



REQUEST FOR PROPOSAL

Activity Guide Graphic Design Production City of Antioch Recreation Department

This is NOT a Purchase Order

RFP ISSUE DATE: 2/5/2020

RFP DEADLINE: Monday, March 16th, 2020 at 5:00PM

The City of Antioch is seeking proposals from qualified vendors for Graphic Design and Production Services for its Activity Guide that is mailed to residents three times per fiscal year.

All proposals must be received by Julie Martin, Recreation Supervisor by **5:00 PM on Monday, March 16, 2020**. Bids can be e-mailed to jmartin@ci.antioch.ca.us or submitted by mail in a sealed envelope and mailed to the Antioch Community Center, 4703 Lone Tree Way, Antioch, CA 94531 ATTN: Activity Guide Graphic Design Bid. Please use the Request for Proposal Form on the last page of this packet to submit your bid. **It is the responsibility of the vendor to verify the receipt of their bid by the scheduled deadline.**

SCHEDULE:

- Wednesday, February 5, 2020 RFP is issued
- Monday, March 16, 2020 Bids due by 5:00 PM
- Friday, March 27, 2020 Bids Reviewed
- Tuesday, March 31, 2020 Notification of Intent to Award Contract

SUBMITTAL REQUIREMENTS

Vendor agrees to produce the seasonal Recreation Activity Guide, including the design and layout with graphics, photos (stock and City owned) and maps for the City of Antioch's Recreation Department in accordance with the following specifications:

Graphic Design Professional Services: The City of Antioch's Recreation Department intends to establish a term contract with a professional graphic design firm to layout and produce three activity guides approx. 8 ½" x 10 ¾" in size from design concept and production, to completion. Guide will include 4-color process on all pages, exterior and interior.



Design services should include: Template concept, layout/design/digital proofing, print management, print ready PDF's/Web PDF's and stock imagery.

Project Meetings: Contractor will meet with City to discuss each project. If meetings cannot be accommodated, some meetings may be conducted by conference call or other means. Travel time and expenses shall not be billed to the City.

Timelines for Activity Guide for fiscal year(s) 2020-2021 & 2021-2022:

Issue	Pages	Design Production Schedule Dates	Due to Printer
Fall 2020	38	6/29/20 – 7/20/20	7/22/20
Winter/Spring 2021	42	10/19/20 – 11/9/20	11/10/20
Spring/Summer 2021	50	2/8/21 – 3/1/21	3/3/21
Fall 2021	38	6/28/21 – 7/19/21	7/21/21
Winter/Spring 2022	42	10/18/21 – 11/8/21	11/10/21
Spring/Summer 2022	50	2/7/22 – 2/28/22	3/2/22

Contractor will work with the City during the design production schedule dates to proof guide and submit corrections.

Printing: The Activity Guide requires professional printing services, so the Contracted Graphic Designer must work with the City of Antioch's printing vendor. Vendor shall upload final file to printing vendor and provide final PDF File to City.

Samples: Proposers must submit at least 3 samples of work within the last 2 years. City prefers that one of the samples be from a municipal agency publication.

References: A list of at least 3 clients contact names and phone numbers for whom vendor has produced similar publications.

DEADLINE:

Proposals must be received by Monday, March 16, 2020, 5:00PM Proposals received after 5:00PM on March 16, 2020 will not be considered.

AWARD CRITERIA:

The contract will be awarded to the bidder with the lowest total proposed bid, with consideration taken for additional charges. Consideration will be given to bidders whose samples and references demonstrate they are qualified to perform this work. All bidders will be notified of bid results by Tuesday, March 31, 2020. Please note that the City of Antioch has the final determination on the term of the contract.

The selected vendor will be required to do the following:

- Purchase a City of Antioch business license
- Provide insurance in the following amounts:
 - Commercial General Liability Coverage, one million dollars (1,000,000) per occurrence for bodily injury, personal injury and property damage.
 - Automobile Liability, Code 1, one million dollars (\$1,000,000) per accident for bodily injury and property damage.
 - Workers’ Compensation as required by the State of California, and Employers’ Liability Insurance, one million dollars (1,000,000) per accident for bodily injury or disease.
- Sign a contract upon selection as the preferred vendor.

Fiscal Years 2020-2022 Activity Guide Graphic Design Bid

BID DEADLINE: Monday, March 16, 2020, 5:00PM

Fall 2020	Winter/Spring 2021	Spring/Summer 2021	Total
38 pages	42 pages	50 pages	-----
\$	\$	\$	\$
Fall 2021	Winter/Spring 2022	Spring/Summer 2022	Total
38 pages	42 pages	50 pages	-----
\$	\$	\$	\$

RETURN THIS BID FORM, SAMPLES AND REFERENCES TO:

Mail: Julie Martin, Recreation Supervisor
City of Antioch, Recreation Department
4703 Lone Tree Way
Antioch, CA 94531
FAX: (925) 776-3079
Phone: (925) 776-3050
Email: jmartin@ci.antioch.ca.us

The undersigned offers and agrees to furnish the above articles and/or services at the prices and terms stated subject to the general conditions of this bid.

Signature: _____ Date: _____
(Original Signature Required)

Name of Contact Person: _____

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____ Website _____

For More Information contact: Julie Martin at (925) 779-7073 or jmartin@ci.antioch.ca.us