



INFORMATION FOR BIDDERS

The Greene County Economic Development, Tourism & Planning Department is soliciting bids for the printing of the 2026 Great Northern Catskills of 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 turnaround 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 Economic Development, Tourism & Planning Department no later than:

Thursday, October 30, 2025, at 2:00pm

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 2026 Great Northern Catskills of Greene County Travel Guide.

Bids will be received at the office of the Greene County Economic Development, Tourism & Planning Department, 411 Main Street, 4th Floor, Suite 419, Catskill, New York 12414 until **Thursday, October 30, 2025, at 2 p.m.** at which time they will be opened publicly and read aloud.

Interested persons may procure specifications at the office of Greene County Economic Development, Tourism & Planning Department 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 herein. Bids will **not** be accepted electronically.

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

James Hannahs
Director,
Greene County Economic Development, Tourism & Planning

REQUEST FOR PRINTING BID

TITLE: 2026 Great Northern Catskills of Greene County Travel Guide

QUANTITY: 85,000 no overs are to be billed

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
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: Finished size 8.375 x 10.875

COLOR: 4/C PROCESS matte aq on cover 2/s

BLEED: Full Bleed throughout

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

2 rounds of High-Resolution Full Color Match print for entire Travel Guide
Sent to: Workshop, Attn: Kristen Brayden
153 Regent Street, Suite 2010,
Saratoga Springs, NY 12866
Kbrayden@yourworkshop.com
(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, 2026.**

REQUEST FOR PRINTING BID - CONTINUED

PACKAGING: 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**

DELIVERY: **MUST BE DELIVERED BY MARCH 20, 2026, 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 TRAVEL GUIDE.

ANY ADDITIONAL FEES OUTSIDE OF THE SCOPE OF SERVICES MUST BE DISCLOSED ON THE 2026 GREENE COUNTY TRAVEL GUIDE OFFICAL BID FORM UNDER “ADDITIONAL FEE DESCRIPTIONS.”

2026 GREAT NORTHERN CATSKILLS OF GREENE COUNTY
TRAVEL GUIDES
DELIVERY/SHIPPING INSTRUCTIONS

14,000 Travel Guides

GETAWAYS ON DISPLAY
Kelly Tragis
KTragis@getawaysondisplay.com
147 Arrowhead Drive, Building #3
Manheim, PA 17545
717-653-8070

12,000 Travel Guides

RURAL NEWS SERVICE
Brent Baysinger
Ruralnewsservice@gmail.com
2828 State Highway 28
Portlandville NY, 13834
607-643-0014

14,000 Travel Guides

BERKSHIRE BROCHURE DISPLAY
John Hart
JHart@BerkshireBrochures.com
Ryan Hart
RHart@BerkshireBrochures.com
Route 102 East Main Street, Dock 5
Stockbridge Industrial Park
Stockbridge, MA 01262
413-298-3999

45,000 Travel Guides

GREENE COUNTY TOURISM
Patty Austin
Paustin@greenecountyny.gov
Erin Dennin
Edenin@greenecountyny.gov
705 Route 23B
Leeds, NY 12451
518-943-3223

2026 GREAT NORTHERN CATSKILLS OF GREENE COUNTY
TRAVEL GUIDES
DELIVERY/SHIPPING INSTRUCTIONS -CONTINUED-

- **Must call three (3) days before for appointment 518-943-3223**
 - **Appointment times must be between 7:30 am – 12:30 pm**

Electric pallet jacks are required to move skids.

Hand Stacking may be required at the Greene County Tourism Office

Must supply people to unload at the above location. Boxes can remain on pallets once unloaded unless they require hand stacking.

No loading dock.

All drop shipment locations are to be provided with a minimum of three (3) days' advance notice of specified delivery date, as well as a telephone call on the day of delivery confirming the estimated time of arrival.

2026 GREAT NORTHERN CATSKILLS OF GREENE COUNTY
TRAVEL GUIDE
OFFICIAL BID FORM

I/We hereby submit the following bid for the printing of the Great Northern Catskills of Greene County Travel Guides for 2026 in accordance with the bid specifications, except: (list any exceptions)

Travel Guide Printing

OPTION A: PAGE COUNT 68+COVER

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

OPTION B: PAGE COUNT 72+COVER

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

Additional Fee Descriptions:

PLEASE NOTE: Lowest Bidder will be awarded based on bids for the Greene County Travel Guide.

2026 GREAT NORTHERN CATSKILLS OF GREENE COUNTY
TRAVEL GUIDE
OFFICIAL BID FORM – CONTINUED

Company Name: _____

Address: _____

Phone: _____

Email Address: _____

Print Name of Representative: _____

Title: _____

Representative Signature: _____

Date: _____

THE FOLLOWING MUST ACCOMPANY BID:

- Authorization to Bid (pg. 9)
- Certificate of Non-Collusion (pg. 12)
- Bidders and Vendors Form (pg. 13)
- References
- Sample of similar work
- Sample of stock

REQUIRED DOCUMENTS:

NYS Vendor Certification(s), as applicable, on the NYS Contract System for any vendor that is certified as a Minority or Women-Owned Business Enterprise (MWBE) or Service-Disabled Veteran Owned Business Enterprise. If applicable, provide the Vendor DBA, Certification Types, and Certification numbers.

AUTHORIZATION TO BID

RESOLVED, that _____ be authorized to sign
(Name of Individual)

and submit the bid of: _____
(Name of Corporation)

for the following project (describe):

and to include in such bid the certificate of non-collusion required by §103(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.

BY: _____ DATE: _____
(Authorized Signature)

STATE OF _____
COUNTY OF _____ ss.:

On this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

DISCLOSURES

GREENE COUNTY TITLE VI NOTICE

Greene County hereby gives public notice that it is the County of Greene's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Greene County receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Greene County. Any such complaint must be in writing and filed with the County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained at no cost to the complainant on our website at www.discovergreene.com or by calling (518) 719-3540.

MWBE AND SDVOB INCLUSIONS:

Greene County requires its consultants working on New York State funded projects (when applicable) to meet any employment and business goals imposed on grant awards through Executive Law 15-A for the State's Minority and Women Owned Business Enterprise contracting program (MWBE). Greene County also requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards (when applicable) through Executive Article 17-B for participation by Service-Disabled Veteran Owned Businesses. Certified Minority and/or Women Owned Business Enterprises as well as Service-Disabled Veteran Owned Businesses are encouraged to respond to the RFP.

THIRD PARTY DISCLOSURE

Do you expect to involve any third party (such as subcontractors, print vendors, or partners) in the production of the work outlined in this RFP?

- ☐ Yes
- ☐ No

If yes, please provide the name(s) of the third party, a brief description of their role, and how you plan to manage their involvement. **All third parties shall be accountable to the same confidentiality and performance obligations as those imposed upon the primary contractor.**

Third Party Company Name: _____

Third Party Company Address: _____

Third Party Phone Number: _____

Brief description of their role: _____

Third Party Company Name: _____

Third Party Company Address: _____

Third Party Phone Number: _____

Brief description of their role: _____

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 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. For Corporate Bidder: That attached hereto is a certified copy of a resolution authorizing the execution of this certificate by the undersigned of this bid or proposal on behalf of the authorizing entity.

Signature of Officer

Title

Name of Company or Corporation

Address of Company or Corporation

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).

BIDDERS AND VENDORS ACKNOWLEDGEMENT

ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County's policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained therein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of the above referenced policy(ies), he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed, in their entirety at: www.greengovernment.com on _____, _____, 2025.

By: _____
Bidder/Vendor

Company Name: _____

Dated: _____, _____, 2025

THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS