

GREAT
NORTHERN
CATSKILLS
OF GREENE COUNTY



INFORMATION FOR BIDDERS

THE GREENE COUNTY ECONOMIC DEVELOPMENT, TOURISM & PLANNING DEPARTMENT IS SOLICITING BIDS FOR THE PRINTING OF THE 2019 GREENE COUNTY TRAVEL GUIDE. THE FOLLOWING INFORMATION WILL ASSIST YOU IN UNDERSTANDING AND PREPARING YOUR BID.

EXPERIENCE IN THIS TYPE OF PRODUCTION, ATTENTION TO DETAIL, AND TURN AROUND TIME WILL BE A MAJOR INFLUENCE IN THE SELECTION OF THE FIRM AWARDED THIS PROJECT. SAMPLES OF THIS TYPE OF WORK PRODUCED BY YOUR FIRM, AS WELL AS REFERENCES MUST BE SUBMITTED WITH YOUR FORMAL BID TO THE GREENE COUNTY LEGISLATURE BY NO LATER THAN:

Wednesday, November 28, 2018 at 1:30pm

THE GREENE COUNTY ECONOMIC DEVELOPMENT, TOURISM & PLANNING RESERVES THE RIGHT TO REVIEW THIS MATERIAL AND TO REFUSE ANY BIDDER IF ANY OF THE STIPULATIONS IN THE REQUEST FOR BIDS ARE NOT SATISFIED.

For any questions regarding this bid call 518-943-3223

NOTICE TO BIDDERS

Greene County is soliciting bids for the printing of the 2019 Greene County Travel Guide.

Bids will be received at the office of the Clerk of the Greene County Legislature, 411 Main Street, 4th Floor, Suite 408, Catskill, New York 12414 until Wednesday, November 28, 2018 at 1:30 p.m. at which time they will be opened publicly and read aloud.

Interested persons may procure specifications at the office of the Clerk of the Legislature during regular business hours. Bids must be submitted in sealed envelopes, clearly labeled "TRAVEL GUIDE BID" and must include a Certificate of Non-Collusion as well as documents referred to in the bid specifications.

Greene County reserves the right to reject any and/or all bids.

TAMMY L. SCIAVILLO
Clerk,
Greene County Legislature

REQUEST FOR PRINTING BID

TITLE: 2019 GREENE COUNTY TRAVEL GUIDE

QUANTITY: 95K Travel Guides
with a vacation map insert +
20,000 Vacation Map over-runs

PAGES: 44 pages PLUS cover (Total Pages: 48) with pull out vacation map

Paper: Cover 100# Gloss text, Inside pages 70# gloss text,
Vacation Map 60# gloss text

PREP: Customer to furnish High Resolution press-optimized PDF

BINDING: Saddle Stitch Booklet on 10.875 side
Map inserted and lightly glued with thin strip, 1/8" of removable glue on
page 3 (first page of text) NOTE: **Purpose is to be able to remove stand-
alone map from booklet without damage or glue residue.**

PAGE SIZE: **Travel Guide** – Finished size 8.375 x 10.875
Vacation Map – 26.875 x 15.75 flat, folded down to 4 x 9.
Open Sheet: 26.875 x 15.75. 1st fold –tri-fold to 15.75 x 9
then gate fold to final size – 4x9

PROOF: (1) High Resolution Match print for cover
(1) Full Color proof throughout, blueprints of TG and Map -
Sent to Greene County Tourism, 700 Route 23B Leeds, NY 12451;

(1) High Resolution Match print for cover, TG and map.
(1) Full Color proof throughout, blueprints of TG and Map -
Sent to Adworkshop, 44 Hadjis Way, Cold Brook Plaza,
Lake Placid, NY 12946
Allow 3 business days for review / approval

COLOR: Travel Guide & Vacation Map - 4/C PROCESS

BLEED: Full Bleed throughout

ADDITIONS: Must provide specs to Agency upon notification of awarded bid.
Must be able to stop the press and make color correct if the samples are
deemed unsatisfactory.
Printer Account Representative needs to approve first run and provide
feedback / approval to agency.
Files to be provided to printer by **December 20, 2018**

PACKAGING: TRAVEL GUIDE: PACKED IN CARTONS OF NO MORE THAN 50.
WEIGHT PER BOX NOT TO EXCEED 20 LBS
BOXES MUST BE LABELED WITH CONTENTS AND QUANTITY

VACATION MAP: BULK PACK IN CARTONS NOT TO EXCEED
20LBS. BOXES MUST BE LABELED WITH CONTENTS AND
QUANTITY

DELIVERY: **Must be delivered by January 22, 2019 to all locations
mentioned in shipping instructions.**

(SEE ATTACHED)
Some locations require hand stacking.

**YOUR QUOTE MUST INCLUDE COST OF PACKAGING,
SHIPPING/HANDLING AND DELIVERY.**

**DELIVERY/SHIPPING INSTRUCTIONS
2019 GREENE COUNTY TRAVEL GUIDES
& VACATION MAPS**

3,000

Travel Plaza Information Center
New York State Thruway
Milepost 33 North
(Deliver to 2nd Floor Info Center Storage room only)
Sloatsburg, NY 10974

NOTE: Please request delivery at Sloatsburg between 10:00 am & 3:00 pm.

14,000

Travel Plaza Information Center
New York State Thruway
Milepost 65 North
Plattekill, NY 12568

NOTE: We must have Monday or Friday delivery at Plattekill between 10:00 am & 1:30 pm.

3,000

Travel Plaza Information Center
New York State Thruway
Milepost 127 N & S.
New Baltimore, NY 12124

NOTE: Please request delivery at New Baltimore between 10:30 am & 3:00 pm.

**Please read inside delivery Info Instructions very carefully
for each Information Center on the New York State Thruway!**

At Plattekill warehouse, all deliveries must be placed inside Travel Plaza Info Center outdoor storage building between 10:00 am and 1:30 pm on a Monday or Friday only. Skids (1/2 skids only, are accepted at Plattekill only, maximum of 4' high! Dispatcher or driver should call Lenny at (845) 313-7125 for directions and arrival time at Plattekill warehouse. Truck needs a lift gate. Delivery "must not" be left in Restaurant or on the Restaurant loading dock!

At Sloatsburg, all deliveries must be placed inside (hand stacked) in second floor storage area using elevator between 10:00 am and 3:00 pm Monday through Friday, no pallet jacks or skids allowed in the building. Delivery must not be left in Restaurant or on the Restaurant loading dock!

At New Baltimore, all deliveries must be placed inside (hand stacked) outdoor storage building between 10:30 am and 3:00 pm Monday through Friday. Delivery must not be left in Restaurant or on the Restaurant loading dock!

Note: We do not have loading docks, please go to information center staff in information center within restaurant upon arrival for unloading directions. Must call Travel Plaza Information Center offices at (845) 246-8453 three days in advance with date of delivery and approximate time of delivery. "Only" our Information Center Staff are allowed to sign for deliveries!

14,000 Travel Guides

GETAWAYS ON DISPLAY
147 Arrowhead Drive, Building #3
Manheim, PA 17545
717-653-8070

18,000 Travel Guides

RURAL NEWS SERVICE
10 EVERGREEN DRIVE, ONEONTA, NY 13820
607-643-0014

13,000 Travel Guides

Berkshire Brochure Display
Dock #5, Stockbridge Industrial Park
Rte 102 East, Stockbridge, MA 01262
413-298-3999

30,000 Travel Guides

GREENE COUNTY TOURISM PROMOTION
700 RT 23B, LEEDS, NY (EXIT 21 OF NYS THRUWAY)

**80 BOXES DROPPED OFF AT THIS LOCATION.
INSIDE HAND STACKED DELIVERY.**

**REMAINING BOXES TO BE DELIVERED TO 411 MAIN
STREET, CATSKILL, NY 12414**

(ONLY BOX TRUCKS OR SMALLER WITH LIFTGATE WILL FIT AT THIS
LOCATION. (NO TRACTOR TRAILERS).

Electric pallet jacks are suggested to wheel skids in due to a long outside
corridor

Vacation Maps:

20 Boxes dropped off at GREAT NORTHERN CATSKILLS VISITORS
CENTER, 700 RT 23B, LEEDS, NY (EXIT 21 OF NYS THRUWAY)
INSIDE HAND STACKED DELIVERY.

**Remaining to be delivered to 411 MAIN STREET, CATSKILL, NY
AND CAN REMAIN ON PALLET. ONLY BOX TRUCKS OR SMALLER
WITH LIFTGATE WILL FIT AT THIS LOCATION. (NO TRACTOR TRAILERS).**

**Electric pallet jacks are suggested to wheel skids in due to a long
outside corridor.**

MUST SUPPLY PEOPLE TO UNLOAD AT BOTH OF THE ABOVE LOCATIONS.

BOXES CAN REMAIN ON PALLETS ONCE UNLOADED at the 411 location. NO LOADING DOCK .

All drop shipment locations should be given a 3 day notice of delivery and day of delivery a phone call with estimated time of delivery.

CERTIFICATE OF NON-COLLUSION

TO : County of Greene

Date: _____

Re: Attached Bid

I, _____

HEREBY CERTIFY, as follows:

1. That the attached bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. That the bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a bid.
4. That the statements are accurate, under penalty of perjury.
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signator of this bid or proposal in behalf of the corporate bidder.

(Name of Company or Corporation)

By: _____
(Signature of Officer)

(Title)

(Address of Company)

This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965. (Chapter 751 of the Laws of 1965).

AUTHORIZATION TO BID

RESOLVED, that _____
(Name of Individual)

be authorized to sign and submit the bid or proposal of _____

(Name of Corporation)

for the following project (describe):

and to include in such bid or proposal the certificate of non-collusion required by section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

_____ at a meeting of this
(Name of Corporation)

Board of Directors held on the ____ day of _____, 20 .

Secretary

(CORPORATE SEAL)

2019 GREENE COUNTY TRAVEL GUIDE

OFFICIAL BID FORM

I/We hereby submit the following bid for the printing of Greene County Travel Guides for 2019 in accordance with the bid specifications, except: (list any exceptions)

Price for (including packing and shipping/handling and delivery):

Cover 100# Gloss text
Inside pages 70# gloss text
Vacation Map 60# gloss text

\$ _____ 95K

Company Name

BY: _____
Signature

Name (Typed or Printed)

Title

Address

- The following must accompany bid:
- Certificate of Non-Collusion
 - Sample of similar work
 - References
 - Sample of stock

Greene County, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.