

REQUEST FOR QUOTES (RFQ)

RFQ # 26-001

Crossroads Magazine Printing and Mailing

ISSUE DATE:
April 13, 2026

SUBMISSION DATE:
April 27, 2026



Missouri Southern State University is seeking quotes for the printing and mailing of MSSU's Crossroads Magazine.

Prior to the review of the RFQ, all questions and/or clarifications regarding this request for quotes should be submitted by email to Jennings-k@mssu.edu by 12:00pm on April 20, 2026. Questions received after this date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Request for Quotes Due Date:

No later than 2:00pm, Central Standard Time, April 27, 2026

Submission Requirements:

Electronic submission is not allowed.

Bid materials must be completely sealed in an envelope with the bid number showing on the outside of the envelope. Two (2) hard copies including all attachments and certifications should be included.

Hand Delivering Instructions: If you will be hand delivering your bid within 30 minutes of the bid opening time stated above please deliver the bid to Hearnest Hall 209. If you will be hand delivering your bid any time before the 30 minutes noted above, please deliver the bid to Hearnest Hall 211B.

Mail-In Instructions: If you elect to mail in your bid, they need to be received on campus at least 24 hours in advance of the bid opening to ensure enough time for delivery to Financial Services. It is your responsibility to confirm that Financial Services has received your bid in advance of the bid opening. Mailed bids should be mailed to the address below.

Missouri Southern State University
Financial Services, Hearnest Hall 211
3950 E Newman Rd,
Joplin, MO 64801

All quotes must be sealed with the RFQ number displayed on the outside of the envelope.

Your quotes must be valid for a period of 60 days from the submission due date. If you are interested in submitting quotes, please provide all requested information and return your quotes to the University by the due date and in the manner indicated above and in accordance with the following instructions.

Your quotes must respond to all the requested information and attach all the required certifications. Non-conformance with these instructions is grounds for rejection of your quotes.

MISSOURI SOUTHERN

STATE UNIVERSITY

Project Description and Scope of Services

Project Description: Crossroads magazine is produced by the Office of University Relations and Marketing at Missouri Southern State University. The purpose of the publication is to engage university alumni and donors. One issue is printed each spring/summer and mailed to approximately 33,000 homes and businesses.

Constituents will read university highlights, news from the colleges of Arts & Sciences, Health, Life Sciences and Education and Business, Technology and Communication. Athletics and Alumni stories and personal and professional updates will be featured as well.

It is Missouri Southern's hope that no matter where our alumni find themselves, they feel connected to their alma mater and maintain their Lion pride. You can find a lion anywhere!

Scope of Services:

Specifications

1. Size: 10" w x 11" h
2. Pages: 60
3. Color: 4/4 with bleed
4. Binding: perfect-bound
5. Covers: 80# white silk cover
6. Interior Pages: 80# white matte book
7. Quantity: (approximately) 33,000 – will provide a mailing list and definitive quantity at time of submission for printing

Expected Approximate Dollar Amount of Purchase and Expected Annual Spend

1. Printing: \$40,000
2. Postage: \$20,000
3. Total Spend: \$60,000

Pricing – definition of how the products or services should be priced

1. Number of signatures x total quantity
2. Provide a breakdown of printing total, mailing total and combined total

Term of the Resulting Contract – initial time period, plus number and length of renewals

1. Awarded bidder will print the spring/summer issue

Evaluation Criteria

1. 70% Cost
2. 30% Quality of product and customer service

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Pricing Page

1. The undersigned, having examined and being familiar with all the requirements of this RFQ, hereby proposes to furnish the requested items or services required for the performance and completion, in a workmanlike manner, of all work for **Printing and Mailing Crossroads Magazine** Missouri Southern State University, Joplin Missouri all in accordance with the aforementioned documents for:

Base Bid:

Printing _____ Dollars (\$_____).

Mailing Costs _____ Dollars (\$_____).

2. In submitting the bid, it is understood that the right is reserved by the owner to reject any and all bids, and it is agreed that the bids may not be withdrawn for a period of sixty (60) days after the specified time for receiving the proposals.

3. The undersigned agrees to accept an award for the contract for work above and shall begin the work within ten (10) calendar days after Notice to Proceed is received as defined in the contract documents.

4. This bids shall remain valid for a period of sixty (60) days.

5. **Unsigned proposals will be considered non-responsive.**

Dated this _____ day of _____, 2026

(If an individual) _____

Trading as _____

(If a partnership) _____

Company Name _____

(If a corporation) _____

Presiding Officer _____

Signature _____

Responders acknowledged receipt of the following addenda:

Addendum No. ____, Dated _____

Addendum No. ____, Dated _____

Addendum No. ____, Dated _____

Addendum No. ____, Dated _____

University Right to Reject:

The University reserves the right to reject any or all proposals, to waive irregularities, and to award the work to any bidder. All bidders agree that such rejection shall be without liability on the part of the University or its employees for any damage or claim brought by any bidder because of such rejection, nor shall any bidder seek any recourse of any kind because of such rejection. Each bidder is solely responsible for all costs and expenses in preparing its bid or participating in the bidding process, in submitting any information to the University and in responding to any request for additional information or participating in interviews. The submission of a proposal in response to this constitutes an agreement of the bidder to these conditions.

No bid shall be considered binding upon the University until the written contract has been properly executed and the following documentation/evidence has been furnished by bidder: (i) a satisfactory performance and payment bond, (ii) proof of insurance coverage of the type and limits required by the contract, (iii) appropriate affirmative action plan submitted or, if applicable, the Affidavit for Waiver of Affirmative Action, and (iv) if applicable, proof that the bidder has complied with RSMo Section 285.230-234. Failure to execute and return the contract and associated documents within the prescribed period of time shall be treated, at the option of the University, as a breach of bidder's obligation and the University shall be under no obligation to bidder.

Kristy Jennings
Finance Accountant

Confidentiality Notice:

Contents of any proposal, attachment, and explanation submitted in response to this RFQ, except copyrighted material, will become the property of Missouri Southern State University. All copyrighted material must be clearly marked.

If your proposal contains any information you consider to be proprietary, you must place it in a separate envelope or file if e-mailed and mark it "Proprietary Information". Missouri Southern State University is the final authority as to the extent of material considered proprietary or confidential. Pricing information cannot be considered proprietary.

Pursuant to Section 610.021 RSMo, proposals will not be available for public review until after a contractual agreement is executed or all proposals are rejected. Missouri Southern State University will notify RFQ respondents of the vendor who has been selected to perform these services. Any award protest must be received within 10 days after the date of notification of award in accordance with the statute.