NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2025-RFP-12

PRINTING OF ROUTE 66 CENTENNIAL MAP

RFP Due Date: **Noon, Wednesday, March 19, 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, Wednesday, March 19, 2025, at the Joplin Convention and Visitors Bureau at 602 S. Main Street, Joplin, Missouri, 64801.

Printing services for off-set printing and folding

of 30,000 copies of the

Joplin Convention & Visitors Bureau

ROUTE 66 CENTENNIAL MAP

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

Printing of ROUTE 66 CENTENNIAL MAP

PROJECT DESCRIPTION:

1	Quantity:	30,000.
2	Pages:	1 Sheet, Two-sided.
3	Trim Size:	24″ wide by 18″ tall, .125 bleed.
4	Dimensions finished:	4″ wide by 9″ tall.
5	Paper:	White 80 lb. Text Gloss.
6	Fold:	Folded to 4″x9″ Map.
7	Ink colors:	Printed 4-color front and 4-color back in Process & Gloss Aqueous-flood ink, or equivalent.
8	Coating:	Gloss Aqueous coating, or equivalent.
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) SR Graphics, 2425 Azalea Road, Nixa, MO 65714
10	Paper samples:	Include 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 *ROUTE 66 CENTENNIAL MAP.*
14	Production:	MUST be printed within the United States. BONUS Points if printed ON Route 66.

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.**

BID RESPONSE:

The bid must include the following on the Bib Proposal Summary, see page 6.

1. Printing Costs, per instructions listed under Project Description.
2. Delivery and Handling Costs per item #15 in the Project Description.
3. Timeline from receiving proof approval to delivery.

PLUS

4. 2-3 samples of similar projects your company has recently completed.

SELECTION PROCESS:

SEALED bids must arrive in the CVB office NLT Noon, Wednesday, March 19, 2025.

EMAIL BIDS WILL BE DECLINED.

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

50 points = Printing cost (30,000)

20 points = Shipping Cost

15 points = Timeline from receiving proof approval to delivery

10 points = If physically printed on Route 66

5 points = 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 21, 2025
Bid Due Date @ Noon	March 19, 2025
Vendor Selection, NLT	March 26, 2025
Complete COJ Contract	March 31, 2025
Present Contract to City Council for Approval**	April 7, 2025
Begin Printing	**Within 30 days of approval

MARK BID ENVELOPES: "BID 2025-RFP-12

PRINTING OF ROUTE 66 CENTENNIAL MAP

BY NOON, WEDNESDAY, MARCH 19, 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: Friday, February 21, 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 ROUTE 66 CENTENNIAL MAP, as described within the 2025-RFP-12. Separate pricing for printing & packing, and delivery to the Joplin and other locations are as follows:

Printing: $ _____.

Shipping 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:

"#2025-RFP-12 PRINTING OF ROUTE 66 CENTENNIAL MAP"

NOON, WEDNESDAY, MARCH 19, 2025