BID PACKET

PROGRAM GUIDE
Spring/Summer 2027 Edition

Deadline: 1:00 p.m. on Thursday, October 1, 2026.

Mail or deliver bid packets to:
City of Sedalia Parks & Recreation Department
1800 W. 3rd Street
Sedalia, MO 65301

BID SUBMITTED BY:

BUSINESS NAME: _____

ADDRESS: _____

CONTACT PERSON & PHONE #: _____

EMAIL: _____

PART I: NOTICE TO BIDDERS

The Sedalia Parks & Recreation Department will receive proposals for the printing and mailing of program guides. Specifications are available in Part III.

Proposal forms provided by the Parks and Recreation Department shall be used.

All such proposals as provided for herein shall be sealed and mailed/delivered to the Sedalia Parks & Recreation Department, 1800 W. 3rd St., Sedalia, MO 65301, at or prior 1:00 p.m. on Thursday, October 1, 2026. Proposals will be opened at or shortly after the above date & time.

Any proposal received after the above stated date will be returned unopened.

The Sedalia Parks Department retains the right to reject any and all proposals submitted, and to waive any informality contained in any proposal. The Sedalia Parks Department reserves the right to accept the proposal deemed most advantageous to the Sedalia Parks and Recreation Department.

Additional details concerning the requirements for submitting a proposal may be obtained from the Sedalia Parks & Recreation office by emailing Savannah Lynde slynde@sedaliaparks.com (preferred) or by calling (660) 826-4930.

PART II: INFORMATION TO BIDDERS

Sealed proposals for the purchase for the printing and mailing of program guides as specified in the attached specification will be received until 1:00 p.m. on Thursday, October 1, 2026 and will be opened at or shortly after the above date & time at the Sedalia Parks & Recreation Office, 1800 W. 3rd St, Sedalia, MO 65301.

No proposals will be accepted after the above stated time and date. A complete tabulation of the proposals received will be presented for consideration to the Park Board at their meeting.

Any qualified agent or company desiring to submit a proposal for the printing and mailing of program guides may do so, but must submit such proposal on the form furnished by the City of Sedalia Parks and Recreation Department. Alternate proposals may be proposed by any company provided however, that no alternate proposal will be considered unless the company has first proposed a complete proposal as requested by the City Parks and Recreation Department for this purpose.

The proposal furnished the City Parks and Recreation Department must be submitted on the bid form enclosed with this packet. It is understood that no alternate proposal will be considered unless the bid form provided by the City of Sedalia Parks and Recreation Department has been fully completed. Each bid form should be submitted with detailed information attached to the

bid form. This detail breakdown should include all costs associated with the proposal. Also, any other information such as picture brochures can be included.

The City of Sedalia Parks and Recreation Department retains the right to reject any and all proposals submitted, and to waive any informality contained in any proposal.

The City of Sedalia Parks and Recreation Department reserves the right to accept the proposal deemed most advantageous to the City.

Additional information or questions concerning this request may be directed to the Parks & Recreation Department by emailing slynde@sedaliaparks.com (preferred) or by calling 660-826-4930.

PART III: SPECIFICATIONS FOR PROGRAM GUIDE

A complete copy of this bid packet must be returned with accompanying bid form to constitute a responsive bid.

One vendor will be selected to provide all products listed.

All products ordered will need to be sent to the Heckart Community Center in Sedalia, Mo except for the mailings. Mailing may be addressed to current resident/occupant or be personalized to individual/family at the listed location via the most economical postage option available.

The winning bidder will need to make arrangements with Park Staff before delivery to the Heckart Community Center.

All blanks on the next page must be filled out or the bid will be considered incomplete and therefore not eligible to be selected.

SEDALIA PARKS & RECREATION DEPARTMENT

BID PACKET – PROGRAM GUIDE SPRING/SUMMER 2027

- 19,000 copies printed, postage, and mailed
    - 16,500 mailed to 65301/65302 zip codes
    - 2,500 delivered to park office
- Full Color throughout
- 32- 40 pages including self-cover ***please quote both 32 and 40 pages***
- 60# gloss text
- Saddle-stitches to finish with two staples
- 8.25x10.75 finished size
- Send to print via PDF file
- ***In mailboxes by February 1, 2027.***
- Park staff approval of design before printing

If selected, information must be sent to you by:_____.
Insert date

Bid Costs:	**32 pages**	**40 pages**
Total **Printing** cost _____	$ _____	$ _____
Total **Mailing Services** cost _____	$ _____	$ _____
Total **Standard Postage** cost _____	$ _____	$ _____
Other costs (please explain)_____	$ _____	$ _____
Other costs (please explain)_____	$ _____	$ _____
GRAND TOTAL OF ALL COSTS:	**$** _____	**$** _____