REQUEST FOR BID PROPOSAL PACKAGE

RFP #2015-14

for

PRINTING OF 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, Monday, August 31, 2015 at the Joplin Convention & Visitors Bureau located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

Services for off-set printing and binding of
60,000 copies of the
Joplin Convention & Visitors Bureau
60 page Visitor's Guide.

Specifications and bid forms are available from Patrick Tuttle, director of the Joplin Convention & Visitors Bureau 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 at a later date. 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: Friday, August 1 4, 2015

Printing of Joplin CVB Visitors Guide

Project Description:

1	Quantity:	60,000.
2	Pages:	60 pages, plus cover. 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 stitched 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), 15 total printed sheets of paper.
8	Ink colors:	4 colors.
9	Digital print proof set:	2 copies required before printing approval.
10	Paper samples:	Include cover and text paper samples with bid.
11	Packaging:	Please indicate quantity per box in bid.

Delivery Instructions: 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. Inside Delivery location is: 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

INSTRUCTIONS TO BIDDERS

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

REPRINTING OF 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.

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 to be submitted with each bid shall consist of the following:

MARK BID ENVELOPES: "***BID RFP 2015-14 PRINTING OF JOPLIN CVB VISITORS GUIDE, NOON, MONDAY, AUGUST 31, 2015***"

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.

All Prices F.O.B. Joplin, Missouri

COMPANY NAME: _____

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CONTACT PERSON: _____

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EMAIL ADDRESS: _____

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ADDRESS: _____

_____

_

Signature of Company Representative: _____

Date: _____

Phone: _____

MARK BID ENVELOPES: "RFP 2015-14 PRINTING OF JOPLIN CVB VISITORS GUIDE, NOON, MONDAY, AUGUST 31, 2015

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant