



**REQUEST FOR PROPOSALS
FOR
THE DESIGN AND PRINT PREPARATION FOR THE PRODUCTION OF THE 2022
EXPERIENCE GUIDE FOR BEAVER COUNTY TOURISM**

**BEAVER COUNTY COMMISSIONERS
BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009**

TABLE OF CONTENTS

	<u>PAGE</u>
<u>TABLE OF CONTENTS</u>	1
<u>REQUEST FOR PROPOSALS</u>	2
I. <u>INTRODUCTION</u>	3
II. <u>SUBMISSION OF PROPOSALS</u>	3
III. <u>PROPOSAL REQUIREMENTS</u>	4
IV. <u>PROPOSAL REVIEW</u>	5
V. <u>TENTATIVE CONTRACT AWARD</u>	5
VI. <u>MODIFICATION OR WITHDRAWAL OF PROPOSALS</u>	5
VII. <u>CONFIDENTIAL / PROPRIETARY INFORMATION</u>	5
VIII. <u>REJECTION OF PROPOSALS</u>	6
IX. <u>AWARD CRITERIA</u>	6
X. <u>ADDENDA</u>	6
XI. <u>SCOPE OF WORK</u>	7-8
XII. <u>REQUIRED CONTENT</u>	9
XIII. <u>PAYMENT</u>	10
XIV. <u>INSURANCE</u>	10
XV. <u>BONDS</u>	11
XVI. <u>RFP TIMELINE</u>	11
XVII. <u>REFERENCES</u>	12

REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Commissioners of the County of Beaver, Pennsylvania, is seeking sealed proposals for the Design and Print Preparation for the production of the 2022 Experience Guide for Beaver County Tourism, until 4:30pm, on FRIDAY, OCTOBER 29, 2021, at the office of Wayne Souffrant, Director of Central Services for the County of Beaver, located at:

**BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009**

At that time, proposals will be acknowledged but will not be read aloud nor any prices, etc. disclosed. Proposals received after the proposal receipt deadline will not be accepted. Proposals will be held in strict confidence until evaluated, reviewed and a proposal is accepted.

Copies of this Request for Proposal (RFP) will be available after 10:00am, on WEDNESDAY, OCTOBER 6, 2021, at the office of Wayne Souffrant, Director of Central Services for the County of Beaver, the aforementioned, Beaver County Courthouse, or on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals.

All proposals must be submitted in the format required by this RFP. All timely submitted proposals are valid for acceptance by the County of Beaver and may not be withdrawn for a period of ninety (90) days after the actual date of proposal submittal.

The County of Beaver reserves the right to select, for contract negotiations, the proposal that is determined to be the most advantageous for the County of Beaver, taking into consideration all evaluation factors. Cost is not the sole determinative factor.

This RFP may be canceled or any or all proposals may be rejected, in whole or in part, when it is in the best interest of the County of Beaver.

COUNTY OF BEAVER
BOARD OF COMMISSIONERS

DANIEL C. CAMP III, CHAIRMAN
JACK MANNING, COMMISSIONER
TONY AMADIO, COMMISSIONER

I. INTRODUCTION

The Board of Commissioners of the County of Beaver, Pennsylvania, is seeking sealed proposals for the Design and Print Preparation for the production of the 2022 Experience Guide for Beaver County Tourism. The Board of Commissioners, after reviewing and evaluating all timely submitted proposals, will select the proposal that they deem to have the best interest in the County of Beaver and will award the contract to that vendor.

II. SUBMISSION OF PROPOSALS

Please submit three (3) copies of your proposal to Wayne Souffrant, Director of Central Services for the County of Beaver, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, no later than 4:30pm, on FRIDAY, OCTOBER 29, 2021. At that time, all timely received proposals will be acknowledged but will not be read aloud nor any prices, etc. disclosed. Proposals received after the proposal receipt deadline will not be accepted.

All proposals must be submitted in hard copy either in person, via US Mail or another mailing source (FedEx, UPS, etc.). Proposals that are emailed or faxed will not be accepted. Regardless of the delivery method, the County of Beaver assumes no responsibility for not receiving proposals and all parties should verify that their proposal has been received prior to the proposal submission deadline. Mailed proposals will be treated in every respect as though filed in person and will be subject to the same requirements.

All proposals must be signed by a person authorized to commit the proposer to any and all terms and conditions as specified in this RFP.

All timely submitted proposals may be reviewed and evaluated by any person or firm deemed necessary by the County of Beaver.

All interested individuals submitting proposals, their partners, officers and staff are banned from engaging in any and all practices, or making any promise or agreement, that may in any way limit or restrict competition, or encourage or induce the County of Beaver to make a favorable selection.

All qualified persons, firms or proposers shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. The County of Beaver is an equal opportunity employer. The successful proposer must ensure that they conduct their business in a similar manner and not discriminate as noted above.

III. PROPOSAL REQUIREMENTS

A. Due Date

Three (3) copies of your proposal must be received and in the hands of Wayne Souffrant, Director of Central Services for the County of Beaver, at the address set forth below, no later than 4:30pm, on FRIDAY, OCTOBER 29, 2021. One (1) proposal must be marked as "ORIGINAL".

B. Delivery Address

CENTRAL SERVICES
ATTENTION: WAYNE SOUFFRANT, DIRECTOR
BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009

C. Packaging

Proposals must be sealed in an envelope and marked clearly with:

1. Company Name
2. RFP Title
3. Proposal Submission Deadline (Date and Time)

D. Cover Sheet

A cover sheet must be included with each submitted proposal, to include the following information:

To: County of Beaver

Attention: Wayne Souffrant, Director of Central Services

Date: _____, 2021

Description: Response to RFP – Design and Print Preparation for the production of the 2022 Experience Guide for Beaver County Tourism

From: _____
Company Name and Address

Phone Number Email Address

Signature: _____
Representative / Agent who is legally authorized to bind proposer

IV. PROPOSAL REVIEW

The County of Beaver will review and evaluate all timely submitted proposals. References will be required from three (3) clients the proposer currently services or has serviced in the past six (6) months.

Any submitted proposal grants permission for the County of Beaver to make inquiry concerning the proposer and its officers, solely for evaluation and contract award. Proposals may be reviewed and evaluated by any person(s) or firm(s) that may be deemed necessary by the County of Beaver.

The County of Beaver Board of Commissioners reserve the right to reject any or all proposals, in whole or in part, to negotiate costs (if necessary) or seek additional proposals, to accept any portion of a proposal or to cancel this RFP in its entirety, as they deem appropriate. During the evaluation process, the County of Beaver reserves the right, where it serves the County of Beaver's best interest, to request additional information or clarification about each proposal, to allow correction of errors or omissions, or to require oral interviews and presentations at the Brady's Run Park Recreation Facility.

After all timely submitted proposals have been reviewed and evaluated, a recommendation will be made to the County of Beaver Board of Commissioners, who will make the final award. The Board of Commissioners will award the contract to the vendor whose proposal they deem to be the most advantageous for the County of Beaver.

V. TENTATIVE CONTRACT AWARD

Award of contract shall be made to the most responsible, qualified proposer whose proposal has been deemed the most advantageous for the County of Beaver, taking into consideration the importance of price and other factors. It is expected that the County of Beaver Board of Commissioners will make the final award in the fall of 2021.

VI. MODIFICATION OR WITHDRAWAL OF PROPOSALS

All proposals may be modified or withdrawn by the proposer prior to the established due date and time of proposal submission. Proposals may not be withdrawn for a period of ninety (90) days after the actual date of proposal submission.

VII. CONFIDENTIAL / PROPRIETARY INFORMATION

At the time of submission, all proposals shall be deemed proprietary and confidential, and become property of the County of Beaver. Proposals will be held in strict confidence until reviewed and a proposal is selected. Once the contract is awarded, all timely submitted proposals may become public information.

VIII. REJECTION OF PROPOSALS

The County of Beaver reserves the right to reject any and all proposals, to waive any informality(s) and minor irregularities in proposals received, to accept any portion of a proposal, or to cancel this RFP in its entirety, if deemed to be in the best interest of the County of Beaver.

IX. AWARD CRITERIA

This RFP does not commit the County of Beaver to award a contract, to pay any costs incurred in the preparation of a proposal, or to contract for the articles of goods and services.

An award of contract shall be based on the most advantageous proposal for the County of Beaver. The County of Beaver will base the award on evaluation factors listed below. The County of Beaver reserves the right to reject any or all proposals if the proposals do not satisfactorily meet the requirements of this RFP based on the sole judgement of the County. The County of Beaver will award the contract to the proposer whose proposal it solely deems to be the most advantageous for the County.

Listed below are some of the evaluation factors that may be used in the evaluation process, in no particular order:

1. Experience in providing the services herein requested.
2. Assurance the proposer has the personnel and expertise to carry out the services requested in a timely manner.
3. Proposer has the ability to meet the terms and conditions presented in this RFP. The proposal itself shall be an example of their work.
4. Previous performance, as evaluated by the supplied references.
5. If necessary, any oral interviews and presentations deemed necessary by the County of Beaver.
6. Cost, which serves the best interest for the County of Beaver.

X. ADDENDA

If it becomes necessary to revise any part of this RFP, an addendum will be issued. Addenda will be emailed to any proposer of record and will be placed on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals. It is the responsibility of each submitting proposer to make themselves aware of all addenda issued, since all addenda will become a part of the contract document whether received by the proposer or not.

XI. SCOPE OF WORK

This RFP is for the Design and Print Preparation for the production of the 2022 Experience Guide for Beaver County Tourism. The Marketing Coordinator of the Beaver County Recreation and Tourism Department, Gretchen D'Atri, will be the primary contact for this project (724) 770-2093. The Marketing Coordinator shall facilitate the selected proposer's activities, provide access to relevant individuals and data, and be responsible to review and approve the selected proposer's performance and work.

The Marketing Coordinator of the Beaver County Recreation and Tourism Department shall be neither directly or indirectly responsible for performing any project activities for the selected proposer.

All proofs /edits **MUST** be approved by either the Director or Assistant Director of Recreation and Tourism of the County of Beaver prior to production. Successful proposer must outline how many proofs are included with the development before charges will be incurred.

Any designs, drawings, pictures, maps, etc. provided by the County of Beaver for use in the production of the Experience Guide involves property rights of the County of Beaver and shall be held in strict confidence by the awarded proposer.

A. General Specification Requirements

1. Layout design, general theme, text and formatting, typesetting, custom graphic asset creation, proofing and subsequent revisions based on feedback from the County of Beaver's Tourism staff, and prepress optimization (to ensure swift and east transition to printing).
2. High resolution photography and copy to be provided by the Beaver County Tourism department.
3. Stock photo's, graphics and illustrations (which include attractions / accommodations maps) to be sourced and presented by the successful proposer, if necessary.
4. Successful proposer must be able to keep the schedule and budget the County of Beaver sets for this project.
5. These specification requirements may not describe all items necessary for the production of the 2022 Experience Guide. All items not expressly mentioned, but obviously necessary, shall be furnished by the proposer, as it is not the intent to delineate or describe every detail and feature necessary. Please submit your proposal based on all specification requirements necessary to produce the 2022 Experience Guide.

6. All work completed under this contract will be subject to inspection and approval by the County of Beaver. The County of Beaver reserves the right to reject and refuse acceptance of the work, which is not in accordance with the instructions, data or quality standards of same. Rejected work shall be at the expense of the successful proposer.
7. Proposer should indicate in their proposal the exact format in which they prefer to receive the data and material from the Beaver County Tourism department for this project.

XII. REQUIRED CONTENT

Qualified proposers are encouraged to submit three (3) proposals, in accordance with the requirements of this RFP. The proposals shall be of sufficient detail to describe the following:

A. Introductory Section

1. The name, job title, address, phone number and email address of the primary contact of the proposer submitting the proposal.
2. The name, job title, address, phone number and email address of the person responsible for contract negotiations, if different than above.
3. List by name, job title, phone number and email address the leadership of your firm.

B. Experience

Provide the qualifications and experience of key personnel who may be assigned to this project. Identify each by name, job title and experience.

C. Vendor Overview

Please outline the services that your firm may provide, how long your firm has been in business, any name changes the company may have had, etc.

D. Pricing

Please provide sample pricing for:

1. The design of different sizes (i.e. 6" X 9", etc.) that your firm may be able to produce.
2. Specify pricing for any work not included in the per hour design costs.
3. Specify the per hour cost(s) for the design services.

E. Work Samples

Please provide samples of your firms work that has been completed that are similar to the services being proposed in this RFP.

F. References

See page 12 in the back of this RFP to list three (3) references from clients your firm currently services or has serviced in the past six (6) months.

XIII. PAYMENT

Payment shall be in accordance with the lump sum proposal price approved by the County of Beaver and applications for payment shall be submitted to the Department of Recreation and Tourism, Brady's Run Park Recreation Facility, 121 Brady's Run Road, Beaver Falls, PA 15010, for review and approval. The contract amount owed will be paid after satisfactory inspection of the final product and all services have been completed in accordance with this contract.

XIV. INSURANCE

The successful proposer shall be responsible for all injury(s) to persons, or damage to property, either directly or indirectly, that may result from his operations. The successful proposer shall obtain and pay for such insurance as will protect him from claims under the Worker's Compensation Act and from other claims to damages for personal injury, including death, or from damages to property, either real or personal, which may arise from operations under this contract, whether such operations be by himself or by anyone directly or indirectly employed by him. The successful proposer shall effect and maintain the following insurance policies for the duration of this contract:

1. Worker's Compensation Insurance, including Employer's Liability Insurance, in accordance with the Pennsylvania Worker's Compensation Act.
2. Comprehensive General Liability Insurance, including Products/Completed Operations Liability Insurance, with a single limit per location of \$2,000,000.00, including bodily injury, property damage and personal injury.
3. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired vehicles, with a single limit of \$1,000,000.00, including bodily injury and property damage.
4. Contractual Insurance

The County of Beaver shall be named as an additional insured on the successful proposer's General Liability policy. The successful proposer shall deliver to the County of Beaver, before commencing work under this contract, certificates from insurance companies or their agents, certifying that such insurance is in effect and will not be cancelled during the conduct of the work, without thirty (30) days written notice to the County of Beaver. **Said certificate shall name the County of Beaver, 810 Third Street, Beaver, PA 15009, as Certificate Holder.** The successful proposer shall report and pay all Old Age Benefits and Social Security Taxes and other insurance, as required by State and Federal Law.

XV. BONDS

Before execution of the contract, the successful proposer may be required to submit bonds and/or affidavits to the County of Beaver Law Department, for the faithful performance of this project. All bonds are to be paid by the successful proposer. If any bonds and/or affidavits are required for this project, the successful proposer shall be notified by the County of Beaver Law Department.

XVI. RFP TIMELINE

RFP Available: After 10:00am, on WEDNESDAY, OCTOBER 6, 2021
RFP Due: No Later than 4:30pm, on FRIDAY, OCTOBER 29, 2021
Oral Interviews / Presentations: NOVEMBER, 2021 (if necessary)
RFP Review and Evaluation: NOVEMBER, 2021
Contract Award: FALL, 2021

XVII REFERENCES

Please provide three (3) references from clients your firm currently is servicing or has serviced in the past six (6) months, with work that is similar to what is being asked in this project.

COMPANY #1 _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

COMPANY #2 _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

COMPANY #3 _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

Note: References **MUST** be supplied to the County of Beaver at the time of proposal submittal.