

**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**
682 Prospect Street
Berea, Ohio 44017

**REQUEST FOR PROPOSALS FOR
GRAPHIC DESIGN AND PRINTING SERVICES**

ISSUE DATE:
JANUARY 24, 2014

INQUIRY END DATE:
5:00 P.M., (E.S.T.), FEBRUARY 7, 2014

OPENING DATE:
5:00 P.M. (E.S.T.), FEBRUARY 14, 2014

ATTENTION OF RESPONDENTS IS DIRECTED TO:

ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 P.M., FEBRUARY 7, 2014.

ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 P.M., FEBRUARY 7, 2014:

Q#10 Should we include an Index?

A#10 The Commission offers no preference on the submission of an index.

Q#11 Should we include a Tax Exempt Certificate for our Company?

A#11 No. Should additional documents be needed from the selected designer, the Commission will ask at a future time.

Q#12 Is there a Page Limit to the Samples and References that we provide?

A#12 No. However, submissions should accurately reflect the responding designer's work without providing such voluminous amounts that unnecessarily prolong the Commission's evaluation.

Q#13 Do you have a specific font, font size, text that is required?

A#13 No.

Q#14 Do you require our responses be single, 1.5 or double-spaced?

A#14 The Commission offers no preference on the spacing of the document.

Q#15 Do you require a copy of our Capabilities Statement which includes our SAM, DUNS and CAGE Codes?

A#15 No. Should additional documents be needed from the responding designers, the Commission will ask at a future time.

Q#16 Can I deliver these Proposals before the deadline in Person at the Berea Office?

A#16 Yes, so long as all submission requirements, including deadline, are met.

Q#17 Page 3, I Background Information, last paragraph.

I understand you require 1 Original and 3 Copies of sealed Proposals. Does this mean all 4 Proposals can be placed in 1 (one) sealed container?

A#17 Yes.

Q#18 Page 8, Part VI. Pricing Summary

Do you require us to supply costs for each year or are we giving you a projected cost for multiple years?

A#18 The request seeks the cost to be charged to the Commission per hour and per page, respectively. If these will change in the foreseeable future, the bid should clearly reflect the amount to be charged in a given calendar year.

Q#19 Page 32, Schedule of Voluntary MBE/FBE Participation.

My question here is, the Graphic Designer is a Male. I am the Female, Majority Business Owner and I run the day to day operations. We are a Limited Liability Corporation. I understand applicants are encouraged to fill this out and present it with the Proposal. However since I am not the Graphic Designer should I still submit this form?

A#19 All responding designers are encouraged to submit the MBE/FBE form. Respondents qualifying for registration as an MBE/FBE-owned firm should contact the Commission's MBE/FBE Coordinator to apply for certification with the Commission. Any Responding Designers proposing to use an MBE/FBE certified firm as a subcontractor on the services should identify such firms on the Schedule of Voluntary MBE/FBE Participation. All responding designers should complete the Employment Data Sheet.

Q#20 Page 33, Employment Data Sheet

Since there is just my partner and I, not many of the job categories apply to our Company. Are there any other labor categories that would match my partner's Graphic Design job skills? We do broker our printing jobs to several very professional Northeast Ohio Print Companies, however they are not our employees.

A#20 The Commission will not add job categories beyond those listed on the prescribed form.

Q#21 Page 34, FORM CONTRACT

This page states it is only to be executed after contract award and it is provided here for informational purposes only. Do you require that we include this page in our Proposals?

A#21 The form contract is provided for information purposes only and should not be executed prior to a contract award.

Q#22 My final question. Is there a current contract for these services? If so, can you tell me the contract number?

A#22 There is a contract for substantially similar services. There is no contract number associated with this service. However, the services were the result of a contract with the Murphy Agency, Inc. The contract was executed March 9, 2009 and was ultimately extended through July 1, 2013.

Q#23 I just received the insurance rates from my broker and the cost is over \$1300. I'm a small business and with only a cover design to quote and not knowing that I'd be awarded the project, it's just too much of a risk of a lost expense getting the insurance. If the policy were changed and insurance was required on acceptance of the project being awarded, then I could present a bid.

A#23 Responding designers should submit, at a minimum, documentation from a broker or other appropriate source that (1) the responding designer is currently insured in some capacity and (2) the required coverage can immediately be obtained upon award of a contract.

Q#24 Does the AFFIDAVIT have to be signed by an owner or the president of the company? Or can it be signed by the person responsible for coordinating projects with the OTC?

A#24 The affidavit should be signed by the president or a person who owns at least 20% of the company.

Q#25 We have several company vehicles. Each vehicle has its own insurance policy. Can we send you individual policy documentation or do you need one policy showing all vehicles?

A#25 Individual certificates of insurance may be submitted, but the responding designer must meet the insurance coverage requirements as identified in the request for proposal.

Receipt of Request for Proposals for Graphic Design and Printing Services to Q&A No. 2 is hereby acknowledged:

(Firm Name)

(Signature)

(Typed Name)