NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2025-RFP-10

PRINTING OF JOPLIN VISITORS GUIDE

RFP Due Date: **Noon, Thursday, March 6, 2025**

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, Thursday, March 6, 2025, at the Joplin Convention and Visitors Bureau at 602 S. Main Street, Joplin, Missouri, 64801.

Printing services for off-set printing and binding
Of 30,000 copies of the
Joplin Convention & Visitors Bureau
64-page Joplin Visitors Guide.

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

Printing of Joplin Visitors Guide

PROJECT DESCRIPTION:

1	Quantity:	30,000.
2	Pages:	60 pages, plus cover (16 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 colors.
9	Digital print proof set:	Two proof 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 the bid.
11	Box Weight:	No single box can exceed 25 lbs. in weight.
12	Pallet Weight:	No single pallet can exceed 2,000 pounds.
13	Box Labeling:	The box exterior MUST be labeled/stamped with the quantity and *Visit Joplin Visitors Guide 2025*.
14	Production:	MUST be printed within the United States.

15	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. **Deliver To**: Joplin City Hall, 602 S. Main Street, Joplin, MO. 64801 (along 6th Street, north side of building). A phone call before delivery is a must to have people and equipment ready at 417-625-4789. **All pricing F.O.B. Joplin, Missouri.**
16	Direct Shipping:	A portion of the inventory will be directly shipped to visitor centers. Below is a list of shipping addresses and quantities. Please factor this cost in separately in your bid. **All pricing F.O.B. to the specified location.**

BID RESPONSE:

The bid must include the following (on Bib Proposal Summary, see page 8):

1. Printing Costs, per instructions listed under Project Description.
2. Delivery and Handling Costs, per items #15 and 16 in the 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, Thursday, March 6, 2025.

EMAIL BIDS WILL BE DECLINED.

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

50% = Printing cost (30,000)

30% = Shipping Cost

20% = Timeline from receiving proof approval to delivery

10% = Samples provided

TIMELINE:

The City of Joplin anticipates that the following timetable will apply to this RFP. The dates following the RFP issue date are subject to change:

Activity	***Date***
RFP Issued	February 6, 2025
Bid Due Date @ Noon	March 6, 2025
Vendor Selection	March 7, 2025
Complete COJ Contract	March 11, 2025
Present Contract to City Council for Approval**	March 17, 2025
Printing Go-Ahead (**assuming approval)	March 18, 2025

Delivery by Case or Less Than Case addresses (Missouri):

1) Missouri Welcome Center Conway West, 110619 I-44 W, Conway, MO, 65632, 10 cases

2) Pulaski County Tourism, 137 Saint Robert Boulevard, Suite A, Saint Robert, MO, 65584, 4 cases

3) Rolla Visitors Center, 1311 Kings Highway, Rolla, MO, 65401, 2 cases

4) City of Pineville, 503 Main Street, Pineville, MO, 64856, 1 case

5) Cuba Visitors Center, 71 Hwy P (I-44/Hwy 19), Cuba, MO, 65453, 1 case

6) Hannibal CVB, 925 Grand Ave, Hannibal, MO, 63401, 1 case

7) Missouri Welcome Center Eagleville, 11687 Interstate 35 South, Eagleville, MO, 64222, 1 case

8) Missouri Welcome Center Hayti, 55 Welcome Center Drive, Hayti, MO, 63851, 1 case

9) Missouri Welcome Center Rock Port, 23181 I-29 South MM# 109, Rockport, MO, 64482, 1 case

10) Ozark Heritage Welcome Center, 2999 Porter Wagoner Blvd, West Plains, MO, 65775, 1 case

11) Springfield CVB, 815 E. St. Louis Street, Springfield, MO, 65806, 1 case

12) St James Visitors Center, 100 State Route B, St James, MO, 65559, 1 case

13) Visit KC - WWI Museum Visitors Center, 100 W. 26th Street, Kansas City, MO, 64105, 1 case

14) Washington Visitor Center, 301 W Front Street, Washington, MO, 63090, 1 case

15) Sullivan Area Chamber of Commerce, 2 West Springfield, Sullivan, MO, 63080, 1 case

16) City of Eureka, 22 Dreyer Avenue, Eureka, MO, 63025, 1 case

17) Missouri Division of Tourism, 301 West High Street, Room 108, Jefferson City, MO, 65101, 1 case

18) Chillicothe Convention & Visitors Bureau, 100 Elm Street, Chillicothe, MO, 64601, 1 case

19) City of Ste Genevieve, 66 S Main Street, Ste Genevieve, MO, 63670, 1/2 case

20) Marshfield Tourism, 1469 Spur Drive, Marshfield, MO, 65706, 1/2 case

21) Perry County Heritage Tourism, 619 Kiefner Street, Perryville, MO, 63775, 1/2 case

22) Redmon's Information Center, 327 W. Pine, Phillipsburg, MO, 65722, 1/2 case

23) Skillets Café, 1613 Porter Waggoner, West Plains, MO, 65775, 1/2 case

Delivery by Case or Less Than Case addresses (Missouri) continued:

24) St Joseph Visitors Center, 502 N Woodbine, St Joseph, MO, 64506, 1/2 case

25) St. Joseph CVB, 911 Frederick Avenue, St. Joseph, MO, 64501, 1/2 case

26) The Sedalia Katy Depot, 600 East Third Street, Sedalia, MO, 65301, 1/2 case

27) Trailside Center, 9901 Holmes Road, Kansas City, MO, 64131, 1/2 case

28) Warrensburg CVB, 102 S Holden Street, Warrensburg, MO, 64093, 1/2 case

Delivery by Case or Less Than Case addresses (Oklahoma):

29) Visit Claremore, 400 South Veterans Parkway, Claremore, OK, 74017, 1 case

MARK BID ENVELOPES: "BID 2025-RFP-10

PRINTING OF JOPLIN HISTORY GUIDE

BY NOON, THURSDAY, MARCH 6, 2025"

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, February 6, 2025.

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 30,000 copies of the 2025 Joplin Visitors Guide, as described within the 2025-RFP-10. Separate pricing for printing & packing, and delivery & limited distribution to the Joplin and other locations are as follows:

Printing: $ _____.

Shipping Cost (per #15): $ _____.

Shipping Cost (per #16): $ _____.

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:

"#2025-RFP-10 PRINTING OF JOPLIN CVB VISITOR'S GUIDE"

NOON, THURSDAY, MARCH 6, 2025