REQUEST FOR BID PROPOSAL PACKAGE

#2022-RFP-06

for

PRINTING OF THE 2022 JOPLIN CVB VISITORS 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, Friday, January 28, 2022, at the Joplin Convention & Visitors Bureau located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

Services for printing & packing,

and delivery & limited distribution

of 20,000 copies of the

Joplin Convention & Visitors Bureau 's

88-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 later. 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: Thursday, December 30, 2021

INSTRUCTIONS TO BIDDERS

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

PRINTING OF THE 2022 JOPLIN CVB VISITORS 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. *These Guides must be printed in the United States.*

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 required in each bid submitted are detailed on pages 4, 5 and 6 of this RFP.

MARK BID ENVELOPES: "BID #2022-RFP-06 PRINTING OF JOPLIN CVB 2022 VISITOR'S GUIDE", NOON, FRIDAY, JANUARY 28, 2022 ".

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, Friday, January 28, 2022 at the Joplin Convention and Visitors Bureau, 602 S. Main Street, Joplin, Missouri, 64801 to purchase the services for printing & packing, and delivery & limited distribution of 20,000 copies of the Joplin Convention & Visitors Bureau's 88-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 Specifications:

1	Quantity:	20,000
2	Pages:	88 pages, plus cover (total of 92 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 stitch, 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), 22 total printed sheets of paper
8	Ink colors:	4-color
9	Digital print proof set:	2 copies required before printing approval 1) Joplin CVB, 602 S. Main Street, Joplin, MO 64801 2) Hobart Design, 10950 Ilario Lane, Neosho, MO 64850
10	Paper samples:	Include cover and text paper samples with bid

Continued on next page.

Project Specifications continued :

11	Packaging:	Please indicate quantity per box in bid No single box should exceed 25# in weight No single pallet can exceed 2,000 pounds Box exterior is to be labeled/stamped with *Visit Joplin Visitors Guide 2022*, along with the quantity.
12	Production:	MUST be printed within the United States
13	Pallet Delivery:	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. **Deliver To**: 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 .

Below is our price breakdown for printing 20,000 copies of the 2022 Joplin Visitor's Guide as described within the RFP. Separate pricing for printing & packing, and delivery & limited distribution to the Joplin and other locations are as follows:

Printing: $ _____.

Delivery Cost: $ _____.

Total Project: $ _____.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT EMAIL:	
CONTACT PHONE:	
CORPORATE ADDRESS:	
CONTACT SIGNATURE:	
DATE:	

MARK BID ENVELOPES:

"#2022-RFP-06 PRINTING OF JOPLIN CVB VISITOR 'S GUIDE"

NOON, FRIDAY, JANUARY 28, 2022