

LAKE GEORGE AREA

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Tourism Committee
Warren County Tourism Department
AGENDA May 29, 2015

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

- I. Committee meeting called to order by Chairman Merlino
- II. Motion to approve minutes of prior Committee meeting, April 30, 2015
- III. Action Agenda/New Business
Resolution Request
 1. Request for printing **Attachment #1**
Rationale: Printing and drop shipments of fall 2015 Events & Activities Brochure. Recommend proceeding with Benchmark Printing for printing contract. Benchmark met all specifications at the lowest cost. Under budget on this project.
 2. Request to assign L&P Media Contract to Aeon Nexus Corporation.
Rationale: L&P Media Ltd. is being dissolved and John Daniels, President of L&P Media Ltd. is joining Aeon Nexus in Glens Falls, NY. He will still be involved with the Warren County Tourism account.
- IV. Referral/Pending Items
 1. None
- V. Information for Discussion/Review
 1. Tourism Director retiring – Chairman Merlino directing discussion on possibilities moving forward.
- VI. Privilege of the Floor to discuss any additional items to come before Committee
- VI. Motion to adjourn

Attachments

- #1 Resolution Request form
- #2 Resolution Request form

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: TOURISM

DATE: 5/29/15

- (a) Is this a Result of a Bid or Request for Proposal? **yes**
- (b) Purpose of Contract: **to print 80,000 copies of the 2015 Fall Brochure**
- (c) Name of Contractor: **Benchmark Printing, Inc.**
- (d) Address of Contractor: **PO Box 1031 Schenectady, NY 12301**
- (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: **7/1/15**
- (h) Termination Date of Contract: **7/31/15**
- (i) Payment Provisions:
 - i) lump sum amount **6,964**
 - ii) hourly rate amount
 - iii) total amount not to exceed **6,964**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion of the project**)
- (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 \$6,964****

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

Attachment #1

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	5/21/15 3:00 PM
Item:	2015 FALL BROCHURE	2015 budget = \$4200 + \$3,865MF = \$8065	
Please print or type and submit with Purchase Order.		2014 budget = \$3200 + \$3970 MF = \$7170	
Public Works: Remember to include <i>prevailing wage rates</i> 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 518-393-1361	Sample	80,000 6,964	
Vendor #2 Fort Orange Press Attn: Gregory S. Desidoro 11 Sand Creek Road Albany, NY 12205 518-489-3233	Sample	80,000 7,280 + 890 delivery = 8,170	
Vendor #3 Vanguard Printing Attn: Tom Birch PO Box 4560 Ithaca, NY 14852-4560 607-330-7148	Rec'd late	80,000 \$5,795.16 + 2092 delivery = 7,887.16	
Vendor #4 Offset House PO Box 8329 Essex, VT 05451-8329 Attn: Tim Bird 802-878-4440	Sample	80,000 7,049	

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

TO: Benchmark Printing, Inc. FROM: WARREN COUNTY (Dept. address)
Attn: Carl Roser Warren County Tourism
PO Box 1031 1340 State Route 9
Schenectady, NY 12308 Lake George, NY 12845

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

DATE: 5/7/15 REPLY DUE DATE: 5/21/15 3pm DELIVERY: 7/23 Warren County, 7/24 drop ship

Specifications for the following:

2015 FALL BROCHURE

Option 1: Qty: 80,000 (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"
Ink: 4-color, bleed throughout

Project to successful printer from Warren County Tourism 7/6/15. Warren County will upload final In--design files to ftp site. end it global). 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 completed by July 24, 2015. 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: Jenny.

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 6,000 COPIES

Balance brochures (47,700) delivered to Warren County Tourism by July 23, 2015. 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

DATE DELIVERY PROMISED: As specified

TERMS: 30 days

F.O.B. POINT:

DATE OF QUOTATION: 5/20/15

Carl J Roser

SIGNATURE

80,000: \$ 6,964.⁰⁰

Quote # 104493

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: 5/29/15

- (a) Purpose of Request:
to assign the existing contract of L&P Media Ltd. to Aeon Nexus Corporation 174
Glen Street Glens Falls, NY 12801, effective June 4, 2015
- (b) Details:
L&P Media Ltd. is being dissolved; John Daniels, President of L&P Media Ltd. is
joining Aeon Nexus in Glens Falls, NY. He will still be involved with the Warren
County Tourism account.
- (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 \$27,600 remaining of \$35,000 yearly contract

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

* as listed in budget and LOGOS