



Allegany County, MD
Request for Proposal: Printing Services for Destination Guide

Overview:

Allegany County Tourism is the official Destination Marketing Organization of Allegany County, Maryland. Allegany County Tourism promotes tourism within this region of the state and is supported by the county's Hotel and Motel Tax revenue collected on lodging within our county.

Allegany County Tourism is requesting formal bids through the request for proposal (RFP) process from qualified bidders for high quality printing services for the 2022 Visit Mountain Maryland Destination Guide.

We are asking for a formal bid that accommodates the following criteria.

1. There is not a pre-bid meeting for this solicitation.

2. Contact Person

The contact person for this bid is Jessica Palumbo, Marketing and Sales Manager. Please contact Jessica by email, jpalumbo@alleganygov.org.

3. Question Deadline

Questions regarding this RFP shall be directed in writing to Jessica Palumbo's email, jpalumbo@alleganygov.org.

The deadline for receipt of questions from bidders in regards to this RFP is 4 pm, on Thursday, October 28, 2021. Responses will be prepared in an Addendum and published on the county's website: <http://alleganygov.org> under the main navigation "How Do I, View - Bid Opportunities." The responses in writing are the official answers.

4. Submission Instructions

Allegany County Tourism desires to receive a clear, concise, economical presentation of the vendor's proposal. Bidders should include the following information in their proposal and use the following format when compiling their responses.

Requirements for Proposal:

- a. Brief background on company. Please include information that makes your business qualified for this project.
- b. Completed Proposal Forms 1 and 2.
- c. A minimum of two sample print products with accompanying client references. Must be comparable to the Allegany County Destination Guide, as described under Destination Guide Specifications.

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non responsive' and

ineligible for consideration and subsequent award.

Proposals must be submitted via mail and must be received by 4:00 pm, on Friday, November 5, 2021.

Attn: Jessica Palumbo, Allegany County Tourism
701 Kelly Road
Cumberland, MD 21502

5. Bidder Interviews

Allegany County Tourism may exercise the option to interview RFP finalists. If Allegany County Tourism determines that such interviews are necessary to clarify bid details or evaluate bidder qualifications, such interviews will be scheduled.

6. Proposal Terms

- a. Allegany County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and/or capabilities to provide the specified service, and any other factors that the county may consider.
- b. Allegany County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations will be undertaken with that individual whose proposal is deemed to best meet Allegany County's specifications and needs.
- c. In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of proposals may be adjusted to allow for revisions.
- d. Late or incomplete proposals will not be considered.
- e. All graphics, images, databases, search engines, web pages, sources, hyperlinks, and any other materials, or website components created for this contract are the express property of Allegany County Tourism.

PROPOSAL FORM – PAGE 1

SUBMITTED BY: Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

CERTIFICATION: (if a submission is offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder.
- He/she has read the proposal specifications that were made available and fully understands and accepts these terms.
- The submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions proposal specifications of this solicitation; and the Bidder will accept any awards made to them as a result of this solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: _____ Date: _____

Manual Signature of Agent

Typed/Printed Name of Agent

Title of Agent

NO OFFER:

Indicate reason(s) why no offer is being submitted at this time.

PROPOSAL FORM – PAGE 2

Company Name: _____

PROMPT PAYMENT TERMS:

Discount: _____ % _____ Days

Net: _____ Days

STATEMENT OF WORK

Company Name: _____

Allegany County Tourism is seeking quotes for high quality printing services for the 2022 Visit Mountain Maryland Destination Guide. The agreement to follow this RFP will be for the production of the 2022 Visit Mountain Maryland Destination Guide.

The term of any contract resulting from this proposal is for this specific project period. The successful Bidder will be responsible for printing the Destination Guide, along with folding, packaging, and delivering the finished printed products to a designated location in Allegany County, Maryland.

Print-ready artwork will be sent to the printer through our Publisher, Nelson Marketing.

It is understood and agreed that Allegany County Tourism may, during the term of the contract, purchase additional quantities of the same item from the successful Bidder. This option, if exercised, is the prerogative of Allegany County Tourism and shall be honored by the Bidder as a condition of the contract award. Production and delivery timelines for additional quantities or editions ordered during the initial contract period or any subsequent extension thereof will be established by mutual agreement.

The successful Bidder shall promptly correct all deficiencies and/or defects in work and/or any work that is not performed in a reasonable and workmanlike manner. The Bidder shall bear all costs of correcting such rejected work.

Allegany County Tourism reserves the right to terminate any contractual agreements between the printing contractor and Allegany County Tourism upon the result of an unfavorable review by Allegany County Tourism. Reviews will be held within fifteen (15) days following the delivery of the finished product and will include consideration of:

- Completion, delivery, and final quality of the Destination Guide as stated within the contract and/or change orders.
- Allegany County Tourism's satisfaction with the final product as well as the process and working relationship with the printer and its agents.

DELIVERABLES TO ALLEGANY COUNTY TOURISM

- Proofs for review and approval prior to printing. Bids shall include cost of initial soft and final match proof (preparation and delivery) as part of the total bid price. Allegany County Tourism will pay costs to produce a second match proof, if needed, unless the need for such arises from errors by the Bidder, in which case, the second match print will be paid by Bidder. Any new match proofs required by Allegany County Tourism for additional print runs, using the same artwork, will be paid by Allegany County Tourism. Bidder must identify a timeline for:

- Providing initial soft proof following receipt of final artwork.
- Providing a match proof following review of soft proof and implementation of any adjustments.

RFP AND PROJECT SCHEDULE:

- RFP Release Date: Friday, October 22, 2021
- Questions Deadline: Thursday, October 28, 2021 by 4 pm EST
- RFP Filing Deadline: Friday, November 5, 2021 by 4 pm EST
- Bid Award Notification: Friday, November 19, 2021
- Publication Delivery Date: Friday, March 25, 2022 – April 15, 2022

2022 VISIT MOUNTAIN MARYLAND DESTINATION GUIDE SPECIFICATIONS:

- **Title:** 2022 Visit Mountain Maryland
- **Pages:** 56 plus 4-page cover (final page count contingent upon advertising)
- **Size (trimmed):** 16.5 x 10 7/8 folds to 8 3/8 x 10 7/8
- **Printing:** 4-color, process ink, full bleed
- **Paper:** 50# gloss text or similar (provide labeled samples)
- **Cover (2 Options):** 80# Soft Touch Aqueous Coating, or similar (provide labeled samples).
- **Binding / Finishing:** Perfect
- **Output ready files:** PDF files in reader spread, supplied ready to print
- **Proofs:** 1 spin jet, 1 match print
- **Press work – Text:** 4/c process

DELIVERY:

Destination Guides shall be delivered in packaged cartons, on skids, to Cumberland, Maryland. Liftgate and pallet jack are not required for delivery. We require a four-day notice prior, with phone and email confirmation, for delivery.

REQUIRED PRICING ELEMENTS:

Contract pricing will be valid for the term of the award of the project to the delivery of the final approved product. Proposals shall include pricing options based on publication size and quantities as follows. Pricing must include all labor, materials, tools, and equipment necessary to perform the work.

Item	Description	Unit Cost Per Copy
1	Provide printing services for 70,000 copies, 56 pages plus four-page cover, as specified in the 2022 Guide Specifications	
2	Provide printing services for 80,000 copies, 56 pages plus four-page cover, as specified in the 2022 Guide Specifications	

Additional Items

Item	Description	Unit Cost Per Copy
1	Quantity: Per unit price for +/- quantity in increments of 1,000	
2	Page Count: Per unit price for +/- pages in increments of four (4)	

Approximate timeframe of 7-14 business days is requested from print time from final approval submission. Please verify the number of days it would take from final proof to finished product.

Days: _____