



## **INVITATION FOR BIDS**

## **SPECIFICATIONS FOR**

# **THE CENTRE REGION PARKS AND RECREATION' ACTIVE GUIDES' ANNUAL PRINTING AND MAILING**

**CENTRE REGION PARKS AND RECREATION,  
CENTRE REGION COUNCIL OF GOVERNMENTS**

**2040 Sandy Drive, Suite A  
State College PA 16803**

CENTRE REGION PARKS AND RECREATION AUTHORITY  
INVITATION FOR BIDS

**State College, PA: Centre Region Parks and Recreation Agency Active Guide.** Centre Region Parks and Recreation, Centre Region Council of Governments hereby gives notice that sealed bids for the printing and distribution of the Active Guide, three times/year, will be received by the Parks and Recreation Director, 2040 Sandy Drive, Suite A, State College, PA 16803, until 1 PM on February 8, 2024. All bids will be opened and publicly read aloud at 1:30 PM at the same location. Bids received after said time will be rejected. Bids shall be submitted in a **sealed envelope** and shall be clearly marked “**Centre Region Parks and Recreation Active Guide.**” The Agency reserves the right to reject any or all bids, to waive informalities in bidding, and to accept the bid most advantageous to the Agency. Specifications and bid requirements may be secured from the Centre Region Parks and Recreation Agency at 2040 Sandy Drive, Suite A, State College, PA 16803 or by visiting <https://www.crpr.org/legal-notices-bids>.

Action on the bids is anticipated at the General Forum meeting of the Centre Region Council of Governments. Questions regarding the printing and mailing specifications may be made by contacting the Parks and Recreation Director, Kristy Owens, at 814-231-3071 or via [kowens@crcog.net](mailto:kowens@crcog.net); all *questions* must be submitted by February 6, 2024, at 5 PM. An addendum will be issued to all interested bidders on February 7, 2024, with all answers to questions submitted by the posted deadline. Late questions will not be answered.

Respectfully,



Kristy Owens  
Parks and Recreation Director  
Centre Region Parks and Recreation Authority

## ADVERTISEMENT FOR BIDDERS

Publish Dates: January 23, 2024, and February 6, 2024  
with Proof of Publication in the Centre County Gazette

**State College, PA: Centre Region Parks and Recreation Agency Active Guide.** Sealed paper bids will be received by the Centre Region Parks and Recreation Authority, 2040 Sandy Drive, Suite A, State College, PA 16803, until 1 PM on February 8, 2024, for printing and distribution of its Active Guide. All bids will be opened and publicly read aloud at 1:30 PM at the same location. All documents and solicitation details are available at <https://www.crpr.org/legal-notices-bids>. Project questions must be submitted by February 6, 2024, at 5 PM; an addendum will be issued on February 7, 2024.

Kristy Owens, Parks and Recreation Director  
Centre Region Parks and Recreation, on behalf of the  
Centre Region Parks and Recreation Authority

## GENERAL REQUIREMENTS

### 1. PREPARATION OF BIDS:

- A. Bids must be made in duplicate upon the prescribed forms. All blank spaces must be filled in as noted, in ink or typed, in both words and figures with amounts extended and totaled, and no changes shall be made in phraseology of the forms or in the items mentioned therein. In case of any discrepancy between the written amounts and the figures, the written amount shall govern. Any bid may be deemed informal which contains any omissions, erasures, alterations, additions, irregularities, of any kind, or items not called for, or which does not contain prices set opposite to each of the several items in the bid forms, or in which any of the prices are obviously unbalanced.
- B. The bidder shall sign the bid in the blank space provided. If the bid is made by a partnership or a corporation the name and address of the partnership or corporation shall be shown together with the names and addresses of the partners or officers. If the bid is made by a partnership, it must be acknowledged by all authorized partners; if made by a corporation, it must be signed by an authorized officer thereof with a certification of authorization attached to the bid.

### 2. CONDITIONS OF WORK:

Each bidder must inform him/herself fully of the conditions relating to the labor under which the work will be performed and will be presumed to have carefully read the printing specifications and to have read and to be thoroughly familiar with the Contract Documents. Failure to do so will not relieve the successful bidder of his/her obligation to furnish all labor, materials, and equipment necessary to carry out the provisions of the Contract Documents and to complete the contemplated work for the consideration set forth in the bid.

### 3. EXTENSION OF CONTRACT TIME:

A delay beyond the Printer's control occasioned by an Act of God, or act of omission on the part of the Owner, by strikes, lockouts, fire, etc., may entitle the Printer to an extension of time in which to complete the work as determined by the Centre Region Parks and Recreation Director, provided, however, that the Printer shall immediately give substantiated written notice to the Director on the cause of such delay.

### 4. LIQUIDATED DAMAGES:

- A. The Printer shall commence work promptly in accordance with these specifications and provided timeline. Printer shall proceed with the work vigorously and diligently to cause completion within the time stipulated in the Contract.

- B. If, in the opinion of the Printer, he/she is delayed by any act or neglect of the Owner, or any representative of the Owner, or by changes in the work ordered in writing by the Owner, or by strikes, lockouts, fire, tornado, or any other cause beyond the reasonable control of the Printer, he/she shall within ten (10) consecutive days from the start of such delay, enter written claim to the Centre Region Parks and Recreation Director that such delay occurred.
- C. Time is expressly declared via the provided timeline for completion of the work covered by the Contract Documents. It is agreed that the Owner may deduct from the contract price and retain as liquidated damages, and not as penalty or forfeiture, the sum stipulated in the accepted contract for each calendar day, Sundays, and Holidays except after date specified for completion of the project, that the entire work is not substantially completed.
- D. The term "substantially complete" as used herein shall be construed to mean the completion of the entire work in strict accordance with all requirements of the printing specifications except minor items which, in the opinion of the Centre Region Parks and Recreation Director, will not interfere with complete and satisfactory use of the facilities.
- E. Liquidated damages or any matter related thereto shall not relieve the Printer of any responsibility obligation under this contract.
- F. Act of God means an earthquake, flood, tornado, or other cataclysmic phenomenon of nature. Rain and wind or other natural phenomenon of normal intensity for the locality shall not be construed as an Act of God and no reparation shall be made to the Printer for damages to the work resulting there from.

5. RESPONSIBILITY OF THE PRINTER:

Unless specifically noted otherwise, the Printer shall furnish all materials and services and perform all the work described by the Contract Documents or shall have all materials and services furnished and all the work performed at Printer's expense. It shall be the Printer's responsibility to pay for all permits, licenses, and any other facilities necessary for the proper execution and completion of the work.

6. INSURANCE, LEGAL RESPONSIBILITY, AND PUBLIC SAFETY:

The Printer shall secure and maintain such insurance from an insurance company authorized to write casualty insurance in the state where the work is located as will protect the Printer, subcontractors, and the Centre Region Parks and Recreation Authority and Centre Region Council of Governments from claims for bodily injury, death, or property damage which may arise from all operations under this Contract. The Printer shall not commence work under this Contract until Printer has obtained all insurance required under this paragraph and shall have

filed the Certificate of Insurance or a certified copy of the insurance policy with the Owner. Each insurance policy shall contain a clause providing that it shall not be canceled by the insurance company without ten (10) days written notice to the Owner of intention to cancel. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Printer's responsibility for payment of damages resulting from Printer's performance and completion of this work.

A. The amounts of such insurance shall be agreed upon by the Owner and Printer but shall be not less than the following:

(1) Workmen's Compensation and Employer's Liability Insurance shall be secured and maintained as required by the Commonwealth of Pennsylvania.

(2) Public Liability, Bodily Injury, and Property Damage:

(a) Injury or death of one person \$1,000,000

(b) Injury to more than one person in a single accident \$2,000,000

(c) Property Damage \$1,000,000

(3) Automobile and Truck Public Liability, Bodily Injury, and Property Damage:

(a) Injury or death of one person \$1,000,000

(b) Injury to more than one person in a single accident \$2,000,000

(c) Property Damage \$1,000,000

## 7. MEASUREMENT AND PAYMENT:

Final payment shall be based on the completed work. The Owner shall take action within thirty (30) days from the date of approval for payment by the Centre Region Parks and Recreation Agency, Centre Region Council of Governments.

CENTRE REGION PARKS AND RECREATION AUTHORITY  
ACTIVE GUIDE PRINTING AND MAILING SPECIFICATIONS

The Centre Region Parks and Recreation Active Guide is a direct mail piece. This brochure is produced three times per year (Winter/Spring, Summer, and Fall), and will be mailed to approximately 32,000 households (no PO Boxes) in the Centre Region (townships of College, Ferguson, Harris, and Patton and the State College Borough), reaching an estimated population of 92,000.

Each guide has a shelf-life of approximately three-four months and contains our Agency's programming, events, park information, registration instructions, and promotions of our paid advertisers.

The 32-page self-cover guide is:

- printed in full color (4/4) to a trim size of 8.25" x 10.75," and with a typical image area of 7.25" x 9.75"
- printed on 60lb. white paper with a matte finish
- #4 paper brightness minimum
- printed with a full bleed cover
- saddle stitched

The Active Guide is mailed using the USPS Non-Profit Certification provided to the Centre Region Parks and Recreation Authority. The Authority will rely on Printer's bulk mailing permit number to be included on document and utilized for mailing services. Please do not include postage costs in your bid.

This bid includes printing and mailing/distribution services only, and the Printer must be able to meet the timeline provided. The tentative distribution is the summer, fall, and winter/spring.

500-document overrun needs to be delivered to Centre Region Parks and Recreation Agency office at 2040 Sandy Drive, Suite A, State College, PA 16803, once Active Guides are delivered to the USPS for distribution.

Centre Region Parks and Recreation Agency requests, if possible, that paper be ordered and stored for the entire printing run (three brochures, 2024-2025) to ensure pricing is set for the entire production, and to ensure pricing meets Printer's quote.

Printer should be able to receive camera-ready documents via Sharepoint or similar source. Master design file (all individual pages), PDFs of individual pages, all clip art, photos, and fonts can be provided to Printer.

One high-resolution blueline proof (via hand-delivery by the Printer) OR electronic proofing is to be provided to Centre Region Parks and Recreation Director; Centre Region Parks and Recreation Director will be responsible for proofing, signing-off on the blueline (with or without any changes) or signing-off on the electronic proofs (with or without any changes), and/or delivering blueline back to Printer.

Centre Region Parks and Recreation would like to utilize an EDDM (saturation), residential only, minus PO Boxes, direct mailing for all Centre Region zip codes including: State College (general, 16801), State College (general, 16803), Boalsburg (general, 16827), PA Furnace (general, 16865), Port Matilda

(general, Patton Township ONLY, 16870), along with direct distribution to DDU with facing slips. Final distribution count must be provided to Owner prior to distribution to coordinate postage. Postage will be paid by the owner. PO Boxes for State College, Lemont, and Pine Grove Mills should NOT be included in this distribution.

An alternate distribution process can be suggested via the quote form.

Printer, via in-house process or through a subcontractor, must provide mail house services including bulk mailing permit. Vendor is to direct Centre Region Parks and Recreation as to exact language to be printed on the mailing window, including permit number, any language for proper distribution, bulk mailing permit language, coding, etc.

Printer, via in-house process or through a subcontractor, must meet proposed delivery timeframe for each brochure per the schedule noted above. If timeframe is not long enough, an alternate delivery schedule should be proposed.



- c. Distribution/Mailing Cost (per brochure/guide) - *Do not include postage*. Mailing costs for one 32-page brochure [EDDM (saturation; no PO Boxes) including DDU delivery, sorting, facing slips, etc.]. Please include this price, separate from the printing costs noted above, and whether these services will be done in-house or by a subcontractor (provide details):
  
  - d. Design/Editing Services Cost (per brochure/guide). The Owner will supply some images and graphics to be used:
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- 6. If design/editing services are selected, please explain if you can turn around a proof for the Agency to review within 2-weeks each time.
  
  - 7. Are there alternative printing sizes or specs that would save on printing costs?
  
  - 8. Are there alternative delivery services that would save on delivery costs?
  
  - 9. Will you be able to provide an in-house bulk mailing permit number to be printed in the Active Guide?
  
  - 10. Will you be able to provide the appropriate Certificate of Insurance and Worker's Compensation documentation, if selected for these services in 2024?