

Date: June 6, 2019

REQUEST FOR PROPOSAL/BID:

1. 2020 Outer Banks Official Travel Guide Specifications

TOTAL QUANTITY: We are requesting bids on 2 separate quantities

375,000 guides

350,000 guides

TRAVEL GUIDE SPECS:

Option 1: 375,000 total guides

Pages: 88 BODY PAGES + 4 COVER PAGES

Trim Size: 6" x 9.75" finished size

Paper: 50# #4 Matte Recycled FSC 10% PCW (Body);

100# #3 Matte Recycled FSC 10% PCW (cover)

Please send samples of cover and body stock quoted.

Ink: 4/4 Medium

Bind: Perfect binding, cover hinge scored

Distribution: 225,000 copies to be inserted into an envelope (with Getaway Brochure) and be placed into standard cartons, 150,000 will be packed 100 per custom carton on skids.

Travel Guide stuffed in Envelope inserted with Getaway Brochure	225,000
Travel Guide Only (no envelope)	100,000
Travel guide for drop shipment (no envelope or getaway brochure)	50,000
Total Number of Travel Guides:	375,000

PREPRESS: We will send files in a PDF x1a files.

PROOFS: Please describe your process for approvals, the revisions allotted within your proposal cost and how your company handles color proofing/costs.

Option 2: 350,000 total guides

Pages: 88 BODY PAGES + 4 COVER PAGES

Trim Size: 6" x 9.75" finished size

Paper: 50# #4 Matte Recycled FSC 10% PCW (Body);

100# #3 Matte Recycled FSC 10% PCW (cover)

Please send samples of cover and body stock quoted.

Ink: 4/4 Medium

Bind: Perfect binding, cover hinge scored

Distribution: 210,000 copies to be inserted into an envelope (with Getaway Brochure) and be placed into standard cartons, 140,000 will be packed 100 per custom carton on skids.

Travel Guide stuffed in Envelope inserted with Getaway Brochure	210,000
Travel Guide Only (no envelope)	90,000
Travel guide for drop shipment (no envelope or getaway brochure)	50,000
Total Number of Travel Guides:	350,000

PREPRESS: We will send files in a PDF x1a files.

PROOFS: Please describe your process for approvals, the revisions allotted within your proposal cost and how your company handles color proofing/costs.

2. 2020 GETAWAY BROCHURES:

GETAWAY BROCHURES 6" x 9.75" trim size
Paper size prior to fold – 24.00" x 9.75"; 8pg brochure
Paper: 80# grade #3 Matte recycled FSC
Ink: 1/1 Medium
Bind: Inserts into 6.5" x 10.5" envelope with Travel Guide

Number of quantities for 375K bid	225,000
Number of quantities for 350K bid	210,000

Please provide quotes for the insertion of the getaway brochure as follows:
As a free stand alone brochure that will be inserted into envelopes with the travel guide.

PROOFS: Please describe your process for approvals, the revisions allotted within your proposal cost and how your company handles color proofing/costs.

**3. 2020 OUTER BANKS TRAVEL GUIDE & GETAWAY BROCHURE
FULLFILLMENT:**

ENVELOPE FOR STUFFED TRAVEL GUIDES:
Fulfillment only: stuffed guides with 8pg Getaway Brochure

Number of quantities for 375K bid	225,000
Number of quantities for 350K bid	210,000

Envelope Material: 6.5" x 10.5" 2/0 on 28# White Wove Stock Recycled, No Window

Price is based on the following quantities of regular seal envelopes for fulfillment only.

The Outer Banks[®]

VISITORS BUREAU

OUTER BANKS VISITORS BUREAU
One Visitors Center Circle
Manteo, NC 27954
(P) 252.473.2138 (F) 252.473.5777
(Toll-free) 877.629.4386 outerbanks.org

PACKING AND SHIPPING:

Please provide estimated costs for carton, skids and shipping costs (aside from the drop shipments) of remainder guides to the Outer Banks Visitors Bureau on Roanoke Island. Pallets of travel guides shipped to the Outer Banks Visitors Bureau on Roanoke Island cannot exceed 125 pallets total.

Boxed single guides (i.e., those not stuffed in envelopes) on pallets must be no higher than 40" high; Requesting single guide with no envelope to be packed 100 per box; to fit snugly.

Stuffed travel guides with Getaway Brochure can be placed in larger boxes but the pallets cannot exceed 32" in height. Stuffed travel guides should be "flat packed" on a pallet in layers not to exceed 25 per stack (high) with cardboard in between the layers enclosed with a cardboard sleeve & top.

All pallets (boxed and envelope style) should be shrink wrapped.

DELIVERY DATE:

November 12, 2019 please provide a production timeline to achieve this delivery date.

ADDITIONAL INFORMATION:

Include all applicable service charges and sales tax in your proposals as well.

Please send paper samples for the stocks upon which your proposal is based.

Samples of digest size publications you have produced in the past as part of your bids.

The Bureau will not be responsible for any overs or unders on the print run.

List of references and printer equipment list are to be supplied as part of your proposal.

Please share all questions by email rather than by phone. No pre-bid meetings will be granted.

BIDS/PROPOSALS DUE: Monday, June 24, 2019 can be emailed

(travel_guide@outerbanks.org) faxed 252.473.5777, or mailed to the Outer Banks Visitors Bureau, One Visitors Center Circle, Manteo, NC 27954. (Attn: 2020 Outer Banks Travel Guide Bids)