

Request for Pricing

Cooper Landing Community Directory 2024-2025

Graphic Design Bid Deadline:

November 10th, 2023

Bid pricing, references, and samples of published material sent to:

Melissa Brennan, Vice President, Email:

officers@cooperlandingcommunityclub.com

Cooper Landing Community Club

P.O. Box 508

Cooper Landing, Alaska 99572

Introduction:

The Cooper Landing Community Club (Owner) is soliciting graphic design services for the 2024-2025 Cooper Landing Community Directory. The designer will be responsible for layout and design of the booklet, update editorial and contact information for listings provided, ad placement in publication, pictures (including Cover Image) as needed. The Designer can create ads for any placement in publication and charge their rates appropriately. If a cover image is provided by the designer, it is understood this is an additional cost to the project to be negotiated.

2024-2025 Cooper Landing Community Directory:

1. Cover in Color & glossy cardstock outside and inside
2. Condense 57-page guide down to 40 or 48 pages
3. Booklet is to be Spiral bound, tabbed between Organizations, Residents & Business sections, on 60#, gloss finish 3 paper, printed 2 sided, black & white on interior pages. Approximate dimensions 8.5" x 11".

Timeline: Action Completion Dates

- Design Service proposals due November 10, 2023
- Selection of Designer November 16, 2023
- CLCC Board starts collecting contact data & printing estimates November 17, 2023

- Design Concept Review/Cover image options presented by Designer to CLCC Board & printer selection made by CLCC Board January 25, 2024
- Ad sales complete February 16, 2024 (to be completed by CLCC Board)
- Final contact information data & ads delivered to Designer March 8, 2024
- 1st draft to CLCC Board, April 12, 2024
- Edits needed to be completed by Designer delivered by Board, April 16, 2024
- 2nd draft to CLCC Board (includes all ads) April 19, 2024
- Final edits to be completed by Designer delivered by Board, April 23, 2024
- Final draft to CLCC Board April 26, 2024
- Final draft to the printer April 29, 2024
- Printed Copies available for sale & distribution at 2024 CL Softball tournament

NOTE: The gathering of ads and contact information may adjust this schedule. Final schedule to be determined in January. Any meetings with Designer & Board members required do not need to be in person and can be conducted by teleconference. It is estimated that this project will take about 40 hours total of work based on all data, files, and completed ads provided by CLCC Board to Designer. This does not include production time for ads produced by the designer. These need to be billed out separately by the designer to those who requested their production or editing for this publication. If project goes over time proposed, approval by CLCC Board will be needed before completion.

General Terms:

The Cooper Landing Community Club Board shall provide existing logos, any available photography, and editorials. The CLCC Board will be responsible for all ad sales. All designs, photographs, artwork, or other media used in the production of this graphic design project shall remain and /or become the property of the Cooper Landing Community Club. All final graphic files for work completed shall become the property of the Cooper Landing Community Club. The graphic designer will work with the printing company selected by the Cooper Landing Community Club Board.

Selection: The selection committee will choose a designer based upon the following criteria:

Category Points Awarded

- 1 – Proposal price 0-30
- 2 – Evidence of creative ability, capacity, skill 0-30
- 3 – Evidence of ability to deliver in specific timeframe 0-25
- 4 – client references 0-15