



Staff Report

Subject: 2024 Ballwin Life Magazine Bids

Department/Program: Administration

Explanation: Since 2021, the City of Ballwin has bid each issue of Ballwin Life Magazine individually due to fluctuations in paper/printing prices due to the pandemic. Prices have evened out over the past several months, and therefore the City has chosen to bid out the entirety of 2024's Ballwin Life Magazine issues (4).

Only two bids were received. A third company whose bid was solicited declined to bid. The budget for Ballwin Life Magazine for 2024 is \$40,000, including printing, mail prep and postage. 2023's postage was \$14,4379.97. 2024's is estimated to be around \$15,000.

<u>Company</u>	<u>Price Per Issue</u>	<u>Mail Prep Per Issue</u>	<u>Total Cost Per Issue</u>	<u>Total Cost for 2024</u>
Messenger Print	\$5369	\$228	\$5549	\$22,196
Allmail USA	\$8999.54	\$789.36	\$9788.90	\$39,155.60

Recommendation: Staff's recommendation is to go with Messenger Print for the 2024 printing of Ballwin Life Magazine for \$22,196 for the year. This would be within the \$40,000 budget for 2024.

Submitted By: Megan Freeman

Date: 11/17/2023