



217 Elm St., Oil City, PA 16301-1412 / 814.677.3152 / OilRegion.org

---

**Request for Quotations: Printing Trails of Venango County**  
**Issued March 27, 2026**  
**Quotations Due – April 10, 2026**

The Oil Region Alliance (ORA) is accepting written quotations for the printing and design of the *Trails of Venango County*, a full-color book.

This guide is intended for indoor and outdoor use in a variety of weather conditions and must be durable under wet conditions and frequent handling. The final product will include full-color text, graphics, and photographs. ORA will provide all images and written content to the selected firm. Text will be supplied in Microsoft Word format. The final production file format will be in PDF and an editable file, so minor edits can be made for future printing.

Quotations must be received at the ORA office no later than April 10, 2026, at 4:00 p.m. Quotations shall remain valid for a minimum of sixty (60) days from the submission deadline. Quotations may be submitted by:

- Email to: [kharris@oilregion.org](mailto:kharris@oilregion.org)
- Mail to: Kim Harris, Oil Region Alliance, 217 Elm Street, Oil City, PA 16301
- Hand delivery to the ORA office at the address above

### **Specifications**

#### **Size & Format:**

- Finished size: 5.5" W x 8.5" H
- Printed both sides
- Approximately 150 interior text and image pages (will be determined with the final layout), printed two-sided, and four (4) fold-out maps: 11" x 8.5" H - Folded in half, then one half folded in half again, so the printed side appears to the reader.
- Flat size: 11" W x 8.5" H
  - Front and back cover included
  - Back interior pocket to hold a separate folded map (4" W x 8.25" H). The separate map is **not** part of this printing project.

#### **Stock:**

- Cover: 10 mil waterproof, durable, rip-resistant material
- Interior pages: 5 mil waterproof, durable, rip-resistant material

**Ink:**

- Full color throughout

**Binding:**

- Twin loop wire -O binding

**Design Services:**

Layout and design services shall be provided by the printing firm and must be included in the quotation. All images will be supplied by ORA. The selected firm will collaborate with ORA on final file preparation and formatting.

**Packaging:**

Finished books must be packed in boxes weighing no more than 30 pounds per box.

**Delivery:**

By June 30, 2026,  
Oil Region Alliance  
217 Elm Street  
Oil City, PA 16301

**Payment:**

Payment terms: Net 30 days.

The invoice must clearly itemize and include applicable sales tax.

**Contact Information**

Kim Harris  
Outdoor Recreation Program Manager  
Oil Region Alliance  
217 Elm Street  
Oil City, PA 16301  
Email: kharris@oilregion.org  
Phone: (814) 677-3152, Ext. 120

Firms are encouraged to submit quotations based on the specifications above. Firms may also include alternative recommendations or options for consideration, clearly identified as such.

Funding for this project is provided by the National Park Service

**QUOTATION FOR PRINTING:**  
Venango County Trails Guide

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Quotation for layout/design, printing, and binding at the following Not-to-Exceed Prices (Inclusive of Tax):**

<b>Not-to-Exceed Price</b>	<b>Total Quantity Provided</b>
\$3,000 (incl. tax)	_____
\$4,000 (incl. tax)	_____
\$5,000 (incl. tax)	_____

**Submit to:**

Kim Harris  
Outdoor Recreation Program Manager  
Oil Region Alliance  
217 Elm Street  
Oil City, PA 16301  
Email: kharris@oilregion.org

Quotes must be received no later than April 10, 2026, at 4:00 p.m.

-----End of Invitation for Quotations-----