

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
Convention & Visitors Bureau
602 S. Main Street
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 Mail to: 1) Joplin CVB, 602 S. Main Street, Joplin, MO 64801 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 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.