

# Pleasant Hill Recreation & Park District

## REQUEST FOR QUOTE/QUALIFICATIONS



Contact: Jennifer Thoits  
 Marketing & Communications Manager  
 Pleasant Hill Recreation & Park District  
[jthoits@pleasanthillrec.com](mailto:jthoits@pleasanthillrec.com)  
 (o): (925) 937-2707  
 (c): (925) 330-4589

### THE SPOTLIGHT PRINTING REQUEST

The Pleasant Hill Recreation & Park District (PHRPD) is seeking quotations from web-press printers to produce four issues per year of the District's *The Spotlight* recreation guide distributed to 68,000 District residents.

Terms: 2-year contract with District option of up to two, 1-year extensions.

### PUBLICATION DESCRIPTION:

#### 4 Issues/year:

- 1) Winter/Spring (January-April content)
- 2) Special Edition Summer Camp Issue (Youth Summer Camp content only)
- 3) Spring/Summer (May-August content))
- 4) Fall/Winter (September-December content)

#### Production Timeline (Subject to change):

<b>Issue</b>	<b>Receive files from Designer:</b>	<b>Delivery Date:</b>
<i>Winter/Spring</i>		
2020 Issue	November 15, 2019	December 2, 2019
2021 Issue	November 16, 2020	November 30, 2020
<i>Special Summer Camp Issue</i>		
2020 Issue	January 29, 2020	February 10, 2020
2021 Issue	January 27, 2021	February 8, 2021
<i>Spring/Summer</i>		
2020 Issue	February 21, 2020	March 2, 2020
2021 Issue	February 19, 2021	March 1, 2021
<i>Fall/Winter</i>		
2020 Issue	July 17, 2020	July 27, 2020
2021 Issue	July 16, 2021	July 26, 2021

Quantity: 68,000 per issue (CRT sort: ~64,750 qty.; District copies: ~2,900 qty.)

Number of Pages (Subject to change)

Winter/Spring (36 pages, 4 page glossy cover + 32 interior pages)

Special Edition Summer Camp (20 pages, 4 glossy cover + 16 interior pages)

Spring/Summer (40 pages, 4 page glossy cover + 36 interior pages)

Fall/Winter (36 pages, 4 page glossy cover + 32 interior pages)

Size: 8.25 x 10.75

Paper:

Cover: 80# gloss sheeted

Interior Pages: #40 84 Brite (current) or similar/better (whiter & brighter)

Ink:

Cover: 4-Color Process/4-color process

Interior Pages: Full Color

Bindery: Saddle Stitch

Mailing: Postal Route sort (approximately 64,750 qty.)

5 DDU's: Concord, Walnut Creek, Martinez, Pleasant Hill, Lafayette

Office Copies delivered to District Corporation/Public Services Yard at 310 Civic Drive

Packaging: Bundle and skid pack balance

## **QUOTES & QUALIFICATION SUBMITTAL**

Quotes should include the following elements:

- a. Brief description of company, location, key contact and services.
- b. 3 customer references & contact information.
- c. Break down of price quotes by issue and any applicable annual contract discounts.
- d. Paper specification.
- e. A production process timeline.
- f. Production availability confirmation.
- g. Further information may be requested after quotes are submitted and reviewed.

Quotes must be received by midnight (PST), Tuesday, October 15, 2019. Email quotes and qualifications to: Jennifer Thoits, Marketing & Communications Manager, [jthoits@pleasanthillrec.com](mailto:jthoits@pleasanthillrec.com)

The printer will be selected that best fulfills the District's requirements and represents the best value to the District. Delivery and ongoing support are also critical considerations. No single factor, however will determine the final contract award design.

## **QUESTIONS**

All questions regarding this RFQ must be submitted to [jthoits@pleasanthillrec.com](mailto:jthoits@pleasanthillrec.com)

## **GENERAL INFORMATION**

Quotes will not be accepted after Tuesday, October 15, 2019.

This Request for Quote (RFQ) is available on the PHRPD website at [pleasanthillrec.com](http://pleasanthillrec.com). It is the responsibility of the service provider to check back on the website for any additional addenda that may be issued prior to the quote due date.