



HIGHLANDS COUNTY

Board of County Commissioners

FORMAL WRITTEN QUOTATION FWQ 16-017

PLEASE NOTE THAT ANY FWQ CANNOT EXCEED THE COUNTY'S THRESHOLD OF \$25,000 FOR A WRITTEN QUOTATION

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS (HCBCC) IS SEEKING SERVICES FROM A GRAPHIC DESIGNER AND/OR PRINTER TO ASSIST THE HIGHLANDS COUNTY TOURISM OFFICE

1. INTRODUCTION:

Visit Highlands County (VHC) is the destination marketing organization that managed by the Highlands County Tourism Development Council (TDC). The mission of the TDC is to promote Highlands County as a friendly, attractive and diverse destination for tourism, thus creating a positive economic impact benefiting the entire community. It serves as a destination marketing organization that works to generate overnight stays, increase tax revenues, stimulate economic growth and strives to constantly enhance the image of Highlands County.

We are currently looking for a graphic design + print individual/firm that print our two new tri-fold brochures: 1) Nature and 2) Attractions.

2. MINIMUM QUALIFICATIONS FOR DESIGNER:

- i. Minimum of eight (8) years of verifiable experience in graphic design
- ii. Bachelor's degree in art, graphic design or related field (Required)
- iii. Copywriting experience helpful, but not required. Copy will be developed by VHC for all pieces, but recommendations/suggestions are appreciated.

3. MINIMUM QUALIFICATION FOR PRINTER:

- i. Minimum of five (5) years of verifiable experience providing commercial printing services

4. REQUIRED DOCUMENTATION:

- i. Completed quote (See page 3)
- ii. W-9
- iii. Copy of Bachelor's degree
- iv. Acord Insurance Form (See requirements in sample agreement)
- v. Local preference affidavit (if applicable)

5. DESCRIPTION OF WORK:

- i. Design new brochure for
 - a. Nature: tri-fold, full color, 8"x11", landscape
 - b. Attractions: tri-fold, full color, 8"x11", landscapeand to also adhere to a brand/identity. Incorporate corporate identity (design, voice, logo, look & feel which will be supplied by Visit Highlands County (VHC). Photos will be provided with some flexibility to design and create new graphics. Use

of stock photos is not encouraged but will be acceptable if our images are lacking. Maintain a consistent look and feel for the TDC's printed materials.

- ii. Develop a template for future flyers, brochures.
- iii. Printing: Printing might be subcontracted by the graphic designer or vice versa, however the price of the graphic design and printing must be included in this quote. Payments will only be made to the graphic designer.
 - a. Print quality: 80# paper, text gloss stock with an ink bleed.
 - b. Brochures are to be delivered to VHC office folded.
 - c. Print orders are to be delivered within ten (10) business days from receipt of approved file. Must provide a proof to Project Manager prior to printing.
 - d. Delivery fee and handling fee must be included with proposed price.
 - e. The minimum order or re-order placed by the County is 5,000 each per brochure.
 - f. Determination of the quantities of the first order will be based on pricing, and will include at least 5,000 each of each brochure.
 - g. Printer must be equipped and have the knowledge and capacity to complete orders of the required quality and quantity within ten (10) business days from receipt of order.

6. REQUIREMENTS:

- i. All final print materials will be owned by TDC (including data files). TDC needs ability to update and maintain files (such as changing date, time, cost, etc.) for future use as needed. Please indicate software used for development so we can check on the cost required to purchase necessary software. Preferred packages would be Publisher, Word or Photoshop. Data files must be delivered to the TDC before final payment can be made.
- ii. All artwork will be owned by TDC – including the ability to use artwork in additional materials (be it print, web, t-shirt designs, electronic media etc.) if we so choose.

7. COMPENSATION/DELIVERABLES:

All costs incurred during services performed are the responsibility of the Vendor to whom the purchase order is issued to. (for example: fees and charges from any sub-contractor, travel, entry fees, parking fees, etc...).

Vendor shall submit an invoice to the Highlands County Tourism Office within five days of confirmation of satisfactory completion by the Leisure Services Director. Invoices for print services are to be submitted within 5 days from delivery.

FORMAL WRITTEN QUOTE FOR FWQ 16-017 SUBMITTED BY:

COMPANY NAME (To Whom the purchase order is to be issued): _____

(The name entered here will be used to confirm the number of years in business on the Florida Department of State Division of Corporation's website (sunbiz.org). Please print the exact name of your corporation as it appears on the company's annual report.)

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

DOCUMENTATION INCLUDED:

W-9 FORM ☐

COPY OF BACHELOR'S DEGREE ☐

ACCORD LIABILITY INSURANCE ☐

LOCAL PREFERENCE AFFIDAVIT ☐

PRICING:

GRAPHIC DESIGN SERVICES: \$ _____
(FOR BOTH BROCHURES AND TEMPLATE)

5,000 EA BROCHURES DELIVERED: \$ _____

10,000 EA BROCHURES DELIVERED: \$ _____

TOTAL (FOR RANKING PURPOSES ONLY): \$ _____

SUB-CONTRACTOR'S NAME: _____

NUMBER OF CALENDAR DAYS FOR DESIGN AFTER RECEIPT OF PURCHASE ORDER: _____

NUMBER OF DAYS FOR PRINT ORDER AFTER RECEIPT OF PURCHASE ORDER: _____

SOFTWARE USED FOR DEVELOPMENT: _____

AUTHORIZED REPRESENTATIVE'S SIGNATURE: _____

AUTHORIZED REPRESENTATIVE'S NAME (Print): _____

THIS "OFFICIAL" FORMS MUST BE COMPLETED AND USED IN SUBMITTING YOUR WRITTEN QUOTE. THE BOARD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL WRITTEN QUOTES OR ANY PARTS THEREOF.

TO BE CONSIDERED FOR THIS QUOTE, FAX OR E-MAIL THIS PRICE SHEET COMPLETED, THE REQUIRED DOCUMENTATION ON OR BEFORE 4 P.M. ON AUGUST 26 2016. ATTN: OLIMPIA LONSDALE, PURCHASING DEPARTMENT, 4320 GEORGE BLVD. SEBRING, FLORIDA FAX # 863-402-6735; EMAIL: OLONSDAL@HCBCC.ORG

FORMAL WRITTEN QUOTATION FWQ 16-017

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS (HCBCC) IS SEEKING SERVICES FROM A
GRAPHIC DESIGNER AND PRINTER

This Purchase Order Contract is made this _____ by and between Highlands County Board of County Commissioners (HCBCC) hereinafter referred to as the "COUNTY", whose address is 600 South Commerce Avenue, Sebring, Florida 33870, and _____ (hereinafter referred to as "CONTRACTOR"), whose address is _____

The Highlands County Board of County Commissioners is to arrange for services to provide the Tourist Development Council (TDC) with graphic design and printing services

For and in consideration of the covenants and conditions contained herein, the parties agree as follows:

1. Upon the issuance of a purchase order by the COUNTY, the CONTRACTOR shall, coordinate with the Highlands County Tourism Office prior to commencing any and all work, as described in this document. Completion shall be determined by the Leisure Services Director.
2. Upon satisfactory completion of project pursuant to a purchase order issued by the COUNTY, the COUNTY shall pay _____ to CONTRACTOR for every event when services were rendered, within (30) thirty days after receipt of CONTRACTOR'S invoice.
4. If any litigation is commenced between the parties concerning the Property or this Contract, or the parties' respective rights and duties hereunder, the prevailing party may recover, in addition to other relief granted, reasonable attorney's fees.
7. No delay or failure by either party to exercise any right hereunder, and no partial or single exercise of any such right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
8. This Contract shall be construed in accordance with and governed by the laws of the State of Florida.
9. This contract shall not be modified or amended except by written instrument signed by COUNTY and CONTRACTOR.
10. Failure to adhere to this contract by awarded vendor would constitute a breach of performance. Award would be made to the next lowest/available submittal with the difference in price being paid by the original awarded vendor.
12. This written contract will be awarded by purchase order (Reference: Section 2.100, page 2.5 of the HCBCC's Adopted Purchasing Manual 8/13/2002.)
14. CONTRACTOR shall be responsible for disposal of all material and shall show proof of disposal at an authorized landfill prior to submitting for payment.
15. CONTRACTOR shall supply proof of insurance (accord form showing Highlands County BCC as additionally insured) for this project before purchase order will be issued.

A. MINOR CONTRACT FOR SERVICE - Contracts that will not exceed thirty (30) calendar days; or where the contract price will not exceed \$25,000; and there are no unusual hazards present.

1. Insurance Requirements

a. Workers' Compensation - to meet statutory limits in compliance with the Workers' Compensation Law of Florida. This policy must include Employer Liability with a limit \$100,000 for each accident, \$500,000 disease (policy limit) and \$100,000 disease (each employee).

b. Commercial General Liability - coverage shall provide minimum limits of liability of \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for:

- * Premises/Operations
- * Products/Completed Operations
- * Broad Form Contractual Liability
- * Independent Contractors

c. Business Auto Liability, if applicable - coverage shall provide minimum limits of liability of \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for:

- * Owned Autos
- * Hired Autos
- * Non-Owned Autos