



Allegany County, MD Request for Proposal: Printing Services for 2024 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 accommodations 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 2024 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 Sainz, Marketing and Sales Manager. Please contact Jessica by email, jsainz@alleganygov.org.

3. Submission Deadline

Proposals must be submitted via mail and must be postmarked by Thursday, September 21, 2023.

4. Question Deadline

Questions regarding this RFP shall be directed in writing to Jessica Sainz's email, jsainz@alleganygov.org, with the subject line "Questions for RFP - 2024 Destination Guide."

The deadline for receipt of questions from bidders in regards to this RFP is 11:59 pm, on Monday, September 11, 2023. 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.

5. 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 about the 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. Sample products must be comparable to the “2024 VISIT MOUNTAIN MARYLAND DESTINATION GUIDE SPECIFICATIONS,” outlined in Form 2 of this document.
- d. Preference will be given to printers that are able to coordinate freight from the production facility to our multiple distribution facilities.

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 postmarked by Thursday, September 21, 2023, to:

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

6. 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.

7. 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 1

SUBMITTED BY:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

CERTIFICATION: (if a submission is offered):

The undersigned hereby affirms that:

- He/she/they is a duly authorized agent of the Bidder.
- He/she/they 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 2

Company Name: _____

PROMPT PAYMENT TERMS:

Discount: _____ % _____ Days

Net: _____ Days

STATEMENT OF WORK

Company Name: _____

Allegheny County Tourism is seeking quotes for high-quality printing services for the 2024 Visit Mountain Maryland Destination Guide. The agreement to follow this RFP will be for the production of the 2024 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 2024 Destination Guide, along with folding, packaging, and delivering the finished printed products to the designated locations.

Print-ready files will be sent to the printer through our publisher, Nelson Marketing.

It is understood and agreed that Allegheny 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 Allegheny 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.

Allegheny County Tourism reserves the right to terminate any contractual agreements between the printing contractor and Allegheny County Tourism upon the result of an unfavorable review by Allegheny 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.
- Allegheny 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. Allegheny 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 Allegheny County Tourism for additional print runs, using the same artwork, will be paid by Allegheny 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, September 1, 2023
- Questions Deadline: Monday, September 11, 2023 by 11:59 pm EST
- RFP Filing Deadline: Postmarked by Thursday, September 21, 2023
- Bid Award Notification: Friday, October 6, 2023
- Final Files Submitted: Friday, March 29, 2024
- Publication Delivery Date: Friday, April 12, 2024

2024 VISIT MOUNTAIN MARYLAND DESTINATION GUIDE SPECIFICATIONS:

- **Title:** 2024 Visit Mountain Maryland
- **Pages:** 72 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, and to designated distribution centers. We require a four-day notice prior to delivery, with phone and email confirmation.

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, 72 pages plus four-page cover, as specified in the 2024 Guide Specifications	
2	Provide printing services for 80,000 copies, 72 pages plus four-page cover, as specified in the 2024 Guide Specifications	

Additional Items

Item	Description	Unit Cost Per Copy
1	Quantity: Per unit price for +/1 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: _____

Can your company coordinate freight and bulk mailings to our various distribution facilities?

- Yes No