

REQUEST FOR BIDS

PRINTING SERVICES

BRUNSWICK COUNTY GREENWAY & BLUEWAY PLAN



Bids due by November 2, 2015 at 3:30PM

**Requested By:
Brunswick County Planning Development
P.O. Box 249
Bolivia, NC 28422
910-253-2025**

PROJECT OVERVIEW

Brunswick County is seeking bids for professional printing services for a large quantity of the ***Brunswick County Greenway & Blueway Plan*** (the “Plan”) for county-wide distribution. A companion Request for Proposals for planning and design services in conjunction with preparation of the Plan is being issued simultaneously by the County.

Work on the planning and design of the Plan will begin in November. Completion of the Plan, including formal adoption by the Board of Commissioners and municipalities throughout the county, is expected in June, 2016. It is anticipated that the bidder selected for printing services will receive the final Plan document in June or July, 2016 for printing in accordance with the related contract.

BID REQUIREMENTS

- Brunswick County will provide the ***Brunswick County Greenway & Blueway Plan*** document in digital form for conversion to printable format by the successful bidder.
- The printed Plan is to be 36x26 in full color and a two-sided folded document on high-quality tear-resistant and waterproof paper. Recommend using a 4.2 mil paper.
- Hard copy proof of final document in print format to be approved prior to production printing.
- Price for base quantity of 20,000 copies of the Plan.
- Pricing to print additional copies in standard increments (at time of original printing).
- Cost of additional items (e.g., delivery, etc.).
- Schedule for each job task (time allowances from authorization to proceed).
- Draft contract.
- Contact person and contact information.
- Examples of similar projects.
- References for similar projects.

BID INSTRUCTIONS

- **Deadline**
Bids must be received by **3:30 PM** eastern time on **MONDAY, NOVEMBER 2, 2015**.
- **Submittal Instructions**
Submittals to be clearly marked “PRINTING RFB Response - Brunswick County Greenway & Blueway Plan.”
Five (5) copies of the bid should be mailed or hand delivered to:

Brunswick County Planning Development
ATTN: Kirstie Dixon
75 Courthouse Drive, Building I
P.O. Box 249
Bolivia, NC 28422
- **Project Contact**
Kirstie Dixon, Planner II with the Brunswick County Planning Department. Kirstie can be contacted by phone at 910-253-2027 or by email at kirstie.dixon@bruswickcountync.gov

ADMINISTRATIVE INFORMATION

- a. All bids become the property of Brunswick County Planning Department upon submission and will only be returned at Brunswick County Planning Department’s option. Any restrictions on the use of the data contained within must be clearly stated in the bid itself.
- b. The cost of preparing, submitting and presenting a bid is the sole expense of the bidder. Brunswick County Planning Department is not liable for any costs prior to issuance of a signed contract.
- c. Brunswick County Planning Department reserves the right to reject any and all bids, to consider alternatives, to waive irregularities and to re-solicit a Request for Bids.
- d. Brunswick County Planning Department reserves the right to cancel the RFB in part or in its entirety. This solicitation of bids in no way obligates Brunswick County Planning Department to award a contract.
- e. Brunswick County Planning Department makes no guarantees to any proposing firm until such time Brunswick County approves the negotiated contract.