



REQUEST FOR PROPOSAL

2023 CITY CALENDAR

SEALED PROPOSALS DUE:

**10:30 A.M. (PREVAILING LOCAL TIME)
WEDNESDAY, AUGUST 31, 2022**

Jason McConachie

Jason McConachie
City Administrator

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**CITY OF OVERLAND, MISSOURI
REQUEST FOR PROPOSALS
CITY CALENDAR**

SECTION 1. PUBLIC NOTICE

Notice is hereby given that the City of Overland, Missouri (the “City”) is soliciting sealed proposals from qualified vendors to print and mail a City Calendar on behalf of the City of Overland, MO.

Proposals will be accepted until **10:30 A.M. (PREVAILING LOCAL TIME) WEDNESDAY, AUGUST 31, 2022.**

An electronic version of this RFP is available on the City’s website (www.overlandmo.org).

Questions regarding this RFP should be directed to Melissa Burton, City Clerk at (314) 428-4321 or via email at mburton@overlandmo.org.

Sealed Bids should be submitted to:

Office of the City Clerk
Attn: Melissa Burton
City of Overland
9119 Lackland Road
Overland, MO 63114

Proposals may be delivered in person, by carrier, or by mail. It is the sole responsibility of the vendor to see that his/her proposal is received prior to the due date. Proposals submitted via email or proposals submitted after the submittal deadline will not be considered.

Proposals should be submitted in a sealed envelope clearly marked “**2023 CITY CALENDAR**”, with the name of the bidder.

**CITY OF OVERLAND, MISSOURI
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SECTION 2. INVITATION TO BID

Notice is hereby given that the City of Overland, Missouri (the “City”) is soliciting sealed proposals from qualified vendors to print and mail a City Calendar on behalf of the City of Overland, MO.

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SECTION 3. INSTRUCTIONS TO BIDDERS

2.1 GENERAL

- A. All work shall be and completed in accordance with the specifications for the same, relating to the “the Project” for which this RFP is issued.
- B. The Bid Documents are on file at Overland City Hall, 9119 Lackland Road, Overland, MO 63114.
- C. An electronic version of this RFP is available on the City’s website (www.overlandmo.org) and the County Blue / Drexel website.
- D. Proposals will be accepted until **10:30 A.M. (PREVAILING LOCAL TIME), WEDNESDAY, AUGUST 31, 2022.**
- E. Bids may be delivered in person, by carrier, or by mail. It is the sole responsibility of the vendor to see that his/her proposal is received prior to the due date. Bids submitted via email or bids submitted after the submittal deadline will not be considered.

2.2 STATEMENT OF INTENT

It is the intention of the city to enter into a contract with a single vendor to print and mail a city calendar to the residents of the City of Overland.

2.3 OBTAINING BID DOCUMENTS

The RFP shall also include any Exhibits or Attachments, any Addenda issued prior to receipt of bid proposals, all modifications, and all documents included in the project manual for the Project, as such may be on file in the office of the City Clerk.

An electronic version of this RFP is available on the City’s website (www.overlandmo.org).

2.4 BID PROPOSALS

- A. Sealed bid proposals will be received in accordance with the Invitation to Bid.
- B. Bids shall be submitted on the accompanying Bid Sheet.

C. Proposals will be accepted until **10:30 A.M. (PREVAILING LOCAL TIME), WEDNESDAY, AUGUST 31, 2022.**

D. Proposals should be submitted to:

Office of the City Clerk
Attn: Melissa J. Burton, CMC
City of Overland
9119 Lackland Road
Overland, MO 63114

Proposals may be delivered in person, by carrier, or by mail. It is the sole responsibility of the vendor to see that his/her proposal is received prior to the due date. Proposals submitted via email or Proposals submitted after the submittal deadline will **NOT** be considered.

Proposals should be submitted in a sealed envelope clearly marked "**2023 CITY CALENDAR**" with the name of the firm and with the date and time of the bid opening.

- E. No bid shall be considered unless the offering bidder shall furnish evidence satisfactory to the City that the bidder has the necessary facilities, ability, and pecuniary resources to fulfill all work relating to the "the Project" for which this RFP is issued.
- F. Attention of the bidders is directed to the requirement that Work on "the Project" shall be commenced within **FIFTEEN (15) DAYS** following notice to the Contractor to proceed and the Project be completed within a period of **SIXTY (60) CONSECUTIVE CALENDAR DAYS** from the date of such notice unless an extension of time is approved by the City.
- G. No bid shall be withdrawn after the opening of bids for a period of **THIRTY (30) CALENDAR DAYS** after the closing time for acceptance of bids. Any bidder may withdraw a bid personally or by written request at any time prior to the closing time for the acceptance of bids.
- H. Addenda may be issued during the bidding period. All Addenda shall become a part of the Bid Documents and shall be binding on all Bidders. Bidders shall include resultant costs in the Base Bid. The City will issue Addenda to all known persons and organizations who have obtained copies of the Bid Documents; however, it is the duty of a Bidder to ensure that such Bidder has obtained all Addenda prior to submission of a bid.

2.5 PRICES:

All proposals shall contain an itemized price list for the items requested in the specifications as well as any delivery costs. No other costs will be permitted the vendor beyond those stated in his/her bid.

2.6 CHANGE ORDERS:

City may at any time by written order, and without notice to the sureties, make changes within the general scope of this contract. If any changes cause an increase or decrease in the cost or time required for the performance of the contract, then an equitable adjustment shall be made in the contract price. Such costs shall be adjusted in writing only and must be signed by both the contractor and the City. Likewise, any claim for extra charges by the Contractor must be agreed upon in writing by the City prior to beginning such work.

2.7 BIDDER'S DUTIES:

Bidders shall thoroughly examine the Scope of Work and Specifications for the Project and shall judge for themselves all the circumstances affecting the cost and nature of the Work and the Project. By submitting a bid, each bidder represents that the bidder is thoroughly familiar with the Bid Documents and all requirements for performance of the Work and failure of the bidder to do so shall not relieve the successful bidder of the obligation to furnish all labor, materials, and equipment necessary to complete the Project in accordance with the provisions set forth in the RFP, for the consideration set forth in the bid submitted.

2.8 ERRORS AND OMISSIONS BY CITY:

No vendor shall be permitted to use to his/her advantage any error or omission in this solicitation or specifications. If vendor shall have any questions or desires a clarification or interpretation regarding any of the items specified, the vendor shall request such clarification in writing and any such clarifications shall be made available to all vendors.

2.9 MADE IN AMERICA:

City Codes express a preference for products which are made in America.

2.10 AWARD OF CONTRACT:

Except in cases where the City exercises the right to reject any or all bids or to negotiate with any or all bidders, the City will award a contract for the Work and the Project as soon as practicable after closing of the time for accepting bids, to the Bidder who has submitted the lowest and best bid which complies in all respects with requirements of the Bid Documents and which, in the City's sole discretion, best meets the interests and requirements of the City.

2.11 PAYMENT SCHEDULES:

The contractor shall be entitled to one final payment only. Before any payment is made, the Contractor shall furnish to the City an itemized invoice. Final payment will be made within thirty (30) days after approval by the City Council.

2.12 RIGHT TO REJECT BIDS:

The City intends to award a contract based on the bid that, in the City's sole discretion, best meets the interests and requirements of the City. The City reserves the right in the City's sole discretion to reject any and all bids, to waive technicalities or deficiencies in any or all bids, to negotiate with any or all bidders or others for more favorable terms or prices, and to award a contract to other than the bidder submitting the lowest cost bid proposal, with or without negotiation. The City reserves the right not to open a sole bid.

Bidders are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants relating to or arising from this RFP. The City and its representatives, agents, consultants, and advisors will not be liable to any Bidder for any claims, whether for costs, expenses, losses, or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Bidder in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

2.13 WARRANTIES:

The owner shall be provided with full manufacturer's warranty as a condition of the award. The warranty shall be stated on the bid form for each product specified. The successful bidder must provide the owner with any and all instructions, manuals and directions for proper cleaning, setup and maintenance of all items bid.

2.14 INTERPRETATION OF CONTRACT DOCUMENTS:

Any person, firm or corporation contemplating submission of bid who is in doubt of the true meaning of any part of these bid documents may contact Melissa Burton, City Clerk at (314) 428-4321 or via email at mburton@overlandmo.org.

2.15 TAX EXEMPT STATUS:

The City of Overland is tax exempt.

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SECTION 4. SCOPE OF WORK (SPECIFICATIONS)

The Scope of Work and Specifications for “the project” are as follows.

Page Size: 11 x 8 ½ inches

of Pages: 28 page including cover

Paper: 70# Fortune Matte Text (or comparable)/80# Cover Page (or comparable)

Ink: Primarily 4 color process

Setup: Designer/Printer responsible for setup

Proofing: Full color proof delivered to Overland City Hall by November 16, 2022.
Press proof required – 24-hour advance notice

Bindery: Fold and 11 x 8½ inches page size, collate, saddle stitch, drill 1 small hole

Errors: Monetary credit must be given for any printing errors.

Design: Designer/Printer is responsible for final calendar cover design based on a preliminary concept discussion with City of Overland staff. Electronic files are required of final calendar product.

Note: The City of Overland will provide all content electronically.

Delivery: Optional – Designer/Printer responsible for delivery to a single location in the City of Overland for contracted delivery.

Mailing: Optional – Designer/Printer responsible for compliance with all postal regulations and to mail calendars (via bulk mail) to all addresses with zip codes 63114, 63132 within the Overland city limits as of November 1, 2022.

Pricing: Pricing shall include costs associated with the printing, delivery prep, and optional mailing of the calendar.

Range: January 2023 – January 2024

Quantity: 7,000

RFP – 2023 City Calendar

Bid Package: 2022-12
Date Issued: August 5, 2022

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**SECTION 5. BID SHEET(S)
PAGE 1 OF 2**

CONTRACTOR/VENDOR INFORMATION:

Company Submitting Bid: _____

Company Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone #: _____

Fax #: _____

Email Address: _____

Authorized Representative: _____
(Please Print or Type Name)

Signature: _____

Date: _____

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**SECTION 5. BID SHEET(S)
PAGE 2 OF 2**

Cost Summary

City Calendar – Printing Costs \$ _____

Options:

City Calendar – Delivery Cost to a Single Location \$ _____

**City Calendar – Mailing Preparation for delivery to all
single-family homes within City Limits (without postage)** \$ _____

City Calendar – Total Cost \$ _____