

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Distribution of the Rockland County Tourism Travel Guide**

Contract Period: April 20, 2022 through April 19, 2025

Original Date of Issue: April 20, 2022

Date of Revision:

BID No: RFB-RC-2022-018

Ordering Method: Special Request

Authorized Users: Tourism

Address Inquires To:

Name: Kathy McSharar
Title: Purchaser II
Phone: 845-364-3821
Fax: 845-364-3809
E-mail: mcsharak@co.rockland.ny.us

Description

This contract is for the Distribution of the Rockland County Tourism Guide.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFB-RC-2022-018	000022935	Chronogram Media 45 Pine Grove Avenue Suite 303 Kingston, NY 12401 Contact: Margot Isaacs margot@chronogram.com	845-334-8000 x 114 FAX: 845-334-8610

COUNTY OF ROCKLAND
 DGS – PURCHASING DEPARTMENT
 BLDG. A, 6th FLOOR, 50 SANATORIUM ROAD
 POMONA, NY 10970
 TELEPHONE NO.: 845-364-3820
 FAX NO.: 845-364-3809

VENDOR: Chronogram Media

LINE NO	DESCRIPTION	ITEM NUMBER	EST QTY	UNIT	UNIT PRICE
1	YEAR ONE - LUMP SUM ANNUAL COST FOR DISTRIBUTION OF RC TOURISM GUIDES AS SPECIFIED AND INCLUDED IN VENDORS DETAILED DISTRIBUTION PLAN PROVIDED WITH BID SUBMITTAL.	91560	1	LUMP SUM	\$33,132.00
2	SECOND YEAR - LUMP SUM ANNUAL COST FOR DISTRIBUTION OF RC TOURISM GUIDES AS SPECIFIED AND INCLUDED IN VENDORS DETAILED DISTRIBUTION PLAN PROVIDED WITH BID SUBMITTAL.	91560	1	LUMP SUM	\$33,132.00
3	THIRD YEAR - LUMP SUM ANNUAL COST FOR DISTRIBUTION OF RC TOURISM GUIDES AS SPECIFIED AND INCLUDED IN VENDORS DETAILED DISTRIBUTION PLAN PROVIDED WITH BID SUBMITTAL.	91560	1	LUMP SUM	\$33,132.00

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 6th FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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SPECIFICATIONS

INTENT

The purpose of this bid package is to provide the County of Rockland with a Contractor who will support the Tourism Program as specified herein and meet the outreach goals identified. Awarded vendor shall coordinate with the selected printing firm (Separate bid RFB-RC-2021-100) to coordinate shipping and delivery to the initial distribution sites as indicated in this specification. The printing of 75,000 Tourism Guides is expected to be complete approx. February - March 2022 which will be 1250 cartons, packed bulk in - 60 books per carton. approx. 10#/carton.

The final guide packaging may change based on several changes in the specifications from the award, final design and printing but could be less or more pages dependent on the final guide developed. This may change the weights and number of guides per box. Guide could go down or up 4-8 pgs but currently expected to be 40 pages plus cover as described below.

Current specifications for the but overall # of pages can go up / down at time of printing bid award. Finished product expected to be:

Trim Size: 10 5/8" (Side) x 8 1/4",
 Pages: 40-pages + 4-cover pages,
 Interior Pages: 40# gloss text #4,
 Covers: 80# gloss text #3,
 Ink: 4-color process text and cover,
 Bleed: (Full)
 Coverage: Heavy
 Binding: Saddle-stitched book.

NO ASSIGNMENT

This agreement shall not be assigned without the written consent of the County of Rockland.

TERM

The term of this solicitation shall be for three (3) years from date of award. Pricing offered shall remain as offered.

AWARD

This is an all-or-none award. The bid will be awarded to the lowest responsive responsible bidder meeting the expected goals specified.

1. SCOPE

- 1.1. The awarded vendor shall have the capacity to store up to **915** cartons of material on vendor's property for the initial delivery from the printing facility. As stock is distributed over the term, additional guides may be ordered and delivered directly to main warehouse.
- 1.2. Vendors shall include a detailed distribution plan with their bid response. The distribution plan can include a request for a portion of the guides be sent directly to several initial locations as indicated in the recommended distribution plan included in this specification.

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- 1.3. Bid price must be inclusive and submitted as total figure covering the period of one year from award based on detailed distribution plan included with bid.
- 1.4. Distribution pricing shall include all storage, distribution and mailing or delivery costs, breakdown, re-packing, labeling, etc. Vendor assumes ALL costs involved in the pick-up and delivery of the literature, including but not limited to employee wages, any employee benefits, workman's comp and auto insurance, use of vehicle, tolls, gasoline and miscellaneous supplies. Individual guide delivery can be by envelope, small box, etc.
- 1.5. The awarded vendor will be required to distribute the balance of the 75,000 guides provided and any additional guides ordered to replace stock by the County and transport these materials between the vendor's storage and/or distribution facilities and the agreed upon monthly / quarterly sites.
- 1.6. The freight cost for the guides to the awarded storage / distribution facility as indicated has been included in the cost of the printing of the guides.
- 1.7. The awarded vendor providing these services to the County CANNOT possess a bias in the tourism industry. (Example: Cannot be the owner of a specific attraction or a business association which services only a section of the County).
- 1.8. The Vendor must turn in a delivery sheet to the Rockland County authorized representative with a printed and signed Signature of person at site acknowledging delivery of the materials at the end of each month / quarter according to the schedule. If unable to obtain signatures, must advise Tourism IMMEDIATELY in order to rectify situation.
- 1.9. Inventory Report – On a quarterly basis, the contractor must provide inventory reports. The inventory report must include beginning and ending balances per item. The reports must include reporting per week, per month and per year-to-date.
- 1.10. If there are any problems the vendor shall report them to the Rockland County tourism within 24 HOURS of being aware of them. (Example - site not being open as expected or tourism site rejecting delivery). **FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN TERMINATION OF CONTRACT**
- 1.11. Vendor will be required to divide cartons into smaller packets as needed (amount to be determined in conjunction with the tourism and what literature remains in rack at time of delivery).
- 1.12. The Vendor **MUST** schedule deliveries **during** sites' hours of operation. Deliver materials to site **DURING HOURS OF OPERATION** for each site. Where available, place them neatly in racks and ensure other materials are neatly arranged.
- 1.13. Pallets / cartons must be stored by the awarded vendor. No transport fees shall be charged by the contractor from the storage site if different from their fulfillment center.
- 1.14. On the occasion when guides are required to be sent outside the pre-agreed upon locations, distribution routes and/or upon request - the Tourism Department shall provide the awarded vendor a County shipping account # (example: UPS, FedEx) which shall be used to ship only Rockland County guides.

**2022 DISTRIBUTION PLAN
(REPRESENTATIVE SAMPLE-
SUBJECT TO CHANGE)**

**RECOMMENDED DISTRIBUTION OF 75,000
(1250 cartons) TOURISM GUIDES.**

**(NOTE: A separate solicitation has been issued to cover the Printing of the travel guide and includes the initial shipment to the recommended distribution below. Below is a representation sample and final distribution points will be provided after that separate bid is awarded.).
(Response must include a draft distribution plan)**

**#1 - INITIAL DELIVERY DIRECTLY FROM
PRINTER**

Approx. 54,900 guides (915 cartons)
Main Storage Facility / Warehouse

Shall include distribution throughout the Hudson Valley:

Minimum of 250 locations per month (To Be Determined)

12 monthly drops per year

Approx. 25,000 guides or more distributed throughout the year

Balance of above guides distributed as authorized by Tourism representative.

**#2 - INITIAL DELIVERY DIRECTLY FROM
PRINTER:**

17,700 total guides distributed per year - Distributed quarterly to Manhattan, Brooklyn, Queens:

Approx. 405 locations per quarter

Distribution Center #1 – 11,700 Guides (195 cartons): Brooklyn

Distribution Center #2 - 6,000 Guides (100 cartons): Queens

#3 - INITIAL DELIVERY FROM PRINTER:

NYS Thruway:

600 Guides (10 Cartons) Travel Guides - Travel Plaza Information Center, New York State Thruway, Milepost 65 North, Plattekill, NY 12568

600 Guides (10 Cartons) Travel Guides - Travel Plaza Information Center, New York State Thruway, Milepost 33 North, Sloatsburg, NY 10974

REVISED

25,000 guides to Chronogram Media 101-899 Enterprise Drive, Kingston, NY 12401, Kingston, NY 12401 (for Hudson Valley Distribution)

20,000 guides for Manhattan, Brooklyn, Queens to be sent to Mitchell's NY, 31-09 Hunters Point Ave, Long Island City, NY 11101

They can accommodate any delivery -- they have a loading dock, forklift and pallet jack. No special requirements.

Assuming the bundles will be on pallets with secured wrap around the pallet.

Due to the Changes regarding Thruway Deliveries it has been determined to send the Thruway requirements to Chronogram Media and they will arrange to deliver to Main Thruway location in Sloatsburg.

10,000 guides NYS Thruway to 1 thruway location – Sloatsburg (I still have to confirm address)

600 Guides (10 Cartons) Travel Guides - Travel Plaza Information Center, New York State Thruway, MilePost 127 South, New Baltimore, NY 12124

#4 - INITIAL DELIVERY FROM PRINTER:

Rockland County Tourism Office
600 Guides (10 cartons)
Dr. Robert Yeager Health Center
50 Sanatorium Rd, Bldg A, 8th Floor, Pomona, NY 10970

600 guides RC Tourism, 50 Sanatorium Road, Bldg. A, 8th Fl. Suite 825, Pomona, NY 10970

NEW LOCATIONS

5,000 guides to Getaways on Display, Inc. 147 Arrowhead Drive, Manheim, PA 17545 for NJ
No special instructions. They receive 8:30-4:30 Monday thru Friday. Just add Building 3 to the address. No appointment needed. They have dock and forklift onsite. As long as they are wrapped and on pallets, they are good.

10,000 guides to CTM Media Group, 11 Largo Dr. S, Stamford, CT 06907 for CT
Just 24hr notice (apt) needs to be made. They have a warehouse so no liftgate needed as they have a forklift in their warehouse and they place product away neatly on our shelves. Your printer truck just needs to back in. They need to know about ETA as soon as possible as well.

Balance of 4,400 to Chronogram Media 101-899 Enterprise Drive, Kingston, NY 12401, Kingston, NY 12401