



MINNEAPOLIS  
PUBLIC SCHOOLS

Urban Education. Global Citizens.

---

## RFQ 24-10

### Overview:

Minneapolis Public Schools is seeking qualifications and quotes/pricing/proposals for printing and mailing services for Minneapolis Community Education.

### Project Scope

Desired services include:

#### Brochure Description

- **Title:** Community Education Brochure
- Print 195,000 thirty-two (32) page Minneapolis Community Education Fall 2024 brochure
- **Size:** 10-3/4" X 16-1/2" paper folded to create a 8-1/4" X 10-3/4" brochure
- **Paper type:** 50# Web Matte or similar
- **Number of pages:** 32 pages
- **Press Work:** 4/color process, 2-sides
- **Binding Needed:** Trim, Fold, Stitch and Mail (ECRWSS Residential Customers). Approximately 191,500 to all households and about 3,000 ink jet addressed (we provide mailing list for the ink-jet addresses). Remainder delivered to Davis Center, 1250 West Broadway, Minneapolis, MN 55411
- **Packaging for delivered items:** Boxed
- **Delivery:** Printer delivers to Minneapolis Post Office and the remainder delivered to the Davis Center, 1250 West Broadway, MN 55411
- **Quantity:** 195,000
- **Postage Cost:** Paid through the Community Education Mail Permit

#### Timing of Brochure

- July 12: Community Education provides mailing list (about 3,000) to printer
- July 22: Community Education provides PDF to printer
- Prior to printing, printer provides and reviews with Community Education staff a draft print before going to final print
- August 21: Printer delivers brochures to Post Office
- August 22 or 23: Printer delivers remaining brochures to Davis Center

### Desire Minimum Qualifications/Experience:

- Experience with printing over 100,000 brochures and delivering in a timely manner
- Experience working with Post Office for large mailings



MINNEAPOLIS  
PUBLIC SCHOOLS

Urban Education. Global Citizens.

---

**Project Duration:**

- **July 2024-August 2024**
- **RFQ issue date: 06/03/2024**
- **Quotes Due: 06/17/2024**

**Process**

- Submit a summary of qualifications and brief proposal to [RFX@mpls.k12.mn.us](mailto:RFX@mpls.k12.mn.us) and include references, proposed budget and relevant experience. Submissions will be reviewed as they are received.