



Request for Proposals

2023-2024 PRINTING OF NEWSLETTER & UTILITY BILL INSERTS

**City of Louisville, City Manager's Office
749 MAIN STREET, LOUISVILLE, CO 80027
PH: (303) 335-4528
www.louisvilleco.gov**

Project Number: 101144-532200

PROPOSALS DUE: FRIDAY, JANUARY 13, 2023 BY 10 A.M.

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PROPOSED PROJECT SCHEDULE

Daily Camera	Dec. 21, 2022
First Publication	Dec. 21
Second Publication.....	Dec. 28
Proposals due	Jan. 13, 2023
Selection of Vendor	Jan. 20, 2023

1. CITY INFORMATION

Situated between Denver and Boulder, the City of Louisville, Colorado receives national attention for being one of the best places to live in the United States. The City has a population of approx. 21,000 residents and provides a wide range of services and amenities. As a home rule municipality with more than 400 employees to serve its citizenry, the City delivers core services and operates several public facilities like the Louisville Public Library, Recreation/Senior Center, Historical Museum, Center for the Arts and Coal Creek Golf Course. About 26% of the City's land area is dedicated to open space, parks and public spaces that the City maintains. This includes 32 miles of trails spread throughout the community. The mix of large industry with sole proprietor retail operations and home-based businesses also make for a healthy local economy.

2. SPECIFICATIONS & INSTRUCTIONS

The City of Louisville is inviting proposals from highly qualified firms ("Respondents") with special expertise, qualifications and background necessary to provide printing services. The City prints four quarterly newsletters each year and two double-sided color utility bill inserts each month. The City is seeking a quote for each of the following:

Quarterly Newsletter — Common Specifications

Quantity	12,317 total pieces for each issue
Paper	60# offset white paper, 11 x 17, at least 20% PCW, SFI Certified
Page Count	4 sheets, double-sided, folded to 8½ x 11 to create a 12-page newsletter w/ 4-page insert
Weight	Each piece should weigh less than 3.5 oz
Processing and Delivery	• 11,607 pieces tabbed, sorted, trayed for bulk mailing Delivered to Louisville Post Office (566 McCaslin Blvd, Superior, CO 80027) • ~610 pieces addressed to specific addresses Delivered to Louisville Post Office (Residents whose homes were lost/damaged in the Marshall Fire; this number may decrease over time) • 100 pieces delivered to Louisville City Hall (749 Main Street, Louisville, CO 80027)

Quarterly Newsletter Alternative #1 (Full Color)

Color/Ink	All pages 4/4 color; full bleed
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Quarterly Newsletter Alternative #2 (Color Cover/Insert, Black Interior)

Color/Ink	• All pages full bleed • 4/4 color on two sheets (cover sheet and interior insert) • 1/1 black on other two sheets
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- The bulk mail postal routes for the newsletter include: 80027-C001, 80027-C003, 80027-C004, 80027-C005, 80027-C006, 80027-C007, 80027-C008, 80027-C009, 80027-C010, 80027-C011, 80027-C012, 80027-C013, 80027-C014, 80027-C015, 80027-C021, 80027-PBOX, 80027-R001, 80027-R002, 80027-R003, 80027-R006, 80027-R010.
- Bids must include the total price for printing, processing, and delivery as detailed above.
- Examples of previous newsletters can be found at LouisvilleCO.gov/CommunityUpdate.
- See page 7 for Cost Proposal Table.

Monthly Utility Bill Inserts

Please provide a quote for the following:

Quantity	• Generally, there will be 12,000 total pieces per month (two sheets x 6,000 pieces each) • On occasion, it is possible that there may be only 1 page (6,000 total pieces) per month
Paper	• 24# or other light weight offset white paper • 8½ x 11, at least 20% PCW, SFI Certified
Color/Ink	• All pages 4/4 color; full bleed
Delivery	All pieces delivered to Direct Mail Concepts, 1142 S. Lipan St., Denver, CO 80223

Minimum Service Levels

Vendor will provide a digital proof for each project within **48 hours** of the City's submission of artwork.

Upon the City's approval of a proof, Vendor must complete printing and delivery of each job **within ten (10) business days**.

Upon delivery of each job, Vendor shall immediately notify the City via email of the job's completion.

Submittal Instructions

If you have any questions about the RFP, please contact Derek Cosson (dcosson@louisvilleco.gov / 303.335.4814) and/or Emily Hogan (ekropf@louisvilleco.gov / 303.335.4528) in the City Manager's Office. Submittals are due by email on or before January 13, 2023 at 10 a.m. Any responses received after due date and time will be not be considered.

The City of Louisville reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the City, is in the best interest of the City of Louisville. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the project goals and approach to the project.

Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Contract/Purchase Order will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Louisville, price and other factors considered.
3. The City of Louisville reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the City of Louisville to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the City's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the City of Louisville no later than the time indicated in the "Request for Proposal."
7. The proposed price shall be exclusive of any Federal or State taxes from which the City of Louisville is exempt by law.
8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. The City will not be responsible for oral clarification.
9. Confidential/Proprietary Information: RFPs submitted in response to this "Request for Proposal" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
10. The City reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

3. SUBMITTAL

Please submit the following information in the order listed below:

1. Name of your company/organization
2. Type of Organization: (Corporation, Partnership, etc.)
3. Address
4. Contact Person(s)
5. Telephone, Fax, E-mail
6. References
7. Cost Proposal including Cost Proposal Table (see page 7)

4. SIGNATURE PAGE

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
Email Address	
Company Website	

By signing below I certify that:

I am authorized to bid on my company's behalf.

I am not currently an employee of the City of Louisville.

Signature of Person Authorized to Bid on Firm's Behalf

Date

Note: If you cannot certify the above statements, please explain in the space provided below.

Cost Proposal Table

Quarterly Newsletter	Cost Per Print Run (Quarterly)
Alternative #1 (Full Color)	
	Cost Per Piece (Total ÷ 12,317 pieces)
Alternative #2 (Color Cover/Insert, Black Interior)	Cost Per Print Run (Quarterly)
	Cost Per Piece (Total ÷ 12,317 pieces)
Monthly Utility Bill Inserts	Cost Per Print Run (Monthly)
	Cost Per Piece (Total ÷ 12,000 pieces)
12,000 pieces (Two 4/4 8½ x 11 sheets x 6,000)	

All prices must be for minimum **20% PCW/recycled paper** as per instructions on pages 3-4.