

Great Parks of Hamilton County
Request for Proposal
2026 Motor Vehicle Permit
Printing Services
August 04, 2025

A. Introduction & Overview

Great Parks of Hamilton County (Great Parks) has issued this Request for Proposal (RFP) to engage an experienced vendor (Supplier) to provide 2026 Motor Vehicle Permit (MVP) printing services, including production layout and printing for four variations of Great Parks Motor Vehicle Permits.

B. Background

Great Parks has been protecting greenspace and providing recreational and educational opportunities to Hamilton County residents for over 90 years. What started as a single site at Sharon Woods has grown into an unmatched system of 22 parks and conservation areas spread across our region. In October 2022, Great Parks announced the launch of a new logo and *Find Your Wild*, a new tagline that will inspire the community to find unique experiences throughout our 22 parks and conservation areas. The new acorn logo and *Find Your Wild* tagline 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.

C. Scope of Work

The Supplier will furnish all labor, material, equipment, and software necessary to provide the following services based on the following guidelines:

Project Overview:

Project will consist of five print jobs, (two MVPs, three envelopes) and one service.

1. Guest MVP – 3 1/8" x 3 1/8" x 3 1/8" die-cut triangle, two-color, includes low-to-medium tack cling decals made from flexible clear vinyl with UV-resistant properties.
2. 8.5" x 5.5" full-color Coupon Sheet that includes descriptions and coupons to accompany MVP. It is on standard, 20# copy paper. Two-sided. Perforated coupons and barcode included.
3. Standard #10 envelope, unsealed, 4-1/8" x 9-1/2", custom-printed Great Parks logo and return address printed in top left corner of envelope. Sequential number beginning at 000001 to be printed on front top right of envelope. Envelope to have gum or adhesive seal. Three variations of the envelope must be printed with the below information:
 - a. "RESIDENT" for in-county Resident MVPs.
 - b. "NON-RESIDENT" for non-county residents.
 - c. "REPLACEMENT" for replacement MVPs.
4. Employee MVP – 3 1/8" x 3 1/8" x 3 1/8" die-cut triangle two-color, includes low-to-medium tack cling decals made from flexible clear vinyl with UV-resistant properties

with printed white circle at top of triangle.

5. Service –pair MVPs with Coupon Sheet in envelope for end-user consumption.
 - a. See instructions in the packaging section below.
- A printed sample of each material, including a sample of the packaged items in the printed envelope must be received by **September 08, 2025** for review and inspection by Great Parks at no cost.
- All printed materials compliant with this RFP must be received by Great Parks of Hamilton County by **September 22, 2025. Late charges will be assessed for delays in the amount of \$250.00 per week, with first late fee assessed on September 29, 2025.**
- Samples of 2026 MVP examples can be found [here](#).

Design:

- Project design and layout in Adobe Illustrator with a PDF file provided.

Size:

- All MVPs will be die-cut triangles with dimensions of 3 1/8" x 3 1/8" x 3 1/8".
- Envelopes will be standard letter-sized, 4-1/8" x 9-1/2"
- Supporting 8.5x5.5 document, including descriptions and coupons, will be printed separately.
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Quantity:

- Print 162,150 Guest MVP decals (includes Resident, Non-Resident, and Replacement MVPS)
- Print 159,500 Coupon Sheet with descriptions and four coupons (to be used for resident and non-resident MVPS)
- Print 130,200 RESIDENT standard, letter-sized envelopes
- Print 29,300 NON-RESIDENT standard, letter-sized envelopes
- Print 1,750 REPLACEMENT standard, letter-sized envelopes
- Print 5,000 Employee MVPs. Each will have a 1/4-inch white circle placed within the top portion of the decal (See example from previous year linked below).
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Paper and Printing:

- MVP Decals
 - Two-color. one-sided, UV-resistant for a minimum of 12-15 months.
 - Print decals on clear, flexible film or vinyl, low-medium tack, removable, pressure-sensitive adhesive on a layflat liner
 - Resistant to extreme temperatures and adheres for 12 months.
 - MVP decal material must be shelf-stable for no less than 6 months in climate-controlled conditions.
 - Must be removable by hand from windshield glass after 12-months.
 - Decals shall have limited water immersion resistance and good humidity resistance.
- Supporting coupon/copy document

- Print double-sided 20 lb bond paper (copy paper). Full-color. Perforation around coupons. Coupons to include printer-imposed security measure/VOID pantograph to help prevent fraud
- Letter-sized envelope, 4-1/8" x 9-1/2", custom-printed Great Parks logo and return address printed in top left corner of envelope. Sequential number beginning at 000001 to be printed vertically on front top right of envelope. Envelopes must include a prominent "RESIDENT" for in-county Resident MVPS, "NON-RESIDENT" for non-county residents, and "REPLACEMENT". See instructions in packaging section below.
- Great Parks of Hamilton County requires a finished sample on of before September 08, 2025 and reserves the right to request reprints for any misprints, printer or material-related errors at no cost to Great Parks.

Finishing:

- Printed 8.5x5.5" flyer with coupons. Coupons to include printer-imposed security measure/VOID pantograph to help prevent fraud. Coupon area to be perforated.
- Trim to size.

Packaging:

- Envelope, RESIDENT – Each RESIDENT envelope shall include 1 Guest MVP, 1 Coupon Sheet, and placed in the Envelope marked RESIDENT. Once MVP and coupon sheet have been added to envelopes, envelopes must be sealed. The envelope packaging shall be uniformly and securely packed in quantities of 100 (no cardboard dividers) and packed 100 through 200 (low to high). The envelopes with MVPs must be packaged with the serial number facing up. The packages shall be packed in corrugated boxes. Box shall be labeled RESIDENT, quantity, and serial number range contained therein. The envelopes must be packaged with the serial number facing up. Total qty. – 130,200.
- Envelope, NON-RESIDENT – Each NON-RESIDENT envelope shall include 1 Guest MVP, 1 Coupon Sheet, and placed in the Envelope marked NON-RESIDENT. Once MVP and coupon sheet have been added to envelopes, envelopes must be sealed. The envelope packaging shall be uniformly and securely packed in quantities of 100 (no cardboard dividers) and packed 100 through 200 (low to high). The envelopes with MVPs must be packaged with the serial number facing up. The packages shall be packed in corrugated boxes. Box shall be labeled NON-RESIDENT, quantity, and serial number range contained therein. The envelopes must be packaged with the serial number facing up. Total qty. – 29,000.
- Envelope, REPLACEMENT – Each REPLACEMENT envelope shall include 1 Guest MVP and placed in the Envelope marked REPLACEMENT. Once MVP has been added to envelopes, envelopes must be sealed. The envelope packaging shall be uniformly and securely packed in quantities of 100 (no cardboard dividers) and packed 100 through 200 (low to high). The envelopes with MVPs must be packaged with the serial number facing up. The packages shall be packed in corrugated boxes. Box shall be labeled REPLACEMENT,

quantity, and serial number range contained therein. The envelopes must be packaged with the serial number facing up. Total qty. – 1,750.

- 900 Guest MVPs shall be grouped in packs of 100 and packaged in a corrugated box. No envelope or coupon sheet shall be included. Box must be labeled with FOR ADMIN USE
- 5,000 Employee MVPS shall be grouped in packs of 100 and packaged in a corrugated box. No envelope or coupon sheet shall be included. Box must be labeled EMPLOYEE.

Additional Requirements:

- Printer must have in-house facilities for all aspects of this project including prepress, output, proofs, printing press, trimming and packaging.
- Great Parks receives immediate delivery of Motor Vehicle Permits, but no later than **Friday, September 22, 2025 by 1:00 p.m. EST.**
- Bid prices shall include all delivery and freight charges for inside delivery
- Printer is not to change project design.
- No decals shall be removed from the premises of the manufacturer except on written instructions or authorization from Great Parks of Hamilton County. All defective or excess decals shall be accounted for and destroyed by the manufacturer.
- It is specifically understood that the original artwork, proofs, plates and all other materials used in the completion of this contract for these decals, shall become the property of Great Parks of Hamilton County.
- The contractor shall maintain a rigid inspection for the elimination of imperfect sheets of decals and for all other violations of these specifications. Additional MVPS should be available to replace damaged or incorrect product at no cost to Great Parks.
- The integrity of the numeric sequence is critical. Great Parks of Hamilton County reserves the right to reject any decals which, upon receipt and inspection, do not conform to the specifications. Manufacturer shall pay return transportation of the rejected transparencies and replace them at no expense to Great Parks of Hamilton County.

D. Term and Contractual Relationship

The term of the agreement will be effective through December 31, 2025. 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. The one -year renewal periods are from January 1, 2026 – December 31, 2026, for the printing for the 2027 MVPs January 1, 2027 – December 31, 2027, for the printing of the 2028 MVPs and January 1, 2028 – December 31, 2028, for the printing of the 2029 MVPs. The Supplier will submit pricing change notifications during the annual renewal period, if any. This renewal period will be from June 1 – June 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 Motor Vehicle Permit 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 Motor Vehicle Permit printing 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 must be located in the Greater Cincinnati/Tri-State Area and have the ability to physically attend on-site meetings at Great Parks operations office located at our Winton Woods location.
2. Supplier must be a professional printer with at least 5 years' experience in commercial printing. Prior park printing experience is helpful.
3. Suppliers must be qualified, equipped, organized, and financed to perform the printing services required by this RFP.
4. Supplier must have a documented inspection process for the elimination of imperfect sheets of decals and for quality control.
5. Supplier must be able to print numeric sequences on envelopes and package printed materials within the envelopes. Great Parks of Hamilton County reserves the right to reject any decals that, upon receipt and inspection, do not conform to the specifications. The manufacturer shall pay for the return transportation of the rejected transparencies and replace them at no expense to Great Parks of Hamilton County.

F. Level of Care and Skill

The MVP 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 insured 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 Supplier pursuant to this RFP. Great Parks may use the printed motor vehicle permits 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 motor vehicle permits provided to Great Parks will not contain a watermark, logo, or copyright, or other mark.

K. Schedule and RFP Submittal Deadline

ACTIVITY	DATE
Request for Proposals Issued	August 04, 2025
Submittal of Written Questions	August 06, 2025 by 2:00 p.m. EST
Responses to Written Questions	August 08, 2025 by 5:00 p.m. EST
Proposal Deadline	August 18, 2025 by 2:00 p.m. EST
Evaluation of Proposals	August 18, 2025 – August 22, 2025

Notice of Award	August 22, 2025
Project Commencement	August 25, 2025
Proofs Received	September 08, 2025
Receipt of finished MVPs, Coupon Sheets and envelope packages	September 22, 2025 by 1:00 p.m. EST

L. Question and Answer Process

Suppliers are strongly encouraged to read this RFP in its entirety. Questions about this RFP must be submitted to JDelorio@greatparks.org by **August 06, 2025 by 2:00 p.m.** Unless the questions posed require additional time to respond, Great Parks will respond to the written questions via email by **August 08, 2025 at 5:00 p.m.** Great Parks will not answer any questions after that time.

M. Proposal Deadline

Proposals are due **by 2:00 p.m. EST on Monday, August 18, 2025** and shall be submitted electronically by email to Rachel Doellman, Chief of Marketing and Brand Strategy, Great Parks of Hamilton County at rdoellman@greatparks.org. The subject line must read "RFP Gret Parks Motor Vehicle Permits." The Supplier is responsible for ensuring the Proposal has been received by the deadline.

N. Proposal Submittal Requirements

Suppliers shall submit the following for consideration:

1. The entire signed and initialed Request for Proposal.
2. Pricing Proposal (Exhibit A)
3. Executed Proposal Acknowledgment

Together these documents shall be considered the "Proposal."

Great Parks accepts no liability for the costs and expenses incurred by the Supplier in responding to this RFP.

O. Determination of Best Proposal

In determining the best proposal, the following items will be considered. Supplier will be required to submit the items below as requested by Great Parks during the evaluation of proposals.

1. The Supplier's record, experience, and ability to execute services of like character, scope, and size.
2. Ability to produce within required timeline
3. Whether the Supplier has adequate equipment to perform the services promptly and expeditiously.
4. Cost of the services.
5. Supplier's past projects with Great Parks or other public parks

P. Reservation of Rights

Great Parks intends to award a contract, provided the proposal has been submitted in accordance with the requirements of this RFP.

Great Parks reserves the right to:

1. Accept or reject any or all proposals in whole or in part.
2. Cancel the RFP in whole or in part at any time.
3. Reissue this RFP with or without modification.

4. Waive any defect, informalities, or irregularities in any proposal received or in the RFP.
5. Accept the proposal, which in Great Parks' judgment, is in Great Parks' own best interests.

Q. Acceptance of Proposal & Contract Award

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

1. Ohio Bureau of Workers' Compensation (BWC) Certificate of Coverage.
2. New Vendor Form (if applicable, for Great Parks' Finance Department purposes).
3. OPERS Independent Contractor/Worker Acknowledgement form (if applicable).
4. List of emergency contacts and their contact information.
5. Certificate of Insurance, listing Great Parks of Hamilton County as additional insured evidencing Supplier has insurance at least in amounts specified by this RFP.

R. 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.

S. Payments/Submission of Invoices by Selected Supplier

After completing the printing services required by this RFP, the selected Supplier will email an invoice to parkdistrictap@avidbill.com and copy rdoellman@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.

T. 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.

U. 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.

Proposal Acknowledgement

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, and supervision required for:

Great Parks of Hamilton County 2026 Motor Vehicle Permit Printing Services Request for Proposal

We acknowledge and agree that the RFP and all documents submitted in response thereto (except to the extent that such submittals contradict the RFP) shall become the Agreement between the parties and shall be binding upon Supplier.

COMPANY: _____

BY (Name, Title): _____

SIGNATURE: _____

DATE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

WORK NO: _____

MOBILE NO: _____

EMAIL ADDRESS: _____

State whether a: Corporation (___), Partnership (___), Sole Proprietorship (___), Individual (___)

**EXHIBIT A
PRICING PROPOSAL**

Please complete the following pricing proposal. The proposal should include all related fees associated with this RFP. *Pricing will include delivery, freight, set-up, and any related expenses to the production and delivery of the product as described in this RFP.*

Qty.	Description of Service	Price Per Unit	Total
162,150	Guest MVP		
5,000	Employee MVP – decals with White Circle		
159,500	8.5" x 5.5" full-color coupon Sheet, two-sided.		
161,150	Standard envelope, unsealed, 4-1/8" x 9-1/2", custom-printed Great Parks logo, sequential numbering and labeling.		
161,150	Envelope packing service.		
		Total Cost of Job	

COMPANY: _____

BY (Name, Title): _____

SIGNATURE: _____

DATE: _____