



Consent Item

To: City Administrator Eric Hanson

From: Marketing Director Kirsten Hochstetler and City Clerk Abigail Johnson

Date: September 21, 2018

Subject: Ballwin Life 2019 Printing Bid

Recommendation:

Three companies submitted bids. Staff recommends awarding a one year contract for the 2019 calendar year to the low bidder, A Graphic Resource.

Explanation:

A Graphic Resource is the same company who printed the publication in 2018. The bid tabulation is attached and shows a number of options staff explored in the bidding process including a multi-year contract and increasing the paper quality of the cover of the magazine. Staff recommends proceeding with bidding option #1.A which is the same as past printings of the magazine.

CITY OF BALLWIN TABULATION OF BIDS

Bid Item: 2019 BALLWIN LIFE MAGAZINE PRINTING

Date Opened: at 10AM SEPT 14, 2018

Dept: ADMINISTRATION

To print 15,000 copies	Walsworth	Messenger Print Group	A Graphic Resource
OPTION #1 A 40pgs, Self Cover 50# Matte text 1 year contract	\$5,959.00 \$.373 /Unit	\$5,490.00 \$.366 /Unit (\$5,650.08 with mailing)	\$4,472.40 \$.29816 /Unit (\$4,783.06 with mailing)
OPTION #1 B 40pgs, Self Cover 50# Matte text 3 year contract	\$5,940.00 \$.396 /Unit	\$5,595.00* \$.373 /Unit <i>*Prices subject to future paper prices increases</i>	YR 1 \$4,472.40* \$4,578.40++ YR 2 \$4,591.30* \$4752.97++ YR 3 \$4,630.64* \$4,822.19++ <i>*Prices are subject to change at time of renewal for +/- paper costs. ++ Fixed Cost</i>
OPTION #2 A 48pgs, Self Cover 50# Matte text 1 year contract	\$6,465.00 \$.431 /Unit	\$5,880.00 \$.392 /Unit	\$4,948.26 \$.329884 /Unit
OPTION #2 B 48pgs, Self Cover 50# Matte text 3 year contract	\$6,885.00 \$.459 /Unit	\$5,997.00* \$.3998 /Unit <i>*Prices subject to future paper prices increases</i>	YR 1 \$4,948.26* \$5,088.89++ YR 2 \$5,017.48* \$5,177.48++ YR 3 \$5,058.17* \$5,298.37++ <i>*Prices are subject to change at time of renewal for +/- paper costs. ++ Fixed Cost</i>
OPTION #3 A 44pgs 50# Matte text 4pgs cover 80# Matte 1 year contract	\$6,405.00 \$.427 /Unit	\$6,180.00++ \$.412 /Unit <i>++Did not bid to specifications: bid for 16 pages 80# cover; 32 pages 50# Matte</i>	\$6,117.39 \$.47826 /Unit
OPTION #3 B 44pgs 50# Matte text 4pgs cover 80# Matte 3 year contract	\$6,795.00 \$.453 /Unit	\$6,303.00* ++ \$.4202 /Unit <i>*Prices subject to future paper prices increases</i> <i>++Did not bid to specifications: bid for 16 pages 80# cover; 32 pages 50# Matte</i>	YR 1 \$6,117.39* \$6,258.08++ YR 2 \$6,338.48* \$6,486.36++ YR 3 \$6,400.70* \$6,674.03++ <i>*Prices are subject to change at time of renewal for +/- paper costs. ++ Fixed Cost</i>
COST PER 1000 COPIES	\$ 41.00 x 12 = \$492 est. cost	\$13.34 per M x 12 = \$160.08 est. cost	\$25.88 per M x 12 = \$310.56 est. cost YR2: \$26.54/M; YR3: \$27.22/M
Anticipated turn time for Project:	10 working days + Proofing	Print 7-8 working days Mail Prep 2-3 working days	7 Days

Attending Opening: Abigail Johnson (Admin); Lynne Reiche (Finance)