# REQUEST FOR BID PROPOSAL PACKAGE

## #2018-RFP-07

for

## *PRINTING OF JOPLIN CVB VISITOR'S GUIDE*

JOPLIN CONVENTION & VISITORS BUREAU
602 S. MAIN STREET
JOPLIN, MO 64801

# NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until NOON, Monday, April 9th, 2018 at the Joplin Convention & Visitors Bureau located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

**Services for off-set printing and binding of**
**60,000 copies of the**
**Joplin Convention & Visitors Bureau's**
**84-page Joplin Visitor's Guide**

Specifications and bid forms are available from Patrick Tuttle, director of the Joplin Convention & Visitors Bureau (CVB) by calling 417.625.4789 or by email at ptuttle@joplinmo.org. Any proposals received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA
Finance Director

***Publication Date: Tuesday, March 13, 2018***

## INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to **PURCHASE** the following service:

**PRINTING OF JOPLIN CVB VISITOR'S GUIDE**

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.
Minimum information to be submitted with each bid shall consist of the following:

***MARK BID ENVELOPES: "BID #2018-RFP-07 PRINTING OF JOPLIN CVB VISITOR'S GUIDE, NOON, MONDAY, APRIL 09, 2018".***

Questions concerning the specifications and bidding procedures should be directed to Patrick Tuttle, Joplin CVB at 602 S. Main Street, Joplin, MO, 64801 or by phoning 417.625.4789.

# Printing of Joplin CVB Visitor's Guide

**Project Description:** The City of Joplin, Missouri will accept sealed bid proposals until NOON, Monday, April 09, 2018 at the Joplin Convention and Visitors Bureau, 602 S. Main Street, Joplin, Missouri, 64801 to purchase the service of off-set printing and binding of 60,000 copies of the Joplin Convention & Visitors Bureau's 84-page Visitor's Guide. The Visitor's Guide is the Bureau's key tourism collateral publication for attracting guests to Joplin. It is distributed around the world annually.

Project specifics are as follows:

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|---|---|---|
| 1 | Quantity: | 60,000. |
| 2 | Pages: | 80 pages, plus cover (total of 84 pages). Center page being 11" wide by 8.5" tall map. |
| 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 spine. |
| 6 | Stock, cover: | 80 lb. gloss cover, 1 total printed sheet of paper. |
| 7 | Stock, text: | 60 lb. dull text (must be able to write on it), 20 total printed sheets of paper. |
| 8 | Ink colors: | 4 colors. |
| 9 | Digital print proof set: | 2 copies required before printing approval. |
| 10 | Paper samples: | Include cover and text paper samples with bid. |
| 11 | Packaging: | Please indicate quantity per box in bid.<br>No single box should exceed 25# in weight.<br>No single pallet can exceed 2,000 pounds. |
| 12 | Production: | Guide must be printed within the United States. |

**Delivery Instructions**: Please advise delivery carrier of the following. The delivery location does not have a dock so off-loading will have to be by pallet jack onto a city street. Lift-gate required and driver is to assist off-loading and moving pallets inside. Delivery location is: Joplin City Hall, 602 S. Main Street, Joplin, MO. 64801 (along 6th Street, north side of building). A phone call in advance of delivery is necessary so we can have people and equipment ready, 417.625.4789.

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

# Pricing

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

Price for printing 60,000 copies of the 2018 Joplin Visitor's Guide as described within the RFP, to include packaging and freight to the Joplin destination: $ _____.

_____

Company Name

_____

Signature, Company Representative

All Prices F.O.B. Joplin, Missouri

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

Phone: _____

***MARK BID ENVELOPES:***
***"#2018-RFP-07 PRINTING OF JOPLIN CVB VISITOR'S GUIDE"***
***NOON, MONDAY, APRIL 09, 2018***