



2012 World Choir Games Request for Proposal – Printing Services

Summary

The 2012 World Choir Games is accepting proposals for specific products and services required to assist with planning and event operations for the World Choir Games to be held in Cincinnati, Ohio July 4-14, 2012. The purpose of this RFP is to notify businesses of the vendor opportunity, provide a fair evaluation for all candidates and to provide candidates with details of the product(s) and/or service(s) in need.

Proposal Guidelines

This is an open and competitive process. Proposals must be received by **5 p.m., Wednesday, Feb. 29** to be considered.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

For submission instructions, please see Exhibit A. General inquiries can be sent by email in PDF and Word format to: info@2012worldchoirgames.com.

Contract Terms & Timeline

This RFP is only valid for 2012 World Choir Games; Event dates are July 4 – July 14, 2012. Actual product/service need dates may vary from February 1, 2012 through July 31, 2012.

The WCG staff will evaluate all Responses received to determine the most advantageous Response(s) to the WCG | 2012. Responses not conforming to requirements may be eliminated at the WCG | 2012's sole discretion. The remaining submissions will be evaluated based on the criteria described in Exhibit A.

Purpose/Description/Objective

Purpose of this request is to secure products and/or services to be used at the 2012 World Choir Games on a short-term temporary contract basis. See Exhibit A for detailed information on the requested product /service.

WCG/COC has a policy that small and minority-owned business concerns will have the maximum practicable opportunity to participate in the performance of contracts with WCG/COC, including the performance of subcontracts with WCG/COC prime contractors. Accordingly, Contractor hereby agrees that it will assist WCG/COC by making reasonable commercial efforts to carry out such policy (a copy will be provided with contract), to the fullest extent consistent with efficient contract performance.

Organization Overview

The 2012 World Choir Games is an international event that will take place July 4-14, 2012 in Cincinnati, Ohio. The program will be made up of the world championships in twenty-three (23) musical categories with approximately 20,000 participants from more than 70 nations. More info can be found at the official 2012 World Choir Games website: <http://www.2012worldchoirgames.com>



2012 World Choir Games Request for Proposal - Exhibit A

Summary

The 2012 World Choir Games (WCG) is accepting submissions for printing services to be used at the World Choir Games to be held in Cincinnati, Ohio July 4-14, 2012.

Timeframe

WCG is in need of outlined products/services for the following dates:

Begin date: Services needs vary by project. Printing needs will begin in March
End Date: Printing needs will end in late June.

Role of Provider

The 2012 World Choir Games (WCG) is seeking a provider for printing services.

Items Needed*

Quotes needed for the following (PLEASE QUOTE EACH PROJECT INDIVIDUALLY; IF THERE IS A DISCOUNT FOR SERVICES FOR MULTIPLE PROJECTS, PLEASE NOTE THAT):

1. 512 + cover Event Book (Quantity 4,000), 8x10.5 trim size, 70# text, 100# cover (4-color throughout; assume bleeds)
 - o On this item only: Need to know drop-dead file upload date for June 29 delivery.
2. 12x18 posters (Quantity 500), 100# text (4-color, one-sided)
3. 9x6 postcards (Quantity 5,000), 100# cover (4-color)
4. 40 + cover Training Book (Quantity 4,500), 8.5x11 trim size, 60# text, 100# cover (color cover both sides/black & white text)
5. 8.5x11 Awards certificates (Quantity 15,000), 100# text vellum
6. 40 + cover 5x7 Media Guide (Quantity 4,000), 60# text, 100# cover (color cover both sides/black & white text)
7. 5x7 Invitations (Quantity 500), 80# cover (4-color)

Please note, the specific projects and quantities are subject to change. It is not certain we will require all of these services.

Quantities

See above.



Response & Submission Instructions

Respondents shall prepare their Response in the format specified in this section, and shall include the following requested documents in their Response:

- Response Letter
- Description of requested Item(s) and/or Service(s) with pricing
- Timeline and Production Schedule
- References and Event experience

Responses shall be concisely written and the Response Letter shall be signed by an authorized signing officer of the Respondent, and shall indicate name, title, and contact information.

One (1) electronic (PDF) version and one (1) read/writeable Word version of the complete proposal shall be submitted and delivered to WCG by email to: Michael Perry, mperry@2012worldchoirgames.com

Deadline for submission is **5 p.m., Wednesday, Feb. 29**

** Please note that items and quantities are simply estimates to be used as a guideline for pricing purposes. Exact quantities and products will be finalized upon completion of the contract.*