



## CITY OF CARTERSVILLE

### Request for Proposal for Full-Color Printing, Folding, Binding, Hole Drilling, and Mailing Services of 2024 City Calendar

The opportunity presented in this Request for Proposal ["RFP"] must be submitted in accordance with the specifications in this RFP. Any proposal that does not conform fully to these instructions may be rejected, at the sole discretion of the City of Cartersville ["City"].

The City is seeking responses from qualified businesses ["Proposers"] for proposals concerning the production of the 2024 City Calendars.

The City is seeking high quality proposals for the full-color and high-resolution printing, folding, binding, hole drilling, and mailing services of the 2024 City Calendar. The 2024 City Calendar will be split into two [2] groups: one [1] small batch of calendars for Cartersville Fire Department containing shift schedules and one [1] large batch, without shift schedules, to be distributed to citizens and businesses. The total of the two [2] groups is estimated to be 10,500 calendars.

The 2024 calendar will include full-color print artwork on all inside pages (24) plus both sides of the front and back cover. The calendar will be 8.5x11" folded and 17x11" when opened. The cover will be #100 gloss cover stock, and the inside pages will be #80 Dull Text. The mailing service needed includes importing the mailing list, addressing/barcoding, preparing USPS paperwork, and sorting/delivering to USPS.

The calendar will feature high-quality citizen-submitted photos on both the cover and each calendar page. In addition to the monthly calendars, we will include pages of general city information, city department information, and more. The City will provide all artwork.

Full production of the Calendars must be completed no later than Friday, December 8, 2023. The completed Calendars must be out for delivery prior to or no later than the week of December 25 to accommodate any possible holiday shipping delays. The goal is to have the Calendars in mailboxes no later than Friday, December 29, 2023.

All written inquiries must be received by the City by 2:00 pm, on Friday, October 6, 2023. The City will provide all written questions and responses to interested Proposers by 5:00 pm, on Wednesday, October 11, 2023.

Inquiries regarding this RFP should be directed by email to:

**Logan Bagley, Public Relations & Communications Manager**  
email: [lbagley@cityofcartersville.org](mailto:lbagley@cityofcartersville.org)

Sealed proposals must be submitted in the proposal format required. Sealed Proposals will be accepted by the City, located at 1 N. Erwin Street, Cartersville, Georgia 30120 on or before 2:00 pm, on Tuesday, October 24, 2023. Each proposal must be enclosed in a sealed envelope, endorsed across one end as follows: RFP - COMM 2301

#### Reservation of Rights

The City expressly reserves the right to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make the Award in any manner which it believes to be in its best interest.