

*Minutes*

# LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS

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## AGENDA

WARREN COUNTY TOURISM DEPARTMENT

October 2, 2013

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, 2013 MEETING MINUTES**
3. **TOURISM DEPT. BUDGET MEETING** – Supv. Merlino
4. **RESOLUTION REQUESTS/ACTION ITEMS**
  - A. Resolution Request – Printing – 2014 Whitewater Rafting Brochure
  - B. Request from Mayor Blais: 2014 Funding of LGV Visitor Center \$25,000 – Supv. Merlino
5. **UPDATES & ITEMS OF INTEREST**
  - A. Tourism Department – Kate Johnson
  - B. Group Tour – Tanya Brand
  - C. Creative – Peter Girard
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
  - B. Site visit to potential new tourism building - Route 9, Factory Outlets – Supv. Merlino
8. **NEW BUSINESS**
  - A. Results of annual Lodging Survey for ranking of area events supported through Occupancy Tax  
Special Event Funding – Supervisor Kenny
9. **ADJOURN**

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

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

**DEPARTMENT NAME: Tourism**

**DATE: 10/2/13**

- (a) Is this a Result of a Bid or Request for Proposal? Yes
  
- (b) Purpose of Contract: to print (45,000) 2014 Whitewater Brochures
  
- (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  
607-351-9350
  
- (f) Has or will the Contract be provided, if so, please attach: No
  
- (g) Commencement Date of Contract: 11/25/13
  
- (h) Termination Date of Contract: 12/31/13
  
- (i) Payment Provisions:
  - i) lump sum amount \$4,113.00
  - ii) hourly rate amount
  - iii) total amount not to exceed \$4,113.00
  - 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 \$4,113.00

**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 - \$20,000.00**

<b>Department</b>	<b>Tourism</b>	<b>Date</b>	<b>9/26/13</b>	<b>3:00 PM</b>
<b>Item:</b>	<b>2014 WHITEWATER BROCHURE</b>		<b>Budget \$5,000</b>	
<p><b>Please print or type and submit with Purchase Order.</b>  <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?	
<b>Vendor # 1</b>		<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<b>Benchmark Printing, Inc.</b> PO Box 1031 Schenectady, NY 12301 Attn: Carl Roser 518-393-1361	Option 1	4,419	4,849	5,168
	Option 2	3,662	4,008	4,244
<b>Vendor # 2</b>		<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<b>Kenyon Press, Inc.</b> PO Box 710 Sherburne, NY 13460 Attn: Paul DeMarco Cell 607-351-9350	Option 1	3,806	4,113	4,487
	Option 2	3,231	3,581	3,840
<b>Vendor # 3</b>		<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<b>Offset House</b> PO Box 8329 Essex, VT 05451-8329 Attn: Tim Bird 802-878-4440	Option 1	4,662	4,973	5,294
	Option 2	2,746	2,964	3,180
<b>Vendor # 4</b>		<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<b>Vanguard Printing</b> 11 Hall Woods Rd. Ithaca, NY 14850 Attn: Tom Birch 607-330-7148	Option 1	3,989.52	4,326.61	4,648.58
	Option 2	3,839.56	4,218.15	4,596.92
<b>Vendor # 5</b>				



1 Kenyon Press Drive, Sherburne, New York 13460  
(607) 674-9066, Fax: (607) 674-4952 www.kenyonpress.net

CUSTOMER: Warren County Tourism Attn: Kate Johnson  
ADDRESS: 1340 State Route 9, Lake George, NY 12845  
EMAIL: johnsonk@warren.ny.us  
TEL: 518-761-6369  
FAX: 518-761-6368  
DATE: 9/24/13

**WE ARE PLEASED TO QUOTE ON THE FOLLOWING:**

**DESCRIPTION:** Whitewater Rafting Brochure 2014  
**QUANTITY:** 40,000/45,000/ 50,000  
**NO. OF PAGES:** Option 1) 8 page booklet Option 2) fold out brochure  
**SIZE:** Option 1) 8.5 x 16 flat, stitches to 8 x 8.5 soft folds to 4 x 8.5  
Option 2) 11 x 17 flat folds to 5.5x 8.5  
**TEXT STOCK/INK:** 60# gloss #3, 4/4  
**PRERESS:** Electronic files supplied complete.  
*Customers submitting files for electronic output must take responsibility for the accuracy, and completeness of those files. Files incorrectly constructed, with corrupt, or missing elements, will, in all probability, cause delays, and incur additional charges. It is recommended that a test file be sent prior to receiving the actual job so we may trouble shoot potential problems*  
**PROOFS:** Epson/Digital proofs  
**BINDERY:** Option 1) stitch, trim and soft fold Option 2: trim and fold  
**MISCELLANEOUS:** shrink wrap in 50's  
**HANDLING & SHIPPING** bulk in cartons  
FOB Warren County Tourism

**PRICES:**

	40,000	45,000	50,000
Option (1)	\$3,806	\$4,113	\$4,487
Option (2)	\$3,231	\$3,581	\$3,840

**TERMS:** Net 30

**Quote is based on availability and market cost of paper price at time of delivery from mill. Delivery schedule to be mutually agreed upon. This quote will be valid for 30 days before becoming null and void. Terms- TBD with submitted credit application.**

This quotation includes and is subject to Printing Trade customs and the Terms and Conditions contained on the reverse side hereof and shall not be binding until signed by the Purchaser and accepted by an authorized representative of Kenyon Press. If this quotation is accepted by Purchaser and Purchaser's order form is used for that purpose, or as a supplement thereto, it is expressly understood and agreed that the Terms and Conditions and the Printing Trade Customs set forth herein shall prevail in so far as the Purchaser's order form may in any way conflict with or be an addition to the Terms and Conditions and Printing Trade Customs set forth herein. The issuance of such order by the Purchaser shall be deemed to incorporate by reference therein the terms and Conditions and the Printing Trade Customs set forth herein and shall constitute Purchaser's agreement thereto.

ACCEPTED BY \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

SALESMAN

*Paul DeMarco*  
KENYON PRESS



Our Eco-friendly facility is 94% hydro-power supplied. To learn more visit: <http://nypa.gov/facilities/niagara.htm>

REQUEST FOR WRITTEN QUOTATION

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

To: (Vendor/Address)

From: Warren County

**Kenyon Press, Inc.**  
**Attn: Paul DeMarco**  
**PO Box 710**  
**Sherburne, NY 13460**

- 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: 9/18/13

Reply Due Date: 9/26/13

Delivery Required By: 12/20/13

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

**Specifications for the following: Whitewater Brochure 2014**

- Qty: 40,000, 45,000 & 50,000
- Stock: 60# coated stock. Must supply paper sample with quote
- Size: **Option #1:** 8 page self cover with flat size of 16 x 8.5. finished/page size of 8 x 8.5. Soft folds to 4 x 8.5. (sample enclosed)  
**Option #2:** 11 x 17 folded to 5.5 X 8.5
- Ink: 4-color, bleed
- Binding: Saddle stitch (option #1 only)
- 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, 2013 - Upload to ftp site**  
Printer to produce & provide folded, 4-c proof by 12/4/13. Tourism Dept. to return proofs by 12/9/13, prior to printing, per contract.
- Delivery: By December 20, 2013

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 9/26/13, 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: 12/20/13

F.O.B. Point: Warren County Tourism

Terms: Net 30

Date of Quotation: 9/24/13

*Paul DeMarco*

Signature

REQUEST FOR WRITTEN QUOTATION

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To: (Vendor/Address)

From: Warren County

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Department: Tourism

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Date Delivery Promised:

F.O.B. Point:

Terms:

Date of Quotation:

\_\_\_\_\_  
Signature



## VILLAGE OF LAKE GEORGE, NEW YORK

P.O. BOX 791  
12845

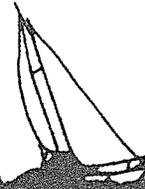
ROBERT M. BLAIS  
Mayor

DARLENE V. GUNTHER  
Clerk-Treasurer

TRUSTEES  
John Earl  
Ray Perry  
John Root  
Joseph Mastrodomenico, Jr.

ENFORCEMENT OFFICER  
Douglas Frost

518-668-5771  
Fax: 518-668-3735  
E-mail: lgville@nycap.rr.com



September 11, 2013

Kate Johnson, Director  
Warren County Tourism Dept.  
1340 State Route 9  
Lake George NY 12845

RE: 2014 budget Lake George Visitor Center

Dear Kate:

I am not certain where the funds to support the above are now placed. If in fact it is not your budget would you please forward to Occupancy Tax and so advise.

I am again requesting support in the amount of \$25,000.

The Lake George Visitor Center has been designated as an official Visitor Center by the State of New York Department of Transportation.

The Center contains a room dedicated to Warren County and has displays for all towns and the City of Glens Falls. Last year we stocked and distributed over 750,000 town and city brochures.

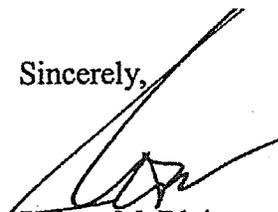
This year over 20 county organizations utilized the display area, including Warren County Historical Association to publicize the 200<sup>th</sup> Anniversary.

I am also including this year's walk-up questionnaire totals. *not enclosed*

Each year we receive several compliments on the Center staffed by the Lake George Regional Chamber. Our overhead costs, as you must imagine has increased, but we seek the same amount of support.

Thank you for your continued interest and partnership in the Center.

Sincerely,



Robert M. Blais  
Mayor

RMB/das