



REQUEST FOR QUALIFICATIONS FOR PRINT PRODUCTION AND MAILING SERVICES

SUBMITTAL DUE DATE: **Monday, August 10, 2026**
11:59 p.m. Central Time

SUBMITTAL LOCATION: Website (provided upon download of RFQ)
Submit qualifications via .PDF format only

PROJECT SUMMARY

The Metropolitan Park and Recreation District d/b/a The Great Rivers Greenway District (“GRG”) is seeking to create a list of qualified service providers (“Providers”) to assist staff in planning and executing a variety of printing and mailing projects for the agency overall over the next few years.

We welcome the expertise and perspective of vendors to help us fulfill our goals for the planning and production of print materials and mailed appeals for the marketing, engagement, and fundraising, or other departments as needed. Firms or individuals’ qualifications will be evaluated, and qualified respondents from this list can be called upon anytime through December 31, 2029 to work for Great Rivers Greenway. Responding to the RFQ does not guarantee work.

All responses and any accompanying material will become the property of Great Rivers Greenway. By submitting a response to this request, firms, organizations, individuals and non-profits accept all the terms and conditions of the Request for Qualifications or “RFQ”.

Questions related to this request should be directed to the website form provided upon download of this RFQ. Please submit questions by Monday, August 3, 2026. Answers will be posted and sent to all RFQ holders by 5pm Central Time on Wednesday, August 5, 2026.

BACKGROUND:

Great Rivers Greenway is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play.

QUALIFICATIONS

The prospective Provider(s) may be an individual, firm or team that is able to provide one or all services identified under the Scope of Services.

Provider(s) must have qualifications and demonstrate prior experience in providing Print Production and Mailing Services for public and/or private clients and relative to the proposed scope of this contract. In some situations, the Provider may be expected to collaborate with other public agencies, institutions or professional firms.

SCOPE OF SERVICES

This RFQ is meant to procure help with any or all of the following types of work, as is needed. Respondents do not need to meet every single need. Needs may include:

- Meet with GRG staff to learn about production goals and provide input for thematic development and marketing avenues
- Produce Paper Materials including but not limited to:
 - Flyers
 - Brochures
 - Booklets
 - Letterhead
 - Envelopes
 - Notecards
 - Mailers
 - Stickers/decals/labels
 - Door hangers
- Produce Display Materials including but not limited to:
 - Foam Core Boards
 - Yard Signs/Coroplast Boards
 - Vinyl Banners with grommets
 - Laminated Materials
 - Aluminum Signage
 - Car Magnets
- Manage printing, assembly, and distribution of mailers
- Provide expertise on issues as needed

Provider will coordinate with staff to scope, contract for, and track projects as needed.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS

Please send one submission in .PDF format to the GRG website. Submittals should contain:

- Letter of interest that includes:
 - Summary of qualifications/capabilities of the Provider and/or team members
 - Provider's team leader with contracting authority
 - Which items from the list above that you're able to execute (materials, mailing, etc.)
- Profile of three to five projects demonstrating relevant experience working on similar efforts within the past five years. Include quantity, specifications, pricing.
- 2-3 references with current contact information.
- Description of the firm's ownership structure, including percentage ownership by women and minorities.
- Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof. It is the sole responsibility of the vendor to ensure the .PDF statement of qualifications is received in proper time. No late proposals will be considered. No printed, faxed or verbal proposals will be accepted.

SELECTION PROCESS

Great Rivers Greenway will assemble a review committee to evaluate all responses to this Request for Qualifications (RFQ). GRG may conduct interviews of short-listed Providers. The basis for evaluating Providers shall include the ability to undertake the services; professional excellence; demonstrated experience and competence in the services to be provided by the respondent; education and experience; quality and relevance of recent or on-going relative experience; and possession of the desirable qualifications listed above.

The committee may contact any or all respondents to clarify submitted information. Firms will be notified via email whether or not they have been selected to be put onto the list of possible vendors. GRG may reach out with questions or for an interview before or after the finalizing of the list. The list will be in effect from August 2026 through December 31, 2029. GRG reserves the right to add Providers to the list if deemed qualified. Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County, and secondarily within the state of Missouri.

From this list, GRG may call upon any of the entities listed to complete one-off jobs, ongoing projects, or on occasion even a contract. Only if a contract is formed for a larger project would the General Provisions below apply.

The organization reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which the organization deems necessary.

This Request for Qualifications does not obligate Great Rivers Greenway to pay any costs incurred by any respondent in the submission of a proposal.

GENERAL PROVISIONS (ONLY if drawing up a contract)

- Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.
- Prospective Providers shall assure Great Rivers Greenway that they will comply with the Americans with Disability Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).
- While not a requirement, Minority and Women Business Enterprise goals of 25/5% have been established by GRG, i.e. 25% of the total contract amount to be awarded to Minority Business Enterprises (MBE) and 5% of the total contract amount to be awarded to Women Business Enterprise (WBE).
- Any contract awarded pursuant to this RFQ and the resulting qualified Providers list shall require the Provider to execute and deliver to GRG an affidavit confirming the Provider's enrollment in the E-Verify federal work authorization program with respect to its employees, in compliance with Section 285.530 R.S.Mo. as well as a copy of the Provider's E-Verify MOU. Providers shall not be required to execute the affidavit and supply an E-Verify MOU copy if either (i) the compensation to be paid under the contract is \$5,000 or less, or (ii) the Provider does not have any employees (though an affidavit attesting that the Provider has no employees will still be required).