City of Louisville
COLORADO • SINCE 1878

REQUEST FOR PROPOSALS

2025-2026 PRINTING & MAILING SERVICES

Project Number: 101144-532200

PROPOSALS WILL BE ACCEPTED UNTIL 5:00 P.M. MST
FRIDAY, FEBRUARY 14, 2025

City of Louisville, Colorado
749 Main Street
Louisville, CO 80027
Phone: (303) 335-4528

LouisvilleCO.gov

Table of Contents

Table of Contents 2

1.0 Invitation to Bid 3

2.0 Project Summary 3

3.0 Scope of Work/Technical Specifications 3

- 3.1 Common Specifications 3
- 3.2 Quarterly Newsletter 3
- 3.3 Monthly Utility Bill Inserts 4
- 3.4 Business Cards 5
- 3.5 Other Projects 5

4.0 Minimum Service Levels 5

- 4.1 Proofs 5
- 4.2 Production Times 5
- 4.3 Notifications 5

5.0 Terms and Conditions 6

- 5.1 Bidder Expenses 6
- 5.2 Withdrawal of Bid 6
- 5.3 Irrevocability 6
- 5.4 Late Bids 6
- 5.5 Public Disclosure 6
- 5.6 Sales Tax 6

6.0 Submittal Requirements 6

7.0 Submittal Instructions 7

8.0 Cost Proposal Table 8

- 8.1 Quarterly Newsletter 8
- 8.2 Monthly Utility Bill Inserts 8
- 8.3 Business Cards 8

9.0 Signature Page 9

1.0 Invitation to Bid

The City of Louisville, Colorado ("City") is soliciting proposals from qualified printers ("Respondents") to handle various printing and mailing needs, including printing and mailing a quarterly newsletter, printing and delivering monthly utility bill inserts, and printing business cards as needed during calendar years 2025 and 2026.

Digital copies of the Bidding Documents will be available after January 14,2025 via the City's website: https://www.louisvilleco.gov/doing-business/bidding-opportunities-requests-for-proposals

Bids will be accepted electronically until **5 p.m. MST** on **Friday, February 14, 2025**. See bidding documents for submission requirements and contact information.

The City of Louisville is an Equal Opportunity Employer.

2.0 Project Summary

The City prints four quarterly newsletters each year and delivers them to residents via U.S. Mail. The newsletters consist of three (3) 11x17 full color, double-sided sheets, scored and staple bound to create a 12-page 8.5x11 newsletter, with an additional 11x17 full color, double-sided sheet inserted unbound so as to be removable, all of which is sealed with an adhesive tab.

The City also typically prints two (2) 8.5x11 full color, double-sided utility bill inserts each month, which are delivered to the City's utility bill processor in Denver.

On an as-needed basis, the City also procures standard-sized business cards for elected and appointed officials and other staff. In a typical year, the City places approximately forty (40) orders of business cards, typically in quantities of 250 cards per order.

The City would prefer to award all three items to one Respondent but reserves the right to make multiple awards if in the best interests of the City.

3.0 Scope of Work/Technical Specifications

3.1 Common Specifications

Recycled paper

Sustainability is a key priority for the City, and unless otherwise specified or agreed to by the City, all jobs shall utilize minimum 20% post-consumer waste recycled paper products. The City prefers the use of paper products which are Sustainable Forestry Initiative (SFI) Certified, but is open to alternatives.

3.2 Quarterly Newsletter

The City's quarterly newsletter is a full color folded and tabbed booklet that is mailed to Louisville residents via USPS EDDM at the beginning of each quarter. The Spring issue covers the months of March, April, and May; the Summer issue covers June, July, and August; the Fall issue covers September, October, and November; and the Winter issue covers December, January, and February. Issues must be

mailed by the final Friday of February, May, August, and November, respectively. The City will deliver print-ready files to the Vendor no later than ten (10) business days prior to each mailing deadline.

The newsletters consist of three (3) 11x17 full color, double-sided sheets, scored and staple bound to create a 12-page 8.5x11 newsletter, with an additional 11x17 full color, double-sided sheet inserted unbound so as to be removable, all of which is sealed with an adhesive tab. A digital sample of the most recent newsletter is available at LouisvilleCO.gov/StayConnected. Physical samples of past newsletter issues are available upon request.

Currently, the City's printing vendor prints quarterly newsletters and delivers them to the Louisville Post Office, from where they are delivered to residents via USPS Every Door Direct Mail (EDDM), charged against the City's account with USPS. The City is looking to transition management of the mailing process to a Vendor. **Proposals may include an estimated cost for postage/mailing services and detail the method by which the Vendor proposes to mail the newsletter (EDDM, Saturation Mail or Periodical Mail using a mailing list, etc.).**

Quantity	10,760 total pieces for each issue
Paper	60# offset white paper, 11 x 17 Minimum 20% PCW recycled, preferably SFI Certified
Page Count	Three (3) 11x17 sheets, printed on both sides, folded in half lengthwise and bound to create a newsletter with twelve (12) 8½ x 11 pages, with one (1) additional 11x17 sheet folded and inserted in the middle (unbound)
Color/Ink	4/4 (full color/full bleed, all pages)
Weight	Each completed mailpiece must weigh less than 3.5 oz
Processing and Delivery	• 10,660 pieces tabbed, sorted, trayed for bulk mailing • 100 pieces delivered to Louisville City Hall *(749 Main Street, Louisville, CO 80027)*

3.3 Monthly Utility Bill Inserts

Each month, the City typically prints two 8.5x11 inserts which are delivered to the City's utility bill contractor to be inserted into utility bill envelopes alongside utility bills. Some months, it is possible that only one insert will be printed.

Quantity	Most months, this job will consist of 10,000 total pieces (two sheets x 5,000 pieces each). Some months, it is possible that there may be only 5,000 total pieces (one sheet x 5,000 pieces).
Paper	24# or other lightweight offset white paper, 8½ x 11 Minimum 20% PCW recycled, preferably SFI Certified
Color/Ink	4/4 (full color/full bleed, all pages)

Delivery	All pieces delivered to: Direct Mail Concepts 1142 S. Lipan St. Denver, CO 80223

3.4 Business Cards

As needed, the City also procures standard-sized business cards for elected and appointed officials and other staff. In a typical year, the City places approximately forty (40) orders of business cards, typically in quantities of 250 cards per order. These quantities are not guaranteed and will vary based on need.

Quantity	250 per order
Paper	14pt–16pt (300–350 GSM) or comparable stock Minimum 20% PCW recycled, preferably SFI Certified
Color/Ink	4/0 (full color front/blank white reverse)
Delivery	All pieces delivered to: City of Louisville 749 Main Street Louisville, CO 80027

3.5 Other Projects

Throughout the year, additional projects typically emerge that require the use of printing and/or mailing services, outside the scope of this Request for Proposals.

4.0 Minimum Service Levels

4.1 Proofs

Vendor will provide a digital proof for each project within 48 hours of the City's submission of art/production files.

For the first quarterly newsletter produced under an agreement arising from this Request for Proposals, Vendor will provide a printed proof to ensure consistency.

4.2 Production Times

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

4.3 Notifications

Upon completion of each job, Vendor shall immediately notify the City via email of the job's completion and provide, if applicable, an estimated date of mailing/delivery.

5.0 Terms and Conditions

5.1 Bidder Expenses

The City of Louisville will not be responsible for any expenses incurred by any Vendor in preparing and submitting an offer.

5.2 Withdrawal of Bid

A Vendor may withdraw their bid/submittal at any time prior to the date and time set for submissions to be due. Withdrawals must be made via email to both Grace Johnson (GJohnson@LouisvilleCO.gov) and Derek Cosson (DCosson@LouisvilleCO.gov) in the City of Louisville City Manager's Office prior to the closing date and time.

5.3 Irrevocability

Following the time of closing, all bids will become irrevocable offers to the City and will remain as such until 90 days from date of submission. By submission of a bid, the vendor agrees to enter into a contract. All quoted prices will remain valid up to 90 days from date of submission.

5.4 Late Bids

Any bids received after the date and time set for submissions to be due will not be accepted and will be discarded without being considered.

5.5 Public Disclosure

Notwithstanding any language contained in a submittal to the contrary, all bids submitted to the City become the property of the City and are subject to public disclosure under the Colorado Open Records Act (CORA). Any information considered proprietary should be marked by the vendor as such and will be kept confidential to the extent allowed by law. Unit pricing and total cost information will not be considered proprietary.

5.6 Sales Tax

Vendors shall not include federal, state, or local excise, sales or use taxes in prices offered, as the City is exempt from payment of such taxes.

6.0 Submittal Requirements

Any submissions in response to this Request for Proposals must include the following elements:

1. Legal name of submitting entity, for contract purposes
2. Type of organization (corporation, partnership, LLC, etc.), for contract purposes
3. Business address of submitting entity
4. Name, telephone number, and email address of account manager/contact individual
5. Name, telephone number, and email address of individual with contracting authority (if different)
6. Completed cost proposal table (see final page)

Vendors are encouraged to suggest best practices for cost savings in printing services and are welcomed to submit alternate proposals which recommend alterations to the specifications outlined in Section 3.0 Scope of Work/Technical Specifications. Any such alternate proposals should be labelled ALTERNATE and submitted in addition to a proposal which conforms to the specifications outlined in Section 3.0 Scope of Work/Technical Specifications.

7.0 Submittal Instructions

Submissions should be made electronically via email to **both** Grace Johnson (GJohnson@LouisvilleCO.gov) and Derek Cosson (DCosson@LouisvilleCO.gov) in the City of Louisville City Manager's Office. All submissions must include each of the elements detailed in Section 6.0 Submittal Requirements. Incomplete submissions will not be considered.

All submissions are due on or before Friday, February 14 at 5 p.m. Any responses received after that date and time will not be considered.

8.0 Cost Proposal Table

8.1 Quarterly Newsletter

Printing Cost Per Issue/Quarter	Postage/Mailing Cost Per Issue	Total Cost Per Issue

8.2 Monthly Utility Bill Inserts

Most months, the City will print two utility bill inserts. Some months, it is possible that only one insert will be printed.

Printing Cost for Two Inserts (Two 4/4 8.5x11" sheets, 5000 copies each)	Printing Cost for One Insert (One 4/4 8.5x11" sheet, 5000 copies total)

8.3 Business Cards

Cost for 250 business cards

9.0 Signature Page

Failure to complete, sign and return this signature page with your proposal may result in your bid/submission being rejected.

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