

Minutes

# LAKE GEORGE AREA

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## AGENDA

WARREN COUNTY TOURISM DEPARTMENT

October 30, 2014

Committee Members:

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

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1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**
2. **MOTION TO APPROVE August 28, 2014 MEETING MINUTES**
3. **RESOLUTION REQUEST**
  - A. Printing Contract, 2015 Whitewater Rafting Adventure Guide
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. **OLD BUSINESS**
  - A. No Pending Items
7. **NEW BUSINESS**
  - A. RFP Special Event Contract
8. **ADJOURN**

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

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

**DEPARTMENT NAME: Tourism**

**DATE: 10/30/14**

- (a) Is this a Result of a Bid or Request for Proposal? Yes
  
- (b) Purpose of Contract: to print (45,000) 2015 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: 11/21/14
  
- (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>	Tourism	<b>Date</b>	10/16/14	3:00 PM
<b>Item:</b>	2015 WHITEWATER RAFTING ADVENTURE GUIDE		Budget \$4,300	
<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?	
<p align="center"><b>Vendor # 1</b>                      Benchmark Printing, Inc.                      PO Box 1031                      Schenectady, NY 12301                      Attn: Carl Roser                      518-393-1361</p>	No bid	<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<p align="center"><b>Vendor # 2</b>                      Kenyon Press, Inc.                      PO Box 710                      Sherburne, NY 13460                      Attn: Paul DeMarco                      Cell 607-351-9350</p>		<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<p align="center"><b>Vendor # 3</b>                      Offset House                      PO Box 8329                      Essex, VT 05451-8329                      Attn: Tim Bird                      802-878-4440</p>	No bid	<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<p align="center"><b>Vendor # 4</b>                      Vanguard Printing                      11 Hall Woods Rd.                      Ithaca, NY 14850                      Attn: Tom Birch                      607-330-7148</p>		<u>40,000</u>	<u>45,000</u>	<u>50,000</u>
<p align="center"><b>Vendor # 5</b></p>		4,153.20	4,537.37	4,902.57



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

CUSTOMER: Warren County Tourism  
ADDRESS: 1340 State Route 9, Lake George, NY 12845  
CONTACT: Kate Johnson  
EMAIL: johnsonk@warren.ny.us  
TEL: 518-761-6369  
DATE: 10/13/14

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

**DESCRIPTION:** Whitewater Rafting Brochure 2015

**QUANTITY:** 40K/ 45K/ 50K

**SIZE:** 8.5 x 16 stitched, soft fold 4 x 9

**NO. OF PAGES:** 8 page self cover

**STOCK/INK:** 60# gloss text, 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

**MISCELLANEOUS:**

**BINDERY:** stitch and soft fold

**HANDLING & SHIPPING** shrink in 50's, bulk in cartons  
FOB Warren County Tourism ✓

**PRICES:**  
40,000- \$3,806  
45,000- \$4,113  
50,000- \$4,487

**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.**

**If a credit card is used to charge any amount of the final invoice, we will add the credit card processing fees to the invoice amount.**

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: 10/2/14      Reply Due Date: 10/16/14      Delivery Required By: 12/23/14

ADDRESS REPLY TO THE ATTENTION OF: "BID OPENING"

**Specifications: Whitewater Rafting Adventure Brochure 2015**

- Qty: 40,000, 45,000 & 50,000
- Stock: 60# coated stock. Must supply paper sample with quote
- Size: 8 page self-cover with flat size of 16" x 8.5". Finished/page size 8" x 8.5".  
Soft fold to 4" x 8.5". (sample enclosed)
- Ink: 4-color, bleed
- Binding: Saddle stitch – per sample
- 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. 25, 2014 - Upload to ftp site**  
Printer to produce & provide folded, 4-c proof by 12/2/14. Tourism Dept. to return proofs by 12/5/14, prior to printing, per contract.
- Delivery: By December 23, 2014

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 10/6/14, 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: 12/23/14

F.O.B. Point: Lake George

Terms: Net 30

Date of Quotation: 10/14/14

Signature

*Paul DeMarco*