# CITY OF JOPLIN
# COUNCIL AGENDA ITEM

**ITEM**:

Council Bill No. 2024-623. This Council Bill approves a Purchase Order between Minuteman Press, a Missouri Corporation of Chesterfield, Missouri, and the City of Joplin for printing the 2024 Joplin History Guide. This Purchase Order covers the printing, shipping, and handling of 40,000 copies.

**MEETING DATE**:

Monday, October 21, 2024

**ORIGINATING DEPARTMENT**:

Convention & Visitors Bureau

**ATTACHMENTS**:

CB 2024-623 Ordinance, Request for Proposal 2024-RFP-22: Printing of Joplin History Guide, and 2024-RFP-22 Bid Tabulation.

**REVIEWED BY**:

Director of Convention & Visitors Bureau-Patrick Tuttle, Director of Finance-Leslie Haase, City Attorney-Peter Edwards, City Manager-Nicholas Edwards

**SUMMARY REQUEST**:

A significant component of the Convention & Visitors Bureau's annual tourism marketing and promotion efforts is collateral materials that showcase Joplin. Telling Joplin's history is a part of that effort and is supported by the Joplin History Guide.

Hundreds of these guides are mailed each year, fulfilling guests' inquiries from around the globe, while thousands more are distributed locally. They highlight historical sites, people, events, culture, buildings, architecture, and the 2011 tornado.

This Council Bill seeks permission from the City Council for the City Manager or his designee to execute a purchase order with Minuteman Press of Chesterfield, CO., to print 40,000 copies of the 2024 Joplin History Guide in the amount of Eighteen Thousand Two Hundred and Ninety dollars ($18.290.00) with specifics detailed in the RFP. The last printing of 40,000 was in December 2017.

Eleven bids were received through the city's RFP process, with one eliminated due to non-compliance. The CVB staff reviewed all bids and compared provided samples, and a final selection was made.

**FUNDING SOURCE**:

Funding to support this Purchase Order is included in the FY2024 CVB budget.

**RECOMMENDATIONS**:

Convention & Visitors Bureau recommends passing this bill on first reading.

**NOTICE OF REQUEST FOR PROPOSAL**

**REQUEST FOR PROPOSAL NO. 2024-RFP-22**

# *PRINTING OF JOPLIN HISTORY GUIDE*

**RFP Due Date: Noon, Wednesday, September 25, 2024**


| | |
|---|---|
| **Location:** | City of Joplin<br>Convention & Visitors Bureau<br>602 S. Main Street<br>Joplin, MO 64801 |
| **Staff:** | Patrick Tuttle, Convention & Visitors Bureau Director |
| **Email:** | ptuttle@joplinmo.org |
| **Phone:** | 417-625-4789 |

# NOTICE TO BIDDERS

The City of Joplin, Missouri, will accept sealed bid proposals until Noon, Wednesday, September 25, 2024, at the Joplin Convention and Visitors Bureau at 602 S. Main Street, Joplin, Missouri, 64801.

**Printing services for off-set printing and binding**
**Of 40,000 copies of the**
**Joplin Convention & Visitors Bureau**
**64-page Joplin History Guide.**

For questions, please contact Patrick Tuttle, Director, Visit Joplin, by calling 417-625-4789 or emailing ptuttle@joplinmo.org.

# Printing of Joplin History Guide

## Project Description:

| | | |
|---|---|---|
| 1 | Quantity: | 40,000 |
| 2 | Pages: | 64-pages, plus cover (17 sheets) |
| 3 | Dimensions flat: | 11" wide by 8.5" tall |
| 4 | Dimensions finished: | 5.5" wide by 8.5" tall |
| 5 | Binding: | Saddle-stitched twice on the spine |
| 6 | Stock, cover: | 80 lb. gloss cover, one total printed sheet of paper |
| 7 | Stock, text: | 60 lb. dull text (must be able to write on it), 16 total printed sheets of paper |
| 8 | Ink colors: | 4 color |
| 9 | Digital print proof set: | 2 copies are required before printing approval<br>Mail to:<br>1) Joplin CVB, 602 S. Main Street, Joplin, MO 64801<br>2) Hobart Design, 8239 Iris Road, Neosho, MO 64850 |
| 10 | Paper samples: | Include cover and text paper samples with bid |
| 11 | Packaging: | Box label MUST show quantity per box<br><br>No single box should exceed 25# in weight |

## Delivery Instructions:

Please advise the delivery carrier of the following. The delivery location **does not** have a dock, so off-loading must be done by pallet jack onto a city street. A lift gate is required, and the driver will assist in off-loading and moving pallets inside.

The inside Delivery location is Joplin City Hall, 602 S. Main Street, Joplin, MO. 64801 (along 6th Street, north side of building). To have people and equipment ready, a phone call the day before or the morning of delivery is necessary: 417.625.4789.

**All Pricing F.O.B. Joplin, Missouri**

**BID RESPONSE:**

The bid must include the following (on Bib Proposal Summary, see page 7):

1. Printing Costs, per instructions listed under Project Description.
2. Delivery and Handling Costs, per item #11 in Project Description and Delivery Instructions.
3. Include 2-3 samples of similar projects your company has recently completed.

**SELECTION PROCESS:**

Sealed bids must arrive in the CVB office NLT Noon, Wednesday, September 25, 2024.

Bid responses will be reviewed by a panel and scored using the following percentages:

50% = Printing cost (40,000)

30% = Cost for delivery

20% = Timeline from receiving proof approval to delivery

10% = Samples provided

# PRICING

## Please complete and include this price sheet with your sealed bid.

**All Pricing F.O.B. Joplin, Missouri**

Below is our price breakdown for printing 40,000 copies of the 2024 Joplin History Guide, as described within the 2024-RFP-22. Separate pricing for printing & packing, and delivery & limited distribution to the Joplin and other locations are as follows:

Printing: $ _____.

Delivery Cost: $ _____.

Total Project: $ _____.

Once proof approval has been received, printing to delivery will take _____ days.

| | |
|---|---|
| **COMPANY NAME:** | |
| **CONTACT PERSON:** | |
| **CONTACT EMAIL:** | |
| **CONTACT PHONE:** | |
| **CORPORATE ADDRESS:** | |
| **CONTACT SIGNATURE:** | |
| **DATE:** | |

**MARK BID ENVELOPES: "BID 2024-RFP-22**

***PRINTING OF JOPLIN HISTORY GUIDE***

**BY NOON, WEDNESDAY, SEPTEMBER 25, 2024"**

Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, reject any or all bids, and re-bid later. The city may waive any irregularities in the bid, negotiate variances from specifications, and make awards that are in the City's best interests. The city will have the final decision regarding the acceptance of bids and issuance of awards.

The city encourages minority and female-owned businesses to submit bids on all City purchases.

Leslie Haase, CPA

Finance Director

**Publication Date: Tuesday, August 27, 2024**.

# CITY OF JOPLIN, MISSOURI
## FORMAL BID TABULATION FORM
ITEMS VALUED OVER $15,000



**BID #:** 2024-RFP-22 BID ITEM DESCRIPTION: **Printing of Joplin History Guide 2024**

**BID OPENING DEADLINE:** September 25, 2024, NOON **DEPARTMENT:** CVB

**REQUISITION NUMBER:** **DATE & TIME OPENED:** 9/30/2024

**OPENED BY:** Patrick Tuttle **WITTNESSED BY:** Donna Miller

| | VENDOR / ADDRESS | DATE RECEIVED | CONTACT / EMAIL | PHONE NUMBER | VENDOR DEBARRED OR SUSPENDED Y OR N | BID AMOUNTS | |
|---|---|---|---|---|---|---|---|
| #1 | **ALL SEASONS**<br>3801 E. 7th Street<br>Joplin, MO 64801 | August 24, 2024 | Jeff Whitney<br>jwhitney@allseasonsprinting.com | 417-782-0714 | | Print<br>S/H<br>Total | $ 28,940.00<br>$ -<br>$ 28,940.00 |
| | NOTES: NO samples provided | | | | | | |
| #2 | **RAY BUSE PRINTING**<br>1616 E. Harvard Street<br>Pheonix, AZ 85006 | September 16, 2024 | Ray Buse<br>raybuse@buseprinting.com | 602-258-4757 | | Print<br>S/H<br>Total | $ 18,991.00<br>$ 1,535.00<br>$ 20,526.00 |
| | NOTES: Samples provided | | | | | | |
| #3 | **MINUTEMAN PRESS - Chesterfield**<br>#6 Clarkson-Wilson Centre<br>Chesterfield, MO 63017 | September 17, 2024 | Marv Schaefer<br>marv@agraphicresourceinc.com | 314-729-1600 | | Print<br>S/H<br>Total | $ 17,321.00<br>$ 969.00<br>$ 18,290.00 |
| | NOTES: Samples provided | | | | | | |
| #4 | **THE FOUNDRY**<br>2725 Abruzzo Drive<br>Apex, NC 27502 | September 20, 2024 | Mike Cialdella<br>mike@the foundryco.com | 703-329-3300 | | Print<br>S/H<br>Total | $ 17,625.00<br>$ 450.00<br>$ 18,075.00 |
| | NOTES: Samples provided | | | | | | |
| #5 | **GARLICH PRINTING CO.**<br>525 Rubber Road<br>Fenton, MO 63026 | September 24, 2024 | John Powelson<br>jpowelson@garlich.com | 636-680-1865 | | Print<br>S/H<br>Total | $ 34,800.00<br>$ 555.00<br>$ 35,355.00 |
| | NOTES: Samples provided | | | | | | |

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**OPENED BY:** Patrick Tuttle **WITTNESSED BY:** Donna Miller

| | VENDOR / ADDRESS | DATE RECEIVED | CONTACT / EMAIL | PHONE NUMBER | VENDOR DEBARRED OR SUSPENDED Y OR N | BID AMOUNTS | |
|---|---|---|---|---|---|---|---|
| #6 | **CRABAR GBF Inc.**<br>2441 Presidential Parkway<br>Midlothian, TX 76065 | September 24, 2024 | Bill Reid<br>Bill_Reid@crabargbf.com | 470-235-0676 | | Print<br>S/H<br>Total | $ 26,759.00<br>$ 755.00<br>$ 27,514.00 |
| | NOTES: NO samples provided | | | | | | |
| #7 | **SUN GRAPHICS Inc**<br>1818 Broadway Ave.<br>Parsons, KS 67357 | September 25, 2024 | Denise Fleming<br>denise@sun-graphics.com | 620-421-6200 | | Print<br>S/H<br>Total | $ 19,285.00<br>$ 1,430.00<br>$ 20,715.00 |
| | NOTES: Samples provided | | | | | | |
| #8 | **WILLIS AND ASSOC, LLC**<br>11142 Gateway Drive<br>Neosho, MO 64850 | September 25, 2024 | Cindy Garnagin<br>willisprinting@hotmail.com | 417-451-20000 | | Print<br>S/H<br>Total | $ 35,700.00<br>$ -<br>$ 35,700.00 |
| | NOTES: Samples provided | | | | | | |
| #9 | **BLINK MARKETING, INC.**<br>1925 St. Clair Ave NE<br>Cleveland, OH 44114 | September 25, 2024 | Darlene Zwolinski<br>sales@blinkswag.com | 888-670-7924 | | Print<br>S/H<br>Total | $ 26,006.54<br>$ 1,213.00<br>$ 27,219.54 |
| | NOTES: NO samples provided | | | | | | |
| #10 | **ARADIUS GROUP**<br>4700 F. Street<br>Omaha, NE 68117 | September 25, 2024 | Frank A. Phillips<br>faphillips@aradiusgroup.com | 402-672-3640 | | Print<br>S/H<br>Total | $ 23,000.00<br>$ 1,800.00<br>$ 24,800.00 |
| | NOTES: Samples provided | | | | | | |

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**OPENED BY:** Patrick Tuttle **WITTNESSED BY:** Donna Miller

| | VENDOR / ADDRESS | DATE RECEIVED | CONTACT / EMAIL | PHONE NUMBER | VENDOR DEBARRED OR SUSPENDED Y OR N | BID AMOUNT | |
|---|---|---|---|---|---|---|---|
| #11 | **BP&P BREESE PRINTING**<br>8060 Old US Hwy 50<br>Breese, IL 62230 | September 24, 2024 | Rob Michael<br>rob@breesepub.com | 618-978-8835 | | Print<br>S/H<br>Total | $ 15,807.16<br>$ 876.12<br>$ 16,683.28 |
| | NOTES: **BID WAS EMAILED - bid disqualified**. Samples were shipped and received without a bid document. | | | | | | |
| n/a | | | | | | | |
| n/a | | | | | | | |
| n/a | | | | | | | |
| n/a | | | | | | | |

COUNCIL BILL NO. 2024-623 ORDINANCE NO.

AN ORDINANCE authorizing the City of Joplin, Missouri, to enter into a Purchase Order with Minuteman Press, a Missouri Corporation of Chesterfield, Missouri, for printing the 2024 Joplin History Guide in the amount of Eighteen Thousand Two Hundred and Ninety dollars ($18,290.00) and authorizing the City Manager or his designee to execute the same on behalf of the City of Joplin.

WHEREAS, the voters of the City of Joplin passed council bill 88-17 approving the creation of a 2% lodging tax on April 5, 1988, thus creating the Joplin Convention and Visitors Bureau; and,

WHEREAS, the use of these funds is to promote tourism, conventions, and other related activities within the tourism region of the city; and,

WHEREAS, the Joplin History Guide highlights historical sites, people, events, culture, buildings and architecture, and the 2011 tornado; and,

WHEREAS, after following the City's RFP process, the CVB selected the provider and desires to utilize a portion of the proceeds from said tax.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY JOPLIN, MISSOURI, as follows:

Section 1. That the Purchase Order by and between the City of Joplin and Minuteman Press of Chesterfield, Missouri, in the amount of Eighteen Thousand Two Hundred and Ninety dollars ($18.290.00) for the publication of 40,000 copies of the 2024 Joplin History Guide, is hereby approved.

Section 2. That the City Manager or his designee is hereby authorized and directed to execute said Purchase Order on behalf of the City of Joplin.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2024, by a vote of _____.

_____
Keenan T. Cortez, Sr., Mayor

ATTEST:

_____
Holly Nagy, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney