

The City of Ballwin is requesting written quotes from qualified printing companies to print and mail four 32-page issues of the City's Ballwin Life Magazine (February, May, August and November). Project specifications and mail preparation information can be found below.

The issues have an in-home date of February 1, 2025, May 1, 2025, August 1, 2025 and November 1, 2025. Bids are due by 3 p.m. CST on Tuesday, November 5th, 2024 to: Megan Freeman, 1 Government Ctr., Ballwin, MO 63011. Please provide the following in your quote:

Price per issue (15,200 mailed copies, 400 customer copies)  
Anticipated project turn time (including final artwork upload date)  
Mail preparation (cost per 1,000)

Project Specifications:

Self-Cover

50# Gloss Text

15,200 mailed copies and 400 customer copies\*

8.25 x 10.75 Page Size

Four-Color Process with Bleed, 4 over 4

Saddle Stitch Bind

Print Ready PDF from Ballwin

Digital Online Proof & Composite Low Resolution Paginated Proof Required

Final Delivery to Mail House or Post Office and Customer Copies

Mail Preparation:

Mail Preparation Bid is requested. A list of mailing addresses will be provided by the City of Ballwin.

\*For out of area bidders (or if local delivery from vendor is not possible) please include estimated cost (to be incurred by the City) to ship/deliver these to the Ballwin Government Center (1 Government Ctr., Ballwin, MO 63011).

If no updated mailing cost is provided, we will use the cost of mailing from your last Ballwin Life Magazine (if applicable) as an estimate.

Questions can be directed to Megan Freeman at [mfreeman@ballwin.mo.us](mailto:mfreeman@ballwin.mo.us). The City of Ballwin intends to award a contract based on the bid that, in the City of Ballwin's sole discretion, best meets the interests and requirements of the City. The City of Ballwin 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.