

Date: June 16, 2026

To: Area Printers

From: Caitlin Jones, Communications and Marketing Manager

Re: Bid requests for annual dinner stationary and annual report

MRPC is requesting bids on its annual dinner stationary and annual report. Specifications and bid sheets are attached. Please use the bid sheets when submitting your bid because it contains all the information, we will need in order to review and compare bids as they are different from last year. We've also enclosed our bid evaluation form for your information. We will be using this form to determine the lowest and best bid.

Bid deadline is July 6, 2026, by noon. The invitations are needed by August 21, 2026. The printed report must be delivered to MRPC by October 23, 2026.

MRPC prefers to award the printing of the annual report and invitations to one vender. However, we reserve the right to split bids if deemed necessary.

We look forward to hearing from you. If you have any questions, please contact me, and I will clarify.

**Annual Dinner Invitation Printing Specifications**  
**Invitation Delivery Deadline: Aug. 21, 2026**

**Invitations**

- Quantity—500 invitations
- 80# white linen cover (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred. Sample required
- Four-colors printing on outside, includes photos. Some artwork may include some solid and screened-tint elements.
- One color on inside.
- Color may bleed on both sides.
- No embossing on the invitation
- Finished size of invitations: Flat size is 7 inches by 10 inches. Folded size is 7 inches by 5 inches. Must fit in A-7 envelope
- Delivered camera-ready in InDesign.
- Must be scored and folded prior to delivery

**Reservation cards**

- Quantity—500
- Size: 4 1/4 by 5 1/2 inches
- Silk Cover or White Matte Finish, recycled stock preferred that will compliment invitation. Sample required.
- One ink printing on one side.
- Delivered camera-ready in InDesign.

**Reservation-return envelopes**

- Quantity—500
- White Stock; Recycled stock preferred
- A-2 size to accommodate 4 1/4 by 5 1/2 inch RSVP card.
- Blue ink on white envelope.
- Delivered camera-ready in InDesign.
- Recycled envelopes are preferred.

Delivery deadline for invitations, return cards and white printed envelopes is Friday, August 21, 2026, to MRPC in St. James.

**Please submit bid on enclosed bid sheet by noon July 6, 2026, and please complete entire bid sheet. Emailed and faxed bids are allowed; however, confidentiality is the responsibility of the bidder.**

Samples of past invitations are available upon request. Printed specifications supersede samples. MRPC reserves the right to reject any or all bids. ME/WBE are encouraged to bid.

Questions should be directed to Caitlin Jones at (573) 265-2993 Option 3 Ext. 125 or [cjones@meramecregion.org](mailto:cjones@meramecregion.org).

## **Annual Report Printing Specifications**

**Quantity: 300 or 400 copies**

**Delivery Deadline: October 23, 2026**

### **Cover:**

- 80# cover stock— white linen cover (minimum 30 percent post-consumer recycled fiber). Recycled stock preferred. Sample required.
- Four-color printing on outside with satin aqueous coating. Some artwork may include some solid and screened-tint elements.
- Four color CMYK printing on inside.
- Up to 8 photographs
- Front cover graphic may bleed
- Finished size is 8 1/2 inches by 11 inches or 8 inches x 10 inches due to trimming.

### **Interior pages:**

- 65# text white recycled, enamel finish. Sample required
- 60 pages (±4 pages)
- Four color CMYK
- The report will have approximately 30-40 photographs. Some may bleed.
- All type will be delivered camera-ready. Report will be designed in InDesign and will be available on disk with fonts or can be sent electronically to the printer.
- Photos will be dropped in; however, printer should double check photos to ensure maximum quality, including color correction when needed.
- Report must be assembled (stapled).

Deadline for the delivery of the finished product is no later than October 23, 2026, to MRPC in St. James. Product **must** be delivered.

**Proof of the annual report is required prior to printing for review.**

**Please submit bid on enclosed bid sheet by noon July 6, 2026, and please complete entire bid sheet. Emailed and faxed bids are allowed, however, confidentiality is the responsibility of the bidder.**

Samples of past invitations are available upon request. Printed specifications supersede samples. MRPC reserves the right to reject any or all bids. ME/WBE are encouraged to bid.

Questions should be directed to Caitlin Jones at (573) 265-2993 or [cjones@meramecregion.org](mailto:cjones@meramecregion.org).