

## REQUEST FOR PROPOSALS

### PUBLICATION OF LANSING VISITORS & RELOCATION GUIDE

#### I. Purpose of Request:

- A. The City of Lansing is soliciting bids for the production of the Lansing Visitors and Relocation Guide. A copy of the previous edition of the Visitors and Relocation Guide is enclosed. Bidders are requested to bid the quantity of guides and revenue they will remit to the CVB. Please submit sealed bids in a brief letter to the CVB.
  
- A. All criteria must receive final approval from staff. Staff will provide editorial work and assist with outline of sections in the guide. Copyright of the Lansing Visitors & Relocation Guide will belong to the City of Lansing. The successful bidder will be responsible for the following:
  - 1. Full Color Layout/Design (all new fonts, colors, layouts, etc.)
  - 2. High Quality Printing (see enclosed previous edition of the Guide, paper quality and weight should be consistent with previous edition)
  - 3. 4" X 9" folded, 8" X 9" stapled
  - 4. Advertising: Solicitation of Ads, Design, Layout, Overall Organization (please note all Lansing businesses must be contacted for inclusion in the Guide)
  - 5. The bidder must provide the City a profit-sharing plan including but not limited to a publishing right fee.
  - 6. Provide an electronic copy of the Guide for use on the City website at no charge
  - 7. The bidder must provide at least 3,000 copies to the City at no charge.
  - 8. Delivery to the Department of Community and Economic Development

#### II. Instruction for Submittal

- A. Please mail or hand deliver sealed proposals labeled "**RFP Visitors Guide**" by **5:00 PM on Thursday, January 3, 2019** to the following office:

Tim Dossey, Event & Marketing Coordinator, 730 1<sup>st</sup> Terrace, Suite 2, Lansing, KS 66043

- B. The publication must be packed in boxes and delivered to the Department of Community and Economic Development, 730 1<sup>st</sup> Terrace, Suite 2, Lansing, KS 66043 by **April 5, 2019**.

For additional information or questions, please contact Tim Dossey at 913.727.5488 or [tdossey@lansing.ks.us](mailto:tdossey@lansing.ks.us).

The City of Lansing, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.