

## Request for Quote (RFQ)

### Printer for the 2025 Visit Annapolis & Anne Arundel County Visitor Guide

#### Introduction

Visit Annapolis & Anne Arundel County (VAAAC) is seeking quotes from qualified printing companies to produce our upcoming visitor guide. We are committed to providing high-quality promotional materials to inspire future visitation and enhance the visitor experience in our region. We invite printing companies to submit quotes outlining their capabilities, pricing, and timelines for printing and delivery.

#### Scope of Work

The selected printing company will be responsible for the following:

- Printing of our visitor guide, including cover and interior pages.
- Ensuring high-quality printing with vibrant colors and clear images.
- Providing options for paper stock and finishing that align with our brand and budget.
- Collaborating with our team to finalize the design files and ensure accurate printing.
- Coordinating seamless delivery to multiple end points.

#### Visitor Guide Specifications

Description (requesting quotes for 2 sizes)	96 pages + cover magazine/guide 112 pages + cover magazine/guide
Quantity (requesting quotes for 3 quantities)	110K 125K 150K
Trim	8.125" x 10.75"
Cover Stock (requesting quotes for 2 stocks)	80 lb. gloss coated 100 lb. gloss coated
Body Stock (requesting quotes for 2 stocks)	45 lb. #3 gloss text 60 lb. #3 gloss text
Ink (additional quote for 5 <sup>th</sup> ink cover)	4/4 process, offset, bleeds 5 <sup>th</sup> ink: Cover
Bindery	Perfect Bind

#### Packaging Specifications

Packaging	Carton (recommend 25 lb./carton)
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### **Distribution and Delivery Specifications**

Location	Visit Annapolis & Anne Arundel County	TDS Brochure Distributors	Project Works
Address	26 West Street Annapolis, MD 21401	Priest Bridge Business Park - Crofton Storage Annex 4, Unit 10, 2127 Baldwin Avenue Crofton, MD 21114	791 N East St. Suite 7C Frederick, MD 21791
Quantity (requesting quotes for 3 delivery quantities)	1.) 25,000 2.) 25,000 3.) 25,000	1.) 55,000 2.) 55,000 3.) 55,000	1.) 30,000 2.) 45,000 3.) 70,000
Special Delivery Instructions	No loading dock. Cartons must be manually delivered to basement (down 13 steps). Attn. Tatiana Wells	Liftgate and pallet jack needed. Attn. Tim Toth	Loading dock. Attn. Glen Hannibal

### **Delivery Date**

On or before January 10, 2025

### **Quote Requirements**

Interested printing companies are requested to submit quotes containing the following information:

- **Company Overview:** Provide details about your printing company, including experience, capabilities, and any relevant certifications.
- **Printing Specifications:** Outline your proposed approach to printing the visitor guide, including printing methods, paper options, and any additional services offered (e.g., binding, finishing).
- **Pricing:** Clearly state your pricing structure, including costs for setup, printing, and delivery. Provide options for different quantities noted in the Visitor Guide Specifications section of the RFQ. Only 5% or less over/under run will be accepted.
- **Timeline:** Detail the timeline for the printing process, including proofing, production, and delivery. Ensure alignment with our project deadlines.
- **Samples:** Provide samples of similar projects or examples of high-quality printing work.
- **References:** Include at least 3 references from previous clients who can attest to the quality and reliability of your printing services.

**Response Deadline and Detail**

Quotes should be submitted electronically to [Accounting@VisitAnnapolis.org](mailto:Accounting@VisitAnnapolis.org) (include Visitor Guide Printer in subject line) and must be received by VAAAC no later than 5:00 PM on June 15, 2024. Please ensure that all relevant information is included and clearly presented in your quote.

**Paper samples should be mailed to:**

Visit Annapolis & Anne Arundel County  
Attn. Tatiana Wells  
26 West Street  
Annapolis, MD 21401

**Anticipated Timeline:**

Quote Submission Deadline: June 15, 2024  
Contract Awarded: July 1, 2024  
Project Kick-Off Begins: July 8, 2024

**VAAAC reserves the right to:**

- Reject any quote that is not received by the response deadline or is otherwise nonresponsive to the RFQ.
- Reject any or all quotes submitted in response to the RFQ.
- Request additional information from the company or individual.
- Withdraw the RFQ at any time and for any reason.
- Award the engagement in its sole discretion or make multiple or partial awards.

**All quotes and other documentation submitted in response to the RFQ:**

- Become VAAAC's property unless otherwise noted.
- Will not be returned by VAAAC unless otherwise agreed to prior to submission.
- Must be clearly marked as confidential, if you/your firm considers any material or information contained in its quote or other confidential documentation. VAAAC cannot guarantee the confidentiality of any materials provided in response to this RFQ.

All costs of responding to the RFQ, including making a presentation, if any, to VAAAC and any related expenses, are the responsibility of the responding firm or individual.

**Conflict of Interest:**

The selected printer must be free of any conflict of interest with VAAAC. If a new or potential conflict of interest arises after VAAAC retains the selected printer, the awardee agrees to promptly notify and consult with VAAAC to address and resolve the conflict.

Contact Information: For inquiries or to request additional information, please contact [Accounting@VisitAnnapolis.org](mailto:Accounting@VisitAnnapolis.org).

For a sample of the 2024 Annapolis & Anne Arundel County Visitor Guide, please email [VESpecialist@VisitAnnapolis.org](mailto:VESpecialist@VisitAnnapolis.org) and request rush shipping.

Thank you for your interest in partnering with us to produce our visitor guide. We look forward to receiving your quotes.

**Visit Annapolis & Anne Arundel County**