

MAYFIELD VILLAGE REQUISITION

PO #: _____

REQ. #: 40928

VENDOR #: 4043 DEPT.: Recreation

DATE: _____

VENDOR NAME: PM Graphics

BILLING ADDRESS 1: 10170 Philipp Parkway

ADDRESS 2: _____

CITY, STATE, ZIP: Streetsboro, Ohio 44241

PHONE: _____ CONTACT: _____

TIN: _____

ITEM / SERVICE:

QUANTITY	UNIT	DESCRIPTION	PRICE/UNIT	AMOUNT
		2020 Entertainment Guide		
		Printing Special events		
		, Grave, Gazebo		

JUSTIFICATION OF NEED: Printing and mailing for 2020 Entertainment guide

ACCOUNT #: 101.371.50350 \$1500.00
 101.311.50331 - \$2500.00
 101.361.50350 - \$400.00
 101.361.50352 - \$500.00
 101.361.50351 - \$500.00
 101.341.50350 - \$250.00
 101.761.50351 - \$231.59

AMOUNT: \$5884.59

REQUESTED BY: Jm

DEPT. APPROVAL: Jm

MAYOR'S APPROVAL: _____

CLERK: _____ (Certification of Council Approval)

FINANCE DIRECTOR INITIAL: _____ NOTES: For council Feb 2020

MEMORANDUM

TO: Council President Schutt and Members of Council
FROM: Shane McAviney, Director of Parks and Recreation
DATE: January 24, 2020
RE: **PM Graphics – 2020 Entertainment Brochure (Agenda Item)**

A request for proposal to provide printing and mailing services for the 2020 Entertainment Brochure 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 two (2) proposals.

2020 Entertainment Brochure – 20-page Full Color – 21,000 copies

1. PM Graphics - \$5884.59
2. Great Lakes Printing - \$8668.00
3. Boom Creative – No quote provided

Approval Requested:

A motion to authorize an expenditure in an amount not to exceed \$6000.00 to PM Graphics to provide to provide printing and mailing services for the 2020 Entertainment Brochure.

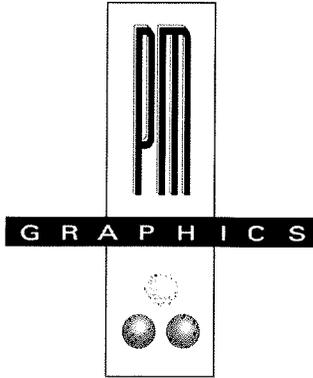
cc: Mayor Brenda T. Bodnar
Department Heads

Wednesday, January 08, 2020

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	21,000
Price	5,884.59	6,134.32
Price per additional 1000	244.62	244.39

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

Great Lakes Printing
46 W. Jefferson St.
Jefferson, OH 44047

December 5, 2019

Mayfield Village
Attn: Shane McAviney
6622 Wilson Mills Rd.
Mayfield Village, OH 44143

We are pleased to present the following proposal:

Mayfield Season Entertainment booklet
20,000; 18,000 mailed
20 pages
5 3/8 x 7
Full color with bleed
Stitched
Tabbed, addressed and mailed; mailing list provided, does not include postage
Type setting and pagination
70# gloss text \$7218
80# gloss text \$6921 *#1009668.00*

Breakdown
Print 80# \$5208 70# \$4912 *#100 8668.00*
Mailing \$1209
Design \$800

Approved _____

Ed Mayeda
Account Executive
Great Lakes Printing
440-344-1025 cell