



REQUEST FOR BID

Project: Printing of the 2024 Official Hannibal Visitor Guide

For: Hannibal Convention & Visitors Bureau

Bid Deadline: 9:50 a.m. on October 9, 2023; public opening of bids will be at 10:00 a.m. on that date.

Project Summary: The 2024 Visitors Guide bid is for the printing of a destination marketing piece. The completed printed guides will need to be delivered to the Hannibal CVB storage location within 6 weeks of receiving design files.

Details:

- 1) Specifications: 4" x 8 ¾" brochure with 56 pages. Please send a quote for 100,000 copies; and a quote for 125,000 copies.
- 2) A 60 lb. glossy text or comparable paper (please list type and weight), that will not allow ink to bleed through.
- 3) Inside back cover will have a gate fold (gate + one panel) for the map.
- 4) A sample copy of the front/back cover of the visitor guide on 60 lb. glossy text Hannibal CVB for proof prior to printing.
- 5) Full delivery within **6 weeks** of receiving design files. If 6 weeks is not possible due to supply issues, list delivery timeline. Delivery of brochures to a distribution storage center in Hannibal, MO. Brochures are to be packed in bulk cartons not exceeding 20 lbs. (Cartons must be carried manually at location.)
- 6) All production files will be returned to the Hannibal CVB upon final payment and completion of the job. (Hannibal CVB retains all rights for reproduction.)
- 7) The Hannibal CVB is tax-exempt, please do not include taxes in the quote.

Bid

Hannibal Convention & Visitors Bureau
925 Grand Avenue / PO Box 188
Hannibal, Missouri 63401
573.221.2477
VisitHannibal.com

Should Include: 1) Full delivery within 6 weeks of receiving design files. If 6 weeks is not possible due to supply issues, list delivery timeline. Delivery of brochures to a distribution storage center in Hannibal, MO. Brochures are to be packed in bulk cartons not exceeding 20 lbs.

Printing for Visitor Guide (page 2)

Pricing: Prices must hold through January 9, 2024.

Notes:

- 1) Bid must be sealed, marked BID FOR PRINTING and submitted by 9:50 a.m, October 9 to the Office of City Clerk, City Hall, 320 Broadway, Hannibal, MO 63401.
- 2) The printer will need to work with the HCVB and/or designer on transferring the files, reproduction, etc. The Hannibal CVB must receive the final printed pieces within 6 weeks of receiving design files. If 6 weeks is not possible due to supply issues, list delivery timeline.
- 3) Bidder awarded the printing project will be required to have a current Hannibal Merchant License.
- 4) If the bidder has the option to mail boxes of guides to a mailing list provided by the CVB, please note that in the bid.

The Hannibal CVB reserves the right to accept and reject any one, or more, or all bids. All questions in regard to this Request for Bid, please contact:

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925 Grand Avenue / PO Box 188
Hannibal MO 63401
573-221-2477
Email: groups@visithannibal.com

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