The Original Florida
TOURISM TASK FORCE

Visit Natural North Florida

REQUEST FOR BIDS

October 6, 2014

Dear Prospective Bidders:

The North Central Florida Regional Planning Council, on behalf of The Original Florida Tourism Task Force, is seeking bids for printing a fold-out rack brochure. A draft 8.5 by 11 inch color copy of the brochure is enclosed for your information. Requirements are described below. Interested parties should respond using only the attached bid form. FAXED and emailed responses will not be accepted. **The bid forms must be submitted to:**

Springs and More Brochure Bid
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603

Bids must be received by the North Central Florida Regional Planning Council by:

5:00 P.M. Eastern Daylight Savings Time, October 31, 2014

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

1. **Printing Specifications**

I. General Specifications:

a. Quantity: 100,000 copies of the publication. Publication is to be delivered packaged in 25 pound boxes or less, to 2009 NW 67th Place, Gainesville, FL 32653.
b. Publication Size: approximately 18" x 24".
c. Folded Size: 4" x 9".
d. Inks: 4/4.
e. Bleeds: Yes.
f. 80# gloss text weight, white (or equivalent).

II. Production of Publication: Successful Bidder shall receive camera-ready electronic version of the brochure.

III. Shipping costs for the brochures 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 printing.

V. Printing and delivery of publication shall be completed within 30 days of notification of bid award.

2. Qualifications. The successful bidder selected must have an established record in developing quality printed brochures, booklets, or 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 this Request For Bid Form and one copy of a work sample packet.

I. SUBMITTAL REQUIREMENTS: Firms desiring consideration for this project must submit their bid and a work sample of a printed brochure, 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, at a minimum, include the following information:

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

II. Payment schedule shall be as follows:

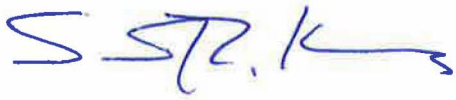
50 percent after color proof of brochure and 50 percent within 45 days of delivery of shipment of publication.

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

PLEASE MARK ENVELOPE "SPRINGS AND MORE BROCHURE RFB".

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

Sincerely,



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

The North Central Florida Regional Planning Council is the fiscal agent for The Original Florida Tourism Task Force

Springs and More Brochure 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 North Central Florida Regional Planning Council at the following address:
2009 NW 67th Place
Gainesville, FL 32653-1603 **Submit by: 5:00 p.m. Eastern Daylight Savings Time, October 31, 2014**

Springs and More Brochure Information:
Quantity: 100,000
Page Count: 1 page foldout, printed on both sides.
Color: All 4 color process.
Page Size: Approximately 18 inches x 24 inches folded into a 9 inch x 4 inch brochure (12 folds). To take advantage of process/paper cost savings, printer may vary dimensions slightly. Must be folded to comply with U.S. Postal Service regulations as a folded self mailer, tabbed on one side only.
Paper Stock: 80 lb gloss stock (or similar) **Bleeds:** Yes **Photos:** Yes/digital submission only
Anticipated Timeframe: Camera ready materials will be provided to the successful bidder by November 7, 2014.

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 an outside vendor be used? _____ If yes, name of proposed vendor: _____
Cost to Ship: $_____

PRINTING:
Cost to Print: $_____ for 100,000 copies.
Total Cost: $_____ (Printing plus Shipping).

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: Springs and More Brochure

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