

LAKE GEORGE AREA

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AGENDA

WARREN COUNTY TOURISM DEPARTMENT

January 31, 2013

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 November 28, 2012 MEETING MINUTES**
3. **WELCOME RETURNING SUPERVISORS SERVING ON THE TOURISM COMMITTEE**
4. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Resolution Request – Amend Brochure Distribution Contract
 - B. Resolution Request – Amend advertising policy
 - C. Resolution Request – Printing 2013 Rates/Dates/Events Brochure
 - D. Resolution Request – Transfer of Funds broadband for internet access at F.O.
5. **FOR YOUR INFORMATION – UPDATES**
 - A. Tourism Department – Kate Johnson
 - B. Group Tour – Tanya Brand
 - C. Creative – Peter Girard
6. **SALES/SPECIAL EVENT/CONVENTION REPORT**
 - A. Christina Curley, Lake George Regional Chamber of Commerce & CVB
7. **COUNCIL OF CHAMBERS UPDATE**
 - A. December 2012 and January 2013 reports
8. **OLD BUSINESS**
 - A. No Pending Items
9. **NEW BUSINESS**
 - A. Committee Meetings date change
 1. 2nd Thursday following Board meeting, not 2nd Wednesday
10. **ADJOURN**

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: 1/31/13

- (a) Purpose of Request: Amend Resolution # 792 of 2010 to add The Chamber of Southern Saratoga County for brochure distribution at Exit 9 for \$1350.00 and decrease amount paid to HA-PE-DE to \$1220.00..

- (b) Details: HA-PE-DE no longer handles brochure distribution at Exit 9.

- (c) Previous Resolution Number: 792 of 2010

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 470 (Contract) \$1350.00 (Chamber) and \$1220.00 (HA-PE-DE)

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. ~~792~~ OF 2010

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

AUTHORIZING AGREEMENTS WITH VARIOUS COMPANIES/AGENCIES FOR BROCHURE DISTRIBUTION - TOURISM DEPARTMENT

RESOLVED, that Warren County continue the contractual relationship, (the previous contracts being authorized by Resolution No. ~~813~~ ^{792 of 2010} of 2009), with the following companies/agencies for brochure distribution, for a term commencing January 1, 2011, and terminating December 31, 2011, for the amounts set forth below, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute agreements in the form approved by the County Attorney:

COMPANIES/ AGENCIES	ADDRESS	DESCRIPTION	AMOUNT
The Lake Placid Chamber of Commerce, Inc. (James McKenna, CEO)	Lake Placid-Essex Co. Visitors Bureau 49 Parkside Dr. Lake Placid, NY 12946	Crown Point & 2 High Peaks Rest Areas Brochure Distribution	\$ 400.00
Henry Hudson Tours, Inc. d/b/a Travel Plaza Information Centers	PO Box 10 Saugerties, NY 12477	Brochure Distribution- Thruway Info Ctrs.	\$ 5,495.00
HA-PE-DE, Inc. (Kathleen Barrie)	4 Stonegate Dr. Queensbury, NY 12804	Exit 9 - Clifton Park Information Center & Exit 17 Brochure Distribution	\$ 2,570.00 1,220.00

The Chambers of Southern Saratoga County, Inc. and be it further
 15 Park Ave.
 Suite 7
 Clifton Park, NY 12065
 Exit 9 - Clifton Park Information Center
 CODE A.6417 470
 TOTAL \$8,465.00
 Brochure Distribution \$ 1350.00

RESOLVED, that unless there should be a material change in contract terms, a change in rates/costs or a change or addition of a new contractor/agency, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute new contracts and continue the contracts in future years

RESOLUTION No. 792 OF 2010

PAGE 2 OF 2

for one year terms, provided appropriations for such contracts are made in the Tourism budget and the Tourism Director recommends continuation of the contracts, and be it further

RESOLVED, that the Board may, at any time upon the adoption of further resolutions, rescind and/or amend this authority or limit appropriations with regard to any one or more of the contracts listed below and request to terminate the contract pursuant to the terms thereof, and the Department Head shall be responsible for acting in accordance with such actions, and be it further

RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute agreements, and from time to time as may be necessary, further contracts consistent with the term set forth herein, with said contractors/agencies in the form approved by the County Attorney.

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: 1/31/13

- (a) Purpose of Request: To amend the Warren County Tourism Policy Concerning Publication of Advertisements

- (b) Details: amend policy to include wording under IIIB. Classification/Types of Advertisements for Tourism Publications and/or Other Sponsored Advertising and Promotional Ventures to include Special Events taking place in Warren County and open to the public, etal.

- (c) Previous Resolution Number: 205 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

Services (such as fishing, hunting, rafting, tubing or ballooning),²

Shopping malls/plazas (advertisements for clusters or a number of stores).
Profit/nonprofit organizations assisting with promoting travel, vacations,
accommodations, etc., to the Warren County area,

Special events taking place in Warren County and open to the public
(including, but not limited to, sporting events, festivals, carnivals,
Community Garage sales, fishing tournaments, cultural/performance events,
conventions, races, educational and agricultural events and programs).

Advertising, paid or otherwise, for sale, rental or lease of single family
homes, single unit condominiums, or single unit cottages/cabins and/or single
timeshare units,³ except vacation rentals (single or multiple),⁴ will not be
accepted. Advertising, paid or otherwise, will not be accepted where the
words "For Sale", "Sale" or "Sales" appear except in those instances where
sale words are used in a legally necessary disclaimer.⁵

2. Paid advertisements for any publication will only be accepted for facilities

located in Warren County or services offered in Warren County.

C. REJECTION OF ADVERTISEMENTS AND PROCEDURES

1. REJECTION OF ADVERTISEMENTS. The Tourism *Director* and/or
the *Director's* designee shall reject any advertisement, for reasons set forth in subparagraph "A", which in
whole or part are deemed not appropriate for insertion in any tourism publication and/or other sponsored
advertisement or promotional ventures. The potential advertisers shall be notified of the rejection of the
advertisement by either letter, fax and/or telephone call not later than five (5) business days after the
deadline date established for acceptance of advertisements for the particular publication. The date of
notification shall be documented by the Tourism Department. Notification shall be deemed to have occurred

²Updated policy by Resolution 770 of 2004

³Added by Resolution No. 414 of 2002

⁴Amended by Resolution No. 365 of 2003

⁵Added by Resolution No. 414 of 2002

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 1/31/13

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

- (b) Purpose of Contract: to print 105,000 copies of the 2013 Rates and Dates and Events Brochure

- (c) Name of Contractor: Digital Press

- (d) Address of Contractor: 5 Sand Creek Road Albany, NY 12205

- (e) Contractor's Contact Person and Telephone Number: Jack Casson 518-438-7817

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

- (g) Commencement Date of Contract: 2/20/13

- (h) Termination Date of Contract: 3/29/13

- (i) Payment Provisions:
 - i) lump sum amount \$10,852
 - ii) hourly rate amount
 - iii) total amount not to exceed \$10,852
 - 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 (contract) \$10,852

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

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

TO: (VENDOR/ADDRESS)

FROM: WARREN COUNTY

(Dept. address)

[_____]
[_____]
[_____]
[_____]

[Warren County Tourism]
[1340 State Route 9]
[Lake George, NY 12845]
[_____]

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

DATE: 1/2/13

REPLY DUE DATE: 1/23/13 3pm

DELIVERY REQUIRED BY: 3/20/13 –
Warren County
And Drop ship
locations

ADDRESS REPLY TO THE ATTENTION OF: "BID ENCLOSED R&D"

Specifications for the following:

SUMMER 2013 RATES, DATES & EVENTS BROCHURE

Option 1: Qty: 105,000
Stock: 60# coated stock. **Must supply paper sample with price proposal.**
Size: 12 page self-cover
3 – 11" X 17" panels, folded, saddle stitched. fold finished to 8.5" X 11"
Ink: 4-color, bleeds throughout

Project to successful printer from Warren County Tourism Dept. 2/20/13. Warren County will upload final design to ftp site. Indesign files. Color proofing system and one set of folded proofs 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 9 drop ship locations (inside delivery). Balance (66,000) to Warren Cty. **All locations must receive 2 business day notice of March 20 delivery.**

1. Binghamton Gateway Info. Ctr.: Route 81 North, Kirkwood, NY 13795. 607-775-0156. Attn: Patty Weist. **2,900**

COPIES

2. Clifton Park Info. Ctr. I-87 northbound, exit 9, Clifton Park, NY 12065. 518-371-3763. Fri or Sat delivery. Attn: Verna. **6,600 COPIES**

3. Travel Plaza Info. Ctr. New York State Thruway, Milepost 65N, Plattekill, NY 12568. 845-246-8733. Mon or Fri delivery. Attn: Charlie. **10,000 COPIES**

4. Travel Plaza Info. Ctr. New York State Thruway, Milepost 33N, Sloatsburg, NY 10974. 845-753-5776. 2nd floor, Info Center. Attn: Ann. **3,000 COPIES**

5. Travel Plaza Info. Ctr. New York State Thruway, Milepost 127N&S, New Baltimore, NY 12124. Attn: Charlie. **2,000 COPIES**

6. High Peaks Rest Area: Southbound I-87 mile marker 100, North Hudson, NY 12855 **4,000 COPIES**

7. High Peaks Rest Area: Northbound I-87 mile marker 99, North Hudson, NY 12855 **4,500 COPIES**

8. Whitney Point Rest Area: c/o NYS DOT: Route 81S, mile marker 33, Whitney Point, NY 13862 **3,000 COPIES**

9. Gateway Info. Ctr.: I-87 southbound between exits 40 & 41, West Chazy, NY 12992 **2,000 COPIES**

All deliveries to be complete by March 20, 2013.

Balance brochures delivered to Warren County Tourism by March 20, 2013, 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:

F.O.B. POINT:

TERMS:

DATE OF QUOTATION:

SIGNATURE

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 January 23 2013 3:00 PM

Item: 2013Rates & Dates and Events Brochure – Budget 12,275

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 Cell 522-1453</p>	<p align="center">sample</p>	<p align="right"><u>105,000</u> 12,210</p>
<p align="center">Vendor #2 Digital Press Jack Casson 5 Sand Creek Road Albany, New York 12205 518-438-7817</p>	<p align="center">sample</p>	<p align="right"><u>105,000</u> <u>10,852</u></p>
<p align="center">Vendor # 3 Offset House Tim Bird PO Box 8329 Essex, VT 05451-8329 802-764-4013</p>	<p align="center">sample</p>	<p align="right"><u>105,000</u> 14,014</p>
<p align="center">Vendor #4 Transcontinental Printing Quebec Mario Lachance 2850 Jean Perrin Street Quebec, Quebec G2C 2C8 418-840-5000</p>	<p align="center">no bid</p>	<p align="right"><u>105,000</u></p>
<p align="center">Vendor # 5 Kenyon Press Paul DeMarco PO Box 710 Sherburne, NY 13460 518-281-7305 (cell)</p>	<p align="center">sample</p>	<p align="right"><u>105,000</u> 13,217</p>

REQUEST FOR WRITTEN PROPOSAL
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TO: Digital Press
Attn: Jack Casson
5 Sand Creek Road
Albany, NY 12205

FROM: WARREN COUNTY (Dept. address)
Warren County Tourism
1340 State Route 9
Lake George, NY 12845

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

DATE: 1/2/13 REPLY DUE DATE: 1/23/13 3pm DELIVERY REQUIRED BY: 3/20/13 - Warren County And Drop ship locations

ADDRESS REPLY TO THE ATTENTION OF: "BID ENCLOSED R&D" 15507

Specifications for the following:

Option 1: Qty: 105,000
Stock: 60# coated stock. Must supply paper sample with price proposal.
Size: 12 page self-cover
3 - 11" X 17" panels, folded, saddle stitched. fold finished to 8.5" X 11"
Ink: 4-color, bleeds throughout

SUMMER 2013 RATES, DATES & EVENTS BROCHURE 15796

Project to successful printer from Warren County Tourism Dept. 2/20/13. Warren County will upload final design to ftp site. Indesign files. Color proofing system and one set of folded proofs 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.

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

VENDOR PLEASE COMPLETE THIS INFORMATION:

DATE DELIVERY PROMISED: ON OR BEFORE MARCH 20, 2013. F.O.B. POINT: WARREN COUNTY TOURISM

TERMS:

105,000 BROCHURES \$10,852

DATE OF QUOTATION:

JAN. 22, 2013

Jack Casson
SIGNATURE

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 1/31/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417 130	Salaries- Part-Time	A.6417 423	Telephone	\$1,000.00

Please state reason for transfers requested: We have added 4G Mobile Broadband to our Verizon Wireless bill for Internet access at the Tourism Information Center in the Adirondack Factory Outlet Center. Our spare cell phone has also been sent there. There is an additional charge of approximately \$80.00 per month for these changes.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.