



Request for Proposals

2022 PRINTING OF NEWSLETTER & UTILITY BILL INSERTS

**City of Louisville, City Manager's Office
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www.louisvilleco.gov**

Project Number: 101144-532200

PROPOSALS DUE: FRIDAY, JANUARY 7, 2022 BY 2 PM.

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PROPOSED PROJECT SCHEDULE

Daily Camera	Dec. 22, 2021
First Publication	Dec. 22
Second Publication.....	Dec. 29
Proposals due	Jan. 7, 2022
Selection of Vendor	Jan. 14, 2022

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. INVITATION

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

Please provide quotes for:

Option 1

- Black and white newsletter with 1 color inserts (to be printed 3 times a year)
- Black and white newsletter with 2 color inserts (1 time a year)

Option 2

- Black and white newsletter with color cover with 1 color inserts (3 times a year)
- Black and white newsletter with color cover with 2 color inserts (1 time a year)

Option 3

- Full color newsletter with 1 color inserts (3 times a year)
- Full color newsletter with 2 color inserts (1 time a year)

Details:

- 12996 pieces
 - 60 lb offset white paper, 11x17 – 3 pages, double sided, 20% PCW, SFI Certified
 - Black ink/Color Ink
 - 11x17 insert (1 or 2 sheets – see above) two-sided color on white paper inserted
 - Folded to 8 ½ x 11 and tabbed
 - Sorted and trayed for bulk mailing
 - Delivered to Louisville Post Office
 - 100 pieces delivered to City Hall (749 Main Street)
 - Total newsletter must weigh less than 4 oz.
- 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-C010, 80027-C011, 80027-C012, 80027-C013, 80027-C014, 80027-C015, 80027-C021, 80027-PBOX, 80027-R001, 80027-R002, 80027-R003, 80027-R005, 80027-R006, 80027-R008, 80027-R010.
 - Bids must include the total price for printing, bulk mail sorting and delivery to the Louisville Post Office.
 - Examples of previous newsletters can be found at **LouisvilleCO.gov/CommunityUpdate**
 - See page 7 for Cost Proposal Table

Utility Bill Insert

Please provide a quote for:

- 6000 pieces of each double-sided color insert
- Light paper, 8 ½ x 11, two-sided color on white paper, 20% PCW, SFI Certified, delivered to Direct Mail Concepts, 1142 S. Lipan St., Denver, CO. 80223
- There will be 2 double-sided color inserts per month – 6000 pieces each (12,000 total per month) – please note that on occasion, there will only be one insert per month

Submittal Instructions

If you have any questions about the RFP, please contact Emily Hogan in the City Manager's Office ekropf@louisvilleco.gov 303.335.4814. Submittals are due by email on or before January 7, 2022 at 2 PM. 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 if applicable	

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

Date Firm's Behalf

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

Cost Proposal Table

Quarterly Newsletter	Cost Per Print Run
Option 1	
Black and white newsletter with 1 color inserts	
Black and white newsletter with 2 color inserts	
Option 2	
Black and white newsletter with color cover with 1 color inserts (3 times a year)	
Black and white newsletter with color cover with 2 color inserts (1 time a year)	
Option 3	
Full color newsletter with 1 color inserts (3 times a year)	
Full color newsletter with 2 color inserts (1 time a year)	

Monthly Utility Bill Insert	Cost Per Insert (6000 pieces)
8 ½ x 11, two-sided color insert	

All prices must be for **recycled paper** as per the instructions on pages 3-4.