



REQUEST FOR PROPOSAL:

Printing Vendors

ISSUED DATE: 8/1/2024

SUBMISSION DATE: 8/30/2024

RFP COORDINATOR:

Josh Harrison

Chief Operating Officer

VISIT JACKSONVILLE

904-421-9189

100 N. LAURA ST., SUITE
120

JACKSONVILLE, FL 32202

jharrison@visitjacksonville.com

1. RFP Overview

Visit Jacksonville issues this Request for Proposal to select up to three (3) preferred vendors for Fiscal Year 2024-2025, which runs from October 1, 2024, through September 30, 2025. Selected vendors will be included on a "Preferred Vendors List" and given opportunities to bid on printing projects as needed and requested by Visit Jacksonville. Inclusion on the list does not guarantee final purchases from the vendor. However, only vendors selected as preferred vendors for the year will have the opportunity to provide options for purchase. If no vendor on the preferred vendor list has an acceptable option for a needed product, Visit Jacksonville reserves the right to purchase outside the approved list. Visit Jacksonville spends approximately \$50,000 to \$100,000 annually on printing services, with no guarantees on the volume of services purchased from each vendor or equitable sales among vendors.

Overview of Visit Jacksonville's Printing Needs:

- **Marketing Materials:** Brochures, flyers, posters, visitor magazine, etc.
- **Corporate Stationery:** Letterheads, business cards, envelopes, etc.

2. Introduction to Visit Jacksonville

Visit Jacksonville is a Destinations International accredited Destination Marketing Organization contracted since 1994 by the Duval County Tourist Development Council (TDC) to champion the growth of leisure and business tourism in Jacksonville. Additional information can be found at www.visitjacksonville.com.

3. Payment and Terms of Purchase

Payment will be processed by Visit Jacksonville within 30 days of receipt of completed and received products and final invoice for each project.

4. Proposal Specifications

Please address each of the following in a summary paragraph in your response. Submissions not addressing these points will receive zero points for those components. Vendors outside of the preferred criteria listed below may still be considered for the Preferred Vendor list; total points awarded by the evaluating committee will determine those selected.

A. Supplier Location:

- **Preferred:** The supplier must have a primary physical business location within Duval County to ensure local economic support and adherence to local regulations and standards.

- **Preferred:** Where possible, Visit Jacksonville prefers products and services made or performed in the U.S.A.

B. Product Variety:

- **Diverse Product Range:** Suppliers must offer a comprehensive catalog of printing services, including marketing materials, corporate stationery, reports, manuals, and custom merchandise.
- **Quality Amenities:** Suppliers should provide evidence of their ability to offer additional services such as custom product design, environmentally friendly options, and rapid order fulfillment options. Quality should be supported by compliance with relevant industry standards.

C. Quality of Products:

- **High-Quality Standards:** All products must meet a high standard of quality, supported by certifications or proof of compliance with relevant industry standards.
- **Brand Visibility:** All products must provide an opportunity for clear and visible branding of the Visit Jacksonville logo.
- **Product Samples:** Suppliers are required to provide samples of their products for evaluation purposes. Products will be assessed for durability, design quality, and suitability for the intended purpose.

D. Timeliness in Receiving Products:

- **Delivery Commitments:** Suppliers must demonstrate their capability to consistently meet delivery deadlines, including historical data showing adherence to agreed timelines. Please also include any costs for delivering completed printing projects.
- **Rush Orders:** Information on handling rush orders and approximate associated costs should be provided, including expedited shipping options and additional fees.

E. Pricing and Discounts:

- **Competitive Pricing:** Suppliers should provide a detailed pricing structure for all products and services offered, including bulk order discounts and standard pricing policies. Specific price per product information is not needed, just the approximate methodology behind pricing and discounts.
- **Standard Discount Percentage:** A minimum standard discount percentage off goods ordered must be included, applicable to all orders placed by Visit Jacksonville throughout the fiscal year.
- **Benefits:** Details of any additional benefits available for Visit Jacksonville by selecting the company as a preferred vendor.

5. Bid Submission

A. Submission Methods:

via email to: jharrison@visitjacksonville.com

B. Deadline:

DEADLINE: Bids must be received no later than 5:00 p.m., Friday, August 30, 2024. This includes bids delivered via mail or hand delivery. It is the full responsibility of the bidder to ensure that Visit Jacksonville receives the bid by the deadline date and time. Visitor Center operating hours at the in-person delivery location will not be altered for the purpose of bid receiving. Late bids will not be accepted.

C. Questions:

Questions may be submitted via email until Friday, August 9, 2024 at 5:00pm EST, and responses to questions will be sent to all who have submitted an email with an intent to bid by Monday, August 12, 2024 at 5:00pm EST.

Key Dates:

Event	RFP Issued	Intent to Respond and Questions Due	Answers Provided	Proposals Due	Winning Bids Selected No later than
Date	8/1/2024	8/9/2024	8/12/2024	8/30/2024	9/13/2024
Time	12:00 PM EST	5:00 PM EST	5:00 PM EST	5:00 PM EST	5:00 PM EST

6. General Information and Requirements

- A. The proposal must be submitted by a person or officer authorized to submit such a proposal on behalf of the responding entity.
- B. Any changes to a proposal must be made by the respondent in writing and received by Visit Jacksonville before the original due date.
- C. Respondents shall not provide gifts or anything of value nor have any business arrangement with any employee, official, or agent of Visit Jacksonville that might constitute a conflict of interest according to State and Local Government laws and Visit Jacksonville's policies and procedures.

- D. All bids will be kept confidential during the negotiation process.
- E. Visit Jacksonville is wholly committed to equal opportunity for all potential respondents and does not discriminate in its award selection based on race, national origin, religion, age, sex, sexual preference, or handicap status.
- F. If any provisions in the RFP conflict with applicable laws, rules, regulations, or other codes of professional ethics, the latter shall prevail.
- G. Visit Jacksonville reserves the right to reject all proposals. Responding to this request does not guarantee any bidder revenue or compensation regarding this RFP.
- H. Visit Jacksonville shall not reimburse any bidder for any expenses incurred in preparing and delivering its response to this request.

7. Scoring and Evaluation

A. Contracts are awarded based on best value considerations and the vendor's ability to produce a quality product based on experience and sample(s) provided. Bidders should consider all cost components necessary to execute the request and provide a competitive bid addressing all components to be awarded the contract. B. All proposals received by the submission deadline will be evaluated and scored by an RFP committee based on the requirements detailed above. C. All bidders will be notified via email about the acceptance or rejection of their bid and inclusion on the preferred vendor listing for fiscal year 2024-25. Include an email address in the contact information for the company when bidding for primary communication during the process. D. The winning bidder(s) will receive notice no later than Friday, September 13, 2024. E. If no bids received are acceptable to Visit Jacksonville, Visit Jacksonville reserves the right to accept none of the bidders for the projects.

8. Scoring Matrix

Component of Evaluation Point Value Range

Supplier Location	10
Product Variety	25
Quality of Products	20
Timeliness in Delivery	20
Pricing and Discounts	25