

Date: July 12, 2019  
To: Area Printers  
From: Caitlin Jones, Communications and Marketing Coordinator  
Re: Bid requests for annual dinner stationary and annual report

MRPC is requesting bids on its annual dinner stationary and annual report. Specifications and bid sheets are attached. Please use the bid sheets when submitting your bid because it contains all the information we will need in order to review and compare bids as they are different from last year. We've also enclosed our bid evaluation form for your information. We will be using this form to determine the lowest and best bid.

Bid deadline is July 26, 2019, by noon. The invitations are needed by September 4, 2019. The report must be delivered to MRPC by October 17, 2019.

MRPC prefers to award the printing of the annual report and invitations to one vender. However, we reserve the right to split bids if deemed necessary.

We look forward to hearing from you. If you have any questions, please contact me, and I will clarify.

**Annual Dinner Invitation Printing Specifications**  
**BID DEADLINE: NOON July 26, 2019**  
**Invitation Delivery Deadline: Sept. 4, 2019**

**Invitations**

- Quantity—650 invitations
- 80# cover stock, silk cover or white matte finish (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred. Sample required
- Four-colors printing on outside, includes photos. Some artwork may include some solid and screened-tint elements.
- One color on inside.
- Color may bleed on both sides.
- No embossing on the invitation
- Finished size of invitations: Flat size is 7 inches by 10 inches. Folded size is 7 inches by 5 inches. Must fit in A-7 envelope
- Delivered camera-ready in InDesign.
- Must be scored and folded prior to delivery

**Reservation cards**

- Quantity—650
- Size: 4 1/4 by 5 1/2 inches
- Silk cover or white matte finish, recycled stock preferred that will compliment invitation. Sample required.
- One ink printing on one side.
- Delivered camera-ready in InDesign.

**Reservation-return envelopes**

- Quantity—650
- White Stock; Recycled stock preferred
- A-2 size to accommodate 4 1/4 by 5 1/2 inch RSVP card.
- Blue ink on white envelope.
- Delivered camera-ready in InDesign.
- Recycled envelopes are preferred.

**A-7 envelopes for invitations**

- Quantity—650
- White Stock; Recycled stock preferred
- Must be available prior to delivery of printed material
- No printing

Delivery deadline for invitations, return cards and white printed envelopes is Tuesday, Sept. 4, 2019, to MRPC in St. James. A-7 envelopes are needed prior to delivery of invitations.

**Please submit bid on enclosed bid sheet by noon July 26, 2019, and please complete entire bid sheet. Faxed bids are allowed, however, confidentiality is the responsibility of the bidder.**

Samples of past invitations are available upon request. Printed specifications supersede samples. MRPC reserves the right to reject any or all bids. ME/WBE are encouraged to bid.

Questions should be directed to Caitlin Jones at (573) 265-2993 Ext. 125 or [cjones@meramecregion.org](mailto:cjones@meramecregion.org).

## **Annual Report Printing Specifications**

**Quantity: 500 copies**

**BID DEADLINE: noon July 26, 2019**

**Delivery Deadline: October 17, 2019**

### **Cover:**

- 80# cover stock— Silk cover or white matte finish (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred. Sample required.
- Four-color printing on outside with satin aqueous coating. Some artwork may include some solid and screened-tint elements.
- Four color CMYK printing on inside.
- Up to 8 photographs
- Front cover graphic may bleed
- Finished size is 8 1/2 inches by 11 inches. (Horizontal publication.)

### **Interior pages:**

- 80# text white recycled, enamel finish. Sample required
- 48 pages ( $\pm 4$  pages) with foldout on page 3
- Four color CMYK
- The report will have approximately 30-40 photographs. Some may bleed.
- All type will be delivered camera-ready. Report will be designed in InDesign and will be available on disk with fonts or can be sent electronically to the printer.
- Photos will be dropped in; however, printer should double check photos to ensure maximum quality, including color correction when needed.
- Report must be assembled (stapled).

Deadline for the delivery of the finished product is no later than October 17, 2019, to MRPC in St. James. Product **must** be delivered.

Proof of the annual report is required prior to printing.

**Please submit bid on enclosed bid sheet noon July 26, 2019, and please complete entire bid sheet. Faxed bids are allowed, however, confidentiality is the responsibility of the bidder.**

A sample of last year's annual report is available upon request.

MRPC reserves the right to reject any or all bids. ME/WBE are encouraged to bid.

Questions should be directed to Caitlin Jones at (573) 265-2993 or [cjones@meramecregion.org](mailto:cjones@meramecregion.org).