

**FIVE RIVERS METROPARKS
PARKWAYS MAGAZINE
PRINTING, PROCESSING
AND DELIVERY**

May 2022



409 E. MONUMENT AVENUE 3RD FLOOR
DAYTON, OH 45402

(937) 275-7275

REQUEST FOR PROPOSAL

Five Rivers MetroParks (MetroParks) will receive sealed requests for proposals for **ParkWays magazine printing, processing and delivery**, until **June 17, 2022**, at 409 E. Monument Ave., 3rd Floor, Dayton, Ohio, 45402, Attention: **Director of Marketing and Public Engagement**

MetroParks is accepting sealed proposals for the printing, processing and delivery of ParkWays magazine, which is produced three times annually and distributed via bulk mail by the U.S. Postal Service to all households in Montgomery County, Ohio.

Provide a copy of the proposals in a sealed envelope labeled **ParkWays magazine printing, processing and delivery**. Each proposal shall be signed by the full name and business address of the person representing the bidding company.

MetroParks reserves the right to accept or reject any or all proposals; to waive any informalities or irregularities in the bids received or to accept any proposal that is deemed most favorable to Five Rivers MetroParks, an equal opportunity employer.

INFORMATION FOR BIDDING

Five Rivers MetroParks is requesting competitive bids from vendors with the ability and resources to print, process and deliver ParkWays magazine.

Information About ParkWays Magazine

- ParkWays is produced by Five Rivers MetroParks' marketing department three times a year.
- The magazine is printed during the second half of the months of April, August and December.
- The magazine is distributed to all households in Montgomery County early during the months of January, May and September.
- The print run is 253,000 copies. Print run is subject to change with 30 days advance notice.
- The publication is full color.
- The publication is 8 3/8 by 10 7/8 inches.
- The publication ranges from 28 pages to 40 pages:
 - o Currently, the publication is printed using 60 lb. house No. 4 gloss cover (4 pages) and 35 lb. body stock paper (36 pages) and stapled (three staples) and trimmed.

Five Rivers MetroParks is wanting to examine other options for paper stock in addition to what currently is being used. Paper using recycled content, FSC-certified, and brighter are all desirable features.

Minimum Services Performed Shall Include:

1. Service 1: Print 253,000 copies of ParkWays magazine according to the specs above.
2. Service 2: Preparation and mail shop services for 243,000 copies. This includes bundling by ZIP Code, postage and delivery to the U.S. Postal Service for bulk mail distribution to Montgomery County households.
3. Service 3: Box and deliver 10,000 copies to Five Rivers MetroParks' central division.

The selected bidder shall furnish its own support staff, materials, tools, equipment and other supplies necessary for the satisfactory performance of the work. Neither the vendor nor its personnel shall, at any time or for any purpose, be considered as employees or agents of Five Rivers MetroParks for whose benefit, either directly or indirectly, the work is being performed.

Each bidder must furnish satisfactory evidence that it is capable of successfully meeting the work outlined in this RFP. Each bidder may be required to demonstrate, furnish information and/or proof of sufficient printing and processing experience, adequate equipment, financial resources, facilities, experienced personnel and expertise to perform the services called for by this RFP. The selected vendor shall not commence work until it has obtained proof of all document requirements.

PRICING: The successful vendor will quote prices for printing, proofing, processing and delivering ParkWays magazine three times a year for both the 28 page and 40 page issues. Contractor is to give an **annual price** for full coverage service contract for each year listed. It is understood and agreed that the contract may be extended annually at the prices listed in the original contract and under the same conditions governing the original contract. After the first year, should there be a drastic increase/adjustment in the market and with given notice and mutual agreement a price increase/adjustment may be allowed.

Contract Length & Term: This request is for a three (3) year contract with an option to renew for an additional two (2) years. The initial contract term begins August 2022 and ends July 2025.

Legal and Insurance Requirements

The vendor must ensure that any subcontractor performing under this contract will comply with all applicable laws and regulations pertaining to this contract.

The Contractor shall take out and maintain during the life of this agreement, Workers' Compensation Insurance for its employees and shall furnish a certificate of Workers' Compensation for its employees before the execution of this agreement. No contract between MetroParks and the Contractor shall be created or otherwise exist until a fully executed copy has been serviced upon MetroParks.

The successful Bidder shall be required to purchase and maintain a policy of insurance to protect the successful bidder and MetroParks from claims which may arise from this bid solicitation and contract. Such insurance policy shall be written for not less than one million dollars (\$1,000,000.00) for any person injured in any accident and with a total liability of two million dollars (\$2,000,000.00) for all persons injured in any one accident and in the amount of one million (\$1,000,000.00) for each accident or occurrence as compensation for damage caused to property of others.

Five Rivers MetroParks reserves the right to reject any and all bids for any and all items covered in the proposal form; to waive formalities or defects in bids; to reject the proposal of a bidder, who in Five Rivers MetroParks opinion, is not qualified to perform the contract; or to accept any proposal that it deems to be in the best interest of Five Rivers MetroParks.

Five Rivers MetroParks reserves the right to award this bid to more than one bidder based on the services listed above in the **Minimum Services Performed Shall Include** section.

Termination of Contract: Either party may terminate contract by submitting a written notice thirty (30) days prior to annual contract renewal date.

Evaluation Criteria: Bids will not only be evaluated on price, but on past service experience with Five Rivers MetroParks and/or references, ability to perform service as stated in bid and agreement to contract extension options.

Submission Requirements: Please provide the following information:

- Name, position and contact information of the account representative
- A copy of the contract you would propose to use if selected (MetroParks reserves the right to use another contract)
- Paper samples to be used in actual publication
- A list of client references, preferable from similar-size entities and any other additional information that you believe would be useful in evaluating your business' qualifications
- Statement of payment terms including any late payment penalty

Five Rivers MetroParks is a political subdivision of the State of Ohio and therefore tax exempt. A certificate can be provided to the selected bidder.