
Requested Council Meeting Date: May 7, 2018

ITEM: Council Bill No. 2018-606. This Council Bill approves the agreement between Publications Printers Corp, Denver, CO. and the City of Joplin for the printing of the 2018 Joplin Visitor's Guide.

ORIGINATING DEPARTMENT: Convention and Visitors Bureau

ATTACHMENTS: Council Bill No. 2018-606, Bid Documents

DEPARTMENT HEAD: Patrick W. Tuttle **DATE:**

CITY MANAGER: Sam Anselm **DATE:**

CITY ATTORNEY: Peter C. Edwards **DATE:**

FINANCE DEPARTMENT: Leslie Haase **DATE:**

INTRODUCTION:

A major component of the annual tourism marketing plan of the Convention & Visitors Bureau is a printed Visitor's Guide. Hundreds are mailed each year to fulfill guest's inquiries from around the Globe, while thousands more are distributed locally to highlight attractions, art & culture, shopping, dining, nightlife, lodging and recreation which promote the Joplin Experience as a tourism destination.

SUMMARY:

This Council Bill seeks permission from Council for the City Manager to sign an agreement with Publications Printers Corp. of Denver, CO. for the printing of the Convention & Visitors Bureau, 2018 Joplin Visitor's Guide. This agreement is for printing 60,000 copies of the 84-page guide. This printing and quantity support the bureau's marketing effort over an 18-month period.

This printer selection was made following the City of Joplin RFP process of which 13 providers submitted bids.

RECOMMENDATION:

The Convention & Visitors Bureau recommends approval of this agreement as part of continued tourism marketing program and allow the City Manager to sign this agreement.



REQUEST FOR BID PROPOSAL PACKAGE

#2018-RFP-07

for

PRINTING OF JOPLIN CVB VISITOR'S 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, April 9th, 2018 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's
84-page Joplin Visitor's Guide**

Specifications and bid forms are available from Patrick Tuttle, director of the Joplin Convention & Visitors Bureau (CVB) 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: Tuesday, March 13, 2018

INSTRUCTIONS TO BIDDERS

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

PRINTING OF JOPLIN CVB VISITOR'S 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 #2018-RFP-07 PRINTING OF JOPLIN CVB VISITOR'S GUIDE, NOON, MONDAY, APRIL 09, 2018".

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.

Printing of Joplin CVB Visitor's Guide

Project Description: The City of Joplin, Missouri will accept sealed bid proposals until NOON, Monday, April 09, 2018 at the Joplin Convention and Visitors Bureau, 602 S. Main Street, Joplin, Missouri, 64801 to purchase the service of off-set printing and binding of 60,000 copies of the Joplin Convention & Visitors Bureau's 84-page Visitor's Guide. The Visitor's Guide is the Bureau's key tourism collateral publication for attracting guests to Joplin. It is distributed around the world annually.

Project specifics are as follows:

1	Quantity:	60,000.
2	Pages:	80 pages, plus cover (total of 84 pages). 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), 20 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. No single box should exceed 25# in weight. No single pallet can exceed 2,000 pounds.
12	Production:	Guide must be printed within the United States.

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. 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

Pricing

Please complete and include this price sheet with your sealed bid.

Price for printing 60,000 copies of the 2018 Joplin Visitor's Guide as described within the RFP, to include packaging and freight to the Joplin destination: \$ _____.

Company Name

Signature, Company Representative

All Prices F.O.B. Joplin, Missouri

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

ADDRESS: _____

Signature of Company Representative: _____

Date: _____

Phone: _____

MARK BID ENVELOPES:
"#2018-RFP-07 PRINTING OF JOPLIN CVB VISITOR'S GUIDE"
NOON, MONDAY, APRIL 09, 2018



REQUEST FOR BID PROPOSAL PACKAGE

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for

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602 S. MAIN STREET
JOPLIN, MO 64801

A handwritten signature in blue ink, appearing to be 'Scheef D', is located in the bottom right corner of the page.

All Prices F.O.B. Joplin, Missouri

COMPANY NAME:

Publication Printers Corp

—

CONTACT PERSON:

Dean Scheef

—

EMAIL ADDRESS:

dean.scheef@publicationprinters.com

—

ADDRESS:

2001 S. Platte River Dr.

—

Denver, Colorado 80223

—

Signature of Company Representative:

Dean Scheef

Date: 04-05-2018

Phone: 303-936-0303 x 234

MARK BID ENVELOPES:

"#2018-RFP-07 PRINTING OF JOPLIN CVB VISITOR'S GUIDE"
NOON, MONDAY, APRIL 09, 2018

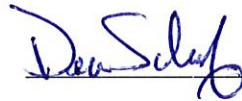
Pricing

Please complete and include this price sheet with your sealed bid .

Price for printing 60,000 copies of the 2018 Joplin Visitor's Guide as described within the RFP, to include packaging and freight to the Joplin destination: \$ 20,821.00 .

Publication Printers Corp.

Company Name



/ Dean Scheef

Signature, Company Representative

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Leslie Haase, CPA
Finance Director

Publication Date: Tuesday , March 13, 2018



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MARK BID ENVELOPES: "BID #2018-RFP-07 PRINTING OF JOPLIN CVB VISITOR'S GUIDE, NOON, MONDAY, APRIL 09, 2018"

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.



Printing of Joplin CVB Visitor's Guide

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All Pricing F.O.B. Joplin, Missouri



Joplin Convention & Visitors Bureau

04-05-2018

602 S. Main Street

Joplin, Missouri 64801

RE: Exceptions to Specifications / Bid #2018-RFP-07 / Printing of Joplin CVB Visitor's Guide

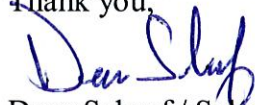
Mr. Tuttle,

The following items are to be noted as Exceptions to Specifications for Publication Printers Corp's bid for the Printing of Joplin CVB Visitor's Guide.

- Finished Size: 5.375 x 8.375
- Text Stock: 60# Matte Text

Samples of the finished size and text stock are included with the bid. All remaining specifications are acknowledged with no exceptions.

Thank you,



Dean Scheef / Sales Representative

CITY OF JOPLIN, MISSOURI
FORMAL BID TABULATION FORM
 ITEMS VALUED OVER \$3,000

Page 1 of 3

BID #: JCVB RFP #2018-07

BID ITEM DESCRIPTION: Printing of 2018 Joplin CVB Visitors Guide

BID OPENING DEADLINE: 4/9/2018, Noon

DEPARTMENT: JCVB

REQUISITION NUMBER: _____

DATE & TIME OPENED: 8:00 a.m., 4/12/18

OPENED BY: P. Tuttle

WITNESSED BY: D. Miller

	VENDOR NAME	DATE RECEIVED	CONTACT NAME	PHONE NUMBER	VENDOR DEBARRED OR SUSPENDED Y OR N	BID AMOUNT
1	Color House Graphics	March 21, 2018	Britini Rickson	800.454.1916		\$ 36,510.03
	Grand Rapids,, MI		britni@colorhousegraphics.com			
NOTES: Paper samples and all forms required of the RFP provided.						
2	EP Graphics	March 22, 2018	Lori Schoenlein	877.589.2145		\$ 23,020.00
	Berne, IN		lori_schoenlein@epgraphics.com			
NOTES: Paper samples and all forms required of the RFP provided.						
3	Sun Graphics	March 22, 2018	Susan Mathes	620.421.6200		\$ 27,995.00
	Parsons, KS		susan@sun-graphics.com			
NOTES: Paper samples and all forms required of the RFP provided.						
4	FCL Graphics, Inc	March 29, 2018	Brian Phalen	708.457.3567		\$ 26,883.00
	Harwood Heights, IL		brianp@fclgraphics.com			
NOTES: Paper samples and all forms required of the RFP provided.						
5	St Louis Magazines	March 29, 2018	Dede Dierkes	314.918.3006		\$ 36,069.77
	St Louis , MO		ddierkes@stlmag.com			
NOTES: Paper samples and all forms required of the RFP provided.						

Page 1 of 3

CITY OF JOPLIN, MISSOURI
FORMAL BID TABULATION FORM
 ITEMS VALUED OVER \$3,000

Page 2 of 3

BID #: JCVB RFP #2018-07

BID ITEM DESCRIPTION: Printing of 2018 Joplin CVB Visitors Guide

BID OPENING DEADLINE: 4/9/2018, Noon

DEPARTMENT: JCVB

REQUISITION NUMBER: _____

DATE & TIME OPENED: 8:00 a.m., 4/12/18

OPENED BY: P. Tuttle

WITNESSED BY: D. Miller

	VENDOR NAME	DATE RECEIVED	CONTACT NAME	PHONE NUMBER	VENDOR DEBARRED OR SUSPENDED Y OR N	BID AMOUNT
6	Lure Creative	April 2, 2018	Mike Howren	330.907.8710		DISQUALIFIED
	Cuyahoga Falls, OH		mike@lurecreativedesign.com			
	NOTES: No paper samples as requested in RFP. Required forms were included.					
7	Henry Wurst, Inc	April 5, 2018	Bret Miller	816.701.0726		\$ 24,419.05
	Kansas City, MO		bmiller@henrywurst.com			
	NOTES: Paper samples and all forms required of the RFP provided.					
8	Publications Printers Corp	April 6, 2018	Dean Scheef	303.936.0303 X234		\$ 20,821.00
	Denver, CO		dean.scheef@publicationprinters.com			
	NOTES: Paper samples and all forms required of the RFP provided.					
9	Creasey Printing Services	April 6, 2018	Kelli Lynch	217.787.1055		\$ 24,707.00
	Springfield, IL		info@creaseyprinting.com			
	NOTES: Paper samples and all forms required of the RFP provided.					
10	Liberty Press	April 9, 2018	Zachary Oldham	801.361.1010		DISQUALIFIED
	Springville, UT		zoldham@libertypress.org			
	NOTES: No paper samples as requested in RFP. Required forms were included.					

Page 2 of 3

CITY OF JOPLIN, MISSOURI
FORMAL BID TABULATION FORM
 ITEMS VALUED OVER \$3,000

Page 3 of 3

BID #: JCVB RFP #2018-07

BID ITEM DESCRIPTION: Printing of 2018 Joplin CVB Visitors Guide

BID OPENING DEADLINE: 4/9/2018, Noon

DEPARTMENT: JCVB

REQUISITION NUMBER: _____

DATE & TIME OPENED: 8:00 a.m., 4/10/18

OPENED BY: P. Tuttle

WITNESSED BY: D. Miller

	VENDOR NAME	DATE RECEIVED	CONTACT NAME	PHONE NUMBER	VENDOR DEBARRED OR SUSPENDED Y OR N	BID AMOUNT
11	Walsworth Publishing Co. Inc.	April 9, 2018	Bryan Atterbury	660.376.3543 x3490		\$ 26,875.00
	Marceline, MO		bryan.atterbury@walsworth.com			
	NOTES: Paper samples and all forms required of the RFP provided.					
12	Proforma	April 9, 2018	Ron Fauss	573.303.4455		\$ 22,382.00
	Joplin, MO		ron.f@proforma.com			
	NOTES: Paper samples and all forms required of the RFP provided.					
13	icolor	April 9, 2018	Sameer Khan	310.997.1452		DISQUALIFIED
	Los Angeles, CA		sameer@icolorprinting.net			
	NOTES: No paper samples as requested in RFP. Required forms were included.					
14						\$ -
	NOTES:					
15						\$ -
	NOTES:					

Page 3 of 3

PRICE RANKING	VENDOR NAME	BID	AMOUNT
1	Publications Printers Corp	\$	20,821.00
	Denver, CO		
	NOTES: Paper samples and all forms required of the RFP provided.		
2	Proforma	\$	22,382.00
	Joplin, MO		
	NOTES: Paper samples and all forms required of the RFP provided.		
3	EP Graphics	\$	23,020.00
	Berne, IN		
	NOTES: Paper samples and all forms required of the RFP provided.		
4	Henry Wurst, Inc	\$	24,419.05
	Kansas City, MO		
	NOTES: Paper samples and all forms required of the RFP provided.		
5	Creasey Printing Services	\$	24,707.00
	Springfield, IL		
	NOTES: Paper samples and all forms required of the RFP provided.		
6	Walsworth Publishing Co. Inc.	\$	26,875.00
	Marceline, MO		
	NOTES: Paper samples and all forms required of the RFP provided.		
7	FCL Graphics, Inc	\$	26,883.00
	Harwood Heights, IL		
	NOTES: Paper samples and all forms required of the RFP provided.		
8	Sun Graphics	\$	27,995.00
	Parsons, KS		
	NOTES: Paper samples and all forms required of the RFP provided.		
9	St Louis Magazines	\$	36,069.77
	St Louis , MO		
	NOTES: Paper samples and all forms required of the RFP provided.		
10	Color House Graphics	\$	36,510.03
	Grand Rapids,, MI		
	NOTES: Paper samples and all forms required of the RFP provided.		
*	icolor	Disqualified	
	Los Angeles, CA		
	NOTES: No paper samples as requested in RFP. Required forms were included.		
*	Liberty Press	Disqualified	
	Springville, UT		
	NOTES: No paper samples as requested in RFP. Required forms were included.		
*	Lure Creative	Disqualified	
	Cuyahoga Falls, OH		
	NOTES: No paper samples as requested in RFP. Required forms were included.		

COUNCIL BILL NO. 2018-606

ORDINANCE NO.

AN ORDINANCE approving an Agreement by and between the City of Joplin, Missouri and Publication Printers Corporation, a Colorado Corporation, in the amount of \$20,821.00 for the publication of 60,000 copies of the Convention & Visitors Bureau's 2018 Joplin Visitor's Guide; and authorizing the City Manager to execute said Agreement by and on behalf of the City of Joplin, Missouri; and amending the Annual Budget of the City of Joplin for the Fiscal Year 2017-2018 as adopted by Ordinance 2017-167 on October 16, 2017.

WHEREAS, the voters of the City of Joplin passed council bill 88-17 approving the creation of a 2% lodging tax on April 5, 1988, thus creating the Joplin Convention and Visitors Bureau; and,

WHEREAS, the use of these funds is to promote tourist, conventions and other related activities within the tourism region of the city; and,

WHEREAS, the Joplin Visitor's Guide is to highlight attractions, art & culture, shopping, dining, nightlife, lodging and recreation to promote the Joplin Experience as a tourism destination; and,

WHEREAS, after following the City's RFP process, the CVB selected the provider, and desires to utilize a portion of the proceeds from said tax.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY JOPLIN, MISSOURI, as follows:

Section 1. That the Agreement by and between the City of Joplin and Publication Printers Corporation, a Colorado Corporation, in the amount of \$20,821.00 for the publication of 60,000 copies of the Convention & Visitors Bureau's 2018 Joplin Visitor's Guide, a true and accurate copy of said Agreement being attached hereto and incorporated as "Exhibit "A," be and the same is hereby approved.

Section 2. That the City Manager of the City of Joplin, Missouri, is hereby authorized and directed to execute said agreement, or agreement in substantially similar form, by and on behalf of the City of Joplin.

Section 3. That fiscal year 2017-2018 budgeted appropriations as adopted by Ordinance 2017-167 be amended by increasing appropriations by the total amount of Fourteen Thousand Dollars and No Cents (\$14,000.00).

Section 4. That the Director of Finance is hereby directed to make all necessary entries on the City records to show the increase in appropriations.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this ____ day
of _____, 2018.

Gary L. Shaw, Mayor

ATTEST:

Barbara J. Gollhofer, City Clerk

APPROVED AS TO FORM:

Peter C. Edwards, City Attorney