



INFORMATION FOR BIDDERS

THE GREENE COUNTY ECONOMIC DEVELOPMENT, TOURISM & PLANNING DEPARTMENT IS SOLICITING BIDS FOR THE PRINTING OF THE 2025 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, October 30, 2024, 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 2025 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, October 30, 2024, at 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. Bids will not be accepted electronically.

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

TAMMY L. SCIAVILLO
Clerk,
Greene County Legislature

REQUEST FOR PRINTING BID

TITLE: 2025 GREENE COUNTY TRAVEL GUIDE

QUANTITY: 85,000 no overs are to be billed, Travel Guides
20,000 Vacation Maps

PAGES: OPTION A: 68 pages PLUS cover
OPTION B: 72 pages PLUS cover

Paper: Cover 80# #3 Matte Cover Weight, including cover coating
Inside pages 60# #3 Matte Text,
Vacation Map 80# matte text
Stock sample to be provided as full dummies for approval

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 matte aq on cover 2/s

BLEED: Full Bleed throughout TG and map

PROOF: 2 rounds of High-Resolution Full Color Match print for entire Travel Guide and Map
Sent to Greene County Tourism, Patty Austin,
Greene County Office Building, 4th Floor, Suite 419, Catskill, NY 12414
(518) 943-3223

2 rounds of High-Resolution Full Color Match print for entire Travel Guide and Map
Sent to Workshop, Attn: 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.
Printer Account Representative needs to approve first run and provide feedback/approval to agency.
Files to be provided to printer by **January 30, 2025**

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 March 14, 2025, to all locations** mentioned in shipping instructions. All freight costs are to be included in final pricing.

(SEE ATTACHED)

Some locations require hand stacking.

YOUR QUOTE MUST INCLUDE:

TOTAL COST OF PACKAGING, ALL SHIPPING AND HANDLING FEES, AND ALL DELIVERY FEES FOR BOTH TRAVEL GUIDE AND VACATION MAP.

ANY ADDITIONAL FEES OUTSIDE OF THE SCOPE OF SERVICES MUST BE DISCLOSED ON THE 2025 GREENE COUNTY TRAVEL GUIDE OFFICAL BID FORM UNDER “ADDITIONAL FEE DESCRIPTIONS.”

DELIVERY/SHIPPING INSTRUCTIONS
2025 GREENE COUNTY TRAVEL GUIDES & VACATION MAPS

14,000 Travel Guides

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

12,000 Travel Guides

RURAL NEWS SERVICE
2828 State Highway 28, Portlandville NY, 13834
607-643-0014

14,000 Travel Guides

Berkshire Brochure Display
Route 102 East Main Street, Dock 5
Stockbridge Industrial Park
Stockbridge, MA 01262
413-298-3999

45,000 Travel Guides

GREENE COUNTY TOURISM
411 Main Street, Catskill, NY 12414

AND/OR

SPOT ON STORAGE

61 Maple Avenue, 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 required to move skids.

Vacation Maps: Delivered to 411 MAIN STREET, CATSKILL, NY and/or 61 MAPLE AVE.

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.

**2025 GREENE COUNTY TRAVEL GUIDE
OFFICIAL BID FORM**

I/We hereby submit the following bid for the printing of Greene County Travel Guides for 2025 in accordance with the bid specifications, except: (list any exceptions)

Travel Guide Printing

OPTION A: PAGE COUNT 68+COVER

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

OPTION B: PAGE COUNT 72+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: _____

PLEASE NOTE: Lowest Bidder will be awarded based on bids for both the Greene County Travel Guide and Greene County Vacation Map together.

**2025 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 _____, 2024. .

Secretary

(CORPORATE SEAL)

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)

(Signature of Officer)

By: -----

(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).