



Request for Proposal

Print and Mail Moraine Messenger

4200 Dryden Road, Moraine, OH 45439

Issue Date: September 27, 2026 & October 4, 2026

Proposal Due Date: October 12, 2026, at 10:00 a.m. ET

Submission Method: *Electronic PDF submission via Email only at: kwallace@moraineohio.gov*

Interested vendors should respond by submitting their proposal via Email only at: kwallace@moraineohio.gov by October 12, 2026, at 10:00 a.m. ET. Paper proposal submissions will NOT be permitted. Proposals received after 10:00 a.m. on the response due date will not be considered and will be automatically disqualified.

All project documents are only available at the City of Moraine website: www.ci.moraine.oh.us under "Legal Notices".

1. PROJECT OVERVIEW

The **City of Moraine** is requesting proposals from qualified vendors for the printing and mailing of the Moraine Messenger publication.

2. SCOPE OF WORK

1. Number of issues for the Moraine Messenger (quarterly publication) will be a total of eight for this contract. The first quarterly published Moraine Messenger will begin with the March 2027 issue. Additional projected publication dates will be June, September, and December.
2. The initial term of this Contract shall be for two years. However, the City of Moraine reserves the right to terminate the Contract without penalty at the conclusion of a one-year probationary period and may issue a new Request for Proposals (RFP) for the remaining services.
3. **Approximately 4,200 printed documents.**
4. The Moraine Messenger is created in Adobe's InDesign in conjunction with Photoshop.
5. Four color process on the entire document.
6. Paper weight: 4-page cover on 100 lb. gloss text plus up to 20-page interior on 80 lb. gloss text.

7. The City of Moraine may use an unlimited number of photos on the cover and remaining pages.
8. The publication will consist of four pages minimum. **Printer must quote additional pages in multiples of four up to 24 pages.**
9. Document will have a ¼" bleed and binding of the publication – saddle stitch.
10. Finished size of publication – 8 ½ x 11.
11. **Printer will supply the City of Moraine one proof at no additional charge within 24 hours of submission for approval before printing the publication.** Additional proofs shall be paid for at the cost per proof as shown in the proposal.
12. **Include a cost estimate for any additional proofs requested by the City of Moraine.**
13. **Printing will be completed in (5) working days after the publication is in printer's possession.**
14. The awarded vendor shall provide printing, binding and delivery services including the mailing permit.
15. **The Vendor must state clearly in the proposal if they will physically print the Moraine Messenger. If another company handles the print job, the primary vendor must supply the printer's name, address, phone number and email.**
16. Pickup and Delivery Services. The awarded vendor is responsible for the pick-up and delivery of the Moraine Messenger. This includes transport to and from the printing subcontractor (if a separate vendor is used) and to the City of Moraine Municipal Building. **All associated service costs must be included in the vendor's proposal.**
17. Printed publications are to be addressed and mailed by the successful vendor as flat-rate USPS Marketing Mail (formerly Presort Standard). Approximately 3,912 pieces are to be bundled and labeled according to [USPS Mailing Standards](#) and delivered to the post office. Any penalties or fines resulting from the vendor's non-compliance with postal regulations will be the vendor's sole responsibility.
18. Postage will be paid for by the City of Moraine. The vendor must submit the USPS-verified PS Form 3602 (or electronic equivalent) detailing the exact number of pieces mailed, date, and applicable postage before final payment is released.
19. The vendor must adhere to all current USPS Business Mail Guidelines and advise the City of Moraine of any necessary changes required to meet postal automation standards.
20. The base contract price for printing and services shall remain fixed. The total contract cost may only be adjusted if the [U.S. Postal Service](#) alters postal rates. Any such postage increase must be passed through at exact cost, and the vendor must provide official USPS documentation to verify the rate change.
21. **Contract will expire with the printing of Winter Quarter 2028-2029 issue (December 2028) unless the City exercises its sole right to terminate the Contract without penalty at the conclusion of a one-year probationary period and thereafter may issue a new Request for Proposals (RFP) for the remaining services.**
22. The City may reject any proposal if the offeror fails to comply with the procedure for

participating in the RFP process, fails to meet any requirement of this RFP, or includes unacceptable terms in its proposal. The City may reject any proposal it deems not in its interest to accept and may decide not to award to any or all of the offerors responding to this RFP. The City reserves the right to waive any informalities or irregularities, at its sole discretion.

23. The City reserves the right to withdraw this RFP at any time without penalty.

3. SUBMISSION DEADLINE

All proposals must be submitted electronically via *Email only* at: kwallace@moraineohio.gov no later than: **October 12, 2026, at 10:00 a.m. ET**

Proposals will remain sealed until the official opening date and time of **October 12, 2026, at 10:00 a.m. ET.**

4. COMMUNICATION

All questions must be submitted electronically via *Email only* to Kim Wallace at: kwallace@moraineohio.gov by: **October 9, 2026, at 10:00 a.m. ET.**

Oral communications will not be accepted. No questions will be answered via text, phone, or otherwise. **Vendors shall not contact any city staff directly with any questions or inquiries.** **Unauthorized contact with any personnel of the City may constitute cause for rejection of the Vendor's proposal.** **The decision to reject a proposal is solely that of the City.**

5. ATTACHMENTS

- 2026 Summer Moraine Messenger