

Minutes

LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS
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AGENDA

WARREN COUNTY TOURISM DEPARTMENT

May 29, 2014

Committee Members:

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

1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
2. **MOTION TO APPROVE April 2, 2014 MEETING MINUTES**
3. **RESOLUTION REQUESTS/ACTION ITEMS**
 - A. Printing Contract 2014 Fall Brochure
 - B. Action Item: Proposal for funding support of Adirondack Balloon Festival - \$15,000 from 2014 Tourism budget
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. Christina Curley, Lake George Regional Chamber of Commerce & CVB
6. **COUNCIL OF CHAMBERS UPDATE**
 - A. May 13, 2014, Supervisor Merlino
7. **OLD BUSINESS**
 - A. No Pending Items
8. **NEW BUSINESS**
9. **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: 5/29/14

- (a) Purpose of Request: **To pay up to \$15,000 from the Tourism budget to the Balloon Festival for purposes of encouraging/helping them stay in our area in consideration for the promotional value of the Balloon Festival to the County. This would be in addition to other amounts paid to the Festival from Occupancy tax fund award and share in parking revenues.**
- (b) Details: **as above**
- (c) Previous Resolution Number: **none**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.6417 470 Contract \$15,000**

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

*** as listed in budget and LOGOS**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 5/29/14

- (a) Is this a Result of a Bid or Request for Proposal? **Yes**
- (b) Purpose of Contract: **to print 90,000 2014 Fall brochures**
- (c) Name of Contractor: **Offset House, Inc.**
- (d) Address of Contractor: **PO Box 8329 Essex, VT 05451-8329**
- (e) Contractor's Contact Person and Telephone Number: **Tim Bird 802-878-4440**
- (f) Has or will the Contract be provided, if so, please attach: **No**
- (g) Commencement Date of Contract: **7/3/14**
- (h) Termination Date of Contract: **7/31/14**
- (i) Payment Provisions:
 - i) lump sum amount **\$7,765**
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$7,765**
 - 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; \$7,765**

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

*as listed in budget and LOGOS

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 5/27/14	3:00 PM rebid
Item: 2014 FALL BROCHURE			
Please print or type and submit with Purchase Order.		2014 budget = \$3200 + \$3970 MF = \$7170	
Public Works: Remember to include prevailing wage rates wherever applicable.		2013 budget = \$7297 for 100,000	
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 393-1361	sample	90,000 8,047	
Vendor #2 Fort Orange Press 11 Sand Creek Road Albany, NY 12205 Attn: Daniela Corvalan 518-489-3233	No bid	90,000	
Vendor #3 Kenyon Press, Inc. PO Box 710 Sherburne NY 13460 Attn: Paul DeMarco 607-674-9066 X 245-	No bid	90,000	
Vendor #4 Offset House PO Box 8329 Essex, VT 05451-8329 Attn: Tim Bird 802-878-4440	sample	90,000 7,765	
Vendor #5 Vanguard Printing Attn: Tom Birch 11 Hall Woods Rd. Ithaca, NY 14850 607-330-7148	sample	90,000 9,553.93	
Vendor # 6 New York Press & Graphics Thomas Malone 12 Interstate Ave. Albany, NY 12205 518-489-7089 tmalone@nypressandgraphics.com	No bid	90,000	

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

TC Offset House Attn: Tim Bird PO Box 8329 Essex, VT 05451-8329	FROM: WARREN COUNTY Warren County Tourism 1340 State Route 9 Lake George, NY 12845	(Dept. address)
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PLEASE QUOTE US PRICES ON ITEMS BELOW. NOTE DELIVERY REQUIREMENTS AND STATE FIRM DATE.

DATE: 5/29/14 REPLY DUE DATE: 5/27/14 3pm
REQUOTE DELIVERY REQUIRED BY: 7/31/14 - Drop ship locations + Warren County

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

Specifications for the following:

2014 FALL BROCHURE

Option 1: Qty: 90,000 (shrink wrapped in quantities of 50)
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"
** NEW Ink: 4-color, bleeds throughout ~~plus Satin Aqueous finish~~ ***

Project to successful printer from Warren County Tourism 7/3/14. 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 furnished to Tourism Dept. 5 business days after receipt of project. Upon proof approval 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 31, 2014. 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. **4,600 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. **11,100 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. **2,500 COPIES**
7. High Peaks Rest Area, Northbound I-87 mile marker 99, North Hudson, NY 12855. Attn: Colette, 518-873-2170. **3,500 COPIES**
8. Whiney Point Info. Center: NYS DOT Rest Area, Mile Marker 33, Route 81 Southbound. Lisle, NY 13797. Attn: Dennis Gazda. 607-849-6839 **2,500 COPIES**

Balance brochures (61,200) delivered to Warren County Tourism by July 31, 2014. 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: 7/31/14
TERMS: NET 30

F.O.B. POINT: PER BID SPECS
DATE OF QUOTATION: 5/13/14


SIGNATURE



89 Sand Hill Road • P.O. Box 8329 • Essex, VT 05451-8329
 Phone: 802-878-4440 • Fax: 802-879-4865
 www.catamountcolor.com

We are pleased to present an estimate for:

Customer Name **Warren County Tourism Dept.** Contact **Kate Johnson**

Phone **518-761-6369** Fax **518-761-6368** Email **johnsonk@co.warren.ny.us**

Date: **5/13/2014** Estimate: **500074**

Description

Name of Product **2014 Fall Brochure** No. of Versions Special Instructions (see below)
 Flat Size **33.75" x 11"** Finished Size **8.5 x 11**
 Number of Pages **2 sides** Self Cover Plus Cover Other

Pre-Press

Bleeds **Yes** Cover Text Exact Reprint # Reprint with Change #
 Supplied by Customer Disk supplied Program, Version Must include laser copy, file into sheet & all fonts.
 Scans by Offset House 4/C B&W Other
 Proofs Inkjet Epson Dylux

Printing

Special Instructions:
 Prep and pre-press estimate is based on information received at time of inquiry; manipulation of files will be an additional charge.

Paper/Stock **60# gloss text**

Ink **4/4 4 color process over same**

Ink Coverage Light Medium Heavy Full Press Approval Yes No

Finishing

Perforate Score Die Cut Drill Perfect Bound Saddle Stitch Soft Fold Shrink Wrap 50's
 Special Instructions/Mailing
 Double gate fold, SHRINK-WRAP IN QUANTITIES OF 50
 LABEL CARTONS W/ QTY

Packing **CARTONS NOT TO EXCEED 20 LBS./SKIDS**

Quantity	90,000
\$7765	

We will ship this FOB per bid specs. within **15** working days. We thank you for the opportunity to estimate this project.

Terms **Net 30**

Freight charges are approximate. Actual Charges will be billed at completion of job.
QUANTITIES DELIVERED - Over runs and under runs not to exceed 5% of the amount ordered shall constitute an acceptable delivery and the excess or deficiency shall be charged or credited to the customer proportionately. See our Terms & Conditions of Sale at www.offsethouse.com.

Timothy C. Bird/ Kelly Grabowski

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: 5/5/14

REPLY DUE DATE: 5/27/14 3pm

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ship locations +
Warren County

REQUOTE

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NO A-Q

~~NEW! 4 color bleeds throughout plus Satin Acrylics finish~~

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