



Request for Proposals

Printing & Delivery Specifications

January 13, 2022

The Tampa Bay Regional Planning Council is requesting bids for the printing and delivery of the 2022 Disaster Planning Guides. **Specifications may change during document design. Please provide estimates based on the following:**

Description: 2022 Disaster Planning Guides – 8 versions, 5 counties

English Versions: Citrus, Hernando, Manatee, Sarasota, Glades

Spanish Versions: Manatee, Sarasota, Glades

Specifications:

Customer to furnish: PDF or EPS files, Image files: 300 dpi

16-page booklet with an 8-page center foldout (diagrams below).

8.5"x11" pages, or close to that size based on printing capabilities.

50# gloss text throughout

Color ink for the booklet and center foldout – please provide price options for color and black and white County logo on the cover (in past years there was a price differential).

Prepress: Proofs

Binding: Saddle stitched

Prefer Pack in Boxes of 200

Quantities by County:

1. Citrus County: 7,000 English
2. Hernando County: 20,000 English
3. Manatee County: 58,000 English, 16,000 Spanish: 74,000 Total
4. Sarasota County: 50,000 English, 13,000 Spanish: 63,000 Total
5. Glades County: 1,000 English, 500 Spanish: 1,500 Total

Total: 165,500 Guides (minimum). Please provide additional cost per 1,000 guides.

Delivery quotes for 1-4 locations per County to be determined after reaching an agreement on production costs.

Schedule: Source files will be available on or before April 1, 2021 for print proofing. Final PDF files available April 15, 2021. Please provide the proposed production schedule, from receipt of proofs to delivery.

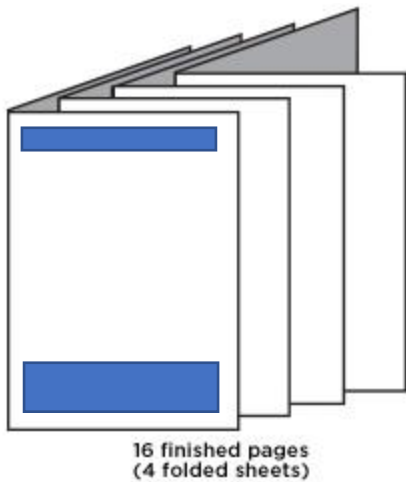
Proposals must be received by 12 PM on Friday, January 28, 2022 via email or delivery. No faxed proposals. All proposals received after 12 PM will be rejected. Respond to Sarah Vitale, sarah@tbrpc.org or 727-570-5151, ext. 27.

The Tampa Bay Regional Planning Council reserves the right to reject any and all proposals.

Design Diagram

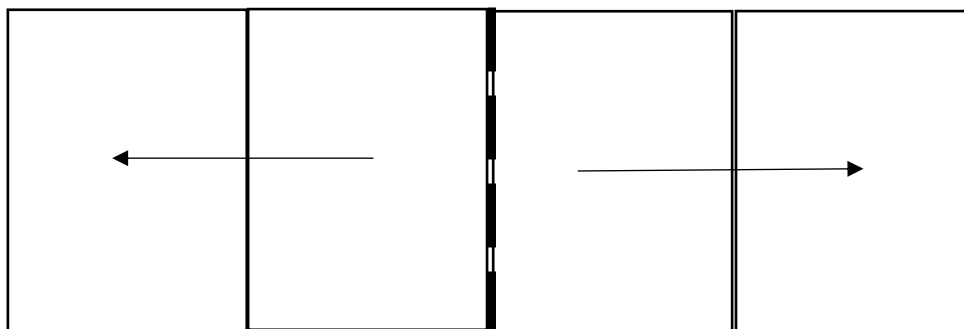
The Guide will be 16 finished pages (4 folded sheets) plus a center foldout (details below).

Aside for areas of the front cover where the County name and logo is placed (indicated in blue below) and the center booklet, the pages are the same text and images across the Guide.

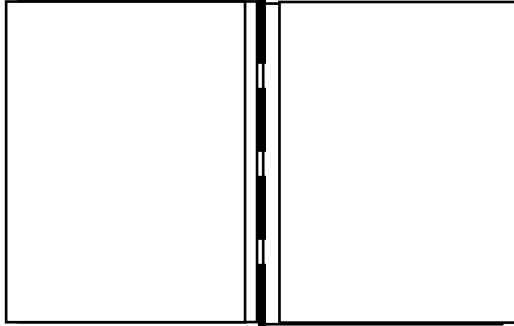


The center foldout is 8 finished pages (2 folded sheets) saddle stitched into the center of the book.

When opened:



When folded:



The center foldout will have unique text, images, and a map for each county.