



## **Request for Proposals #20-21 For Ballwin Life Magazine**

Contact phone: (636) 227-9000

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

Close date: Monday, September 28, 2020 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 2021 magazine is scheduled to be delivered in February, May, August, and November. For the 2021 project, we expect magazines to range from 16 to 48 pages in length, but the City reserves the right to alter the page count of each issue or discontinue the project at any time. The City is seeking sealed bids from qualified printing companies to quote the publication with a per-issue pricing for each of the following:

- 16 pages
- 32 pages
- 48 pages

This project should be quoted for a one (1) year contract with the option to extend the contract for up to two (2) additional years. Contract begins with the February issue and ends with the November issue. The City of Ballwin reserves the right to select publication page length before at time of issue preparation.

Past Ballwin Life Magazines can be found here: [www.ballwin.mo.us/Ballwin-Life-Magazine/](http://www.ballwin.mo.us/Ballwin-Life-Magazine/)

### **Project Specifications:**

15,500 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

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

**2021 Publication Dates:**

Winter Issue Date: February 1, 2021

Spring Issue Date: May 3, 2021

Summer Issue Date: August 2, 2021

Fall Issue Date: November 1, 2021

**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 2021 calendar year (four (4) separate publications with potentially varying lengths), with the ability to extend the contract for up to two (2) additional years (with no increase in prices, by providing notice no later than 60 days prior to the commencement of such an additional year).
- Bids are accurate for the 2021 calendar year (starting with the February issue and ending with the November issue) 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.
- The accepted applicant agrees to print the project with slight fluctuations in size and page count. Ballwin also reserves the right to discontinue the project at any time.
- 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.

**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). Submitted questions and answers will be posted as an addendum on the City's website at [www.ballwin.mo.us/Request-for-Bids-Proposals-and-Professional-Services/](http://www.ballwin.mo.us/Request-for-Bids-Proposals-and-Professional-Services/)

*Sealed bids must be addressed to the following address and will be accepted by the City of Ballwin until 12:00 p.m. (CDT) on Monday, September 28, 2020.*

*City of Ballwin  
ATTN: Marketing & Communications  
1 Government Ctr  
Ballwin, MO 63011*

*A public bid opening will take place at the Ballwin Government Center (1 Government Ctr) at 12:00 p.m. Monday, September 28.*

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

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

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

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

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

**REQUEST FOR PROPOSAL RFP Ballwin Life Magazine**

Contact Phone: (636) 227-9000

Contact Email: krobinson@ballwin.mo.us

Close Date: Monday, September 28, 2020 at 12:00 p.m.

**16 Pages** Price per Issue (15,500 copies) \_\_\_\_\_

Self-Cover

50# Gloss Text

Anticipated Project Turn Time \_\_\_\_\_

Mail Preparation (cost per 1,000) \_\_\_\_\_

**32 Pages** Price per Issue (15,500 copies) \_\_\_\_\_

Self-Cover

50# Gloss Text

Anticipated Project Turn Time \_\_\_\_\_

Mail Preparation (cost per 1,000) \_\_\_\_\_

**48 Pages** Price per Issue (15,500 copies) \_\_\_\_\_

Self-Cover

50# Gloss Text

Anticipated Project Turn Time \_\_\_\_\_

Mail Preparation (cost per 1,000) \_\_\_\_\_