

Request for Bids for Print Production Press Services for The Tinker and the Primes 2011 Event Program

The Midwest City Chamber of Commerce Economic Development Department (CEDC), referred to hereafter as the CLIENT, hereby requests bids from companies, referred to hereafter as CONTRACTOR, with superior qualifications and experience in print production press services for the projects noted below. These services are solicited for the purpose of successfully conducting the seventh annual Tinker and the Primes National Business Event. The event is tentatively scheduled for August 8-10, 2011 at the Sheraton Midwest City Hotel at the Reed Conference Center in Midwest City, Oklahoma.

Tinker and the Primes has emerged as a national business event. Its purpose is to promote the business advantages and opportunities associated with Tinker Air Force Base, the Oklahoma City Air Logistics Center, their prime contractors, supply chain management partners, and other area contracting organizations.

A national marketing effort has attracted attendees from Connecticut, California, Canada, Texas and points in between. In 2011, we have substantially reformatted the event into a smaller "Requirements Symposium" format. We expect to attract 400+ attendees to this year's event. We will occupy a very limited exhibition area, and that will be reserved predominately for units on Tinker AFB and other partnering organizations and without a specific fee charge.

The CLIENT will:

1. Provide the CONTRACTOR with content in a mutually agreed upon format.
2. Consult with the CONTRACTOR regarding the development and approval of all work products and hold right of approval for all project timelines.
3. Specifically and especially hold the right to approve the final proof of the Event Program before it is printed.
4. Own all work products with full and unlimited re-use and reproduction rights.

The Selected CONTRACTOR will:

1. Work collaboratively with the CLIENT to insure delivery of proofs and the finished work products in a timely manner. All timelines must be consistent with the CLIENT's event schedule.
2. Provide the CLIENT with a draft/printer's proof of all products at the CLIENT's place of business in a timely manner for review and approval.
3. Coordinate with the CLIENT to select a press run date that will allow the CLIENT to take delivery of the finished work product from the CONTRACTOR at a time and location that will allow the CLIENT to include the event program in the set up of the event registration desk prior to the start of the event. Delivery services are the responsibility of the CONTRACTOR.
4. Provide full print production services for the Tinker and the Primes Event Program:

Bids for print production press services for the event program should be submitted based upon quantities of 800, 1,000 and 1,200 respectively. The CLIENT shall decide upon the final quantity based upon actual registration data available within thirty days of the first day of the event.

Bids for the event program shall be provided for the configurations of the event program as noted below:

DESCRIPTION	<u>Saddle Stitched</u>
Pages:	24 page
Flat Size:	8.5 x 11
Final Size:	8.5 x 11
Prep:	Disk furnished
Proofs:	Blueline
Inks:	4/4
Bleeds:	Yes
Paper:	100# gloss cover / 80# gloss book
Finishing:	Saddle stitch

5. CONTRACTOR's staff and/or sub-contractors shall be available during normal business hours to communicate with the CLIENT as necessary for the timely completion of all work products.
6. CONTRACTOR shall deliver the agreed upon quantities of the Event Program to the CLIENT'S place of business, or another mutually agreed upon location, no later than close of business (5:00 p.m. CDT) on Monday, August 1, 2011. **Failure to deliver all copies of the Event Program to the location to be determined by the CLIENT prior to the specified date and time will result in a "late delivery penalty" of twenty percent (20%) of the total cost of all goods and services agreed to under the Contract for Print Production Services for the Tinker and the Primes 2011 Event Program. The "late delivery penalty" shall be considered as liquidated damages to the CLIENT for undue emotional distress and loss of reputation caused by the CONTRACTOR'S failure to deliver in a timely manner.**

Samples of previous versions of these products are available at the Chamber office located at 5905 Trospen Rd. (adjacent to Hawthorne Suites on I-40 Service Road east of Sooner Rd. in Midwest City). Phone 405.733.3801.

Membership in the Midwest City Chamber of Commerce is a contract requirement for the selected CONTRACTOR.

Responding to this Request:

1. Provide a line-item cost for the Event Program.
2. Bids may be submitted by email, fax, or by mail/express delivery in paper/print format.
 - a. Email bids to David.Burnett@midwestcityok.com
 - b. Express mail bids to: **David Burnett
Midwest City Chamber of Commerce
5905 Trospen Road
Midwest City, OK 73110**

The Process:

1. The CLIENT will review all bids that are submitted in a timely manner. **(Within 10 days of the date at the bottom of this request).**
2. The CLIENT, at its discretion, may request additional clarification prior to final consideration of any and all bids.
3. All contracts for services must be approved by the CLIENT's governing body.
4. CLIENT will issue a Preliminary Notice of Selected CONTRACTOR contingent upon final approval by the CLIENT'S governing body.
5. The date of CONTRACTOR selection will be subject to the meeting schedule of the CLIENT's governing body. CLIENT will act expeditiously in facilitating this approval.
6. It is the CLIENT's intent to select a CONTRACTOR and initiate a contract for services as soon as possible.
7. The CLIENT reserves the right to reject any and all bids.

Prior to approving a Contract for Services with the selected CONTRACTOR or CONTRACTORS, the CLIENT reserves the right to modify this process, to require additional information and/or change its requirements as it deems appropriate.

Contact Information:

David T. Burnett, CEcD
Director of Economic Development
Midwest City Chamber of Commerce
P.O. Box 10980
Midwest City, OK 73140
(405) 733-3801
david.burnett@midwestcityok.com

Physical Address:

David Burnett
Midwest City Chamber of Commerce
5905 Trosper Rd.
Midwest City, OK 73110

PLEASE NOTE: Upon notification of selection, the selected CONTRACTOR will prepare an AGREEMENT FOR SERVICES providing for the stipulations contained herein and such additional or amended stipulations as specified by the CLIENT in the selection notice. The CLIENT reserves the right to have the AGREEMENT FOR SERVICES reviewed by legal counsel prior to executing the AGREEMENT.

Date of this request: February 12, 2011