



## **REQUEST FOR PROPOSAL**

Printing of Best Practices 13.0

November 9, 2015

### **BACKGROUND**

The Common Ground Alliance (CGA) seeks to engage a professional services contractor to print and produce the Best Practices Field Manual (Version 13.0). The CGA publishes a new edition of the CGA Best Practices, a 120 page spiral bound manual, every spring with updates that reflect the changes approved during the previous year.

The CGA is a non-profit organization that CGA was created, in part, to promote the concept that underground safety is a shared responsibility and that it is in the public interest to ensure the safety, environmental protection and utility service reliability of underground facilities. The CGA receives financial support from the owners of underground utilities (oil and gas pipelines, electrical power lines, water systems, telecommunications lines, cable television systems and others), excavators, one call centers, equipment manufacturers, the insurance industry, government regulators, the general public and the federal government through the U.S. Department of Transportation, Pipeline & Hazardous Materials Safety Administration (PHMSA).

### **SCOPE OF WORK**

**BP 12.0 MANUAL** - 120 page plus cover spiral bound manual w/ 15 tabs inserted. Prints full color throughout. Will be provided camera ready and loaded to your FTP site with accompanying electronic file. If you have the capabilities, please quote on recycled paper as well as paper noted below.

**QUANTITIES** – 10M 15M 20M

**TEXT** – 120 PAGES- 5.5" X 10" - PRINT FULL COLOR - 2 SIDES - 70# WHITE OPAQUE OFFSET  
MAJORITY IS COPY W/ SOME SCREENS, REVERSES & MINOR BLEEDS

**COVER** – 100# WHITE COATED 2 SIDE COVER  
FRONT & BACK - PRINTS 4 COLOR PROCESS 2 SIDES W/ BLEEDS ALL SIDES  
FRONT IS 6" X 10" - BACK IS 9" X 10" WITH 3" FLAP FOLDING IN TO FINISH 6 X 10

**\*\*\*TABS** – 15 (BREAK DOWN TO 3 SETS OF 5)  
90# WHITE INDEX SIZE - 10 X 5.5 + 1/2" TAB IS MYLAR REINFORCE COATED 2 SIDES  
PRINTS 1 COLOR 2 SIDES ON TAB OR 2 COLOR FOR REVERSE W/ CLEAR MYLAR 2 SIDES

**PROOF** – 2 - MATCHPRINTS OF MANUAL ASSEMBLED INCLUDING TAB PLACEMENT W/ COPY-  
WILL SHIP TO 2 LOCATIONS

**BINDERY** FINISH – FOLD, TRIM, TAB INSERTION PER NOTED PLACEMENT & PLASTIC SPIRAL  
BOUND ON 10 " SIDE - COLOR OF SPIRAL TO BE DETERMINED

**QUOTE ADDITIONAL** – 4 PAGES & 6 PAGES TO ABOVE 120 IF NEEDED

**QUOTE HOURLY CHARGES** FOR ADDITIONAL PROOFS & CORRECTIONS IF NECESSARY

**PRODUCTION TIME** – PROJECTED 20 - 30 WORKING DAYS BASED ON PREVIOUS YEARS  
COMPLETE FILE WILL BE PROVIDED NO LATER THAN 01.22.2016 - **MUST** BE COMPLETED FOR A  
PARTIAL DELIVERY (1000) BY IN HANDS DATE OF 03.01.16 TO LAS VEGAS, NV, WITH  
BALANCE TO ZIP CODE 44406

**DROP SHIPS** – MAY BE REQUIRED TO MULTIPLE LOCATIONS DURING MARCH IF ALL MANUALS  
ARE NOT COMPLETED. FINAL COMPLETION REQUEST IS BY END OF MARCH.  
UPS SHIPPER NUMBER WILL BE PROVIDED FOR DROP SHIPS.

**PACKAGING** – 25 or 30 PER BOX

**FREIGHT** – COST TO BE SEPARATED & NOTED WITHIN BID  
INITIAL 1000 QTY TO:  
SHEPARD ADVANCE WAREHOUSE (for convention)  
LAS VEGAS, NV

BALANCE TO ZIP CODE 44406 – (residential address – quote with lift gate for pallet removal  
from truck)

\*\*\*\*\*PRINTING/FINAL BINDERY MUST OCCUR WITHIN THE UNITED STATES

To view existing manual Best Practice 12.0, please visit <http://commongroundalliance.com/best-practices-guide>.

## **BID PROCESS**

To express an interest in becoming the CGA's contractor for this Scope of Work, please submit the following:

- A statement of capabilities relative to the project described above.
- A description of any relevant prior experience. CGA may request contact information for references.



- Detailed quote to complete the project described above.

All proposals will be reviewed by CGA and CGA's trade print broker.

The successful bidder shall enter into a written agreement with the CGA encompassing not only this RFP and the proposal submitted to the CGA, but also contract terms as would be generally appropriate for this type of arrangement.

**Submitting Proposals:**

Proposals must be submitted electronically by December 1, 2015 at 5:00PM (Eastern). CGA staff will respond with a positive confirmation of receipt.

Send Electronic Copy to:

[proposals@commongroundalliance.com](mailto:proposals@commongroundalliance.com)

*(Electronic confirmation of receipt of proposal will be sent following submittal. Any questions can also be submitted to [proposals@commongroundalliance.com](mailto:proposals@commongroundalliance.com).)*