

McCracken County Request for Proposals

The McCracken County Fiscal Court will be accepting sealed proposals until 2:00 PM on January 26, 2024 in the McCracken County Judge Executive's Office in the McCracken County Courthouse, 300 Clarence Gaines Street, Paducah, KY 42003, for the development and publication of deluxe, coffee-table history book preserving the heritage of McCracken county from its founding through the present to be published on the occasion of its Bicentennial, at which time proposals will be opened and publicly read. No proposals will be accepted after this time. No faxed or emailed proposals will be accepted.

SCOPE:

JOB DESCRIPTION: A deluxe, coffee-table history book preserving the heritage of the county from its founding through the present published on the occasion of its Bicentennial

~SPECIFICATIONS~

BOOK SIZE: 8 ½ X 11

PAGES: Minimum 200 pages in the book, per agreement, more pages will be added to reflect community participation and sponsorship pages, four-color in key sections in the front and later depicting a McCracken County today time capsule.

INK: Black ink, except for full color ink in opening 16-page signature and 16-page photographic time capsule of McCracken County during the 200th Anniversary.

PAPER STOCK: 80# matte enamel, acid-free, archival, bright white

COVER TREATMENT: Optional 4-color printed cover with matching dust jacket or Grained leatherette, with raised, embossed, artwork embossed in gold or silver hot foil depicting the county seal or other selected image and matching lettering on lid and spine over 150-point binder boards,

BINDING: Case-bound, Smyth-sewn, rounded and backed, headbands and foot bands

ENDSHEETS: 80# Glatfelter End leaf-white, one color ink

COPY PREP: Completed, proofed and footnoted text of up to 40,000 words in Microsoft Word provided by the publisher including all necessary supporting research and documentation. The client will have final approval of all necessary edits to the manuscript.

ILLUSTRATIONS:	Provided by publisher along with necessary permissions and rights
PROOFS:	Three sets of proofs provided for Client approval; manuscript, page proof and finished blue-line proof
QUANTITY:	Publisher will maintain an indefinite supply of inventory as long as sales warrant such.
COPYRIGHT:	Filed by the Publisher with the US Copyright Office along with Library of Congress filing, ISBN number assignment and bar coding. Publisher retains all publishing rights and will maintain product and content liability insurance. Copyright to be filed in the name of McCracken County, Kentucky Fiscal Court unless the Client instructs the Publisher to retain copyright as well.
DELIVERY:	The publisher will deliver the book to a location designated by the client for distribution to all having reserve orders and for sale upon release. The Publisher will be responsible for all freight and delivery charges local and abroad.

~TERMS~

1. The Publisher will manufacture the book domestically to equal or surpass the above specifications and with comparable or exceeding the appearance and quality of the book *Calloway County, Kentucky Bicentennial Edition*, referenced as an example.
2. The Publisher will warehouse and ship all books sold, and maintain a contemporary inventory of the title's stock except for in select outlets permitted to resale the book locally in the McCracken County area.
3. The Publisher will be responsible for working with the local historical society or similar organization or individual writers for the historical content of the book to be approved by the Client. The Publisher will present a copy of the historical manuscript to the Client before designing the book for the Client's review and approval.
4. The Publisher will make its best effort to market the book throughout the county by direct mail both print and digital, statewide and regionally by publishing promotional materials and brochures, submitting press releases and advertisements to local news media, develop a direct mail program based on the Publisher's computer and website customer base, marketing to book retailers and other efforts not listed.
5. The Publisher will collaborate with, if possible, a local organization in McCracken County to represent the project locally and act as a point of contact to the community for submitting historical photographs, organizational histories and reserve book orders. The Publisher will

donate books at wholesale to the group as compensation for its assistance. For working on the project, the local organization participating will receive a credit of the proceeds equaling 25% of each participating donor's contribution that is to be listed on the Patrons/Benefactors page in the book and for each church, business, club or organization page submitted for the book. This same local group will also be allowed the exclusive opportunity, at its option, to sell the book locally as an ongoing fundraiser. It is not obligated to purchase any copies of the book should it choose not to participate in the sale of the book. If participating in the sale of the book, the group may continue to purchase copies of the book at wholesale, or 40% off of the retail price, for as long as it chooses to do so.

GENERAL INSTRUCTIONS TO BIDDERS:

The McCracken County Fiscal Court reserves the right to award bids on the basis of best evaluated bid. McCracken County intends to select a vendor that both suits its needs and is the best value. McCracken County reserves the right to alter bid specifications, waive minor informalities, to reject any and all proposals, and to re-advertise for proposals. For more information and inquiries, contact Steve Doolittle, Deputy Judge Executive at sdoolittle@mccrackencountyky.gov

EXCEPTIONS TO THE SPECIFICATIONS: Any variation from the requirements of this specification and or specifications made part of the bid invitation must be listed. Attach additional information if needed. Unless the context requires it, or is noted otherwise, specifications should be interpreted as minimums. Failure on the part of the bidder to comply with any and all requirements and conditions of this specification may subject the bid to rejection. If no exceptions or deviations are shown, the bidder will be required to furnish material exactly as specified. The burden of proof for compliance with this specification will be the responsibility of the vendor. To be considered for award, offers of "equal" products, including "equal" products of the brand name manufacturer, must meet the salient physical, functional, or performance characteristics specified in this solicitation. Bid exceptions must include descriptive literature such as illustrations, drawings, or a clear reference to previously furnished descriptive data or information available to the county; and clearly describe any modifications the offeror plans to make in a product to make it conform to the solicitation requirements. Mark any descriptive material to clearly show the modifications. The McCracken County Fiscal Court will evaluate "equal" products on the basis of information furnished by the offeror. The McCracken County Fiscal Court is not responsible for locating or obtaining any information not identified in the offer.

**McCracken County
PRICING SHEET
Book Publication Services**

COMPANY NAME AND
ADDRESS:

SIGNATURE OF AUTHORIZED
REPRESENTATIVE:

NAME OF AUTHORIZED
REPRESENTATIVE:

TITLE OF AUTHORIZED
REPRESENTATIVE:

PHONE NUMBER:

DATE:

Place this sheet and all relevant material required for this bid in a sealed envelope clearly marked "Sealed Proposal Bicentennial Book" and deliver to:

McCracken County Judge Executive's Office
300 Clarence Gaines Street
Paducah, KY 42003

All bids must be delivered before **2:00 PM on January 26, 2024** to be considered. No faxed, emailed, or late bids will be considered.

RETURN THIS SHEET WITH BID