



**SOLICITATION – TULLAHOMA MAGAZINE with CHAMBER DIRECTORY and INSERTED MAP**

PART A – TERMS and CONDITIONS

1. Solicitation number: TACC-2018-M-001
2. Type of Solicitation: Sealed Bid
3. All offers are subject to all terms and conditions contained in this solicitation.
4. Sealed offers containing 1 original and 2 copies shall be delivered to the Tullahoma Area Chamber of Commerce (TACC) office located at POB 1205, Tullahoma, TN by **Wednesday, August 1, 2018 at 3:00 pm**. Late submissions and fax copies shall not be accepted. **(PLEASE INCLUDE AT LEAST ONE SAMPLE OF A COMPARISON PUBLICATION BY YOUR ORGANIZATION.) ALSO NOTE THAT TACC MEMBERS ONLY ARE TO BE TARGET FOR AD SALES AND AN EFFORT MADE TO REACH OUT TO NEW MEMBERS WHO HAVE NOT BEEN FEATURED IN PREVIOUS EDITIONS.**
5. Payment: Payment shall be submitted to the TACC within 60 days of satisfactory completion of all work as set forth in PART D, and shall cite the contract number, and the contract amount.
6. Modification to the contract shall only be in writing and must be agreed to in writing by both parties. Only Lisa Claudio, and/or TACC Employees (Hope Sartain, Michael Reid, and Jennifer Young) are authorized to make modifications to this contract as representatives of the TACC.
7. Warranty: The bidder warrants to the TACC that in performing the services hereunder, the services shall conform to all applicable laws, codes; the term and conditions of this Agreement; and the bidder shall exercise the highest degree of thoroughness, completeness, and care customary in the industry.
8. Liability: The bidder agrees to indemnify and hold harmless the Tullahoma Area Chamber of Commerce from and against all claims, losses, damages, costs, and expenses (including attorney fees) related to injury and/or death to any person or damage to any property resulting from or arising in connection with the services performed by the bidder under this Agreement.
9. Bond: Not required for these services.
10. In compliance with the above, the undersigned agrees, if this offer is accepted within 30 calendar days from the date for receipt of offers specified above, to furnish any or all items which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

P.O. BOX 1205  
TULLAHOMA, TN 37388  
PHONE 931.455.5497

FAX 931.455.5350

EMAIL [TULLAHOMACHAMBER@TULLAHOMA.ORG](mailto:TULLAHOMACHAMBER@TULLAHOMA.ORG)



\_\_\_\_\_  
Name and Title of Person Authorized to sign offer (Type or Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART B – SUPPLIES/SERVICES and PRICES/COSTS**

1. The contractor shall, during the period of time specified in PART C, hereof, furnish the necessary personnel, facilities, services, materials and resources, and otherwise accomplish all work as set forth in PART D.
2. The firm fixed price to perform this request for services is as follows:
  - a) Tullahoma Magazine with Chamber Directory and color inserted map including annotated places of interest and legend, 8.5 by 11, a minimum of 55 pages (not including membership directory) including color front and back covers (glossy heavy stock), semi-glossy pages with color ads (estimated quantity 4000) and a Digital Flipbook of the same cost per:
 

\_\_\_\_\_

*\* Note: Tourism information and article content will be provided by client (TACC).*

3. List the proposed ad dimensions for each item type and ad sales percentage return to TACC for business and civic organization ads. A Chamber approved letter will accompany solicitation for ads.

Chamber Members:

Color Ad Rates:

- a. Full page ad: \_\_\_\_\_
- b. Half page ad: \_\_\_\_\_
- c. Quarter page ad: \_\_\_\_\_
- d. Eighth Page ad: \_\_\_\_\_

Non-Chamber Members: (only after Chamber member list has been exhausted)

Color Ad rates:

- e. Full page ad: \_\_\_\_\_
- f. Half page ad: \_\_\_\_\_
- g. Quarter page ad: \_\_\_\_\_
- h. Eighth Page ad: \_\_\_\_\_

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4. Ad Sales to be provider by Contractor.

5. Photography Fees:

a. Photography supplied by Client: \_\_\_\_\_

(Please indicate what photo format)

b. Photography provided by Contractor: \_\_\_\_\_

c. Photography included for in-kind ad space: Yes \_\_\_\_\_ No \_\_\_\_\_

\* Note: Please indicate photography processing fees for color and black & white photographs.

6. Special Layout, Design and Print and Photography fees:

\_\_\_\_\_

Often times offerors have innovations, initiatives and efficiencies to control or reduce the cost. In this section please identify those and include a revised cost if appropriate:

*Distribution of complimentary copies to advertisers based on ad size (above and beyond edition size as specified in PART B):*

a. Full page ad: \_\_\_\_\_

b. Half page ad: \_\_\_\_\_

c. Quarter page ad: \_\_\_\_\_

d. Eighth Page ad: \_\_\_\_\_

PART C – DELIVERIES OR PERFORMANCE

1. Deliveries - The deliverables of this contract are:

- All magazines to be delivered to the TACC by **TO BE DETERMINED.**

2. Guarantee of Services – The successful bidder will guarantee the magazine quality and content (text, ads and photography) according to specifications within this request for proposal, delivery date.

3. Client requests proofreading rights (a minimum of ten days prior to print).

PART D –STATEMENT of SERVICES

The contractor shall:

1. Provide magazines for the Tullahoma Area Chamber of Commerce per PARTS B and C,

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