



City of Farmington

430 Third Street
Farmington, MN
651-280-6800 | Fax 651-280-6899
FarmingtonMN.gov

REQUEST FOR PROPOSAL (RFP) FOR COMMERCIAL PRINTING SERVICES AND MAILING SERVICES FOR THE CITY NEWS & RECREATION GUIDE

The City of Farmington is requesting a RFP for printing and mailing services for the City News & Recreation Guide. The proposal will include printing and delivering the publication to the mailing service company (if located at a different facility). The printing company will supply both printing and mailing company proposals and may outsource these services at their discretion providing the specifications and quality of services are not altered. When the mailing service has prepared the publication for mailing, it must be delivered to the Hamilton H. Judson - Farmington Post Office, 216 Oak St. Any overruns will be delivered to Farmington City Hall on the same day. Proposals must be submitted using the attached proposed cost form to ensure a measurable comparison. If the proposal is not submitted in this format, the proposal will be disqualified. Proposals must be received at City Hall, 430 Third St., Farmington, MN 55024, Nov. 19, 2018, no later than 2 p.m.

It is understood that proposals may not be withdrawn for a period of thirty days after the date and time set for proposal review. The request for proposal does not obligate the city to award a contract or complete the project, and the city reserves the right to reject any or all proposals, to waive information therein, and to award the contract in the best interest of the city. The city reserves the right to award a portion of the proposal or the entire proposal.

PRINTING SPECIFICATIONS

- The city will provide the printer with a camera ready, packaged InDesign CS3 file.
- Paper: 80# glossy (self-cover).
- Folded Size: 8.5" x 11"/Saddle Stitched - 8.5" x 11" Book.
- Color: Full color with bleed (4-color process).
- A full color proof will be provided to the city for review before the publication is approved for print. Please include the fee for revisions to the final proof.

Total Printed Copies

The quarterly publication will include the printing of 12,500 copies per publication.

Quarterly Publication – Page Totals

Winter, spring, fall – 28 pages

Summer – 40 pages

MAILING SPECIFICATIONS

- The City News & Recreation Guide is an 8.5 x 11, self-cover publication.
- Ink jet addressing, mailed as a flat.
- Every Door Direct Mailing.
- The mailing company will send the city a check request for postage for the Farmington Post Office two weeks prior to the scheduled mailing. The city will deliver the check to the Post Office.
- The printer will supply overruns with the publication delivery. When the mailing service has prepared the publication for mailing it must be delivered to the Farmington Post Office and overruns will be delivered to Farmington City Hall on the same day.

PROJECT PROPOSALS

The proposed project will begin with the 2019 spring issue and continue through the fall of 2021. Proposal quotes will be honored by the printing and mailing company for project term. Production deadlines will be provided following the acceptance of the proposal.

OPTIONAL INCLUSION

An optional inclusion of two additional years can be added to the proposal term. The optional term is included on the project proposal form. The extended term option will include the 2022 spring issue and continue through the winter of 2023-24.

The proposed cost form must be used for the proposal and the form follows on page three of this document.

Questions? Please contact:

Lauren Siebenaler at 651-280-6807, LSiebenaler@FarmingtonMN.gov

Missie Kohlbeck at 651-280-6971, MKohlbeck@FarmingtonMN.gov

PROPOSED COST FORM

Name of Printing Company: _____

Address: _____

Phone: _____ Website address: _____

Staff Contact Name: _____

Staff Phone: _____ Email address: _____

Project Term Printing Proposal

The three year term cost includes 28 pages for the winter, spring, and fall issues; and 40 pages for the summer issue each year.

1. Spring 2019, Summer 2019, Fall 2019, Winter 2019-20 cost: _____

2. Spring 2020, Summer 2020, Fall 2020, Winter 2020-21 cost: _____

3. Spring 2021, Summer 2021, Fall 2021, Winter 2021-22 cost: _____

Total Printing Project Cost: _____

Optional Two-year Printing Project Inclusion

4. Spring 2022, summer 2022, fall 2022, Winter 2022-23 cost: _____

5. Spring 2023, Summer 2023, Fall 2023, Winter 2023-24 cost: _____

Total Optional Inclusion Printing Project Cost: _____

Project Term Mailing Proposal

The three year term cost includes 28 pages for the winter, spring, and fall issues at a single piece weight of 0.460 pounds; and 40 pages for the summer issue at a single piece weight of 0.2188 pounds, each year.

1. Spring 2019, Summer 2019, Fall 2019, Winter 2019-20 cost: _____

2. Spring 2020, Summer 2020, Fall 2020, Winter 2020-21 cost: _____

3. Spring 2021, Summer 2021, Fall 2021, Winter 2021-22 cost: _____

Total Mailing Project Cost: _____

Optional Two-year Mailing Project Inclusion

4. Spring 2022, summer 2022, fall 2022, Winter 2022-23 cost: _____

5. Spring 2023, Summer 2023, Fall 2023, Winter 2023-24 cost: _____

Total Optional Inclusion Mailing Project Cost: _____

Total Printing and Mailing Project Cost:* _____

*Page and weight alterations initiated by the city will be estimated and billed to the city as an additional fee outside of the proposal estimate.