



The Corporation of
THE TOWNSHIP OF LANARK HIGHLANDS

1.0 PROJECT DESCRIPTION

The Corporation of the Township of Lanark Highlands is seeking quotations from qualified suppliers to design and print the 2012 edition of the Highland Voice, the Township's annual informational publication.

Again this year we are seeking to update the publication (colour schemes, formatting, fonts, etc.) to make it attractive to the user. An electronic copy of the 2011 edition can be accessed on our website at www.lanarkhighlands.ca ('What's New' tab).

2.0 PROJECT DETAILS

- Supplier responsible for all facets of design and lay out of the document, including graphics
- Copy Details
 - 1 PMS throughout + 4 colour process on 4 cover pages (1 colour throughout)
 - provide description of the paper stock and inks to be used, with identification of any environmentally sensitive processes
 - 28 page or 32 page, excluding cover (please quote both)
 - saddle stitched
 - 8 1/2" x 11" format (17" x 11" format folded to 8 1/2" x 11" **or** other format recommended by the supplier
 - 4,100 copies
- All text will be provided to the Supplier by the Township in electronic format
- The Supplier to liaise with municipal personnel as required regarding content development and proofing
- Supplier must provide an electronic copy in a format suitable for mounting on the Township website
- Supplier responsible for print management
- Supplier responsible for shipping the final product FOB to the Township Office in Lanark
- Weight of packaged boxes not to exceed 40 pounds

2.1 MAIL OUT OPTION

- Supplier to print Canada Post Postage Paid Label along with individual Township client's name and address on rear cover.
- Township to provide list of clients with addresses in Word format.

2.2 TIMEFRAMES

- The Supplier must complete the final design and layout for approval by the Township no later than Friday, April 6th, 2012.
- The Supplier must deliver the specified number of copies and the electronic copy to the Township Office no later than April 16th, 2012.

3.0 PROJECT AUTHORITY

For further information regarding all aspects of this RFQ, please contact:

Ross Trimble, Chief Administrative Officer/Clerk

Township of Lanark Highlands

75 George Street

Lanark, Ontario K0G 1K0

Telephone: 613-259-2398 x 222

Fax: 613-259-2291

E-mail: rtrimble@lanarkhighlands.ca

4.0 PROPOSAL VALIDITY

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.

5.0 SUBMISSION OF PROPOSAL

Your proposal must be signed by an authorized official, placed in a sealed envelope clearly identified as “**Request for Quotations – 2012 Highland Voice**”, and addressed to the Project Authority as noted above.

Quotations must be received at this location **NO LATER THAN 12:00 p.m. (Noon), Friday, February 3rd, 2012**. Quotations received after the above due date and time will not be considered, and will be returned unopened to the originator.

6.0 RIGHTS RESERVED BY THE TOWNSHIP

The Township will not be responsible for any costs incurred in the preparation and submission of this Request for Quotation or selection interviews, if required.

The lowest cost quotation will not necessarily be accepted, and the Township reserves the right to accept or reject any or all proposals and/or to reissue the Request for Quotations in its original or revised form.

The Township also reserves the right to cancel this Request for Quotation at any time, without penalty or cost to the Township. This Request for Quotation and the resulting proposals should not be considered a commitment by the Township to enter into any contract.

All rights to the final product, including photographic and text content, shall rest with the Township and may be adapted, revised and reprinted on an ongoing basis at the sole discretion of the Township.

7.0 CONTRACT

The successful individual/firm will be required to enter into a contract with the municipality, in a form specified by the Township and meeting the required terms and conditions established by the Township as specified herein. The successful individual/firm will not have the right to assign the Contract nor any interest therein nor subcontract the performance of any service or the supply of any product without written consent of the Township.

8.0 MFIPPA

The Township of Lanark Highlands is subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township in response to this Request for Quotation may be available to the public. Questions about the collection of Information should be directed to the Chief Administrative Officer/Clerk at the address indicated above.

9.0 EVALUATION & APPROVAL

Quotations will be evaluated by the Chief Administrative Officer/Clerk and a recommendation made to Council for final approval.