

REQUEST FOR BIDS

July 3, 2015



Dear Prospective Bidders:

The Original Florida Tourism Task Force (a.k.a. Visit Natural North Florida) is seeking bids for printing a booklet. Requirements are described below. Interested parties should respond using only the attached bid form. Facsimile and electronically mailed responses will **not** be accepted. **The bid forms must be submitted to:**

Suwannee River Wilderness Paddling Guide Bid
The Original Florida Tourism Task Force
2009 NW 67th Place
Gainesville, FL 32653-1603

Bids must be received by the Task Force by:

5:00 p.m., Eastern Daylight Savings Time, July 31, 2015

Bids received after the above specified time and date will not be accepted.

1. **Printing Specifications**

I. General Specifications:

- a. Budget: \$16,500 (includes shipping costs)
- b. Quantity: As many copies of the publication as possible within the limitations of the budget. Publications are to be delivered packaged in 25 pound boxes or less, to be delivered to 2009 NW 67th Place, Gainesville, FL 32653-1603. Please note that the budget includes shipping costs. The delivery location does not have a loading dock. Therefore, the Task Force requires lift gate delivery. The Task Force has a pallet jack.
- c. Publication Size: 11 inch by 5.5 inch spiral bound on left 11 inch side.
- c. Unique features – create a **waterproof** publication for use by persons paddling on the river. Any proposed paper/vinyl stock must satisfy waterproof requirement. Cover stock minimum 10 mil, text stock minimum 4.2 mil.

II. Production of Publication:

Successful Bidder shall receive camera-ready electronic version of the brochure.

III. Shipping the brochure shall be listed separately.

IV. All artwork and associated materials developed during the production for the brochure shall become the property of The Original Florida Tourism Task Force, and shall be returned along with any CDs or DVDs to The Original Florida Tourism Task Force with completed materials within one month of publication.

V. Printing and delivery of publication shall be completed by September 30, 2015.

2. Qualifications. The successful bidder selected must have an established record in developing quality printed waterproof materials, booklets and guides. Copyright and/or ownership of all material will belong to The Original Florida Tourism Task Force.

3. Requirements. Please fill out and sign the attached Request For Bid Form. In addition, proposals shall include: a signed copy of the Request For Bid Form and three copies of a work sample packet.

I. SUBMITTAL REQUIREMENTS: Firms desiring consideration for this project must submit their bid and a work sample of a waterproof printed material, booklet, or guide. One of these copies must be a clean, single-side, unbound original that can be used to make additional copies. The bid must, as a minimum, include the following information:

1. Name, address, contact person and telephone number;
2. Number of copies to be printed;
3. Listing of any subconsultants/subcontractors anticipated to be used on this project, including shipping companies;
4. Proof of professional liability insurance; and
5. Fully completed Request for Bid Response Form - see attached form.

II. Upon notification of acceptance, successful bidder shall be required to sign a publishing agreement. Samples shall be provided upon request.

III. Payment schedule shall be as follows:

50 percent after color proof of guidebook
50 percent within 45 days of delivery of shipment of publication

4. Procedure. The successful bidder selected will work directly with a project manager representing The Original Florida Tourism Task Force.

PLEASE MARK ENVELOPE "SUWANNEE PADDLING GUIDE RFB."

All Bids received will be reviewed by The Original Florida Tourism Task Force or their designee. The Task Force reserves the right to accept or reject any bid and to award the contract in the best interest of the Task Force. If you have any questions concerning this matter, please call Steven Dopp, at the North Central Florida Regional Planning Council, 352.955.2200, extension 109 or email dopp@ncfrpc.org.

Sincerely,



Scott R. Koons, AICP
Executive Director
The Original Florida Tourism Task Force

**Request For Bids
Suwannee Paddling Guide Bid Form**

Please submit your quote on the following print job on this form. Please call with any bid related questions.

Bids must be received by The Original Florida Tourism Task Force at the following address:
2009 NW 67th Place
Gainesville, FL 32653-1603

Submit by: 5:00 p.m., Eastern Daylight Savings Time, July 31, 2015

PADDLING GUIDE INFORMATION:

Quantity: As many as possible within the limits of the budget.

Page Count: 72 pages including covers.

Color: All 4 color process.

Page Size: 11 inch x 5.5 inch guidebook, spiral bound on the left 11 inch side (like a book).

Paper Stock: **Waterproof** paper or vinyl stock. Cover to be minimum 10 mil, text to be minimum 4.2 mil.

Bleeds: Yes Photos Yes/digital submission only

Anticipated Timeframe: Camera ready materials will be provided to the successful bidder by August 31, 2015. Printing and delivery of publication shall be completed by September 30, 2015.

PACKAGING:

Box not to exceed 25 pounds per individual box – indicate quantity on outside of each box

SHIPPING:

Ship to: 2009 NW 67th Place
Gainesville, FL 32653-1603

Will Outside vendor be used? _____ If yes, name of proposed vendor: _____

Cost to Ship: \$ _____

Cost to Print: \$ _____

Total Cost: Printing plus Shipping: \$ _____

Number of Copies: _____

Sorry, I will not be bidding on this print job. ☐

Name of Company:	
Address:	
City/State/Zip:	
Contact (Name and Title):	
Telephone:	Email:

Description of job: Suwannee River Paddling Guide

I hereby certify that I am authorized to sign this bid on behalf of the bidder.

_____/_____
Signature Date

_____/_____
Print or Type Name Print or Type Title