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2018 Printer Request for Quote

Issued Date: December 2017

Due Date: 9am CST on January 15, 2018

Email: designcoordinator@downtownwinnipegbiz.com

Intent of Service:

The following Request for Quotes (RFQ) is being issued by the Downtown Winnipeg BIZ to find an interested professional printer to produce print and promotional materials.

The object of this proposal is to select the most qualified consultant/contractor to provide print services conforming to the Downtown Winnipeg BIZ standards.

Please note that the deliverables outlined in the table on the following pages serve as an overview of some materials needed in 2018. Other print materials/one-off requests may be requested in addition to what has been specified in this document, as needed.

Background:

The Downtown Winnipeg BIZ will use these print materials as needed, primarily for BIZ related promotions including marketing and advertising, internal and external communications and more.

Eligibility:

Any interested party, or parties, may submit a response to this RFP.

Printing:

The print deliverables must meet the specifications indicated (e.g. size, material, paper weight, finish, date due in-hand, etc. as applicable).

Specific Deliverables:

Project/Event/Subject	Material Description
Movies Downtown	<ul style="list-style-type: none"> • Handbills – 3.65”W x 8.5”H • 80 lb cover • Satin / matte finish • 5,000 copies
Concert Series	<ul style="list-style-type: none"> • Handbills – 3.65”W x 8.5”H • 80 lb cover • Satin / matte finish • 5,000 copies
Summer Guide	<ul style="list-style-type: none"> • Accordion-fold – 17.5”W x 4.375”H • Brochure paper • Semi-gloss • 5,000 copies
Summer Night Market	<ul style="list-style-type: none"> • Handbills – 4”W x 6”H • 80 lb cover • Satin / matte finish • 2,000 copies
CBC Cooks Local	<ul style="list-style-type: none"> • Handbills – 4”W x 6”H • 80 lb cover • Satin / matte finish • 2,000 copies
2018 Annual Report	<ul style="list-style-type: none"> • Book format, saddle stitch • Number of pages TBD – please quote on 44 and 48 pages (including cover) • Size TBD – please quote on 8” x 8” • 100 lb lynx cover • 100 lb lynx text • Uncoated • 2,000 copies
Holiday Campaign	<ul style="list-style-type: none"> • Handbills – 3.65”W x 8.5”H • 80 lb cover • Satin / matte finish • 2,000 copies

Also, please provide prices for the following (if available):

- Prices for different sizes of coroplast (with print on one side and two sides)
- Prices for different sizes of sintra board (with print on one side and two sides)
- A list of other materials your company is able to produce, and various prices for materials (e.g. vinyl wrap, stickers, magnets, decals, enamel pins, etc.)

Please also provide information on your typical turn-around times.

Sponsorship/Partnership Opportunities:

If you wish to become a sponsor or partner, in exchange for your service the Downtown Winnipeg BIZ can offer value and exposure through our social media accounts, promotional materials, and advertising.

Timelines:

January 15, 2018:	Proposal intake
February 16, 2018:	Project assigned
Throughout 2018:	Product printed and provided to the Downtown Winnipeg BIZ

Proposal Submission:

Please forward your quote via email to Nix Calma, Design Coordinator at the Downtown Winnipeg BIZ via email (preferred): designcoordinator@downtownwinnipegbiz.com

or drop off to:

Downtown Winnipeg BIZ
Attn: Nix Calma
426 Portage Avenue
Winnipeg, Manitoba R3C 0C9

Proposals must be received by **Monday, January 15, 2018 at 9am CST.**

The Downtown Winnipeg BIZ reserves the right to withdraw, at its discretion and at any time, this Request for Quotes.

Late submissions will not be accepted. The Downtown Winnipeg BIZ assumes no responsibility for late proposals.

If you have any questions, please contact Nix Calma at designcoordinator@downtownwinnipegbiz.com or 204-958-4623.