

KANSAS CITY PUBLIC LIBRARY

REQUEST FOR PROPOSALS FOR PRINTING AND MAIL SHOP SERVICES

November 20, 2024



**Kansas City
Public Library**

Kansas City Public Library
14 West 10th Street
Kansas City, Missouri 64105

Proposals will be accepted until:

11:00 a.m. (Central Time)
Wednesday, December 18, 2024

REQUEST FOR PROPOSALS FOR PRINTING AND MAIL SHOP SERVICES

Instructions to Vendors

General Instructions

The Kansas City Public Library (“Library”) invites qualified applicants to submit proposals for printing of the Library’s calendars, newsletters, and other materials, as well as mail shop services for mailing the Library’s monthly Special Events calendar and other direct mail pieces.

Submission of Bid

Proposals may be submitted in hard print copy and/or email to be received no later than 11:00 a.m. (Local Time), Wednesday, December 18, 2024. All correspondence should be marked “**KCPL Printing and Mail Shop Services**”. Please note that if you are submitting your proposal by email the Library must **receive** the email no later than 11:00 a.m.

Official Contact

Any questions concerning this Request for Proposal (“RFP”) should be submitted via email to:

Jessica Addo
Kansas City Public Library
14 West 10th Street
Kansas City, MO 64105
816-701-3563
jessicaaddo@kclibrary.org

All questions concerning this RFP must be received no later than Wednesday, December 4, 2024 by 5:00 p.m. (Central Time)

Ownership of Documents

Any reports, studies, conclusions and summaries prepared by the Proposer shall become the property of the Library.

Confidentiality of Information

Any proprietary information furnished by a Proposer to the Library that is designated confidential shall be treated as confidential to the Library to the extent allowable by law.

RFP Awards

The Library reserves the right to accept or reject any and all proposals, to make a partial award, or to make a multiple vendor award. The acceptance or rejection of any or all proposals and the making of an award or a partial award will be at the sole discretion of

the Library. The Library reserves the right to request additional information. The contract shall be awarded to the qualified Proposer(s), whose proposal (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the Library.

Addenda/Cancellation

The Library may modify or cancel the RFP at any time prior to the RFP due date by issuance of an Addendum or Cancellation to all Proposers who are participating in the process at the time the Addendum/Cancellation is issued. Addenda will be made available and Cancellations will be posted on the Library's RFP/RFQ website (currently: <http://www.kclibrary.org/news-projects-rfps>). Proposers should monitor the Library's RFP/RFQ website for updates/information/addenda/cancellations. Verbal modifications to the RFP specifications shall not be binding upon the Library.

Clarification of Proposals

The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

Method of Selection

Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the Library. In general, the following criteria will be used: **price, qualifications, service approach, and the experience of the Proposer**. Per Library policy, a preference will be given to local vendors and minority/women business enterprises (M/WBE).

After the Library's initial evaluation of proposals, select proposals will undergo a detailed review and evaluation. As part of this detailed review of proposals, selected Proposers may be required to make oral presentations of their proposals to the Library. These presentations provide an opportunity for the Proposers to clarify the proposals.

The Library will negotiate with the selected Proposer(s) for mutually agreeable terms for the Library's print and/or mail shop services before making an award. Negotiation could include, but not be limited to, price and the terms and conditions of the RFP.

Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The Proposer shall identify clearly and thoroughly any variation between its offer and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

Proposal Validity Period

Each proposal shall be valid for a period of sixty (60) days from the proposal due date.

Non-Collusion

Proposer(s) certify that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Hold Harmless

The Proposer shall hold harmless, defend and indemnify the Library and the Library's officers, agents, and employees against liability that may be imposed upon them by reason of the Proposer's failure to provide worker's compensation coverage and liability coverage.

General Specifications

The purpose of this RFP is to solicit quotations from qualified vendors to establish a contract or blanket purchase agreement for the routine printing and mailing of the Library's Special Events calendar and direct mail pieces, as well as the printing of various Library print products such as bookmarks, postcards, panels, posters, booklets, fliers, and banners. The Library intends to issue multiple vendors blanket purchase agreements that will be available for placing orders throughout the term of the contract.

The quantity estimates provided represent the purchasing history of the Library and/or a reasonable estimate of future activity in the area specified. While the Library strives to make these estimates as realistic as possible, they do not constitute a guarantee of volume.

The Library reserves the right to inspect the Proposer's facility prior to award to assure that it meets the requirements and can provide the necessary support for the contract goods and services specified.

Selected vendors may be required to participate in a preliminary production test prior to award as part of the RFP process to determine the quality of printed items. This test will be used to evaluate the vendor's capability to print and produce items with the desired specifications. All costs associated with this sample test will be borne by the vendor. The Library may cancel a contract at any time by giving the seller thirty (30) days written notice of failure to comply in part or total with the prices, terms and conditions offered in bid.

The selected service provider(s) will have been in operation at least three (3) years.

SCOPE OF WORK

The Kansas City Public Library is seeking proposals for the **monthly** printing and mailing of an estimated approximate total of 22,000 **Special Events calendars** each month (or approximately 300,000 calendars annually) and approximately 11,000 **direct mail pieces** once a year , as well the printing of various Library print products such as marketing packets, bookmarks, postcards, panels, posters, booklets, fliers, bookshelf range signs, and banners. Although the Library is interested in awarding a contract to one vendor for full printing and mailing services for the Special Events calendar and direct mail pieces, the Library reserves the right to award separate contracts to multiple vendors for printing and mail shop services. Also, the Library intends to issue multiple vendors blanket purchase agreements that will be available for placing orders for other Library print products throughout the term of the contract.

- A. The calendars must be of a condition acceptable to the Library.
- B. Purchase Orders must be referenced on invoices.
- C. The Library reserves the right to add to and subtract from the quantity of calendars ordered from this contract, provided reasonable prior notice is given to the vendor. In order to minimize excessive overages, the Library may consult with the selected vendor on adjusting print orders during a given month.

SPECIAL EVENTS CALENDARS

The specifications for the calendars (both printing and mailing) are listed below:

- **Quantity:** approximately 22,000 monthly
- **Size:** 25.5" x 11" (typical size; occasionally 17" x 11" or 34" x 11")
- **Folding:** 6" x 20.5" half fold, folds down to 6" x 10.25"
- **Paper:** 80# silk text stock, Forest Council Stewardship (FSC) certified
- **Ink:** 4/4 plus aqueous coating
- **Turn-around:** 6 business days
- **Proofing:** option for final proof and changes (*please outline additional costs for proofing, if applicable, and the circumstances under which it would apply*)
- **Fulfillment:** non-mailed pieces need to be counted and boxed in very specific amounts for all of our branches and departments and delivered to the Central Library.

MAILING SERVICES

- **Tab:** clear tabs applied in accordance with USPS guidelines, approximately 20,000
- **Address:** inkjet addresses on approximately 22,000
- **Mail:** approximately 22,000
- **Package:** in addition to the single calendars that are to be tabbed, inkjet-ed and mailed, the Library sends out small packages of calendars to various organizations (approximately 100 packages) in the Kansas City metropolitan area. These packages are to be shrink-wrapped into bundles of 15 calendars

each, packaged in an envelope, addressed, and mailed to each respective organization.

- **Turn-around:** 2 business days upon approval of final print proof.

DIRECT MAIL

The Library orders approximately 11,000 pieces for one direct mail piece each year with the following specifications:

Financial Report Booklet:

- 6,000 qty
 - 100 silk text
 - 8.5x11 stapled
 - ~20 pages
 - Full color
- 4-5 pieces: Booklet, Remit Envelope, Two Outer Envelopes, Letter with detachable return

8.5 X 14 Letter:

- Full color, two-sided
- Detachable return

Remittance Envelope:

- 6.75 remit env
- 1-color, 2-sided
- 24# WW
- Fold flap on env

Outer Envelope #1:

- A7 outer env
- 1-color, 1-sided
- 24# WW

Outer Envelope #2:

- 8.5 X 11.25 env
- 1-color, 1-sided
- 24# WW

Finishing: final brochure; insert remit & stuff those into A7; tab and inkjet for mailing; mail with pre-cancelled non-profit stamps

OTHER PRINT PRODUCTS

3"x 9" Bookmark

- Quantities of 200/500/800/1,000/2,000/5,000/10,000

- 2-sided
- 4-color
- 100# matte cover

In the past years, the Library ordered approximately 5-10 different 3" x 9" bookmarks in the following quantities: 10 bookmarks with a print run of less than 1,000 copies each; 15 bookmarks with a print run of 1,000 to 2,000 copies each; and 10 bookmarks with a print run over 2,000 copies each.

2" x 6" Bookmark

- Quantities of 200/500/800/1,000/2,000/5,000/10,000
- 2-sided
- 4-color
- 100# matte cover

In the past years, the Library ordered approximately 10 different 2" x 6" bookmarks in the following quantities: 5 bookmarks with a print run of less than 1,000 copies each; and 5 bookmarks with a print run over 1,000 copies each.

5" x 7" Postcard

- Quantities of 200/500/800/1,000/2,000/5,000/10,000
- 2-sided
- 4-color
- 100# matte cover

The Library prints postcards for both mailing and non-mailing. In the past years, the Library ordered approximately 20 different mailing postcards in the following quantities: 5 postcards with a print run of less than 2,000 copies each; 10 postcards with a print run between 2,000 and 3,000 postcards each; 10 postcards with a print run between 3,000 and 4,000 copies each; and 15 postcards with a print run over 5,000 copies each. The Library has also printed 4 non-mailed postcards totaling less than 10,000 copies annually.

For postcards that are mailed, the Library desires that the print shop use the Library's non-profit permit indicia to cover the postage cost.

36" x 24" Poster

- 4-color
- 100# silk text and/or 80#silk cover
- Quantities: 1/5/10/50/100

Most of the Library's posters are one-offs. The Library orders approximately 40 one-off posters per year. The Library orders approximately 25 posters per year with multiple copies printed.

24' x 18" Poster

- 4-color
- 100# silk text and/or 80# silk cover
- Quantities: 1/5/10/50/100

8.5"x 11" Flyer

- Quantities of 300/500/700/1,000/2,000/5,000/10,000
- 80# text
- 4-color

SPECIALTY SIGNS AND BANNERS

Retractable banners with bases/cartridges

33" W x 80" H (1-sided) banner

Materials:

- Vinyl
- Canvas
- Other

Base Types:

- Cartridges (wide and/or narrow base)
- X-frame
- Other

The Library only orders a few banners per year.

Outdoor banners:

- Outdoor vinyl
- Grommets
- Stitching/gluing edges (identify which method vendor uses)
- 35"x117"

The Library orders approximately 10 of these outdoor banners annually.

ESTIMATE OF CONTRACT USAGE

Where estimated usage is given, the estimate only reflects the Library's current pattern of consumption; it does not constitute a guarantee of future use or spending. Actual usage could vary from these figures as the Library's requirements change.

Proposal Content & Format

To provide a degree of consistency in review of the written proposal, Proposers are required to prepare their proposals in the format described below:

Proposal Response Form

An individual having full authority to submit the proposal and to execute any resulting contract for services (“authorized representative”) must complete and submit the attached Proposal Response Form (**Attachment A**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the bid response form. **Failure to submit Attachment A or an equivalent signed letter of transmittal may result in disqualification from consideration.**

Experience, Expertise and Capabilities

Give a background of the company’s or contractor’s experience and qualifications. This should include a brief history, the date founded, ownership and any subsidiary relationships. Also list the types of services the company or contractor is qualified to perform. If the company or contractor is a local Kansas City business, or if the company or contractor is a minority/women business enterprise (M/WBE), this should be noted in order to utilize the Library’s preference for local and M/WBE vendors.

Personnel

Provide the names of key management personnel who would be directly involved in providing services to the Library. Describe their relationship in the company, the role they would play, their experience, qualifications and years of service with the company.

Use of Subcontractors

The selected Proposer shall be solely responsible for all services as required by the RFP. The Library will not consider proposals involving the use of subcontractors.

Cost/Charges

Submit a detailed breakdown of all costs and charges involved in completing the scope of bid. The cost breakdown should clearly list all charges associated with completing the Scope of Work, including any costs for incorporating additional charges or producing additional print proofs. The Library relies on the Proposer to assure that all charges to complete the Scope of Work are submitted in the bid and that there are no hidden costs or charges that will be incurred by the Library. An individual having full authority to submit the proposal and to execute any resulting contract for services (“authorized representative”) must complete and submit the attached Proposal Cost/Charges Form (**Attachment C**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the Proposal Cost/Charges Form.

The Library relies on the Proposer to assure that all charges to complete the Scope of Work are submitted in the bid and that there are no hidden costs or charges that will

be incurred by the Library. The unit prices that Proposers provide should cover all other charges involved in the printing of the materials. Additional costs for proofing or other charges, if applicable, and the circumstances under which proofing or other charges would apply, should be detailed in the bid.

Authorized Representative

Include the name, title and contact information of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.

References

Submit information regarding three (3) comparable projects that the vendor has completed as the prime contractor within the last five (5) years. Please provide contact information for each reference.

Terms and Conditions

Contract Term

The term of this contract will begin upon actual date of award and end upon June 30, 2024 with an option for two annual renewals as mutually agreed by both parties. Any annual price changes can only be negotiated at the time of renewal.

Contract Components

This RFP, the successful Bidder's response thereto, and any additional written modifications and/or stipulations mutually agreed upon by the Library and the successful proposal will constitute the final contract. During the contractual period, any changes to the conditions outlined in these materials must be approved in writing with the signatures of representatives from each selected bid(s) and the Library

Indemnity, Licenses & Releases

Contractor agrees to indemnify, defend, and hold harmless the Library, its representatives and customers from and against any and all suits, demands, liabilities, claims, actions, expenses, losses, and damages of any kind or nature whatsoever arising out of any negligent acts or omissions in connection with the Contract, caused by Contractor, its employees, agents, subcontractors, or caused by others for whom Contractor is liable, in the performance of the Services under this Contract.

Contractor will obtain and pay for all permits and licenses required by law that are associated with the Contractor's performance of Services.

Waiver of Subrogation

For all coverages, Contractor's insurer shall waive subrogation rights against the Library and its insurers.

Termination

Either party may terminate this Contract without cause upon thirty (30) days prior written notice to the other party. The Library reserves the right to cancel, for cause, this Contract without prior written notification. Cause for termination shall include the following: (1) violation by Contractor of any applicable federal, state, or local law, regulation or ethical code; (2) Contractor's substantial under performance, as determined by Library; or (3) failure to comply with the provisions of this Contract. Library shall, where permitted by law, have the right to terminate the Contract immediately and without other cause or prior notice to Contractor in the event that Contractor does any of the following: (1) makes written admission of its inability to pay its debts or obligations as they become due; (2) files a voluntary petition in bankruptcy; (3) is adjudicated as bankrupt or insolvent; (4) seeks, consents to or acquiesces in the appointment of any trustee, receiver or liquidator of all or any substantial part of its business assets; (5) fails to actively operate its business for a period of more than seven (7) consecutive days without the prior written consent of Library; or (6) fails to maintain the insurance coverage required in this Contract. The Contract shall terminate immediately if it is no longer permitted by applicable laws, rules or regulations, or if Library decides to limit or discontinue their operation for any reason.

Modification of Contract

No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Contract, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

Codes, Laws and Regulations

Contractor will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Contract.

Adjustment of Services

The Library reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the Contractor. If the Contractor does not complete the task within the scheduled time frame, the Library may obtain another contractor to complete the task. Costs incurred to obtain another contractor will be at the Contractor's expense.

Assignability

Neither this Contract nor any rights hereunder may be assigned by the Contractor without Library's prior written consent.

Governing Law

It is understood and agreed that the construction and interpretation of this Contract shall at all times and in all respects be governed by the laws of the State of Missouri. The parties agree that any legal action brought in connection with this Contract is to be maintained only in the Circuit Court of Jackson County, Missouri.

Insurance

Contractor shall purchase and maintain, at its own expense, for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the work by the Contractor, its agents, representatives, or employees.

Coverage Required	Limits per Occurrence
General Liability	\$1 million minimum coverage per occurrence and \$2 million aggregate, written on an occurrence basis.
Automobile Liability	\$1 million per occurrence, covering owned, hired and non-owned automobiles
Worker’s Compensation	Statutory

Contractor understands and agrees that the Library cannot save and hold harmless and/or indemnify the Contractor or its employees against any liability incurred or arising as a result of any activity of the Contractor or any activity of the Contractor’s employees related to the Contractor’s services under this Agreement. Therefore, the Contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the Library, its employees, its clients and the general public against any such loss, damage and/or expense related to the services performed under this Agreement. The insurance coverage shall include general liability insurance in an amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate with endorsements including but not limited to risks of false imprisonment, malicious prosecution, libel, slander and violation of right of privacy as well as the Missouri statutory requirements for works compensation insurance. Written evidence of the insurance shall be provided by the Contractor to the Library, the initial written evidence being attached hereto and marked as Exhibit A. The evidence of insurance shall include, but not necessarily be limited to: effective dates of coverage, limits of liability, insurer’s names, policy numbers and endorsement by representatives of the insurance company. Evidence of self-insurance coverage or of another alternative risk financing mechanism is not permitted.

Insurance policies required of Contractor by the Agreement shall:

- Be issued by insurance companies licensed to do business in the state of Missouri with general policyholder’s ratings of at least A and a financial rating of

at least XI in the most current *Best's Insurance Reports* available on the date the Contractor obtains or renews the insurance policies. If *Best's* ratings are changed or discontinued, the parties shall agree to an equivalent method of rating insurance companies;

- Name the Library as an additional insured as its interest may appear on the policy;
- Provide that the insurance not be cancelled or materially changed in the scope or amount of coverage unless thirty (30) days' advance notice is given to the Library;
- Be primary policies;
- Be permitted to be carried through a "blanket policy" or "umbrella" coverage;
- Have deductibles not greater than \$1,000;
- Be written on an "occurrence" basis; and
- Be maintained during the entire Term and any extension Terms.

By the date of award and upon each renewal of its insurance policies, Contractor shall give such certificates of insurance to the Library.

Independent Contractor

It is specifically agreed by the parties that the relationship of Contractor to Library is that of an independent contractor and that Contractor is not an agent, partner, or employee of the Library. Contractor acknowledges that Contractor is not entitled to receive from Library any tax withholding, workers' compensation, unemployment compensation, or any employee benefits, statutory or otherwise.

Access to Records

Contractor shall maintain all fiscal records and any other records relating to this Contract in such a manner as to clearly document the Contractor's performance hereunder. Library or any of its duly authorized representatives shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

Federal, State, and Local Taxes, Licenses, and Permits

The Contractor will comply with all laws and regulations on taxes, licenses, and permits.

Other Considerations

Disputes

Should any doubt or difference of opinion arise between the Library and the successful proposal awarded this Contract as to the items to be furnished hereunder or the

interpretation of the provisions of this RFP, the decision of the Library shall be final and binding upon all parties.

Prohibition of Public Benefits to Unauthorized Workers

Pursuant to State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized worker to perform work within the state of Missouri. Consultants shall comply with the provisions of Section 285.525 through 285.550 of the State of Missouri statutes and execute the notarized affidavit attached hereto as **Attachment B**, Affidavit of Work Authorization before the Agreement can be finalized.

Attachment A
PROPOSAL RESPONSE FORM

DATE _____

Bid of: _____, (herein after called Vendor), a Corporation/Partnership/an Individual doing business as _____.

TO: The Kansas City Public Library (hereinafter called the Owner).

The Proposer, in compliance with your Request for Proposal for printing and mail shop services and having examined the Request for Proposal and Scope of Work with related documents and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the Scope of Work, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

Proposer acknowledges receipt of the following addenda in the event subsequently issued.

Submitted by authorized representative:

Firm

FEI/SSN

Signature

Typed Name & Title

Address

City, State, Zip Code

Telephone

Fax Number

Attachment B

AFFIDAVIT OF WORK AUTHORIZATION

I. _____, of lawful age and being first duly sworn my oath, state as follows to the Kansas City Urban Public Library District, a political subdivision of the State of Missouri:

1. In accordance with R.S.Mo. § 285.530(2) _____ (“Contractor”) is enrolled and will continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted service Printing and Mail Shop Services (the “Project”) for the duration of the contract.

2. I also affirm that Contractor does not and will not knowingly employ any person who is an unauthorized worker in connection with the contracted services related to the Project for the duration of the contract, if awarded.

3. Furthermore, I also affirm that all subcontractors working on this contract for services to the Kansas City Urban Public Library District shall affirmatively state in writing in their contracts with Contractor that they are not in violation of R.S.Mo. § 285.530(1), and shall not thereafter be in violation. Alternatively, the subcontractor shall submit to the Contractor a sworn affidavit under penalty of perjury attesting that all employees are lawfully present in the United States.

FURTHER AFFIANT SAYETH NAUGHT.

(Signature)

Dated: _____

STATE OF _____)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20__.

Attachment C

Proposal Cost/Charges Form

NOTE: The Library expects that larger print runs will utilize offset printing. However, for print runs where digital printing may be more economical than offset printing, the Library would like to see pricing for both digital and offset printing.

If vendor has the capability of providing hardware and/or installation systems for special signage (sign holders, expanding poles, snap frames, etc.) the Library would like to see the pricing for the hardware and installation systems listed separately from the printing pricing for the Library’s consideration.

If vendor intends to charge the Library for proofs, the charges for proofs, and the circumstances under which proofing charges would apply, should be detailed in the pricing.

For the unit price of printing one calendar, please assume that the Library will print approximately 25,000 calendars a month. NOTE: The unit price that Proposers provide should cover all other charges involved in the printing of the calendars, including additional costs for proofing, if applicable, and the circumstances under which proofing charges would apply.

Calendar Printing

Unit Price for 1 copy of calendar (assuming a print range as noted above) *

*See Scope of Work for more details on estimated quantity and quality desired.

For the unit price of mailing one calendar, please assume that the Library will mail approximately 15,000 calendars a month. NOTE: The unit price that Proposers provide should cover all other charges involved in the mailing of the calendars.

Calendar Mailing Services

Unit Price for Mailing of 1 copy of calendar (assuming a mail range as noted above) *

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*See Scope of Work for more details on estimated quantity and quality desired.

For the unit price of printing a direct mail piece, please assume that the Library will print approximately 11,000 direct mail pieces once times a year. NOTE: The unit price that Proposers provide should cover all other charges involved in the printing of the direct mail pieces, including additional costs for proofing, if applicable, and the circumstances under which proofing charges would apply.

Direct Mail Printing

Unit Price for 1 copy of direct mail piece (assuming a print estimate as noted above) *

*See Scope of Work for more details on estimated quantity and quality desired.

For the unit price of mailing a direct mail piece, please assume that the Library will mail approximately 11,000 direct mail pieces once a year.

Direct Mail Mailing Services

Unit Price for Mailing of 1 direct mail piece (assuming a print estimate as noted above) *

*See Scope of Work for more details on estimated quantity and quality desired.

For the unit price of printing Marketing Collateral packets, please assume that the Library will print approximately 1,500 packets a year.

Marketing Collateral Packet Printing

Unit Price for Printing of 1 Marketing Collateral packet (assuming a print range as noted above) *

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*See Scope of Work for more details on estimated quantity and quality desired.

Other Print Products

Print Product	Unit Price*
3" x 9" bookmark	
2" x 6" bookmark	
5" x 7" postcard	
24" x 18" poster	
36" x 24" poster	
8.5" x 11" flier	
33" W x 80" H (1-sided) banner	
35" x 117" outdoor banner	
9.75" W x 12.25" H sign (tall)	
9.75" W x 9.75" H sign (short)	

*See Scope of Work for more details on estimated quantity and quality desired. For banners, please include any banner equipment costs in the unit price of the banner.

The Library relies on the Proposer to assure that all charges to complete the Scope of Work are submitted in the bid and that there are no hidden costs or charges that will be incurred by the Library. The unit prices that Proposers provide should cover all other charges involved in the printing of the materials. Additional costs for proofing or other charges, if applicable, and the circumstances under which proofing or other charges would apply, should be detailed in the bid.