

REQUEST FOR PROPOSAL COBB COUNTY VISITORS GUIDE

Cobb Travel & Tourism is seeking proposals from qualified firms for the production of the 2021-2022 Cobb County Visitors Guide.

The submittal consisting of the original proposal and one additional copy must be received by Cobb Travel & Tourism no later than 5 p.m. on Wednesday, March 31. All proposals received after that date and time will not be accepted. Proposals are to be mailed or emailed to Lindsey Burruss, Vice President of Marketing and Media, Cobb Travel & Tourism, One Galleria Parkway, Atlanta, GA 30339 or lburruss@travelcobb.org. Cobb Travel & Tourism is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the firm to ensure that its proposal reaches Cobb Travel & Tourism by the designated date and time.

INQUIRIES CONCERNING RFP

Questions or comments related to this RFP should be directed to:

Lindsey Burruss
Vice President of Marketing and Media
678-303-2627
lburruss@travelcobb.org

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals.

The awarding authority for this contract is Cobb Travel & Tourism. The bid will be awarded by Thursday, April 1.

BACKGROUND

It is the intent of Cobb Travel & Tourism to enter into a contract for the procurement of services for the production of the 2021-2022 Cobb County Visitors Guide.

SCOPE OF SERVICES

Cobb Travel & Tourism is seeking production of the 2021-2022 Visitors Guide. The guide will be produced in a four-color format measuring 6.75" x 10" and containing a minimum of 65 pages. Copywriting/design/production will be the responsibility of the selected vendor.

Cobb Travel & Tourism Partners will be listed in the guide at no cost to Cobb Travel & Tourism or its partners. The guide will be posted on the Cobb Travel & Tourism website, travelcobb.org, as a flip book at no additional charge.

A sample of the current guide will be made available to the selected vendor along with additional idea samples. The selected vendor will be entirely responsible for all costs associated with the publishing of the guide including design, writing, editing, scans, printing and central delivery to Cobb Travel & Tourism. This will include researching and ensuring that only partners of Cobb Travel & Tourism are accurately represented in the guide. **The in hands date for the visitor guide is May 17, 2021.**

Cobb Travel & Tourism will manage and fulfill all distribution and individual requests for the visitor guide. All contents of the editorial pages are subject to the approval of the Publisher and Cobb Travel & Tourism. Cobb Travel & Tourism will have the final approval rights on all content of the guide.

Please include samples of work that you done similar to this publication along with your proposal.

GENERAL CONTRACT TERMS AND CONDITIONS

Cobb Travel & Tourism reserves the rights to accept or reject any or all proposals, to waive informalities, and to award the contract as deemed in its judgment to be in the best interest of Cobb Travel & Tourism.

To be considered for selection, firms must submit a complete response to this Request for Proposal. Failure to submit all information requests may result in the rejection of the incomplete proposal.

Proposals shall be signed by the individual or in the case of a firm by an authorized representative of the firm. Each copy of the proposal, and accompanying documentation, should be bound in a single volume.

Cobb Travel & Tourism does not discriminate against any person, in accordance with the federal, state, and local regulations. This contract for services will continue for the period of the contract, unless ended prior to the contract date under a mutual agreement between the parties listed herein.

Cobb Travel & Tourism reserves the right to negotiate contract terms with the successful firm other than specifically stated in the RFP in the best interest of Cobb Travel & Tourism, and agreed to by the individual or firm. By submitting a proposal in response to this Request for Proposal, the Firm represents they have read and understand the Scope of Services.

A proposal may be modified or withdrawn by the Firm any time prior to the time and date set for the receipt of proposals. The Firm shall notify the Vice President of Marketing & Media in writing

of its intentions. No proposal can be withdrawn after the time set for the receipt of proposals and for 30 days thereafter.

This agreement and each of its terms and conditions shall be construed in accordance with and governed by laws of the state of Georgia.