



2010/2011 Annual Report Design Request for Quote

Summary:

Annually The Summit/Akron Solid Waste Management Authority ("SASWMA") issues an annual report to inform and educate businesses, residents, political jurisdictions, and solid waste districts about their mission, programs, and services.

The following specifications are for SASWMA's annual report only for the years 2010 and 2011, and are provided for bidding purposes. Creative freedom is welcomed and encouraged.

This specification will be submitted to marketing and advertising firms. SASWMA reserves the right to award each required service listed below independently or exclusively to qualified bidders. All bids will be reviewed considering the best interest of SASWMA. SASWMA reserves the right to reject any and/or all proposals, to re-advertise for proposals and to waive any informality in any proposal and to determine the most responsive proposal by its own criteria, as described within the specification.

Annual Report Description:

- Copy: Agency will provide copy from data provided by SASWMA
 - Copy to be provided will also include a letter from our chairman
- Art: SASWMA to provide digital files on disk; stock photos to be used where needed
- Proof: Complete digital proof prior to completion
- Delivery: Required within 7-10 working days after final approval
- Format: In a format compatible for placement on SASWMA's web site
- Completion: Project to be completed no later than July 1, 2011 (2010 annual report) and July 1, 2012 (2011 annual report)

References:

Agency must supply three (3) business references consisting of current or previous customers of similar scope and value with your reply. Include name, address, and telephone and fax numbers, e-mail address, and a verified current contact person.

Samples:

Agency must supply samples of related work with submittal of quotation form.

Please fill out the attached quotation form and fax (330.374.1819) or e-mail to Jenny Markovich at jmarkovich@saswma.org by 4:00 p.m. Monday, August 9, 2010.

NOTE: *This document is mailed as a courtesy. SASWMA assumes no responsibility for failure to send it to all interested organizations or companies. Other interested Contractors may obtain copies by written request to Yolanda Walker, Executive Director, SASWMA 12 E Exchange Street; Third Floor, Akron, OH 44308.*



"Promoting Recycling in Summit County"

**2010/2011 Annual Report Design
Request for Quote**

Quotation Form

Complete and return by Monday, August 9, 2010

Quote should include, but not limited to:

Project Management \$ _____

Creative Services \$ _____

Production Services \$ _____

Scans, Outputs & Photography \$ _____

Outsourced Costs \$ _____

Other (please list) \$ _____

Total Project Cost: \$ _____

Contact information:

Company Name		Contact Name	
Address		City/ST/Zip	
Phone		Fax	
E-mail			

Submit to: SASWMA
Attn: Jenny Markovich, Program Coordinator
Fax: 330.374.1819
E-mail: jmarkovich@saswma.org