



## **Consent Item**

**RE:** 2021 Ballwin Life Magazine (RFP #20-21)

**Department/Program:** Administration

**Recommendation:** Staff recommends awarding the 2021 Ballwin Life Magazine contract to the low bidder, Messenger Print Group.

**Explanation:** The budgeted amount for the 2021 Ballwin Life Magazine project is \$31,500. Staff expects to print three 32-page publications and one 48-page publication during the 2021 year. A total of six bids were received and read aloud at 12 p.m. on Monday, September 28. Messenger Print Group provided the lowest price per issue for both of these page lengths (32 and 48) and came in under budget at approximately \$31,320 (including printing, mail preparation, and estimated postage). Messenger Print Group holds the current Ballwin Life Magazine printing contract and there have been no issues during the 2020 printing portion of the project.

It should be noted this project was quoted for a one-year contract with the option to extend the contract for up to two additional years (with no increase in prices, by providing notice no later than 60 days prior to the commencement of such an additional year). This new contract also allows us to shorten the page count or discontinue the project at any time. During the 2020 calendar year, we shortened the May, August, and November issues due to the COVID-19 pandemic. This decision was made in an effort to reduce costs and avoid publishing any potentially inaccurate (or no longer relevant) content, such as cancelled events and programs. Additionally, we will receive approximately \$15,600 in advertising revenue this year, which will be used to offset the cost of the 2020 project (roughly \$27,500). We will continue offering advertisement opportunities in the 2021 project and that revenue will again be used to assist in financing the publication. At this time, we anticipate a similar level of advertising revenue for the 2021 project.

**Submitted By:** Kennedy Robinson

**Date:** 09/30/2020

# CITY OF BALLWIN TABULATION OF BIDS

**RFP # 20-21**

<b>Bid Item:</b> 2021 Ballwin Life Magazine	<b>Date Opened:</b> 09/28/2020	<b>Dept:</b> Administration
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	16 Pages Issue	32 Page Issue	48 Page Issue	Mail Prep (CPM)	Project Turn Time
1. Liberty Press	\$ 3,550.00	\$ 5,400.00	\$ 7,500.00	\$ 50.00	2 weeks
2. Messenger Print Group	\$ 2,480.00	\$ 3,990.00	\$ 5,420.00	\$ 15.00	7 - 8 working days
3. Print Group Inc	\$ 2,540.81	\$ 4,618.48	\$ 6,696.17	\$ 40.00	10 - 12 working days
4. Freeport Press	\$ 3,501.00	\$ 4,787.00	\$ 5,995.00	\$ 35.00	7 - 10 working days
5. A Graphic Resource	\$ 2,337.97	\$ 4,021.32	\$ 5,634.24	\$ 22.18	6 - 7 working days
6. Modern Litho	\$ 2,813.25	\$ 5,198.70	\$ 7,573.30	\$ 41.37	7 - 10 working days
7.					
<b>TOTAL GROSS PRICE</b>					
<b>TOTAL NET PRICE</b>					
<b>DELIVERY DATE</b>					

Attending Opening:      Dept Rep \_ Finance Rep \_

Kennedy Robinson - Admin

Scott Stephens - Police