

Great Parks of Hamilton County
Request for Proposal
Printing Services
January 19, 2026

A. Introduction

Great Parks of Hamilton County (Great Parks) has issued this Request for Proposal (RFP) to hire an experienced firm (Supplier) to provide standard printing services, including but not limited to posters, brochures, flyers, and program and event signs. Great Parks has a need for on-demand printing at fixed prices and needs to establish a partnership with a reliable vendor to provide high quality printed products at fair market value pricing to minimize turnaround time and maximize efficiency. This document shall be part of the Supplier's proposal and shall serve as the contract for services for the successful bid if approved by the Board of Park Commissioners.

B. Background

Great Parks has been protecting greenspace and providing recreational and educational opportunities to Hamilton County residents for over 90 years. In October 2022, Great Parks announced the launch of *Find Your Wild*, our new tagline that will inspire the community to find unique experiences throughout their 22 parks and preserves. *Find Your Wild* is the first major initiative to modernize the identity of Great Parks in line with the themes and priorities of the agency's master plan.

Throughout the year, Great Parks advertises recreational opportunities, educational programs, and special events through various marketing campaigns, including flyers, posters, booklets, direct mailers, and signs.

C. Scope of Work

The Supplier shall furnish all labor, materials, equipment, tools, expendable equipment, temporary services, and supervision required to provide and deliver the following:

- a. Print materials within the required time frame, including, but not limited to, alternative print colors, paper sizes, color-matching, bleeds, and trim sizes.
- b. Provide pick-up and delivery, or appropriate transmittal of print materials.
- c. Copying.
- d. Binding.
- e. Direct-mail capabilities inclusive of supplying targeted address lists, printing addresses directly on mailers, and posting the mailers.
- f. Delivery – Great Parks will give higher merit to the Supplier providing complimentary delivery service.
- g. Same-day and next-day printing capabilities for standard print jobs such as postcards, flyers, and yard signs.
- h. Submission Request – process for requesting/submitting projects.
- i. Digital proofing capabilities. Printed proof copies when needed.

- j. Treat all information as confidential .

D. Term and Contractual Relationship

The term of the agreement will be effective through December 31, 2026. This term may be extended or renewed in writing within 30 days of the current term effective date by mutual agreement of the parties for up to three one-year renewal periods, (January 1 – December 31, 2027, January 1 – December 31, 2028, and January 1 – December 31, 2029). The Supplier will submit pricing change notifications during the annual renewal period, if any. This renewal period will be from November 1 – November 30 of each year. For any reason, Great Parks may decide not to renew the contract and re-bid the services.

The Supplier selected will provide printing services on a part-time and/or temporary basis and is an independent contractor. Neither Supplier nor any of Supplier's agents, employees or helpers shall be deemed to be the employee, agent, or servant of Great Parks. Great Parks is interested in only the results obtained under this RFP; the manner, means and mode of completing the same are under the sole control of Supplier. This RFP is not intended to constitute, create, give rise to, or otherwise recognize a joint venture, partnership or formal business association or organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth herein.

The parties agree that no individual performing services under this RFP on behalf of Supplier will be considered a Great Parks' employee, and that no salary, benefits, or participation in retirement or personnel rules shall accrue to such individual. Supplier shall have total responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation, other employee benefits, and all taxes and premiums appurtenant thereto concerning such individuals and shall save and hold harmless Great Parks with respect thereto. Suppliers who are individuals will be required to complete the OPERS Independent Contractor/Worker Acknowledgement form prior to performing any services.

If the Supplier is selected to perform the Services herein, this RFP document and all submittals provided by Supplier which are not inconsistent with the terms of this RFP shall serve as the Agreement for the marketing and media buying services outlined herein. By submitting a proposal, each Supplier agrees that it will be bound by the terms of this RFP.

E. Supplier Qualifications

The Supplier must meet the following minimum qualifications:

1. Supplier's main office must be located in the Greater Cincinnati/Tri-State Area, or within 35 miles travel distance and have the ability to physically attend on-site meetings at Great Parks operations office located at our Winton Woods location and/or virtual meetings of a regular cadence.
2. Supplier must be an agency or individual with at least 10 years' experience in printing services.

3. Suppliers must be qualified, equipped, organized, and financed to perform the marketing and media buy services required by this RFP.

F. Level of Care and Skill

The printing services provided by the selected Supplier will be performed consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances.

G. Anti-Discrimination

The selected Supplier agrees that it will not discriminate against any person on the basis of race, color, religion, national origin, sex, disability, military status, sexual orientation, gender identification, or other protected characteristic under Title VII in hiring persons to perform the services under this agreement.

The selected Supplier further agrees that it will not exclude any person from participating in, or deny anyone any benefits of Great Parks' facilities, or otherwise subject any person to discrimination based on the above-listed protected characteristics while on Great Parks' property or while performing services for Great Parks.

H. Safety of Persons and Property

The selected Supplier shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this work. The selected Supplier assumes all risk of loss or damage to Supplier's property. Great Parks is not responsible for any property that is lost, stolen, or damages.

With respect to all Work performed, the Supplier shall:

1. Comply with the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596) and the requirements of Title 29 of the Code of Federal Regulations, Paragraph 1518, as published in the "Federal Register" Vol. 36. N.75 Saturday, April 17, 1971, and as amended from time to time.
2. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
3. Maintain at its office and in delivery vehicles all articles necessary for giving first aid to the injured and shall make standing arrangements for the immediate removal to a hospital or doctor's care of persons (including employees) who may be injured at the delivery site.
4. Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on the safety of persons or property or their protection from damage, injury, or loss.
5. When the use of storage of explosives or other hazardous material or equipment or unusual methods is necessary for the execution of the Work, the Supplier shall exercise the utmost care and carry on such activities under the supervision of properly qualified personnel.
6. Promptly remedy damage and loss (other than damage or loss insured under

property insurance required by the contract) to property caused in whole or in part by the Supplier or anyone directly or indirectly employed by any of them or by anyone for whose acts they may be liable and for which the Supplier is, except damage or loss attributable to acts or omissions of the Great Parks or anyone directly or indirectly employed by them, or anyone for whose actions may be liable, and not attributable to the fault or negligence of the Supplier. The foregoing obligations of the Supplier are in addition to the Supplier's obligations for Indemnification.

7. Designate a responsible member of the Supplier's organization at the site whose duty shall be the prevention of accidents.

I. Liability Insurance Requirements

Supplier shall obtain and maintain insurance coverage as indicated below and shall list Great Parks as an additional insurance on such policies.

Insurance coverage shall not be less than the following:

1. Comprehensive General Liability (including Completed Operations, Blanket Contractual, Independent Contractors, and Personal Injury):

- | | |
|--------------------|--|
| a. Bodily Injury | \$1,000,000 Each Occurrence; \$2,000,000 Aggregate |
| b. Property Damage | \$1,000,000 Each Occurrence; \$1,000,000 Aggregate |

2. Automobile Liability (including Owner, Non-owned and Hired):

- | | |
|--------------------|--|
| a. Bodily Injury | \$1,000,000 Each Occurrence; \$1,000,000 Aggregate |
| b. Property Damage | \$250,000 Each Occurrence; \$250,000 Aggregate |

J. Grant of Rights

The selected Supplier grants to Great Parks an exclusive, perpetual, irrevocable, freely transferable and sublicensable right and license to use, modify, edit, combine with other materials, to include in collective works, and to create derivative works from the assets created by the selected Supplier pursuant to this RFP. Great Parks may use the assets for the purposes of advertising, promoting, marketing, selling, seeking donations, or otherwise assisting Great Parks in protecting greenspace and providing recreational and education opportunities to Hamilton County residents. Except as otherwise agreed by the parties, the photographs provided to Great Parks will not contain a watermark, logo, or copyright, or other mark. The selected Supplier will own and retain all right, title and interest to the original assets, and Great Parks will own and retain all right, title and interest to any modification, edit, combination with other works, inclusion in collective works and creation of derivative works from the assets.

K. Proposal Deadline and Submittal Requirements

Proposals are due by 10 a.m. EST on Tuesday, February 3, 2026. The entire signed and initialed Request for Proposal, including any additional documents provided by the Supplier, shall be submitted via email to Andrea Mentzer, Creative Director, at AMentzer@GreatParks.org.

The email submittal subject line must say "Printing Services Request for Proposal". Final proposal must include initialed RFP (pages 1-7), Bid Form (page 6), and Sample Pricing Grid (page 7) with the submittal.

It is the Supplier's responsibility to ensure the submittal has been received by the deadline.

Any questions before the proposal deadline shall be directed to Andrea Mentzer by email at amentzer@greatparks.org or by phone at 513-226-7064 per the timeline included below.

L. Proposal Timeline

ACTIVITY	DATE
Request for Proposal advertised and published	January 19, 2026
Submittal of Written Questions	January 21, 2026 by 12:00 Noon EST
Responses to Written Questions	January 23, 2026 by 5:00 p.m. EST
Proposal Deadline	February 3, 2026 by 10:00 a.m. EST
Proposal review and scoring	February 3-11, 2026
Recommendation presented to Great Parks Board of Park Commissioners for approval	February 19, 2026
Commencement of services	February 20, 2026

M. General Notes

1. The Supplier shall furnish all labor, material, and appurtenances necessary for a complete project or operating system as outlined in the plans, specifications, and this Request for Proposal.
2. Great Parks is tax-exempt.
3. Great Parks reserves the right to reject any and all Requests for Proposals.
4. Great Parks reserves the right to use alternate vendors for niche print jobs or when deadlines cannot be met by the selected supplier.

N. Acceptance of Proposal and Contract Award

The selected Supplier will be notified in writing. Prior to performing any services, the selected Supplier shall provide the following required documents:

Certificate of Insurance, listing Great Parks of Hamilton County as additional insured.
Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.

New Vendor Form (if applicable, for Great Parks' Finance Department purposes).
OPERS Independent Contractor/Worker Acknowledgement form (if applicable).
List of emergency contacts and their contact information.

O. General Notes/Miscellaneous

1. Great Parks is tax-exempt.
2. The laws of the State of Ohio will govern the terms of the RFP process and the agreement entered into pursuant to this RFP, and any suits of any kind to enforce this agreement shall be brought in the courts of Hamilton County, Ohio.
3. This RFP contains the full and final agreement between the parties and there are no understandings, representations, or agreements between the parties except those expressed herein.
4. Any modifications to this RFP or the agreement between the parties must be made in writing and signed by both parties.

P. Payments/Submission of Invoices by Selected Supplier

After completing the printing services required by this RFP, each month the selected Supplier will email an itemized invoice to parkdistrictap@avidbill.com and copy AMentzer@GreatParks.org. Upon receipt of the invoice and acceptance of the services as in compliance with the requirements of the RFP, Great Parks will pay the selected Supplier by check within 30 days of receipt of the invoice.

Q. Cancellation/Termination

This agreement may be canceled by either party thirty (30) days after written notice is given. Notwithstanding these provisions, failure to either meet contract specifications or comply with delivery requirements shall cause immediate cancellation.

The successful Supplier agrees that, in the event of a breach of Supplier of any material provision of this agreement, Great Parks shall, upon proper action instituted by it, be entitled to specific performance. In the event that Great Parks shall elect to treat any breach on the part of Supplier as a discharge of the agreement, Great Parks may nonetheless maintain an action to recover damages arising out of the breach. This section is not intended as a limitation on such other remedies as may be available to Great Parks.

R. Indemnification

To the fullest extent permitted by law, Supplier shall indemnify and hold harmless, Great Parks, Great Parks' consultants, agents, vendors and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of printing services, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent, intentional, reckless acts or omissions of the Supplier, anyone directly or

indirectly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this section.

In any and all claims against the Supplier or Great Parks, the indemnification obligations under this section shall not be limited in any way by any limitation on the amount or type of damage compensation or benefits payable under workers' compensation acts, disability benefits or other employee benefit acts. As between Great Parks and Supplier, Supplier expressly waives its immunities under Ohio Revised Code Chapter 4123 or any similar worker compensation statutory immunity for purposes of conforming the indemnity obligations of Supplier.

Bid Form

We, the undersigned, having familiarized ourselves with the Request for Proposal prepared by Great Parks of Hamilton County, do hereby propose to furnish all labor, materials, equipment, tools, expendable equipment, temporary services, and supervision required for:

Great Parks of Hamilton County Printing Services Request for Proposal

COMPANY: _____

BY (Name, Title): _____

SIGNATURE: _____

DATE: _____

COMPANY ADDRESS: _____

WORK NO: _____

MOBILE NO: _____

EMAIL ADDRESS: _____

State whether a: Corporation (____), Partnership (____), Sole Proprietorship (____)

Please complete the following print job pricing request. If supplier does not have capability to complete any of the below line items, enter N/A in the Cost of Job column.

Description of Print Job	Quantity	Cost of Job
Holiday Cards 4½ x 6¼, a full-color picture on the front, inside holiday message, card stock, with envelopes with Great Parks name, logo, and address	400	
Annual Reports 8½ x 11, 12 full-color pages, double-sided. Card stock front & back cover, inside pages heavier paper, staples on the short side of landscape alignment	400	
Posters 11 x 17, 4 color printing, printing on one side, cardstock	25	
Sandwich Boards 24 x 36, printing on one side, 4 mm corrugated plastic	1	
Yard Signs 18 x 24, printing on two sides, 4 mm corrugated plastic, with H Frame	1	
Postcards 4 x 6, full color, printing on two sides, glossy cardstock	500	
Tri Folded Brochures 8 ½ x 11, 4 color, printing on two sides, trifold, standard brochure-style paper	1000	
Full Color Glossy Magazine (print-only) 8 ½ x 11, 4 color, printing on two sides, 36 pages. Must print address and permit # on the magazine.	10,000	
Full Color Glossy Magazine (distribution-only) Distribution of 8 ½ x 11, 4 color, printing on two sides, 36 pages to targeted audiences in Hamilton County. (excludes cost of purchasing lists and postage as these may vary).	10,000	
Go Big Booklets – 8 ½ x 11, print to bleed, spiral bound on the top edge (landscape), single-sided print, 20 pages, front & back cover on card stock, standard lb. interior pages.	5	
Service Fees for same-day and next-day		
	Total	