

REQUEST FOR PROPOSALS FOR

Design, Production & Printing of the Pennsylvania Turnpike Commission's Annual Report

ISSUING OFFICE

**Pennsylvania Turnpike Commission
Communications & Public Relations Department**

RFP #05-141-3154

DATE OF ISSUANCE

April 12, 2005

REQUEST FOR PROPOSALS FOR

**Design, Production & Printing of the Pennsylvania Turnpike Commission's Annual Report
RFP #05-141-3154**

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PART I

GENERAL INFORMATION FOR CONTRACTORS

I-1. Purpose. This request for proposals (RFP) provides interested contractors with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for the design, production and printing of the Commission's 2005 Annual Report and 2006 Annual Report.

I-2. Issuing Office. This RFP is issued for the Commission by the Communications and Public Relations Department.

Mailing Address:

Pennsylvania Turnpike Commission
Communications & Public Relations Department
P.O. Box 67676
Harrisburg, PA 17106-7676

Physical Address:

Pennsylvania Turnpike Commission
Communications & Public Relations Department
700 South Eisenhower Blvd.
Middletown, PA 17057

Contact:

Lorie Gray
Phone: (717) 939-9551, ext. 2844
Fax: (717) 986-9649
E-Mail: lgray@paturnpike.com

The Issuing Office is the sole point of contact in the Commission for this RFP.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. The Commission is in need of a company to design, produce and print an annual report that informs and provides stakeholders and other interested parties with financial statements of the Commission's revenues, expenses, and earnings. The Commission will also use and distribute the publication as a valuable marketing tool, highlighting the services, programs and contributions of the Pennsylvania Turnpike. A detailed work statement is provided in Part IV of this RFP.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a fixed annual cost and will contain the Standard Contract Terms and Conditions shown in Appendix A. The Commission may in its sole discretion undertake negotiations with contractors whose

proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing contractors.

I-7. Subcontracting. Any use of subcontractors by a contractor must be identified in the quote. During the contract period use of any subcontractors by the selected contractor, that were not previously identified in the quote, must be approved in writing by the Commission prior to any work being done.

A firm that responds to this solicitation as a prime may not be included as a designated sub consultant to another firm that responds to the same solicitation. **Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved.** This does not preclude a firm from being set forth as a designated sub consultant to more than one prime consultant responding to the project advertisement.

I-8. Incurring Costs. The Commission is not liable for any costs incurred by contractors prior to issuance of a contract.

I-9. Mandatory Preproposal Conference. A **mandatory** preproposal conference will be held on **Tuesday, April 26, 2005, at 1:30 p.m. at the Pennsylvania Turnpike Commission Administration Building.** The purpose of this conference is to clarify any points in the RFP, which may not have been clearly understood. Questions should be forwarded to the Issuing Office prior to the meeting to ensure sufficient analysis can be made before an answer is supplied. Written questions should be submitted to the Issuing Office at the address indicated above to be received no later than Noon, local time on Monday, April 25, 2005. The preproposal conference is for information only. Answers furnished during the conference will not be official until verified, in writing, by the Issuing Office. All questions and written answers will be issued as an addendum to and become part of this RFP.

I-10. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the web site under the original RFP document.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to assure the submitted proposal complies with any changes in the published advertisement.

I-11. Response Date. To be considered, proposals should arrive at the **Turnpike Commission, Contract Administration Department, Attention: George Hatalowich on or before 2:00 p.m., local time, May 13, 2005.** Contractors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Commission office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open, unless the contractors are otherwise notified by the Commission. The time for submission of proposals shall remain the same.

I-12. Proposals. To be considered, contractors should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in **5** copies to the Contract Administration Department. No other distribution of proposals will be made by the contractor. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the contractor to its provisions and include the contractor's Federal Identification Number. For this RFP, the proposal must remain valid for at least 60 days. Moreover, the contents of the proposal of the selected contractor will become contractual obligations if a contract is entered into.

Each and every contractor submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the contractor chooses to attempt to provide such written notice by telefax transmission, the Commission shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a contractor or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

I-13. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP.

I-14. Discussions for Clarification. Contractors who submit proposals may be required to make an oral or written clarification of their proposals to the Commission to ensure thorough mutual understanding and contractor responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-15. Best and Final Offers. To obtain best and final offers from contractors whose proposals are determined by the Commission, in its sole discretion, to be reasonably susceptible of being selected for award, the Commission may (a) enter into discussions; (b) schedule oral presentations; and (c) request revised proposals.

I-16. Prime Contractor Responsibilities. The selected contractor will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected contractor to be the sole point of contact with regard to contractual matters.

I-17. Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. If a contract is executed, however, the successful proposal submitted in response to this RFP shall be subject to disclosure. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission's option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing contractors at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

I-18. Debriefing Conferences. Contractors whose proposals are not selected will be notified of the name of the selected contractor and will be given the opportunity to be debriefed, at the Contractor's request. The Issuing Office will schedule the time and location of the debriefing. The contractor will not be compared with other contractors, other than the position of its proposal in relation to all other proposals for each criterion for selection.

I-19. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-20. Commission Participation. Unless specifically noted in this section, contractors must provide all services to complete the identified work.

I-21. Cost Submittal. The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal. **Failure to meet this requirement may result in disqualification of the proposal.**

I-22. Term of Contract. The term of the contract will commence on the Effective Date (as defined below) and will end after two years with options to renew for three additional one-year periods. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained. The term may be extended by the **COMMISSION** in the form of a letter signed by the Chief Executive Officer, which will become part of this agreement.

I-23. Contractor's Representations and Authorizations. Each contractor by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the contractor in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor or potential contractor.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor or potential contractor, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the contractor, the contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the contractor in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the contractor and except as otherwise disclosed by the contractor in its proposal, the contractor has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the contractor that is owed to the Commonwealth.
- h. The contractor is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the contractor cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The contractor has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each contractor, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

PART II

INFORMATION REQUIRED FROM CONTRACTORS

Contractor proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. Each proposal shall consist of two (2) separately sealed submittals. The submittals are as follows: (i) Technical Submittal, in response to Sections II-1 through II-7 hereof; (ii) Cost Submittal, in response to Section II-8 hereof.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.

The Commission may make such investigations as deemed necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish to the Commission all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the Commission that such contractor is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Use the task descriptions in Part IV of this RFP to describe your work plan for accomplishing this project.

II-4. Prior Experience. Include a narrative explaining experience, knowledge and expertise in designing and producing annual reports, providing samples of published materials. Show experience of those individuals who will be assigned to the Turnpike project. With materials provided, please include the name of the respective client, including the name, address and telephone number of the appropriate person who may be contacted as a reference.

II-5. Personnel. Include the number of personnel who will be engaged in this project. Include education and experience that qualifies them to perform the tasks required for this RFP. Indicate the responsibilities each will have in this project and how long each individual has been with your company.

II-6. Objections and Additions to Standard Contract Terms and Conditions. Contractor will identify which, if any, of the terms and conditions contained in Appendix A it objects to and what additional terms and conditions contractor requires. Contractor's failure to object or to request additions will result in its waiving its right to do so later, but the Commission may consider late objections and additional requests if it is in the best interest of the Commission to do so.

II-7. MWDBE/SERB Participation. Prime Contractors are encouraged to utilize SERB vendor participation in their proposed solution. The Commission, however, will not be applying any additional advantage to contractors, who submit proposals, who are either qualified SERB vendors or who utilize a SERB vendor as a subcontractor for this RFP.

II-8. Cost Submittal. The information requested in this section shall constitute your cost submittal. Travel and subsistence will not be reimbursed. **This portion of the proposal should be bound and sealed separately from the remainder of the proposal.** The total cost you are proposing must be broken down into the following components:

- a. **Direct Labor Costs.** Itemize so as to show the following for each category of personnel with a different rate per hour:
 - (1) Title/Position.
 - (2) Estimated hours.
 - (3) Rate per hour.
 - (4) Total cost for all direct labor costs.
- b. **Cost of Supplies and Materials.** Itemize.
- c. **Other Direct Costs.** Itemize.
- d. **Printing Costs.**
- e. **Delivery Costs.**
- f. **Total Cost.**

Only work satisfactorily performed after execution of a written contract, after the contractor's receipt of a notice to proceed from the Commission and after the contract term has begun will be reimbursed.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a contractor; (b) properly signed by the contractor; and (c) formatted such that all cost data is kept separate from and not included in the Technical Submittal.

III-2. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commission. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a contractor determined to be responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-3. The following areas of consideration will be used in making the selection:

a. Understanding the Problem. This refers to the contractor's understanding of the Commission needs that generated the RFP, of the Commission's objectives in asking for the services and of the nature and scope of the work involved.

b. Contractor Qualifications. This refers to the ability of the contractor/vendor to meet the terms of the RFP, especially the quality of work expected and the time constraints applied to the project. Samples provided to the Commission as part of this RFP would be reviewed to measure creativity and originality of design capabilities.

c. Personnel Qualifications. This refers to the competence and talent of professional personnel who will be assigned to this project. Qualifications of personnel will be measured by education and experience, in addition to the creativity displayed in samples provided. Particular emphasis will be placed on the qualifications of the project manager.

d. Soundness of Approach. Emphasis here is on the methods and techniques for managing the project that include the exchanging of information and communicating the progress and status of the project.

e. Cost. While this area may be weighted heavily, it will not normally be the deciding factor in the selection process.

PART IV
WORK STATEMENT

IV-1. Objectives.

- a. **General.** The design, layout and printing of the Commission's Annual Report.
- b. **Specific Objectives.**

Annual Report:

Size: 8 ½" x 11"

40 page document plus cover, with one application of specialty design, e.g., gatefold, die-cut, or embossing

Ink: Narrative, 8 pages, 4-color process throughout, one PMS and flood varnish, bleeds, screens, tints
Financials, 32 pages, one PMS plus black, bleeds, screens tints

Quantity: 1,500

Stock: Cover, 100#
Text, 80#

Photos: Include 30 total. All digital photos will be provided by Commission.

Graphics: At least three graphic treatments (charts/graphs)

Binding: Saddle stitch

Packaging: Shrink-wrap in 100's and pack in cartons.

PDF of final product to be forwarded to Issuing Office

Delivery: PA Turnpike Commission
Communications & Public Relations Department
700 South Eisenhower Blvd.
Middletown, PA 17057

Envelope:

Size: 10x13 envelope

Stock: Standard white

Printing/Design: Single spot color to coordinate with Annual Report design

Quantity: 1,500

Memo Card:

To be used as a fold over on cover of report for transmittal purposes. Example of Copy:
“We hope you enjoy reading our 2005 Annual Report” (Joseph G. Brimmeier, Chief Executive Officer)

Stock: Standard white

Printing/Design: Single spot color to coordinate with Annual Report design

Quantity: 1,500

IV-3. Tasks.

a. Design:

(1) Meet with Commission staff at least once to “brainstorm” about the annual report’s selected theme and possible design concepts.

(2) Submit two cover design concepts for consideration.

(3) Within two weeks of design selection, develop an interior format for the 12-page narrative, carrying out the design.

b. Production/Printing:

(1) Develop a timeline/schedule for project.

(2) Develop a photo storyboard that photographer will follow to meet the picture requirements of the annual report.

(3) Size, crop, manipulate and scan photos for approved layout, flowing in text for provided narrative.

(4) Create at least three charts/graphs. All copy and graph information will be provided. The Commission is responsible for copy proofing.

(5) Manage all aspects of production and printing, preparing discs and files, proofing, ensuring that all type and images are color correct, and being present at printer’s as the job goes to press. Manage and monitor project keeping to timeline and budget.

c. Delivery:

(1) Delivery, including PDF, is expected **within six working weeks of the date that financials (on disc) are provided to designer.**

(2) If the Commission makes a substantive revision in design or narrative following the date that financials are provided (including a change in blueline) a new delivery date could be established.

APPENDIX A

AGREEMENT

This **AGREEMENT** is made this _____ day of _____, 2005, between the **Pennsylvania Turnpike Commission (“COMMISSION”)**, an instrumentality of the Commonwealth of Pennsylvania, with principal offices at Middletown, Pennsylvania (mailing address: P. O. Box 67676, Harrisburg, PA 17106-7676; physical address: 700 Eisenhower Blvd, Middletown, PA 17057),

AND

_____ (“**CONTRACTOR**”), [insert the legal status of **CONTRACTOR** such as a **Pennsylvania (or foreign) corporation (or partnership, LLC, LLP, etc.)**], with its principal office at [insert address]

WITNESSETH:

WHEREAS, the **COMMISSION** desires to . . . [describe the specific **PTC** purposes, goals, assumptions, underlying facts, or contractor's representations that are the basis of the bargain, etc.]

WHEREAS, by Act No. 211 of the General Assembly of the Commonwealth of Pennsylvania, approved May 21, 1937, and its amendments, the **COMMISSION** is authorized and empowered to enter into a contract with **CONTRACTOR**;

WHEREAS, the **COMMISSION** desires to retain the services of **CONTRACTOR** upon the following terms; and

NOW, THEREFORE, in consideration of these mutual covenants, and intending to be legally bound, the parties agree as follows:

Definitions

[This section is for terms that have a special meaning for this agreement or that are used in a way different from everyday or common usage.]

Contractor’s Scope of Work

[There should be a document that specifies what we expect from the Contractor (such as deliverables; schedules and deadlines; representations or warranties; conditions or covenants; location of the work; use of specific persons; standards of performance; insurance requirements). This document must be made part of the Agreement (either as an exhibit which is attached or by referring to it in the Agreement without attaching it)].

The **CONTRACTOR** will perform the work described in [identify the document/RFP#] dated [date], titled [title] and the **CONTRACTOR’S** proposal dated [date]. This document is [SELECT ONE: attached as Exhibit _ and made a part of this Agreement OR made part of this Agreement by reference].

Commission's Responsibilities

The **COMMISSION** shall furnish the **CONTRACTOR** access to key personnel, relevant documents, and adequate workspace for completing the work.

Compensation

For the work, services, and material as defined in this Agreement, the **CONTRACTOR** shall be paid _____ and ___/100 DOLLARS (\$_____). **[Specify whether the compensation method is hourly, cost reimbursement, lump sum, etc.]**

Duration of Agreement [and Renewal]

The term of this Agreement is **[term]**. The term may be extended for **[number]** additional years by a writing signed by both parties.

Termination

Either party may terminate this agreement at any time upon thirty- (30) calendar days written notice. If this notice is given, the **CONTRACTOR** shall be paid only for the services already rendered upon the date of the notice and for the services rendered to the date of termination, subject to all provisions of this agreement. The notice will be effective on the date of receipt. The right to cancel may be exercised as to the entire project, or as to any particular phase or phases, part or parts, and upon one or upon several occasions, but any termination may not be revoked except upon written consent of the parties through a supplemental agreement to this agreement.

Assignment and Delegation

The **CONTRACTOR** may not transfer, assign, or delegate any terms of this contract, in whole or in part, without prior written permission from the **COMMISSION**.
The **CONTRACTOR** shall not engage the services of any person or persons now employed by the Commission except with the **COMMISSION's** approval.

Governing Law

This agreement will be interpreted according to the laws of the Commonwealth of Pennsylvania.

Observance of Laws

The **CONTRACTOR** agrees to observe all relevant federal, state, and local laws and to obtain in its name all necessary permits and licenses.

Work for Hire

Except for hardware, third party licensed software, and software previously developed by **CONTRACTOR**, all Deliverables, including but not limited to source code, software, specifications, plans, designs and engineering, drawings, data, information or other written, recorded, photographic, or visual materials, trademarks, service marks, copyrights or other Deliverables produced by **CONTRACTOR** or any supplier in the performance of the contract shall be deemed "Work Product". All Work Product shall be considered services for hire. Accordingly, except as set forth earlier in this paragraph, all Work Product shall be the exclusive property of the **COMMISSION**.

The **CONTRACTOR** agrees to notify the **COMMISSION** in writing before using any of **CONTRACTOR**'s previously developed software for services provided under this Agreement. The **CONTRACTOR** and the **COMMISSION** will honor all applicable preexisting licenses, copyrights, trademarks, service marks, and patents. If as part of an expense item under this Agreement, the **CONTRACTOR** purchases the right to any license, the agreements for the use or ownership of such license will be placed in the name of the **COMMISSION** along with all other rights and obligations. In addition, the **CONTRACTOR** will mark all Turnpike content or previously unprotected work product designated by the **COMMISSION** with a notice as follows: "Pennsylvania Turnpike Commission, (Year)".

Audit/Retention of Records

CONTRACTOR and its subcontractors shall maintain books and records related to performance of this contract or subcontract and necessary to support amounts charged to the **COMMISSION** in accordance with applicable law, terms and conditions of this contract, and generally accepted accounting practice. **CONTRACTOR** shall maintain these books and records for a minimum of three (3) years after the completion of the contract, final payment, or completion of any contract, audit or litigation, whichever is later. All books and records shall be available for review or audit by the **COMMISSION**, its representatives, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. **CONTRACTOR** agrees to cooperate fully with any such review or audit. If any audit indicates overpayment to **CONTRACTOR**, or subcontractor, the **COMMISSION** shall adjust future or final payments otherwise due. If no payments are due and owing to **CONTRACTOR**, or if the overpayment exceeds the amount otherwise due, **CONTRACTOR** shall immediately refund all amounts which may be due to the **COMMISSION**. Failure to maintain the books and records required by this Section shall establish a presumption in favor of the **COMMISSION** for the recovery of any funds paid by the **COMMISSION** under the contract for which adequate books and records are not available to support the purported disbursement.

Dispute Resolution

All questions or disputes regarding any matter involving this contract or its breach shall be referred to the Board of Claims as provided in 72 P.S. § 4651. If the Board of Claims either refuses or lacks jurisdiction, these questions or disputes shall proceed as provided in 42 C.S.A. § 7301 et seq. (Statutory Arbitration). The panel of arbitrators will consist of a representative of each of the parties and a third party chosen by the representatives, or if the representatives are unable to choose, by the American Arbitration Association.

Indemnification

The **CONTRACTOR** shall be responsible for all damage to life and property due to negligence or other tortious acts, errors, and omissions arising from or related to the work of this Agreement. The **CONTRACTOR** shall indemnify and hold harmless the **COMMISSION**, the **COMMISSION's** officers, and the **COMMISSION's** employees from any claim or liability of any type or nature arising from or related to the work of the **CONTRACTOR** or that of the **CONTRACTOR's** employees or subcontractors or the presence of these persons or individuals on the **COMMISSION's** premises.

Contractor Provisions

The Contractor Integrity and Contractor Responsibility Provisions are attached as an exhibit and made a part of this agreement.

Entire Agreement

This Agreement, together with any writings either attached as exhibits or incorporated by reference, constitutes the entire understanding between the parties and there are no other oral or extrinsic understandings of any kind between the parties.

Modification

This agreement may be modified only by a writing signed by both parties.

IN WITNESS WHEREOF, the **Pennsylvania Turnpike Commission** and **[Contractor's Name]** have executed this Agreement by their duly authorized officers and affixed their respective official and corporate seals on the date written above.

ATTEST:

PENNSYLVANIA TURNPIKE COMMISSION

Rebecca R. Troup
Assistant Secretary-Treasurer

Mitchell Rubin
Chairman

APPROVED AS TO FORM AND LEGALITY:

Albert C. Peters II
Assistant Chief Counsel

ATTEST:

[CONTRACTOR'S NAME]

Signature_____

Signature_____

Name_____

Name_____

Title_____

Title_____

Federal Tax ID. No. _____

Addendum No. 1
Pre-Proposal Conference Questions for RFP 05-141-3154
Design, Production & Printing of the
Pennsylvania Turnpike Commission's Annual Report
Tuesday, April 26, 2005

Following are the answers to questions submitted in response to the above referenced RFP and received at the Mandatory Pre-Proposal Conference held on Wednesday, April 26, 2005. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

Q. Under section I-5, it is stated that the contract will be a fixed annual cost agreement. Does this mean that you are looking for agencies to lock into the same cost proposal for both the 2005 and 2006 reports? Also, will exceptions to the fixed cost agreement be allowed if printing expenses should rise due to industry increases in paper and ink?

A. ***Yes. However, the PTC will entertain a cost increase due to paper/ink/supplier fluctuation, but the vendor must furnish a letter outlining a price increase from your supplier/printer.***

Q. Under section II-8, it states travel and subsistence will not be reimbursed. Is it correct to assume that there will be no travel or overnight stays required to attend pre-production meetings and provide all design, production and printing services?

A. ***The Turnpike will not pay travel or overnight expenses. However, we will be flexible in scheduling meeting times and locations. Some meetings prior to design are essential but we do not foresee the need to meet more than 3-5 times during the entire production process.***

Q. Also under section II-8, it allows the proposing company to list costs. Is the agency that is chosen as the vendor of choice responsible for securing photography services to provide pictures for the report?

A. ***No. The Turnpike staff photographer will do ALL of the photography.***

Q. In the Work Statement Part IV, it states that an 8.5" x 11" format will be used. Can we propose a different size format?

A. ***No.***

Q. Also in that part, it refers to a fold over sheet to go over the cover. Is this piece to be affixed to the report during production or is the Commission going to attach the fold over? If it is to be affixed by the agency, would it be acceptable to use the existing saddle-stitching? Are all copies going to have this fold over piece over the front cover?

- A. *It is printed and provided separately. The PTC staff will manually affix the card during mailing.*
- Q. The Work Statement also includes a section stating that all digital photos will be submitted by the Commission. However, under section IV-3, it states that the agency should provide a photo storyboard that the photographer will follow to meet the picture requirements of the annual report. It also states that the agency would size, crop, manipulate and **scan** photos. Will all photos come as digital and require only cropping and placement or will there be original photography that will be needed. If original photography will be needed, please provide an overview of what a photographer will need to know to provide an estimate (locations, number of projects to shoot, etc.). Would the agency take the lead on determining what photos should be shot or is the Commission providing everything so that the agency would not need to hire a photographer?
- A. *The PTC plans on supplying all photographs for the Annual Report – digital, negatives, slides, etc. The agency is expected to provide a photo storyboard that the*

SIGN-IN SHEET

PREPROPOSAL CONFERENCE RFP #05-141-3154

| COMPANY NAME | REP NAME | ADDRESS | PHONE | EMAIL |
|-------------------------|-------------------------|---|--------------------------|-------------------------------|
| Greene Marketing | Tracey Werner | 2299 Broadhead Rd, Suite A Bethlehem PA 18020 | 610-868-4100 | twerner@greenemarketing.com |
| Barrish Advertising | Mike Coon | 403 S Allen State College PA 16801 | 814 288 5051 x125 | mcoon@barrishadvertising.com |
| David Sandman Marketing | Mordhase Communications | 475 Lincoln St Harrisburg, PA 17112 | 717 671-1500 x308 | dsandman@mordhasegroup.com |
| Brian Bless | Integra Graphics | 927 Little Pike Lititz, PA 17543 | 717-774- 6804 | brian@printintegra.com |
| Bates Creative Group | Debra Bates | 8757 Georgia Ave Ste 420 Silver Spring, MD 20910 | 301-495-8844 x101 | debbie@batescreativegroup.com |
| ADVANCED COMMUNICATIONS | DEB Bampton | 3000 Gandy St Hb5 PA 17103 | 233-3000 ext 130 | dbampton@earthlink.net |
| LF Banks + Assoc. | Lori Banks | 82A Chestnut St #425 Phila PA 19107 | 215 627-7855 | banks@lfbanks.com |
| Joy Mann | ← PTC | | 717 986-9610 | amann@paxunpike.com |
| Pa. Turnpike Commission | Robert J. Smith | | 717 986-9618 | rsmith@paxunpike.com |
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