



Staff Report

Subject: 2025 Ballwin Life Magazine Bids

Department/Program: Administration

Explanation: The City of Ballwin returned to yearly bidding for Ballwin Life Magazine printing at the end of 2023 after previously bidding each issue separately. This year, we sent bid specifications to seven companies and published the RFP. Two bids were received. The budget for Ballwin Life Magazine for 2025 is \$40,000. Bids below do not include mailing costs, since mailing costs for both bids would be the same since they would both use USPS. Mailing costs for 2024 were \$16,342.07. Mailing is anticipated to cost nearly the same.

Company	Price Per Issue	Mail Prep Per Issue	Total Cost Per Issue	Total Cost for 2025
Messenger Print	\$5,520	\$228	\$5,748	\$22,992
Swift Print Communications	\$10,195	\$7,256.78	\$17,451.78	\$69,807

Recommendation: Staff's recommendation is to go with Messenger Print again for the 2025 printing of Ballwin Life Magazine at a cost of \$22,992 for the year.

Submitted By: Megan Freeman

Date: 11/11/2024