting
8. **NEW BUSINESS**
  - A. Feedback/comments/insight/observations on your local tourism industry
    1. Supervisor Dickinson, Town Lake George
    2. Next Supervisor to report?
  - B. Adirondack Balloon Festival brochure distribution & staffing of table during event
  - C. Pending item from Occupancy Tax Committee: Information Center space-Adirondack Factory Outlet Plaza
    1. Supervisor Merlino & Supervisor Kenny
9. **ADJOURN**

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: Tourism**

**DATE: 10/24/12**

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: to print (50,000) copies of the 2013 Whitewater Rafting Brochure
- (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
- (f) Has or will the Contract be provided, if so, please attach: No
- (g) Commencement Date of Contract: 11/28/12
- (h) Termination Date of Contract: 12/31/12
- (i) Payment Provisions:
  - i) lump sum amount \$4,267
  - ii) hourly rate amount
  - iii) total amount not to exceed \$4,267
  - 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 \$4,267

**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 - \$20,000.00**

<b>Department</b>	Tourism	<b>Date</b>	9/27/12	3:00 PM
<b>Item:</b>	2013 WHITEWATER RAFTING BROCHURE			
<p>Please print or type and submit with Purchase Order.  <b>Public Works: Remember to include <i>prevailing wage rates</i> wherever applicable.</b></p>				
Vendor Name, Vendor rep, Phone #, City INSURANCE?	# Days Price held? References? Available when?	Price? Any Other Costs? Equipment? Warranty?		
<p align="center"><b>Vendor # 1</b>                      Benchmark Printing, Inc.                      PO Box 1031                      Schenectady, NY 12301                      Attn: Carl Roser                      518-393-1361</p>	paper	<p align="center"><u>45,000</u>      <u>50,000</u>                      4,048      <span style="border: 1px solid black; padding: 2px;">4,267</span></p>		
<p align="center"><b>Vendor # 2</b>                      Brigar Xpress                      5 Sand Creek Rd.                      Albany, NY 12205                      Attn: Jack Casson                      518-438-7817</p>	paper	<p align="center"><u>45,000</u>      <u>50,000</u>                      5,590      6,070</p>		
<p align="center"><b>Vendor # 3</b>                      Inland Printers                      PO Box 414                      Syosset, NY 11791                      Attn: Kathy Hildenbrand                      516-367-4700</p>	paper	<p align="center"><u>45,000</u>      <u>50,000</u>                      4,935      5,265</p>		
<p align="center"><b>Vendor # 4</b>                      Offset House                      PO Box 8329                      Essex, VT 05451-8329                      Attn: Tim Bird                      802-878-4440</p>	paper	<p align="center"><u>45,000</u>      <u>50,000</u>                      4,690      4,975</p>		
<p align="center"><b>Vendor # 5</b>                      Kenyon Press, Inc.                      PO Box 710                      Sherburne, NY 13460                      Attn: Paul DeMarco                      Cell 607-351-9350</p>	paper	<p align="center"><u>45,000</u>      <u>50,000</u>                      4,034      4,469</p>		

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

To: (Vendor/Address)

From: Warren County

Benchmark Printing, Inc.  
Attn: Carl Roser  
PO Box 1031  
Schenectady, NY 12301

— 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: 9/13/12

Reply Due Date: 9/27/12

Delivery Required By: 12/20/12

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

Specifications for the following:

**Whitewater Rafting Brochure 2013 (2012 brochure enclosed)**

Qty: 45,000 and 50,000

Stock: 50# coated stock. Vendors must supply paper sample with quote

Size: Sample enclosed

**8.5" X 16" (2 sheets) folded to 4" X 8.5" – 16 panels total**

Ink: 4-color

Binding: Saddle stitch

Packing: Small cartons. **CARTONS NOT TO EXCEED 20 lbs EACH**

Shrink-wrap in quantities of 50. Label cartons with contents & quantity.

Materials: **To successful bidder on Nov. 27, 2012 - Upload to ftp site**

Printer to produce & provide folded, 4-c proof sample of project by 12/7/12.

Tourism Dept. to return proofs by 12/11/12, prior to printing, per contract.

Delivery: By December 20, 2012

All pre-press work and final materials are property of Warren County and must be returned when job is complete. \$250.00/business day penalty for delivery beyond due date.

**MUST SUPPLY 2 DAY NOTICE OF DELIVERY DATE AND TIME TO SUE TUCKER  
AT WARREN COUNTY TOURISM DEPT. 518-761-6366.**

Sign & return original quotation form with paper sample, in sealed envelope. No faxes permitted. Indicate **bid enclosed** on envelope. Bids opened 9/27/12, 3:00pm. No bids accepted after this day & time.

F.O.B. WARREN COUNTY TOURISM, LAKE GEORGE NY **Include delivery in price.**

VENDOR PLEASE COMPLETE THIS INFORMATION:

Date Delivery Promised: *As described*

F.O.B. Point: *As described*

Terms:

Date of Quotation:

*9/26/12*

Signature

*Carl J. Roser*

*45,000: 4,048<sup>03</sup>*

*50,000: 4,267<sup>03</sup>*