

REQUEST FOR PROPOSAL
RFP Ballwin Life Magazine



Contact Phone Number: 636-227-9000
Contact Email: khochstetler@ballwin.mo.us
Close Date: Friday, September 14, 2018 at 10:00 A.M.

Project Description: Ballwin Life Magazine

This is a quarterly magazine distributed to residents in the City of Ballwin. The 2019 magazine is scheduled to be delivered in homes: February 4, May 8, Aug 1, and Nov 1. The City is seeking sealed bids from qualified printing companies to quote the project at both a one year and a three year pricing option. The City of Ballwin reserves the right to select which option to use at the conclusion of the bidding process.

Project Specifications:

15,000 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 On-Line Proof & Composite Low Resolution Paginated Proof Required
Final Delivery to Mail House or Post Office and Customer Copies

Option #1 A (One Year Contract)

40 Pages, Self-Cover
50# Coated Matte Text

Option #1 B (Three Year Contract)

40 Pages, Self-Cover
50# Coated Matte Text

Option #2 A (One Year Contract)

48 Pages, Self-Cover
50# Coated Matte Text

Option #2 B (Three Year Contract)

48 Pages, Self-Cover
50# Coated Matte Text

Option #3 A (One Year Contract)

44 Pages Coated Matte Text
4 Page cover 80# Matte

Option #3 B (Three Year Contract)

44 Pages Coated Matte Text
4 Page cover 80# Matte

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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 2019 calendar year, 4 separate publications. Or for the 2019, 2020 and 2021 calendar years, 12 separate publications.
- Bids are accurate for the 2019 calendar year (or 2019, 2020 and 2021) 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 renew each year or discontinue the project at any time.
- The accepted applicant agrees to print the project with slight fluctuations in size (no less than 40 pages and no more than 48).
- 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.

2019 Publication Dates:

Winter Issue Date: February 4, 2019 Spring Issue Date: May 8, 2019
Summer Issue Date: August 1, 2019 Fall Issue Date: November 1, 2019

Questions about this RFP? All questions must be submitted in writing to Director of Marketing and Communication Kirsten Hochstetler at khochstetler@ballwin.mo.us

A public bid opening will take place at the Ballwin Government Center (14811 Manchester Road Ballwin, MO 63011) at 10:00 a.m. Friday, September 14.

Company Name _____

Company Website (with past work samples) _____

Contact _____ **Phone** _____

Email _____ **Project Turn Time** _____

Signature _____ **Date** _____

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

Mail Preparation: Cost per 1,000 \$ _____

Anticipated Turn Time for the Project: _____

Option #1 A (One Year Contract)
40 Pages, Self-Cover
50# Coated Matte Text

15,000 Copies with 40 pages \$ _____
Price per unit \$ _____

Option #1 B (Three Year Contract)
40 Pages, Self-Cover
50# Coated Matte Text

15,000 Copies with 40 pages \$ _____
Price per unit \$ _____

Option #2 A (One Year Contract)
48 Pages, Self-Cover
50# Coated Matte Text

15,000 Copies with 40 pages \$ _____
Price per unit \$ _____

Option #2 B (Three Year Contract)
48 Pages, Self-Cover
50# Coated Matte Text

15,000 Copies with 40 pages \$ _____
Price per unit \$ _____

Option #3 A (One Year Contract)
44 Pages 50# Coated Matte Text
4 Pages Cover 80# Matte

15,000 Copies with 40 pages \$ _____
Price per unit \$ _____

Option #3 B (Three Year Contract)
44 Pages 50# Coated Matte Text
4 Pages Cover 80# Matte

15,000 Copies with 40 pages \$ _____
Price per unit \$ _____