

REQUEST FOR PROPOSALS

Printing Services

Overview

The Minnesota Alliance of Local History Museums (MALHM) is a statewide organization that serves the needs of local history organizations throughout Minnesota since 1991. With remote offices in Red Wing and Austin, MALHM needs a responsive printer to handle larger orders and occasional general supply orders.

Proposal Outline

MALHM is seeking proposals for printing services for the following items:

1. General printing needs
 - **Start date:** July 2019
 - **Deadline for completion:** ongoing
 - **Products:** business cards, letterhead (8 ½ x 11), membership forms (8 ½ x 11), membership brochure (8 ½ x 11, 4 pages), regular envelopes, occasional copies (8 ½ x 11, quote for single sided BW, single sided color, two sided BW, two sided color)
 - Provide general printing needs using digital files provided by Alliance Coordinator.
2. Print and mail a two sided, full color 4 inch by 6 inch postcard
 - **Start date:** November 2019
 - **Deadline for completion:** November 22, 2019
 - **Final product:** 4 inch by 6 inch postcard glossy (minimum of 500, maximum of 750)
 - The Alliance Coordinator will provide a print ready PDF file of the postcard along with an Excel spreadsheet (or other agreed upon format) with mailing list.
3. Print conference evaluation forms
 - **Start date:** April 2020
 - **Deadline for completion:** April 22, 2020
 - **Final product:** 8 ½ inch by 11 inch, B&W on colored paper (different color for each day), minimum of 1,200 maximum of 2,200
 - The Alliance Coordinator will provide a print ready PDF file of the evaluation forms. There will be three different evaluation forms.
4. Print the conference program
 - **Start date:** April 2020
 - **Deadline for completion:** April 22, 2020
 - **Final product:** 8 ½ inch by 11 inch full color glossy, up to 36 pages
 - The Alliance Coordinator will provide a print ready PDF file for printing.

Proposal Submission Deadline: Wednesday, July 10, 2019 by 5 pm

Proposals should include individual costs for each item. To submit a proposal, email it as a single PDF to Alliance Coordinator Dustin Heckman at staff@mnhistoryalliance.org. Questions may be submitted via email or by phone at (612) 500-7460.