



INFORMATION FOR BIDDERS

THE GREENE COUNTY ECONOMIC DEVELOPMENT, TOURISM & PLANNING DEPARTMENT IS SOLICITING BIDS FOR THE PRINTING OF THE 2022 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:

Friday, November 5, 2021 at 2:00pm

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 2022 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 **Friday, November 5, 2021 @2p.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: 2022 GREENE COUNTY TRAVEL GUIDE

QUANTITY: 85,000 Travel Guides
7,500 Vacation Maps

PAGES: OPTION A: 76 pages PLUS cover
OPTION B: 72 pages PLUS cover

Paper: Cover 80# #3 Matte Cover Weight
Inside pages 60# #3 Matte Text,
Vacation Map 60# matte text

PREP: Customer to furnish High Resolution press-optimized PDF

BINDING: Saddle Stitch Booklet on 10.875 side for Travel Guide

PAGE SIZE: **Travel Guide** – Finished size 8.375 x 10.875
Vacation Map – 15.75” x 18” flat size, Gate fold/Right Angle Gatefold.
A total of 16, 4 x 9 panels, folded down to 4 x 9 finished size.

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

BLEED: Full Bleed throughout TG and map

PROOF: (1) High Resolution Match print for TG cover, 1 inside spread and Map
(1)The rest of guide, Imposition Proof (Ink Jet)
Sent to Greene County Tourism, Heather Bagshaw,
700 Route 23B Leeds, NY 12451 (518)943-3223

(1) High Resolution Match print for TG cover, 1 inside spread and Map
(1)The rest of guide, Imposition Proof (Ink Jet)
Sent to Workshop, Att: Kristen Brayden, 153 Regent Street, Suite 2010,
Saratoga Springs, NY 12866 (518) 523-3359
Allow 3 business days for review / approval

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 22, 2021**
REQUEST FOR PRINTING BID

PACKAGING: TRAVEL GUIDE: PACKED IN CARTONS OF NO MORE THAN **50 PER CARTON**.
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 **20 LBS PER BOX**. BOXES MUST BE LABELED WITH CONTENTS AND QUANTITY.

DELIVERY: **Must be delivered by April 1, 2022 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 FOR BOTH TRAVEL GUIDE
AND VACATION MAP**

**DELIVERY/SHIPPING INSTRUCTIONS
2022 GREENE COUNTY TRAVEL GUIDES
& VACATION MAPS**

4,000 Travel Guides

Travel Plaza Information Center

New York State Thruway, milepost 33 Northbound

(Inside delivery to Storeroom in parking garage only, must be signed by info center employee)

Sloatsburg, NY 10974

MUST call Peter Carofano at 845-656-0496 one day prior to delivery to notify us of the day and approximate time of delivery. Inside deliveries are accepted Monday - Friday from 10:30 am to 2:00 pm ONLY! For access to storeroom, go to 2nd floor information center employee.

17,000 Travel Guides

GETAWAYS ON DISPLAY

147 Arrowhead Drive, Building #3

Manheim, PA 17545

717-653-8070

14,000 Travel Guides

RURAL NEWS SERVICE

2828 State Highway 28, Portlandville NY, 13834

607-643-0014

15,000 Travel Guides

Berkshire Brochure Display

Dock #5, Stockbridge Industrial Park

Rte 102 East, Stockbridge, MA 01262

413-298-3999

35,000 Travel Guides

GREENE COUNTY TOURISM

411 Main Street, Catskill, NY 12414

Must call 3 days before for appt. 518-943-3223

Appointment times must be between 9am – 12pm or 1pm-3pm.

(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: Delivered to 411 MAIN STREET, CATSKILL, NY

Same delivery instructions as directly above.

Must supply people to unload at the above 2 locations. Boxes can remain on pallets once unloaded. 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.

**2022 GREENE COUNTY TRAVEL GUIDE
OFFICIAL BID FORM**

I/We hereby submit the following bid for the printing of Greene County Travel Guides for 2022 in accordance with the bid specifications, except: (list any exceptions)

Travel Guide Printing

OPTION A: PAGE COUNT 72+COVER

Print Production	\$ _____
Shipping / Delivery per Instructions	\$ _____
Additional Fees (describe below)	\$ _____
TOTAL	\$ _____

OPTION B: PAGE COUNT 76+COVER

Print Production	\$ _____
Shipping / Delivery per Instructions	\$ _____
Additional Fees (describe below)	\$ _____
TOTAL	\$ _____

Vacation Map Printing

Print Production	\$ _____
Shipping / Delivery per Instructions	\$ _____
Additional Fees (describe below)	\$ _____
TOTAL	\$ _____

Additional Fee Descriptions: _____

**2022 GREENE COUNTY TRAVEL GUIDE
OFFICIAL BID FORM**

Company Name: _____

Address: _____

Print Name: _____

Title: _____

BY (signature): _____

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.

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 _____, 2022 .

Secretary

(CORPORATE SEAL)