



# **Request for Proposals For Ballwin Life Magazine**

Contact phone: (636) 227-9000

Contact email: [krobinson@ballwin.mo.us](mailto:krobinson@ballwin.mo.us)

Close date: Wednesday, September 25, 2019 at 12:00 p.m.

## **Project Description: Ballwin Life Magazine**

Our Ballwin Life Magazine is a quarterly publication distributed to residents and businesses in the City of Ballwin. The 2020 magazine is scheduled to be delivered February 3<sup>rd</sup>, May 4<sup>th</sup>, August 3<sup>rd</sup>, and November 2<sup>nd</sup>. The City is seeking sealed bids from qualified printing companies to quote the project at two, one-year pricing options. The City of Ballwin reserves the right to select which option to use at the conclusion of the bidding process.

## **Project Specifications:**

16,000 copies

8.25 x 10.75 Page Size

Four-Color Process with Bleed, 4 over 4

Saddle Stitch Bind

Print Ready PDF from Ballwin

Digital Online Proof & Composite Low Resolution Paginated Proof Required

Final Delivery to Mail House or Post Office and Customer Copies

### **Option #1**

One year contract

4 issues (3 @ 32 pages and 1 @ 48 pages)

Self-Cover

50# Coated Matte Text

### **Option #2**

One year contract

4 issues (3 @ 32 pages and 1 @ 48 pages)

Self-Cover

70# Gloss Text

**Terms of Contract:**

By submitting this form, the applicant agrees to the following terms and conditions.

- If selected by the City, printing the above mentioned publication for the 2020 calendar year, 4 separate publications.
- Bids are accurate for the 2020 calendar year and will be honored at the listed price.
- The City of Ballwin reserves the right to select the option best suited to conduct the project in an effective and efficient manner. Ballwin also reserves the right to discontinue the project at any time.
- The accepted applicant agrees to print the project with slight fluctuations in size (no less than 32 pages and no more than 48 pages).
- The accepted applicant agrees to print the project with slight fluctuations in quantity volume per issue. If the project is a lower quantity than the bidding quantity, Ballwin recognizes the possibility of a reasonable price per unit increase.

**Mail Preparation:** Mail Preparation Bid is requested. A list of mailing addresses will be provided by the City of Ballwin.

**2020 Publication Dates:**

- Winter Issue Date: February 3, 2020
- Spring Issue Date: May 4, 2020
- Summer Issue Date: August 3, 2020
- Fall Issue Date: November 2, 2020

**Questions about this RFP?** All questions must be submitted in writing to Marketing & Communications Specialist Kennedy Robinson at [krobinson@ballwin.mo.us](mailto:krobinson@ballwin.mo.us).

*A public bid opening will take place at the Ballwin Government Center (1 Government Ctr) at 12:00 p.m. Wednesday, September 25.*

**Company Name** \_\_\_\_\_

**Company Website (with past work samples)** \_\_\_\_\_

**Contact** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Project Turn Time** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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 Close Date: Wednesday, September 25, 2019 at 12:00 p.m.

**Please list the price you can offer with the above specifications:**

**Mail Preparation:** Cost per 1,000 \$ \_\_\_\_\_

**Anticipated Turn Time for the Project:** \_\_\_\_\_

**Please submit a quote for Option #1 and Option #2 as well as the price per unit for each.**