

2010 ARBORETUM MAP

REQUEST FOR PROPOSAL



**BOONE COUNTY ARBORETUM
BOONE COUNTY, KENTUCKY**

RELEASE DATE: JANUARY 11TH, 2010

2010 ARBORETUM MAP RFP

This document also available online at <http://www.bcarboretum.org/>

BOONE COUNTY ARBORETUM

The Boone County Arboretum (the Arboretum) and the Cooperative Extension - Boone County Office (Extension Office) are issuing this request to obtain proposals for providing professional printing services for a general tourism map product. Cartographic design work will not be required by the vendor. The specifications of the *2010 Arboretum Map* product are detailed in the following sections.

MAP PAPER SIZE

Final Paper Size: 34" (wide) x 25 ½" (tall)

- Margins: ¼" (all sides)
- Map Image Size: 33 ½" (wide) x 25" (tall)

PAPER SPECIFICATIONS

Paper: 80lb White Dull Text Weight

Color: Multi-Color Map

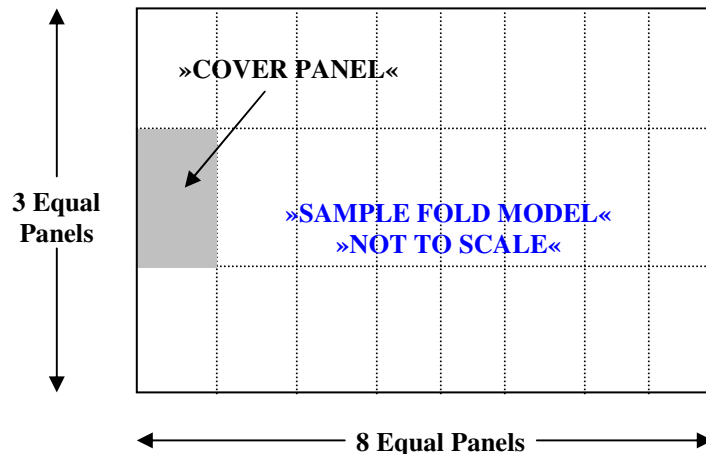
Sides: Two-Sided Map (color both sides)

MAP FOLDING

The final map product shall be folded; please include the cost of folding in the overall bid. Please note in the *Final Deliverable Products* section that the vendor will be delivering **10 unfolded maps**. Additionally, the map Cover Panel shall be the front panel of the map when the map is folded.

Folded Size: 4 ¼" (wide) x 8 ½" (tall)

Fold: 8 equal panels across width
3 equal panes across height



PROOFS

At least one proof of the map will be required to ensure acceptable quality of the final product (one proof shall consist of both sides of the map). The initial proof shall be printed on the selected paper specification, and delivered no later than Monday, March 8th, 2010. The vendor will receive a CD-ROM with a .CDR/.EPS file to create the proof no later than Monday, March 1st, 2010 (FTP through Internet is also available as a delivery option). In the event that additional proofs are needed, please be aware that turnaround time should be kept to a minimum to ensure that April 1st, 2010 remains a feasible delivery date for the final map product. Please specify cost (if any) of additional proofs in the *Vendor Bid Proposals* section. For example, if additional proofs beyond the first one become necessary, outline how costs for additional proofs will be determined.

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FINAL DELIVERABLE PRODUCTS

The Arboretum will purchase a total of **6,500** maps, in the following quantities:

- **10 Unfolded** maps, and
- **6,490 Folded** maps

All final map products must be delivered to the UK Cooperative Extension - Boone County Office at 6028 Camp Ernst Rd, Burlington, KY 41005 by **5:00PM, on April 1st, 2010**.

VENDOR SELECTION DETAILS

All bids for the 2010 Arboretum Map must be received no later than 4:00PM on Tuesday, February 16th, 2010. The completed RFP document shall be delivered, in a sealed envelope, to **Lisa Hoffmann** at the **Boone County Administration Building, Boone County Finance Dept., 2950 Washington St., 2nd Floor - Room 205, Burlington, KY 41005**. Please direct general questions about this project to the Arboretum at (859) 384-4999. Please direct technical questions related to software, cartography, and map export formats to the GIS Services Division at (859) 334-2196. The Arboretum and Extension Office will select a printing vendor by **Wednesday, February 24th, 2010**.

TIMELINE OF IMPORTANT EVENTS

Below is a list of dates that are important for the timely completion of this project. The goal of this timeline is to provide the Arboretum with the completed map order by April 1st, 2010.

<u>Completion Date</u>	<u>Activity Description</u>
1/11/2010 (Mon)	2010 Arboretum Map RFP released
2/16/2010 (Tues)	Completed RFP document due to Finance Department
2/24/2010 (Wed)	Vendor selection by the Arboretum and the Extension Office
3/1/2010 (Mon)	Files for First Proof delivered to vendor
3/8/2010 (Mon)	First Proof delivered to Arboretum
4/1/2010 (Thurs)	Full order of 6,500 maps delivered to the Extension Office

MAP PRODUCTION ENVIRONMENT

The vendor will receive a CD-ROM with a .CDR/.EPS file of the *2010 Arboretum Map* for proofing, and printing, purposes. This .CDR/.EPS file will be generated from the CorelDRAW X4 software environment running on the Microsoft/Windows platform.

- *Map Generation and Cartographic Software:* Map generated with ESRI ArcGIS 9.3.1 software, exported to CorelDRAW X4 for general finishing work.
- *Deliverable Format to print vendor:* **CDR highly preferred (or CDR converted to EPS)**
(Also available: EMF, AI, PDF, SVG, BMP, JPEG, PNG, TIFF, GIF)

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VENDOR BID PROPOSALS

Please provide detailed proposals for the *2010 Arboretum Map* product in this section.

I. VENDOR NAME: _____

Mailing Address: _____

Signature: _____

Phone: _____

Fax: _____

PROJECT CONTACT (NAME & PHONE #): _____

SUBCONTRACTORS (circle **NONE** if there will be no subcontractors working on this project)

1. _____

2. _____

II. WILL YOU ACCEPT .CDR FILES FOR THIS PROJECT (circle one)? **YES** or **NO**

IF **NO**, PLEASE EXPLAIN: _____

III. PRICING OF MAP PRODUCT

<u>Paper Specifications</u>	<u>Quantity</u>	<u>Cost (Including Folding)</u>
80lb White Dull Text Weight	5,000	_____
80lb White Dull Text Weight	6,500	_____
80lb White Dull Text Weight	7,500	_____

Price quotes for all quantities should account for 10 Unfolded Maps, the remainder will be folded.

IV. COST OF ADDITIONAL PROOFS (see section **PROOFS**, or circle **NONE**):

V. ADDITIONAL ANTICIPATED COSTS NOT COVERED IN RFP SECTIONS (explain, or circle **NONE**):

