



CORPORATE SERVICES - Tourism

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QUOTATION FOR GRAPHIC DESIGN

CLOSING DATE: 3:00:00 p.m. Local Time, Wednesday, April 25th, 2018

_____/I/We, the undersigned, are pleased to submit this quotation for Graphic Design for the 2018 Visitor
 Initial Guide Magazine for the United Counties of SDG.

_____/I/We included a resume of relevant information, a digital portfolio (a link is fine).
 Initial

_____/I/We hereby confirm that I/we have read and accept the details outlined in the "Conditions"
 Initial provided with this form and have incorporated any and all respective costs in the following bid for consideration:

	DESCRIPTION	QUANTITY	PRICE
A	Graphic Design for Visitor Guide Magazines	64 page + cover Flat size: 8" x 16" / FINISHED SIZE: 8" x 8"	\$

Optional Prices (Quotation will be awarded based on Price A)	
Hourly rate for additional design services	\$

Above price to include any and all associated costs exclusive of H.S.T. which will be paid as a separate item.

Company: _____

Address: _____

Name: _____ **Position:** _____

Signature: _____

Phone: _____ **Fax:** _____ **Email:** _____

W.S.I.B.

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid, pursuant to the Workplace Safety & Insurance Act. The Contractor shall also be required to supply the County with a "Certificate of Clearance" issued by the Workplace Safety & Insurance Board. This certificate, along with the insurance certificate, must be received by the County with the signed contract agreement. Updated "Clearance Certificates" shall be provided as required.

CONDITIONS - QUOTATION FOR GRAPHIC DESIGN

Scope of Work

We are requesting a written quotation to provide graphic design services for the following projects:

1. SDG Visitor Guide

With direction from the SDG Tourism Coordinator; design the annual SDG Visitor Guide which will include design of community ads (if required) and map to ensure consistency throughout the publication. The final PDF will be made available online. Throughout the year there will be updates to dates and information. All files will be the property of the County and will be required to be uploaded to a shared drive.

Please ensure your quotation includes a sufficient allotment of time associated with preliminary and ongoing discussion on design--between all parties.

Final print discussion and any additional adjustments required on effort is expected to be carried through between the designer and the printer directly. Ensure that you have allotted enough time in your quote for this purpose, as this effort will be considered within scope of your quote for the total job.

2. General Graphic Design

Support for designing print and online collateral from beginning to end, ongoing requests for enhancement to existing collateral or templates that the Economic Development/Tourism team can work within to add/change text/photos. This will include document design and updates, such as The Community Profile..

Examples of previously produced publications can be viewed on the Economic Development and Tourism websites found at sdgcounties.ca and whereontariobegan.ca.

Project Timeline

The term of service will be from May 1, 2018 to January 31, 2019, with the option to extend the agreement for three (3) additional one-year periods based on need, performance, and funding availability.

Schedule

Basic Layout:	May 31, 2018
Final Ads:	October 1, 2018
Draft 1:	October 1, 2018
Draft 2:	October 15, 2018
Draft 3:	November 1, 2018
Draft 4:	November 15, 2018
Draft 5:	December 1, 2018
Final Proof:	January 1, 2019
Printer:	January 15, 2019

Submission Process

Please direct any questions before April 20, 2018 and submit your written quotations **via email** no later than **3:00 p.m. on April 25, 2018** to:

Shauna Baggs
Tourism Coordinator
The United Counties of Stormont, Dundas and Glengarry

Payment

Please submit detailed invoice. The normal terms of payment for the Corporation will be net thirty (30) calendar days.

General Requirements

The Contractor shall provide all labour, equipment and material required to do the work to the satisfaction of the County.

The work shall meet the approval and satisfaction of the County.

Period of Contract

The project should be completed by January 1, 2019. All files should be properly uploaded to the printer by January 15, 2019. The printer will be selected through RFQ in October 2018.

The County reserves the right to extend the contract with the successful bidder for a further period of up to three (3) years, provided terms satisfactory to the parties can be agreed upon.

This agreement is not exclusive and additional design services may be requested.