

## **NOTICE TO BIDDERS**

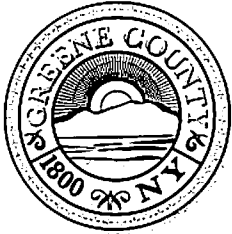
Greene County is soliciting bids for the printing of the 2010 Greene County Travel Guide.

Bids will be received at the office of the Clerk of the Greene County Legislature, 411 Main Street, 4<sup>th</sup> Floor, Catskill, New York 12414 until Friday, November 20<sup>th</sup>, 2009 at 2:00 p.m. at which time they will be opened publicly and read aloud.

Interested persons may procure bid 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



**Greene County  
Economic Development,  
Tourism & Planning  
- Tourism Office -**

700 Route 23B  
Leeds, New York 12451

Warren Hart, AICP  
Director



**GREENE  
TOURISM**

**INFORMATION FOR BIDDERS**

THE GREENE COUNTY ECONOMIC DEVELOPMENT, TOURISM & PLANNING DEPARTMENT IS SOLICITING BIDS FOR THE PRINTING OF THE 2010 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 20, 2009 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.



*DiscoverGreene.com*

P: 518-943-3223 F: 518-943-2296 [www.greentourism.com](http://www.greentourism.com)

## REQUEST FOR PRINTING BID

TITLE: 2010 GREENE COUNTY TRAVEL GUIDE

QUANTITY: 82,000

PAGES: 48 pages + 4 page cover + 4 page insert (bound in)

STOCK: COVER - 100# TEXT, GLOSS - #2 grade or better  
INSIDE PAGES 70# - #2 grade or better  
INSERT - 100# TEXT, UNCOATED, SMOOTH, BRIGHT  
WHITE (SUITABLE FOR BUSINESS REPLY MAIL)

PREP: CUSTOMER TO FURNISH A HIGH RESOLUTION PDF OR  
NATIVE QUARK EXPRESS DOCUMENT WITH  
SUPPORTING ART AND FONTS

BINDING: SADDLE STITCH

PAGE SIZE: Finished TO 8.375 x 10.875  
4 PANEL B&W INSERT 13 X 8.5 FLAT/  
FOLD TO 6.5 X 8.5 W/PERFORATION

PROOF: HIGH RESOLUTION MATCHPRINT FOR COVER  
FULL COLOR PROOFS THROUGHOUT, BLUEPRINTS

COLOR: TG-4/C PROCESS  
INSERT- B&W

BLEED: FULL BLEEDS THROUGHOUT

PACKAGING: PACKED IN CARTONS OF 50.  
WEIGHT PER BOX NOT TO EXCEED 20LBS  
BOXES MUST BE LABELED  
WITH CONTENTS AND QUANTITY

PRODUCTION: 2 WEEKS FROM DELIVERY OF ALL NECESSARY  
MATERIALS TO PRINT JOB

DELIVERY: (SEE ATTACHED)  
YOUR QUOTE MUST INCLUDE COST OF PACKAGING,  
SHIPPING AND DELIVERY. MUST SUPPLY PEOPLE TO  
UNLOAD. HAND STACKING. NO TRACTOR TRAILORS.  
BOX TRUCKS ONLY.

**DELIVERY INSTRUCTIONS  
2010 GREENE COUNTY TRAVEL GUIDES**

- 2,000 TRAVEL PLAZA INFORMATION CENTER  
NYS THRUWAY MILEPOST 33N  
SLOATSBURG, NY 10974  
WILL ACCEPT FREIGHT & UPS (INSIDE DELIVERY only  
between 10am and 4pm)
- 500 Travel Plaza Info Center  
NYS Thruway Milepost 65N, Plattekill, NY 12568
- 3,000 Travel Plaza Info Centers  
19 West Bridge St, Saugerties, NY 12477
- 1,500 Travel Plaza Info Center  
NYS Thruway Milepost 127 N&S  
New Baltimore, NY 12124

For the above 4 locations, please call 845-246-8733 3 days in advance of shipping to give date and time of delivery for each address. Inside storeroom delivery between 10am - 4pm is a must or shipment will be refused. No loading docks are available at any locations.

- 14,000 GETAWAYS ON DISPLAY  
220 HARVEY ROAD, LANDISVILLE, PA 17538  
717-892-7374
- 18,000 RURAL NEWS SERVICE  
10 EVERGREEN DRIVE, ONEONTA, NY 13820  
607-643-0014
- 2,000 Gateway Information Center  
2 Rt 81 North, Kirkwood, NY 13795  
607-775-0156

Continued

1000        Preble Rest Stop  
              Visitor Information Center  
              6350 Route 81 Northbound  
              Mile Post 62  
              Preble, NY 13141 315-243-1630

40,000        GREENE COUNTY TOURISM PROMOTION  
              RT 23B, LEEDS, NY (EXIT 21 OF NYS THRUWAY)

40 BOXES DROPPED OFF AT THIS LOCATION.  
REMAINING BOXES TO BE DELIVERED TO STORAGE  
SHED 4 MILES AWAY. AT SHED LOCATION ALL  
BOXES NEED TO BE HAND STACKED. THERE IS NO  
FORKLIFT AVAILABLE.

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

**MUST SUPPLY PEOPLE TO UNLOAD. (Hand stacking)**

**All drop shipment locations should be given a 3 day notice  
of delivery.**

**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.

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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 \_\_\_\_\_, 2010\_\_.

\_\_\_\_\_  
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)

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).

**2010 GREENE COUNTY TRAVEL GUIDE**

**OFFICIAL BID FORM**

I/We hereby submit the following bid for the printing of Greene County Travel Guides for 2010 in accordance with the bid specifications, except: (list any exceptions)

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**Price (including packing and shipping) for:**

82,000 copies      \$ \_\_\_\_\_

\_\_\_\_\_  
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