



REQUEST FOR BID

- Project:** Printing of the 2025 Official Hannibal Visitor Guide for a 3 year contract.
- For:** Hannibal Convention & Visitors Bureau
- Bid Deadline:** **9:50 a.m. on October 7, 2024; public opening of bids will be at 10:00 a.m. on that date.**
- Project Summary:** The 2025 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:** Project design will meet all HCVB requirements as outlined in the request.
- 58 full-color, full-bleed pages priced with 52 pages +6-page fold-out cover
 - 4"x 8.75" trim size with and without 3.75" fold-out back cover
 - 4/4, 4-color process + bleeds - all pages
 - Front cover will be 3.875" due to brochure thickness
 - Cover and inside pages 60 lb. white glossy text
 - Stock subject to availability at order time
 - Bid on these quantities: 100,000 & 125,000
 - Hard-copy hi-resolution proof and low-resolution proof included
 - Saddle stitch binding on 8.75" side with paper banding
 - Back cover and fold-out panel to be short to avoid trim
 - F.O.B. Delivery to Hannibal – one location
 - Packed in cartons, not exceeding 20 pounds on pallets.

*Overrun/underrun of 3% constitutes acceptable delivery.
Freight is subject to change based on fuel prices at time of shipment.

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

*This product ships F.O.B. to ONE location: Hannibal, MO 63401
IMPORTANT: Freight prices are volatile and subject to change.

Shipping to various locations around the midwest can be included and is bid separately.

Bid

Should Include: 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.

Pricing: Prices must hold through January 9, 2025.

Notes:

- 1) Bid must be sealed, marked BID FOR PRINTING and submitted by 9:50 a.m, October 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:

Hannibal Convention & Visitors Bureau
925 Grand Avenue / PO Box 188
Hannibal MO 63401
573-221-2477
Email: tocheltree@visithannibal.com

The Hannibal Convention & Visitors Bureau will accept sealed bids for the printing of the 2025 Visitor's Guide. This is a three-year contract. Written bids will be accepted until October 7th, 2024, at 9:50 AM local time. Bids will be publicly opened at 10:00 AM in the Council Chambers at City Hall, 320 Broadway, Hannibal, MO.

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Sealed bid specifications may be obtained from the Hannibal CVB office, 925 Grand Ave, Hannibal, MO 63401 or by emailing tocheltree@visithannibal.com. The Hannibal CVB reserves the right to accept or reject any and all bids and to waive any minor irregularities. The City of Hannibal is an Equal Opportunity Employer (M/F/H).

Envelopes must be clearly marked on the outside "HCVB Visitor's Guide Printing Bid", and addressed to the City Clerk, 320 Broadway Hannibal, MO 63401.

Trisha O'Cheltree
Director

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