

MAYFIELD VILLAGE REQUISITION

PO #: _____

REQ. #: 44548

VENDOR #: 04043

DEPT.: PARKS

DATE: 2/7/19

VENDOR NAME: PM Graphics

BILLING ADDRESS 1: _____

ADDRESS 2: _____

CITY, STATE, ZIP: _____

PHONE: 330656 1230

CONTACT: Paul

TIN: _____

ITEM / SERVICE:

QUANTITY	UNIT	DESCRIPTION	PRICE/UNIT	AMOUNT
		PM Graphic		\$6088.42

JUSTIFICATION OF NEED: 2019 Village Entertainment Brochure

ACCOUNT #:

101.371.50350	\$2600.00	AMOUNT: 6088.42
101.371.50490		
101.311.50331	\$1500.00	
101.361.50350	\$500.00	
101.361.50352	\$500.00	
101.361.50351	\$500.00	
101.341.50350	\$250.00	
101.341.50351	\$250.00	238.42

REQUESTED BY: Jm

DEPT. APPROVAL: Jm

MAYOR'S APPROVAL: _____

CLERK: _____ (Certification of Council Approval)

FINANCE DIRECTOR INITIAL: _____ NOTES: Council

See Attachments

MEMORANDUM

TO: Council President Saponaro and Members of Council
FROM: Shane McAviney, Director of Parks and Recreation
DATE: February 7, 2019
RE: **PM Graphics – 2019 Entertainment Brochure (Agenda Item)**

A request for proposal to provide printing and mailing services for the 2019 Entertainment Guide which features all the special events in Mayfield Village including Cruise Night, 4th of July Celebration, The Grove, Gazebo, and other events were submitted to three (3) companies. The Village received a total of three (3) proposals that are listed below:

Mayfield Village Entertainment Brochure		
20-page Full Color – 21,000 copies		
Sound Company		Cost
PM Graphics		\$6088.42
Brothers Printing		\$7112.00
Buckeye Promotions		\$7521.00

As of date, \$7100.00 sponsorship dollars have been committed in advertisements in the brochure. These sponsorships will cover the cost of printing and mailing the brochure to the Mayfield School District, and an additional 1000 brochures will be produced to be distributed throughout the community and at our events.

This expense is accounted for in the Recreation Budget.

Approval Requested:

A motion to authorize an expenditure in an amount not to exceed \$6088.42 to PM Graphics to provide to provide printing and mailing services for the 2019 Entertainment Guide which features all the special events in Mayfield Village including Cruise Night, 4th of July Celebration, The Grove, Gazebo, and other special events.

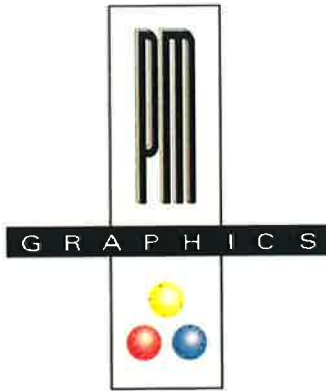
cc: Mayor Brenda T. Bodnar
Department Heads

Monday, October 15, 2018

Estimate : 5765 - 6

Shane McAviney, Director
MAYFIELD VILLAGE
6622 Wilson Mills Road

Mayfield Village OH 44143
USA



We are pleased to submit the following quote as requested, based on the specifications provided:

Description:

Job: 20 Page Self Contained - 100# Gloss Text - 4 Color All
Pg. Ct.: 20 Self Contained Pages
Text Ink: 4 Color All (No Bleeds)
Text Paper: 100# Gloss Text
Finish size: 5-1/2"w x 7-1/8"l
Bindery: Saddlestitch & Trim
Mail list Prep: Included
Inkjet Label & Sort: Included
Triple Tab to USPS Specifications
Packaging: Carton Pack Samples
Delivery: To Cleveland Post Office Included

We understand that you will be providing:

Disk Ready or FTP File as PDF

20 Page Self Contained - 100# Gloss Text - 4 Color All

Quantity	20,000
Price	5,845.71
Price per additional 1000	242.71

Authorized Signature: _____ Title _____ Date _____

Additional comments: Sales Tax is not included in above pricing. Paper and material prices are based on current market conditions and are subject to change. All customer requested revisions are billable at \$65.00 per hour. All manufacturing prices except paper are valid for one full year. If you have any questions or need additional information, please feel free to call. We appreciate your business.

Terms: Net 30 days after credit approval.

Sincerely,

Paul McGhee II