

LAKE GEORGE AREA

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AGENDA

WARREN COUNTY TOURISM DEPARTMENT

May 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 March 28, 2013 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Resolution Request – Printing – Fall 2013 Brochure
 - B. Transfer of Funds to cover OT (summer temp. position not filled)
4. **FOR YOUR INFORMATION – UPDATES**
 - A. Tourism Department – Kate Johnson
 - B. Group Tour – Tanya Brand
 - C. Creative – Peter Girard
5. **SALES/SPECIAL EVENT/CONVENTION REPORT**
 - A. Michael Consuelo, 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. Return of Supervisor reports-insights, thoughts and observations on your local tourism industry
 1. Supervisor Gene Merlino, Lake Luzerne
 2. Next Supervisor to report?
9. **ADJOURN**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 5/30/13

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

- (b) Purpose of Contract: To authorize the printing of 100,000 Fall 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: 6/21/13

- (h) Termination Date of Contract: 7/31/13

- (i) Payment Provisions:
 - i) lump sum amount \$7,297
 - ii) hourly rate amount
 - iii) total amount not to exceed \$7,297
 - 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 \$7,297

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

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

TO: Benchmark Printing, Inc.
Attn: Carl Roser
PO Box 1031
Schenectady, NY 12308

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: 4/30/13 **REPLY DUE DATE:** 5/24/13 3pm **DELIVERY REQUIRED BY:** 7/30/13 – Drop ship locations + Warren County

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

Specifications for the following:

2013 FALL BROCHURE

Option 1: Qty: 100,000
Stock: 60# gloss text. **Must supply paper sample, folded per specs.**
Size: 4 panel, 33.75" x 11", double gate fold, 3 folds finished to 8.5" X 11"
Ink: 4-color, bleeds throughout

Project to successful printer from Warren County Tourism 7/2/13. Warren County will upload final design to ftp site OR send pdf to printer via email (send it global). Indesign files. **Color proofing system + 1 set of blues 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. per carton. All cartons to be labeled with quantity.** Price to include all delivery charges. **No overages permitted.** Proofs, etc. property of Warren County & must be returned at completion of project & prior to payment of printer.

Inside Delivery: Finished brochures delivered to 8 drop ship locations (**INSIDE DELIVERY FOR ALL 8 DROP SHIP LOCATIONS**). All deliveries to be complete by **July 30, 2013.** Balance to Warren County. Provide 2 day notice. All locations below must receive a 2 business day notice of delivery. See enclosed drop shipment info. sheets!

1. Binghamton Gateway Info. Ctr. Route 81 North, Kirkwood, NY 13795. 607-775-0156. Attn: Kathi Murphy.
1,100 COPIES
2. Clifton Park Info. Ctr. I-87 northbound, exit 9, Clifton Park, NY 12065. Fri or Sat delivery. Attn: Verna 518-371-3763 or Pete 518-371-7748. **6,600 COPIES**
3. Travel Plaza Info. Ctr. New York State Thruway, Milepost 65N, Plattekill, NY 12568. 845-313-7125. Mon or Fri delivery. Attn: Lenny Wheat. **5,500 COPIES**
4. Travel Plaza Info. Ctr. New York State Thruway, Milepost 33N, Sloatsburg, NY 10974. 845-246-8733. 2nd floor, Info Center. Attn: Dave. **2,000 COPIES**
5. Travel Plaza Info. Ctr. New York State Thruway, Milepost 127N&S, New Baltimore, NY 12124. 845-246-8733. Attn: Dave. **1,500 COPIES**
6. High Peaks Rest Area: Southbound I-87 mile marker 100, North Hudson, NY 12855. Attn: Colette, 518-873-2170. **1,500 COPIES**
7. High Peaks Rest Area, Northbound I-87 mile marker 99, North Hudson, NY 12855. Attn: Colette, 518-873-2170. **2,500 COPIES**
8. Whiney Point Info. Center: NYS DOT Rest Area, Mile Marker 33, Route 81 Southbound. Whitney Point, NY 13862. Attn: Dennis Gazda. 607-849-6839 **3,200 COPIES**

Balance brochures (76,100) delivered to Warren County Tourism by July 30, 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:

TERMS:

F.O.B. POINT:

DATE OF QUOTATION: 5/23/13

Carl J Rosa from Benchmark
SIGNATURE

100,000: \$ 7,297

Quote # 102665

2013 Fall Drop Shipment Info For Shipper

1- Total 1,100

Gateway Information Center

Route 81 North

Kirkwood, NY 13795

Contact: Kathy Murphy

Phone: 607-775-0156

Monday -Friday delivery 10am-3pm

2- Total 6,600

Clifton Park Information Center

Exit 9 Rest Area, I-87 Northbound

Clifton Park, NY 12065

Contact: Verna : 518-371-3763 OR

Contact Pete: 518-371-7748

*Inside delivery, driver needs to put TG away in back room

3- Total 5,500

Travel Plaza Information Center

New York State Thruway

Milepost 65N

Plattekill, NY 12568

Contact: Lenny Wheat

Phone: 845-313-7125

At warehouse, all deliveries must be placed inside Travel Plaza Info Center outdoor storage building between 10:30 am and 3:00 pm on a **Monday or Friday only**. 1/2 skids only, are accepted at Plattekill only, maximum of 4' high! Call for directions to warehouse at Plattekill. Delivery must not be left in Restaurant or on Restaurant loading dock! Must have lift gate.

4-Total 2,000

Travel Plaza Information Center

New York State Thruway

Milepost 33N

Sloatsburg, NY 10974

Contact: Dave Thornton

Phone: 845-246-8733

All deliveries must be placed inside (hand stacked) in second floor storage area using elevator between 10:30 am and 3:00 pm, no pallet jacks or skids allowed in the building. Delivery must not be left on Restaurant loading dock or in Restaurant! UPS delivery ok anytime.

5-Total 1,500

Travel Plaza Information Center
New York State Thruway
Milepost 127 N&S
New Baltimore, NY 12124
Contact: Dave Thornton
Phone: 845-246-8733

All deliveries must be placed inside (hand stacked) outdoor storage building between 10:30 am and 3:00 pm.
Delivery must not be left in Restaurant or on Restaurant loading dock!

6-Total 1,500

High Peaks NYS DOT Visitor Center
Mile Marker 100, I-87 Southbound
(bet. exits 29 & 30)
North Hudson, NY 12855
Contact: Colette Titus
Phone: 518-873-2170, DEC office

7-Total 2,500

High Peaks NYS DOT Visitor Center
Mile Marker 99, I-87 Northbound
(bet. exits 29 & 30)
North Hudson, NY 12855
Contact: Colette Titus
Phone: 518-873-2170, DEC office

8-Total 3,200

Whitney Point NYS DOT Rest Area
Mile Marker 33, Route 81 Southbound
Whitney Point, NY 13862
Contact : Dennis Gazda
Phone: 607-849-6839

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 5/30/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417 130	Payroll - Part Time	A.6417 120	Payroll - Overtime	3,000.00
A.6417 130	Payroll - Part Time	A.6417 424	Postage	1,500.00

Please state reason for transfers requested: We have decided not to hire a summer temporary person. Funds are needed in overtime and in our postage account.

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.