

Min.

LAKE GEORGE AREA

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AGENDA

WARREN COUNTY TOURISM DEPARTMENT

August 1, 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 May 31, 2013 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Resolution Request – Printing – 2014 Warren County Travel Guide
 - B. Resolution Request – Printing – 2014 Group Travel Planner
 - C. Resolution Request – Printing – 2013-2014 Winter Events & Activities Brochure
 - D. Resolution Request – Printing - Poster
 - E. Resolution Request – Authorize submission to NYS Dept. of Economic Development 2014 Matching Funds Grant
 - F. Transfer of Funds: Office Equipment → Postage \$2,172
 - G. Amend Resolution 703 of 2012, consumer show/conference schedule. Add 3 events.
4. **UPDATES & ITEMS OF INTEREST**
 - A. Tourism Department – Kate Johnson
 - B. Group Tour – Tanya Brand
 - C. Creative – Peter Girard
5. **BROADCAST PRESENTATION**
 - A. Tom Connors, Ad Workshop
6. **SALES/SPECIAL EVENT/CONVENTION REPORT**
 - A. Christina Curley, Special Events & Sales Director,
Lake George Regional Chamber of Commerce & CVB
7. **OLD BUSINESS**
 - A. No Pending Items
8. **NEW BUSINESS**
9. **ADJOURN**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/13

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

- (b) Purpose of Contract: to print 225,000 copies of the 2014 Warren County Travel Guide (56 pages plus cover)

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

- (d) Address of Contractor: One Kenyon Press Drive 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: 9/27/13

- (h) Termination Date of Contract: 10/31/13

- (i) Payment Provisions: i) lump sum amount \$52,648
ii) hourly rate amount
iii) total amount not to exceed \$52,648
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) \$52,648

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

SPECIFICATION: WC 45-13

ITEM: WARREN COUNTY TRAVEL GUIDE PRINTING

DATE: JULY 25, 2013

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

SPECIFICATIONS

BID PROPOSAL

PROPOSAL OF: Kenyon Press
COMPANY NAME

TO: Julie Pacyna, Purchasing Agent
Warren County Human Services Building
1340 State Route 9
Lake George, New York 12845

The attached bid shall be delivered Not later than July 25, 2013, 3:00 p.m., with original signatures, to the above address. On outside of envelope please write "Travel Guide Printing Bid".

The undersigned has carefully examined the "Notice to Bidders" and the specifications and hereby proposes to deliver the following as per specifications.

2014 WARREN COUNTY TRAVEL GUIDE PRINTING - TOTAL BID PRICE

- 200,000 copies for 56-page inside and 4-page cover: \$ 48,961⁻
- 200,000 copies for 60-page inside and 4-page cover: \$ 51,398⁻
- 210,000 copies for 56-page inside and 4-page cover: \$ 50,831⁻
- 210,000 copies for 60-page inside and 4-page cover: \$ 53,378⁻
- 225,000 copies for 56-page inside and 4-page cover: \$ 52,648⁻
- 225,000 copies for 60-page inside and 4-page cover: \$ 55,296⁻

NOTE: Bids MUST be expressed in U.S. dollars and are to include all custom duties and charges, if applicable.

YOU MUST SUBMIT YOUR BID ON THIS BID FORM.

DO NOT FORGET TO INCLUDE YOUR DUMMIES WITH YOUR BID.

DUMMIES MUST REACH THE PURCHASING OFFICE BY THE BID DEADLINE.

DATE: 7/22/13 FEDERAL ID#: 16-1092432

NAME OF FIRM: Kenyon Press

BUSINESS ADDRESS: One Kenyon Press Dr. Sherburne NY 13460

SIGNATURE OF BIDDER: Paul DeMarco TITLE: Sales Director

NAME OF BIDDER (PRINTED): Paul DeMarco

EMAIL ADDRESS OF BIDDER: pdemarco@kenyonpress.net

TELEPHONE: 607-674-9066 FAX: 607-674-4952

The attached Bidder Certification, Iran Divestment Act and Corporate Resolution (if applicable) must be completed and signed and made a part of this bid proposal.

The vendor hereby certifies that there are no Federal or State taxes included in the bid price and that he/she is an authorized representative of the company submitting this bid.

NAME AND ADDRESS OF BIDDERS

BID NO: WC 45-13 ITEM(S): 2014 WARREN COUNTY TRAYEL GUIDE PRINTING DATE: JULY 25, 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	Walsworth Publishing Company, Inc. Attn: Bryan Altenbury 306 N. Kansas Avenue Marceline, MO 64658 Ph: 660-376-3543 x3490 Fx: 660-258-2141	VanGuard Printing, LLC. Attn: Tom Birch 17 Hall Woods Road Ithaca, NY 14850 Ph: 607-351-9350 Fx: 607-273-0846	The Offset House, Inc. Attn: Timothy Bird 89 Sand Hill Road Essex, VT 05451 Ph: 802-764-4013 Fx: 802-879-4865	McQuiddy Classic Printing Co. Attn: William B. King 711 Spence Lane Nashville, TN 37217 Ph: 615-742-7542 Fx: 615-367-0923
AWARDED TO: JULIE A. PACYNA, PURCHASING AGENT		BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
RESOLUTION NO.						TERM: THROUGH 10/31/13
200,000 COPIES FOR ALL 56-PAGES +COVER	\$48,961.00	\$51,600.00	\$52,509.00	\$58,710.00	\$59,918.00	
200,000 COPIES FOR ALL 60-PAGES +COVER	\$51,398.00	\$55,000.00	\$57,262.00	\$63,820.00	\$63,895.00	
210,000 COPIES FOR ALL 56-PAGES +COVER	\$50,831.00	\$53,550.00	\$55,879.00	\$61,031.00	\$62,621.00	
210,000 COPIES FOR ALL 60-PAGES +COVER	\$53,378.90	\$57,120.00	\$60,025.00	\$66,330.00	\$66,743.00	
225,000 COPIES FOR ALL 56-PAGES +COVER	\$52,648.00	\$56,475.00	\$59,025.00	\$64,550.00	\$68,803.00	
225,000 COPIES FOR ALL 60-PAGES +COVER	\$55,296.00	\$60,300.00	\$63,363.00	\$70,115.00	\$72,210.00	
Samples Included: Comments:	Yes	Yes	Not Complete	Yes	Not Complete	

NAME AND ADDRESS OF BIDDERS

BID NO: WC 45-13 ITEM(S): 2014 WARREN COUNTY TRAVEL GUIDE PRINTING DATE: JULY 25, 2012 TIME: 3:00 P.M.	Cadmus Communications a Centuro Company Attn: Russ Fisher 1991 Northampton Street Easton, PA 18042 Ph: 610-250-7309 Fax: 610-250-7202	Brown Printing Company Attn: Vincent Small 2300 Brown Avenue Waseca, MN 56093 Ph: 752-530-2847
DESCRIPTION OF ITEM	BID PRICE	BID PRICE
200,000 COPIES FOR ALL 56-PAGES +COVER	\$64,102.05	\$21,577.62 see below comment
200,000 COPIES FOR ALL 60-PAGES +COVER	\$68,708.57	\$23,382.62 see below comment
210,000 COPIES FOR ALL 56-PAGES +COVER	\$66,581.13	\$23,609.82 see below comment
210,000 COPIES FOR ALL 60-PAGES +COVER	\$73,054.68	\$25,550.92 see below comment
225,000 COPIES FOR ALL 56-PAGES +COVER	\$70,300.33	\$26,658.12 see below comment
225,000 COPIES FOR ALL 60-PAGES +COVER	\$77,132.32	\$28,803.37 see below comment
Samples Included: Comments:	Yes	Yes Pricing submitted did NOT include paper costs.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/13

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

- (b) Purpose of Contract: to print 3,000 copies of the 2014 Group Travel Planner(40 pages plus covers)

- (c) Name of Contractor: Fort Orange Press

- (d) Address of Contractor: 11 Sand Creek Road Albany, NY 12205

- (e) Contractor's Contact Person and Telephone Number: Greg Desidoro
518-489-3233

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

- (g) Commencement Date of Contract: 8/19/13

- (h) Termination Date of Contract: 10/31/13

- (i) Payment Provisions: i) lump sum amount \$3,825
ii) hourly rate amount
iii) total amount not to exceed \$3,825
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) \$3,825

**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 18, 2013 3:00 PM

Item: Group Travel Planner 2014 - 3,000 copies (Budget = \$4,000)

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?		
<p align="center">Vendor # 1 Benchemark Printing, Inc. Carl Roser PO Box 1031 Schenectady, NY 12301 518-393-1361</p>	<p align="center">No bid</p>	<u>40</u>	<u>44</u>	<u>48</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>40</u> 3832	<u>44</u> 4288	<u>48</u> 4374
<p align="center">Vendor #3 Fort Orange Press 11 Sand Creek Road Albany, NY 12205</p>	<p align="center">Samples</p>	<u>40</u> 3825	<u>44</u> 4275	<u>48</u> 4085
<p align="center">Vendor #4 Graphic Images, Inc. Leigh Danenberg 561 Boston Post Road Milford, CT 06460</p>	<p align="center">Samples</p>	<u>40</u> 4880	<u>44</u> 5280	<u>48</u> 5660
<p align="center">Vendor #5 TransContinental Printing Mario LaChance 2850 Jean Perrin St. Quebec, QC G2C 2C8</p>	<p align="center">No bid</p>	<u>40</u>	<u>44</u>	<u>48</u>
<p align="center">Vendor # 6 Vanguard Printing Attn: Tom Birch 11 Hall Woods Rd Ithaca, NY 14850</p>	<p align="center">No bid</p>	<u>40</u>	<u>44</u>	<u>48</u>



Printing Quotation

Date: 7/16/2013
 Estimate Number: 136772
 Issued Number: 54601
 Customer Number: 412302
 Sales Representative: Greg Desidoro

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

Phone: 518-761-6575
Fax: 518-761-6368

Contact: Tanya Brand

E-mail:

Description: 2014 Group Tour Planning Guide

Prepress: Customer will supply "Print Ready PDF" or native files in customary Quark or InDesign format (including appropriate layout, font and links) prepared for computer to plate output.

Proofs: Digital comprehensive proof, contract digital color proof.

Option A: 40 PAGE PLUS COVER 4/4

Pages: 40, plus cover.

Trim Size: *Size Flat:* 11 x 17

Folded Trim Size: 8.5 x 11

Stock: Sub 80 lb. - Explorer gloss cover
 Sub 60 lb. - Explorer gloss text

Inks: *Cover:* Side 1: 4/C Process Inks
 Side 2: 4/C Process Inks

Text: Side 1: 4/C Process Inks
 Side 2: 4/C Process Inks

Finishing: Fold, saddle stitch on the 11" side, pack in cartons, deliver to Lake George

Finished Product Quantity:

3,000

Price:

\$ 3,825.00

Option B: 44 PAGE PLUS COVER 4/4

Pages: 44, plus cover.

Trim Size: *Size Flat:* 11 x 17

Folded Trim Size: 8.5 x 11

Stock: Sub 80 lb. - Explorer gloss cover
 Sub 60 lb. - Explorer gloss text

Inks: *Cover:* Side 1: 4/C Process Inks
 Side 2: 4/C Process Inks

Text: Side 1: 4/C Process Inks
 Side 2: 4/C Process Inks

Finishing: Fold, saddle stitch on the 11" side, pack in cartons, deliver to Lake George

Finished Product Quantity:

3,000

Price:

\$ 4,275.00

Option C: 48 PAGE PLUS COVER 4/4

Pages: 48, plus cover.

Trim Size: *Size Flat:* 11 x 17

Folded Trim Size: 8.5 x 11

Stock: Sub 80 lb. - Explorer gloss cover
Sub 60 lb. - Explorer gloss text

Inks: **Cover:** Side 1: 4/C Process Inks
Side 2: 4/C Process Inks

Text: Side 1: 4/C Process Inks
Side 2: 4/C Process Inks

Finishing: Fold, saddle stitch on the 11" side, pack in cartons, deliver to Lake George

Finished Product Quantity: 3,000

Price: \$ 4,085.00

Additional Notes: Delivery - 10 working days from OK of proofs unless otherwise agreed upon.

Terms: To be determined.

Thank you for inviting Fort Orange Press to submit this quotation based on your specifications. Please note the prices referenced in this estimate do not include tax or shipping charges unless otherwise specified. This quotation is valid for 30 days only and subject to revision any time thereafter. Author's alterations, if applicable, will be billed at \$100 per hour.

All work is accepted subject to the 'Terms and Conditions of Sale' accompanying this estimate.

Customer Acceptance of Proposal: As stated in above specifications, the cost associated with the printing of this project is satisfactory and is hereby accepted. Please sign and return copy when job is submitted. Thank you!

Customer Signature: _____ Date: _____

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/13

- (a) Is this a Result of a Bid or Request for Proposal? Yes
- (b) Purpose of Contract: to print 60,000 copies of the 2013/2014 Winter Brochure
- (c) Name of Contractor: Benchemark 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: 8/19/13
- (h) Termination Date of Contract: 9/30/13
- (i) Payment Provisions:
 - i) lump sum amount \$3,833
 - ii) hourly rate amount
 - iii) total amount not to exceed \$3,833
 - 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) \$3,833

**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	7/26/13	3:00 PM
Item:	2013/2014 WINTER BROCHURE		Budget: \$4,448	
Please print or type and submit with Purchase Order. Public Works: Remember to include <i>prevailing wage rates</i> 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		<u>55,000</u>	<u>60,000</u>	<u>65,000</u>
		3514	<u>3833</u>	4075
Vendor #2 Digital Xpress 5 Sand Creek Rd. Albany, NY 12205 Attn: Jack Casson 518-438-7817		<u>55,000</u>	<u>60,000</u>	<u>65,000</u>
		5470	5897	6325
Vendor #3 Offset House PO Box 8329 Essex, VT 05451-8329 Attn: Tim Bird fax 802-879-4865 802-878-4440		<u>55,000</u>	<u>60,000</u>	<u>65,000</u>
		4150	4395	4600
Vendor # 4 Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Attn: Daniela Corvalan 518-489-3233		<u>55,000</u>	<u>60,000</u>	<u>65,000</u>
		4498	4770	5065
Vendor #5 Kenyon Press 1 Kenyon Press Drive Sherburne, NY 13460 Attn: Paul DeMarco 607-674-9066 x245		<u>55,000</u>	<u>60,000</u>	<u>65,000</u>
		3781	4012	4287
Vendor #6 Vanguard Printing Attn: Tom Birch 11 Hall Woods Rd Ithaca, NY 14850 607-330-7148		<u>55,000</u>	<u>60,000</u>	<u>65,000</u>
		4,300.99	4,618.14	4,913.33

7/15/13

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

TO: (VENDOR/ADDRESS)

[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: 7/9/13 REPLY DUE DATE: 7/25/13 3pm DELIVERY REQUIRED BY: 9/23/13

ADDRESS REPLY TO THE ATTENTION OF: "BID ENCLOSED"

Specifications for the following:

WINTER BROCHURE 2013-2014

Qty: 55,000, 60,000 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

Project ready for printer August 26, 2013.

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

- 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.

Printer to shrink-wrap brochures in quantities of 50.

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

Cartons to be 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.

All finished brochures delivered to Warren County Tourism Dept., no later than September 23, 2013.

- **Contact Sue Tucker 518-761-6366.** Must provide 2-day notice of delivery time and date by telephone.
- \$250.00/business day penalty beyond delivery deadline. Project ready for printer August 26, 2013.
- **ORIGINAL SIGNATURE AND PAPER SAMPLE MUST BE PROVIDED.**
- **BID DUE 7/25/13, 3:00 PM.**
- **QUOTATION TO INCLUDE DELIVERY**

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

VENDOR PLEASE COMPLETE THIS INFORMATION:

DATE DELIVERY PROMISED: *As specified*

TERMS: *Net 30*

F.O.B. POINT:

DATE OF QUOTATION: *7/24/13*

Carl J Roser

SIGNATURE

55,000: \$ 3,514⁰⁰

60,000: \$ 3,833⁰⁰

65,000: \$ 4,075

Quote # 100694

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 8/1/13

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

- (b) Purpose of Contract: to print 10,000 (18' x 24)"Towns" posters

- (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: 8/19/13

- (h) Termination Date of Contract: 9/30/13

- (i) Payment Provisions: i) lump sum amount \$1,333
ii) hourly rate amount
iii) total amount not to exceed \$1,333
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) \$1,333

**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, 2013 3:00 PM

Item: Warren County Towns' Poster 2013 Budget \$1500

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. Carl Roser PO Box 1031 Schenectady, NY 12301 518-393-1361	(2) Sizes – 100# text 18" x 24" 24" x 36"	<table border="0"> <tr> <td><u>5,000</u></td> <td><u>7,500</u></td> <td><u>10,000</u></td> </tr> <tr> <td>899</td> <td>1,119</td> <td><u>1,333</u></td> </tr> <tr> <td>1,213</td> <td>1,563</td> <td>1,907</td> </tr> </table>	<u>5,000</u>	<u>7,500</u>	<u>10,000</u>	899	1,119	<u>1,333</u>	1,213	1,563	1,907						
<u>5,000</u>	<u>7,500</u>	<u>10,000</u>															
899	1,119	<u>1,333</u>															
1,213	1,563	1,907															
Vendor #2 Offset House Tim Bird PO Box 8329 Essex, VT 05451-8329 802-764-4013	18" x 24" Text 18" x 24" Cover 24" x 36" Text 24" x 36" Cover	<table border="0"> <tr> <td><u>5,000</u></td> <td><u>7,500</u></td> <td><u>10,000</u></td> </tr> <tr> <td>1,705</td> <td>2,050</td> <td>2,515</td> </tr> <tr> <td>2,020</td> <td>2,495</td> <td>3,090</td> </tr> <tr> <td>2,175</td> <td>2,835</td> <td>3,420</td> </tr> <tr> <td>2,810</td> <td>3,735</td> <td>4,575</td> </tr> </table>	<u>5,000</u>	<u>7,500</u>	<u>10,000</u>	1,705	2,050	2,515	2,020	2,495	3,090	2,175	2,835	3,420	2,810	3,735	4,575
<u>5,000</u>	<u>7,500</u>	<u>10,000</u>															
1,705	2,050	2,515															
2,020	2,495	3,090															
2,175	2,835	3,420															
2,810	3,735	4,575															
Vendor #3 Talco Printing, Inc. 5 Hunters Run Blvd. Cohoes, NY 12047 518-783-0707	18" x 24" 24" x 36"	<table border="0"> <tr> <td><u>5,000</u></td> <td><u>7,500</u></td> <td><u>10,000</u></td> </tr> <tr> <td>2,241.39</td> <td>2,939.74</td> <td>3,674.26</td> </tr> </table> size not specified; no paper sample	<u>5,000</u>	<u>7,500</u>	<u>10,000</u>	2,241.39	2,939.74	3,674.26									
<u>5,000</u>	<u>7,500</u>	<u>10,000</u>															
2,241.39	2,939.74	3,674.26															
Vendor #4 BQ Printing 6 Collins Drive Queensbury, NY 12804 518-793-4999 csr@bqprinting.com (Sue)	18" x 24" Text 18" x 24" Cover 24" x 36" Text 24" x 36" Cover	<table border="0"> <tr> <td><u>5,000</u></td> <td><u>7,500</u></td> <td><u>10,000</u></td> </tr> <tr> <td>1,746.04</td> <td>-</td> <td>2,593.78</td> </tr> <tr> <td>2,935.72</td> <td>-</td> <td>5,621.58</td> </tr> <tr> <td>3,559.20</td> <td>-</td> <td>5,692.40</td> </tr> <tr> <td>6,210.20</td> <td>-</td> <td>10,318.50</td> </tr> </table>	<u>5,000</u>	<u>7,500</u>	<u>10,000</u>	1,746.04	-	2,593.78	2,935.72	-	5,621.58	3,559.20	-	5,692.40	6,210.20	-	10,318.50
<u>5,000</u>	<u>7,500</u>	<u>10,000</u>															
1,746.04	-	2,593.78															
2,935.72	-	5,621.58															
3,559.20	-	5,692.40															
6,210.20	-	10,318.50															

No bid on 7,500

REQUEST FOR PROPOSAL

THIS IS AN INQUIRY, NOT AN ORDER. PLEASE QUOTE PROMPTLY

TO: (VENDOR/ADDRESS)

FROM: WARREN COUNTY

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	Warren County Tourism	<input type="checkbox"/>
<input type="checkbox"/>	Benchmark Printing, Inc.	<input type="checkbox"/>	_____	<input type="checkbox"/>	1340 State Route 9	<input type="checkbox"/>
<input type="checkbox"/>	Attn: Carl Roser	<input type="checkbox"/>	_____	<input type="checkbox"/>	Lake George, NY 12845	<input type="checkbox"/>
<input type="checkbox"/>	PO Box 1031	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/>	Schenectady, NY 12301	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

DEPARTMENT Tourism

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

DATE: 7/18/13 REPLY DUE DATE: 7/25/13 3:00 DELIVERY REQUIRED BY: 9/12/13

ADDRESS REPLY TO THE ATTENTION OF: Bid Enclosed

Specifications for the following:

"Towns" Poster:

Warren County to design and upload to vendor ftp site

Quantity: 5,000, 7,500 & 10,000 (subject to +/- 10%)
 Size: Quote 2 sizes: 18 X 24" AND 24X36"
 Ink: 4-color, one side, bleed
 Stock: 100# gloss, - white **MUST SUPPLY PAPER SAMPLE**
 Art work: Available to printer August 16, 2013
 Proof: Vendor to supply proof for approval
 Packing: Package in boxes. Each carton not to exceed 20 pounds.
 Delivery: Warren County Tourism Dept. by September 12, 2013
 Delivery must be included in quotation.
 F.O.B. Warren County Tourism Dept., Lake George NY
 Vendor Must Provide 2 day notice of Delivery to Sue Tucker, Warren County Tourism 518-761-6366

Please complete quotation and return with paper sample by 7/25/13 3:00

VENDOR PLEASE COMPLETE THIS INFORMATION:

DATE DELIVERY PROMISED: As specified

F.O.B. POINT:

TERMS: Net 30

DATE OF QUOTATION: 7/24/13

Carl J Roser

SIGNATURE

	<u>18x24</u>	<u>24x36</u>
5,000:	899 ⁰⁰	1,213 ⁰⁰
7,500:	1,119 ⁰⁰	1,563 ⁰⁰
10,000:	1,333 ⁰⁰	1,907 ⁰⁰

Quote #103047

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: 8/1/13

- (a) Purpose of Request: to authorize submission to New York State Department of Economic Development for Matching Funds for tourism promotion

- (b) Details: See attached.

- (c) Previous Resolution Number: 479 of 2012

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

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 479 OF 2012

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

AUTHORIZING APPLICATION TO EMPIRE STATE DEVELOPMENT FOR MATCHING FUNDS FOR PROMOTION OF TOURISM

WHEREAS, Empire State 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 Empire State Development for matching funds up to the amount appropriated therefore 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 Empire State Development, Tourism Matching Funds Program, N.Y.S. Division of Tourism, 625 Broadway, Albany, New York 12245, Attn: Matching Funds Program Director, for matching funds up to the amount appropriated therefore 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 Empire State 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

RESOLVED, that upon notification by Empire State 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.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 8/1/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417 220	Office Equipment	A.6417 424	Postage	\$2,172.00

Please state reason for transfers requested: We do not anticipate making any more equipment purchases this year. This money was in our budget for computer programs, which when ordered separately from the new computers are considered to be office supplies not part of the equipment.

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.

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: August 1, 2013

(a) Purpose of Request: To amend the 2013 Consumer Show/Conference Schedule to add ² destinations as per the attached revised resolution.

(b) Details: as above

(c) Previous Resolution Number: 703 of 2012

(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. 703 OF 2012

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

AUTHORIZING ATTENDANCE AT 2013 IN-STATE AND OUT-OF-STATE AND CANADIAN CONSUMER SHOWS BY TOURISM DEPARTMENT PERSONNEL AND COUNTY SUPERVISORS

WHEREAS, the Tourism Department has presented the calendar of Consumer Shows to the Tourism Committee for approval, and

WHEREAS, funds necessary for travel to and attendance at such shows have been included in the 2013 Tourism budget, and

WHEREAS, the Tourism Department encourages County Supervisors to attend and take part in such Consumer Shows whenever possible, now, therefore, be it

RESOLVED, that upon recommendation of the Tourism Committee, any of the employees within the Tourism Department designated by the Tourism Director and those Supervisors having an interest in such Consumer Shows be, and hereby are, authorized to attend the In-State and Out-of-State and Canadian 2013 Consumer Shows as set forth in Schedule "A", attached hereto, with the understanding that if a County Supervisor attends a show and vouchers expenses, a report on his/her attendance will be made at the next Tourism Committee meeting, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to pay the reasonable and necessary expenses for Tourism Department employees and County Supervisors to travel to and for attendance at said shows upon presentation of verified vouchers thereof, and the funding to be provided for from Budget Code A6417.444 Tourism Occupancy, Travel/Education/Conference.

RESOLUTION No. 703 OF 2012

PAGE 2 OF 2

SCHEDULE "A"

TOURISM DEPARTMENT

2013 CONSUMER SHOW/CONFERENCE SCHEDULE

<u>PLACE</u>	<u>TYPE</u>	<u>DATE</u>
Edison, NJ	Sport/Outdoor	Jan. 10-13, 2013
Edison, NJ	Camp	Jan. 18-20, 2013
Suffern, NY	RV/Camp	Feb. 15-18, 2013
Springfield, MA	Boat/Sport	Feb. 21-24, 2013
Suffern, NY	Sport/Outdoor	Feb. 28-Mar. 3, 2013
Niagara Falls, NY SYRACUSE, NY	NYSTVA Conference NYSTVA / NYS FAIRGROUNDS	May 5-7, 2013 AUGUST 20 - 21, 2013
Hartford, CT	Women's Expo	Sept. 7-8, 2013
MONTREAL, CANADA	I LOVE NY CANADA ROAD SHOW	SEPT 30 - OCTOBER 2 - 2013
Albany, NY	Snow Expo	Nov. 2013
Meadowlands, NJ	Ski Show	Dec. 2013

NOTE: Above Dates are Exclusive of Travel To and From Shows.

TOURISM DEPARTMENT PERSONNEL WHO MAY BE DESIGNATED FOR ATTENDANCE AT SUCH SHOWS BY THE TOURISM DIRECTOR:

Tourism Director
Assistant Tourism Coordinator
Senior Tourism Specialist
Group Tour/Convention Promoter
Creative Director
County Supervisors