

INVITATION TO BID ON 2020 SUMMER LIBRARY PROGRAM PRINT AND PAPER ITEMS

The Collaborative Summer Library Program (CSLP), is a consortium of public libraries with a presence in all fifty states, the District of Columbia, American Samoa, Bermuda, Cayman Islands, Guam, Mariana Islands and Micronesia. We work together to provide high-quality summer reading program materials for children, teens, and adults to our member libraries. CSLP produces themes, manuals and works with artists and vendors to produce materials designed for our members to use. Participating libraries can purchase program manuals, posters, reading logs, bookmarks, certificates, and a variety of reading incentives. The result is unified and high-quality promotional and programming products for its 16,000 member libraries. Members have access to the same artwork, incentives, and publicity in addition to an extensive manual of programming and promotional ideas, aimed to promote summer reading for all ages.

The working theme for 2020 will be Fairytales, Mythology, Fantasy. The Collaborative is pleased to work together on behalf of children, teens and adults and looks forward to exploring, with you, ways in which we can help improve the lives of all summer reading participants.

Bids and samples must be sent electronically to ensure that the CSLP vendor committee members have equal access to all bid components. Submissions must be sent to Luke Kralik, Organizational Coordinator, at luke.kralik@cslpreads.org no later than 12:00 noon PST on Friday, April 6, 2018.

The CSLP vendor committee reserves the right to reject any or all bids. After a vendor has been selected, CSLP will enter into a contract with the vendor that incorporates this Request for Proposals, and any agreed upon revisions, by reference and becomes the controlling agreement. CSLP reserves the right to request additional information from any Bidder at any time to and solicit independent third-party confirmation of any information submitted. CSLP also reserves the right to change or terminate this RFP process at any point in time and without notice and makes no commitments, either implied or otherwise, that this process will result in a business transaction with your firm, any other provider participating in this process or any third party.

INSTRUCTIONS TO BIDDERS

1. This is not an order.
2. All bids should include quantity ranges.
3. All bids should include the cost of shipping, handling, and procedures for the same.
4. All bid information must be submitted in an electronic format.

VENDOR INFORMATION WORKSHEET

Vendor Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
Vendor contact person:		
Email:		

LIST THREE (3) REFERENCES WITH WHOM YOU HAVE CONTRACTED A SIMILAR PROJECT WITHIN THE PAST 18 MONTHS

Reference One (Company Name):	
Contact Person:	Title:
Phone:	Email:

Reference Two (Company Name):	
Contact Person:	Title:
Phone:	Email:

Reference Three (Company Name):	
Contact Person:	Title:
Phone:	Email:

Vendor Signature:	
Printed Name:	Title:
Date:	

CONTACT INFORMATION

Proposals, questions and inquiries should be directed in writing to:

Luke Kralik
Organizational Coordinator
Collaborative Summer Library Program
1515 12th Street
Tillamook, OR 97141

SCHEDULE

RFP Issued	February 9, 2017
Deadline to Submit Questions	March 16, 2018
Deadline for Proposal Submission	April 6, 2018
Estimated Date of Contract Award	May 25, 2018
Estimated Delivery Due Date of Requested items	August 16, 2019

QUALIFICATIONS, MATERIALS, AND WORKMANSHIP

1. Bidders will be required to provide at least three (3) references (name of contact persons and phone numbers) of similar sized and scoped contracts during the last eighteen (18) months.
2. Bidders will submit with the bid sample print items which represents work they have performed within the past 18 months.
3. Bidders must provide sufficient information to evidence your suitability to enter into a long-term contract with CSLP. This information shall include years in business, percent of sales this transaction would represent for your business, and any factors that either tend to guarantee financial stability or potentially detract from your ability to execute a long-term agreement.
4. Vendor shall provide a complete, workmanlike, well executed job, consistent with industry standards, and in accordance with the specifications outlined in this RFP.

GUARANTEES

1. All materials furnished under this contract shall be unconditionally guaranteed against any and all defects in materials and workmanship.

INVOICING AND TERMS OF PAYMENT

1. Invoices must be legibly prepared showing the full description and price of work performed. Invoices must be submitted to:
ATTN: Karen Day
Collaborative Summer Library Program
953 6th Place SE
Mason City, IA
50401
2. The payment schedule will be addressed in the Vendor Contract and will be structured to withhold a portion of the final payment until contract is fully satisfied. Bidders may propose their terms, although such terms will not bind CSLP through this RFP.
3. Should your proposal be selected a current W-9 will be required.

GENERAL SCOPE OF WORK

1. Art files will be submitted as vector files (.ai or .pdf) or high resolution raster files (300 dpi, .jpg or .tif) by March 5, 2019
2. Please see the following items, their descriptions and estimated quantities. If you are not able to meet the exact specifications, please provide details for a substitution item/quantity.
3. All items will need to be packaged and labeled to meet the specifications of our yet to be chosen Fulfillment center. Please include these costs and charges in the bid price.
4. Vendors shall guarantee delivery of materials to our Fulfillment center in accordance with the delivery schedule stated in the specifications. All items shall be delivered F.O.B. Destination/Inside Delivery, unless otherwise indicated, with delivery costs and charges included in the bid price.

PRINT ITEMS AND QUANTITIES

1. Please provide itemized price for each item type. If exact specifications or quantity cannot be supplied, please provide specifications, quantity, and price for comparable item.

2. In the event we need to order additional quantities, please provide pricing, turnaround time, and minimum order size for each item type.

Type	Specifications	Quantity Requested
EL Poster	17" x 23" full-color, 100# gloss priced and sold individually.	7,000
Children's Poster	17" x 23" full-color, 100# gloss priced and sold individually.	19,000
Children's Flyer poster	8.5" x 11" full-color, 100# gloss priced and sold in quantities of 100 per package with 2 posters/sheet	2,200 (pkg)
Children's English/Spanish Poster	17" x 23" full-color, 100# gloss priced and sold individually.	4,200
Teen Poster	17" x 23" full-color, 100# gloss priced and sold individually.	10,100
Teen English/Spanish Poster	17" x 23" full-color, 100# gloss priced and sold individually.	2,500
Teen Small Poster	12" x 16" full-color, 100# gloss priced and sold individually.	6,800
Adult Poster	17" x 23" full-color, 100# gloss priced and sold individually.	7,000
Children's Vinyl banner	24" x 60" horizontal format, four process on one side, 12 oz. vinyl, six total grommets for hanging, four grommets in corners and two on top	1,500
Children's Vinyl banner	34" x 90" horizontal format, four process on one side, 12 oz. vinyl, six total grommets for hanging, four grommets in corners and two on top	200
Children's outdoor	23.5" x 17.5" two sided full color plastic sign,	2,800

sign	includes wire stand.	
Children's Reading record timed English & Spanish	8.5" x 11" 2 sided theme design on one side, record on reverse priced and sold in quantities of 25 per package 80# dull/matte finish	20,000 (pkg)
Children's Reading record booklist English & Spanish	8.5" x 11" 2 sided theme design on one side, record on reverse priced and sold in quantities of 25 per package 80# dull/matte finish	30,000 (pkg)
Teen Reading record	8.5" x 11" 2 sided theme design on one side, record on reverse priced and sold in quantities of 25 per package 80# dull/matte finish	7,800 (pkg)
Children's bookmark	2.25" x 7.25" full-color design 80# dull/matte finish Coated on printed side, uncoated on reverse side priced and sold in quantities of 200 per package	10,500 (pkg)
Children's bookmark English & Spanish	2.25" x 7.25" full-color design 80# dull/matte finish Coated on printed side, uncoated on reverse side priced and sold in quantities of 200 per package	3,500 (pkg)
Children's Uncut bookmark	2.25" x 7.25" full-color design 80# dull/matte finish Coated on printed side, uncoated on reverse side priced and sold in quantities of 200 per package	1,200 (pkg)
Teen Bookmark	2.25" x 7.25" full-color design 80# dull/matte finish Coated on printed side, uncoated on reverse side priced and sold in quantities of 200 per package	6,400 (pkg)
Teen English-Spanish Bookmark	2.25" x 7.25" full-color design 80# dull/matte finish Coated on printed side, uncoated on reverse side priced and sold in quantities of 200 per package	1,900 (pkg)
Adult Bookmark	2.25" x 7.25" full-color design 80# dull/matte	6,000 (pkg)

	finish Coated on printed side, uncoated on reverse side priced and sold in quantities of 200 per package	
Childrens Stickers	1.5" diameter White gloss label stock full color design with permanent adhesive up to 5 designs, priced and sold in quantities of 250 per package	15,000 (pkg)
EL Stickers	.75" diameter White gloss label stock full color design with permanent adhesive up to 10 designs, priced and sold in quantities of 1,250 per package	19,000 (pkg)
Iron-on T-shirt Transfers Childrens	5.5" x 6.5" Package of 10	750 (pkg)
Iron-on T-shirt Transfers Volunteer	5.5" x 6.5" Package of 10	500 (pkg)
EL Growth chart	36" x 6.5" full-color theme design priced and sold in packages of 12	850 (pkg)
EL Color Your Own Placemat	11" x 17" theme art Priced and sold in packages of 25	1,500 (pkg)
Childrens Award Certificate	8.5" x 5.5" priced and sold in packages of 25	23,000 (pkg)
Childrens Plastic Book Bag	14" x 16" x 4" white double walled plastic with drawstring full color theme design priced and sold in quantities of 25 per package	26,000 (pkg)
Childrens Magnetic Bookmarks	2.5" x 3" clip over pages - 4 designs (full color) Priced and sold in packages of 12 priced and sold individually	2,400 (pkg)
Childrens Note Pad	3" x 5" pad - theme design priced and sold as individual pads with quantities of 50 sheets per pad	3,000
Teens Sticky Note Pad	2" x 3" pad - theme design, sticky note priced and sold as individual pads with quantities of 50 sheets per pad	1,600
Childrens Pencils	#2 pencil with eraser, one-color theme	21,000 (pkg)

	design/slogan priced and sold in quantities of 12 per package	
Childrens Mobile	Cardboard printed on both sides with artwork same style as poster at least full-color art - at least 7 pieces, largest piece 24" x 9.5"	1,800
Childrens Bulletin Board Decorator	Sheet 1 and Sheet 2, 19" x 25", 12 pt C1S cover, 4/0 plus varnish die cut, ship flat, sheets have a total of at least 8 pieces, largest piece 24" x 9.5" Full color	2,500
Childrens Stand up Character	Four color digital print, 45" x 29", die cut, mounted to corrugate with easel stand	1,000
Childrens Temporary Tattoos	2" diameter, priced and sold in quantities of 50 per package	4,000 (pkg)
Childrens Window Cling	Full color, at least 7 pieces, largest piece 10.875" x 7.375"	3,500
Childrens Door Hangers	3.25" x 8.25 Four color, plus aqueous coating on one side, 10 pt C1S, die cut trim, shrink wrap, pkg. of 50	2,300
Childrens Floor Decals	6" x 8" vinyl self-adhesive, die cut Priced and sold in quantities of 10	1,200 (pkg)
Childrens Magnetic Picture Frame	Full color, 4" x 3.25" pkg of 12	1,700 (pkg)
Childrens Painting Sheet	8.5" x 11, with paint palette at the top of page - pkg. of 10	6,500 (pkg)
Childrens Balloons	9" assorted colors with theme, pkg of 10	2,000 (pkg)
Childrens Newspaper	11" x 17" newsprint. Features activities, word games, puzzles and more. Priced and sold in quantities of 25	6,600 (pkg)
Childrens Paper Bags	5" x 10" x 3.25" full color theme artwork Priced and sold in packages of 12	5,000 (pkg)
Childrens Color Your Own Posters	17" x 22" poster that fits theme for kids to color and personalize Priced and sold in packages of 25	2,700 (pkg)

WARRANTY AND DISCLAIMER

1. Vendor will certify that all Products are lead free, safe for children and comply with all applicable state and federal regulations, including, but not limited to, U.S. Consumer Product Safety Commission (“CPSC”) requirements. Vendor will provide the certification required by this paragraph to CSLP no later than October 1st of each Program Year do be defined in the contract for the Products that will be distributed in the following Program Year. If, at any point, it is determined that the Products are unsafe for children and/or do not meet the certification, Vendor will be responsible for recalling, removing and replacing the unsafe Products, educating the public about the danger of the unsafe Products, disposing of the unsafe Products and reporting the unsafe Products to applicable regulatory agencies as required by applicable regulations and laws.
2. Vendor will only sub-contract with companies that are certified or identified as businesses that do not use child or slave labor, provide humane working conditions and pay a fair market rate to their workers. Vendor will provide evidence that this condition is met, which is satisfactory to CSLP, no later than October 1st of each Program Year for the products that will be distributed in the following Program Year.
3. All artwork, illustrations, slogans, and logos are owned by CSLP and are protected under all applicable United States copyright and trademark laws.
4. Vendor may only use the images submitted by CSLP for the items authorized and ordered by CSLP.
5. Finished items determined to be flawed or of second quality by the Vendor or the Vendor’s manufacturer and not delivered to CSLP shall not be disposed of or sold by the Vendor or the Vendor’s manufacturer without written authorization of the Organizational Coordinator.
6. Both CSLP and the Bidder agree that the information in this RFP and in responding proposals is confidential information and shall not be disclosed to third-parties beyond those required to fulfill the terms of the proposal. The Bidder also agrees not to disclose this RFP or any portion of the information contained herein to anyone other than its employees and employees of wholly owned subsidiaries and/or approved subcontractors that are directly involved in preparing the response to the RFP. This RFP is furnished for evaluation purposes only.