

## Background

The West Shore Chamber of Commerce is seeking proposals for the printing and mailing of approximately 725 invitations, as well as the printing of approximately 300 programs for our Luminary Awards Luncheon. The program content and the invitation design will be provided in a high-quality print .pdf file by the Chamber. We are looking to mail out the invitation the week of July 8<sup>th</sup> and have the programs printed and delivered by August 23<sup>rd</sup>.

## Opportunity for Trade

The Chamber is willing to offer a trade supporting sponsorship for the printing and mailing of the invitations and the printing of the programs. In exchange, for this sponsorship, valued at \$1,500, the Chamber is offering:

- Business listed as Printing Sponsor on Event Page of Website
- Business listed as Printing Sponsor on Invitation
- Registration for Four People at the Event
- Full Page Ad in Program
- A Detailed Attendee List following the Event

The Chamber will consider all request for proposals regardless of whether it is a paid or traded services proposal.

## Invitation

- Print
  - 7" (H) x 5" (W)
  - Color
  - 80# accent for the invitation
  - A-7 envelope to mail the entire invitation with the Chamber's logo and return mailing address
- Postage
- Any Other Fees

## Program

- Print
  - 8 1/2" (H) X 5 1/2" (W)
  - Color
  - Similar paper as was used for the invitation
  - 1 Cover + Approximately 7-8 pages (page count depends upon sponsorship support, page range quotes appreciated)
- Any Other Fees

## Selection Criteria

Decision awarded based on the following criteria in no specific order or priority:

- Price/Ability to Trade Services
- Quality
- Member of West Shore Chamber of Commerce (Required)

**Proposal Outline and Instructions**

Proposals must be submitted electronically in a Word or PDF file. Proposals will only be accepted from West Shore Chamber of Commerce members. To inquire about membership, please contact the Chamber office at (717) 761-0702.

Proposals should include:

- Proposal form or a cover sheet that includes identical information
- An itemized price list for each item described in the RFP.

If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid. Notification will be provided to all those submitting following the selection.

**PROPOSAL SUBMISSION FORM**

It is acceptable to use a typed coversheet with the SAME information in lieu of this form.

Name of Primary Contact:	
Company:	
Phone:	Email:
Address:	
City:	State: Zip:

Note: Proposals will only be accepted from West Shore Chamber of Commerce Members.

References:

1.
2.
3.

**Proposal Check List**

This proposal includes:

- Itemized quotes on the following:
  - Print
    - Invitation
    - Program
  - Postage
  - Any Other Fees
  - Grand Total

**Proposals Deadline:** Noon, Friday, February 8, 2019

**Emailed To:** [krystin@wschamber.org](mailto:krystin@wschamber.org)

**Subject Line:** 2019 Luminary Awards Printing & Mailing

**If, after emailing a proposal, you do not receive a reply email within 24 hours confirming receipt, please call (717) 761-0702 for confirmation of receipt. Proposals which are incomplete and/or received after the deadline will not be considered.**

If any changes are made to the specifications, those who quoted will be notified and asked to provide an updated bid. Notification will be provided to all those submitting following the selection.