REQUEST FOR BID PROPOSAL PACKAGE

#2024-RFP-20

for

Printing Services
for business cards and envelopes
for the City of Joplin

CITY OF JOPLIN
FINANCE DEPARTMENT
602 S. MAIN STREET
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until NOON, Friday, August 16, 2024, at the City of Joplin located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

Printing Services

for business cards and envelopes

for the City of Joplin

Specifications and bid forms are available from AJ Whistler, Assistant Finance Director, by calling 417-624-0820, ext. 1246 or by email at awhistle@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 the 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: Friday, August 02, 2024

INSTRUCTIONS TO BIDDERS

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

PRINTING SERVICES

BUSINESS CARDS AND ENVELOPES FOR THE CITY OF JOPLIN

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 #2024-RFP-20, Friday, August 16, 2024, PRINTING SERVICES for BUSINESS CARDS AND ENVELOPES FOR THE CITY OF JOPLIN"

RECEIVED BY: NOON, Friday, August 16, 2024.

Questions concerning the specifications and bidding procedures should be directed to AJ Whistler, Finance Department at 602 S. Main Street, Joplin, MO, 64801 or by phoning 417-624-0820, ext. 1246.

Printing Services for City of Joplin

Project Description:

The City of Joplin, Missouri will accept sealed bid proposals until NOON, Friday, August 16, 2024, at Joplin City Hall, 602 S. Main Street, Joplin, Missouri, 64801 to purchase printing services for professional items as indicated herein. As of March 2022, the City of Joplin implemented a new branding effort which warrants the replacement of outdated stock.

This RFP addresses printing needs in two (2) specific categories – business cards and envelopes.

Attachment #1 is the City of Joplin *Branding Guide* for the following references.

- Page 3 introduces the logo
- Page 12 is the color palette
- Page 13 is the preferred fonts
- Page 14 the business card options
- Page 15 the envelope options (window and non-window).

These standards must be followed, and the highest quality product assured.

*** Each bid must have these two projects listed separately.

Project Specifics:

1) **BUSINESS CARDS**:

Price is requested to be honored for 12-months following selection.

Set up will be the two versions listed in the branding guide (page 14) with personal information changed for each running.

BID QUANTITIES UNITS OF 100 $_____, 250 $_____, and 500 $_____.

CARD STOCK WEIGHT: 100 lb.

STANDARD DIMENSION: 2 in x 3.5 in

FINISH: Matte, no covering, must be writable

PRIMARY VERSION: Full-color front and full-color back, with bleed

EXECUTIVE VERSION: Two-color front and two-color back, with bleed

INITIAL SET UP COST: $_____

ADDITIONAL COMMENTS: _____

_____

Project Specifics continued:

2) ENVELOPES:

The City utilizes window and non-window envelopes:

Please refer to branding guide (page 15) for envelope examples.

**Please indicate if it is more cost effective for the provider to print in bulk and warehouse envelopes on behalf of the City, at no additional cost, or for the provider to print in bulk and deliver envelopes directly to the City.

One design will come camera ready.

a) NON-WINDOW: #10 envelope (4.125 x 9.5), white, security tint single-sided, 4-color, with bleed

ESTIMATED PURCHASE QUANTITY: see below for envelope usage history

BID QUANTITIES: Per box of 500 $_____

b) WITH WINDOW: #10 envelope (4.125 x 9.5), white, security tint, single-sided, 4-color, with bleed

ESTIMATED PURCHASE QUANTITY: see below for envelope usage history

BID QUANTITIES: Per box of 500 $_____

INITIAL ENVELOPE SET UP COST: $_____

ADDITIONAL COMMENTS: _____

_____

Usage History:

With Window envelopes:	Non-Window envelopes:
2021 – 135,000	2021 – 12,500
2022 – 150,000	2022 – 7,000
2023 – 175,000	2023 – 5,000

All Pricing F.O.B. Joplin, Missouri

CONTACT INFORMATION

Please submit this contact information along with the completed pricing information as requested on pages 4 and 5, as a sealed bid, to be received prior to Noon, Friday, August 16, 2024.

Mark Bid Envelope with: ***BID #2024-RFP-20, Friday, August 16, 2024, PRINTING SERVICES for BUSINESS CARDS AND ENVELOPES FOR THE CITY OF JOPLIN"***

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