



JACKSON COUNTY
Parks + Rec

22807 Woods Chapel Road
Blue Springs, Missouri 64015
MakeYourDayHere.com

Michele Newman, Director
(816) 503-4800
Fax: (816) 795-1234

MEMORANDUM

To: John Konon
From: Susan Kinnaman
Date: October 13, 2025
Subject: Recommendation Memo for 25-037 – Printing Stationary, Envelope, Business Cards, and any Specialty or Miscellaneous Printing Services

Pursuant to section 1054.6 of the Jackson County Code, the Parks + Rec Department recommends awarding a Twelve (12) Month Term and Supply Contract with (3) Twelve (12) Month options to extend for the furnishing of Printing Stationary, Envelopes, Business Cards, and Specialty or Miscellaneous Printing Services, for use by Various County Departments under the terms and conditions of Invitation to Bid No. 25-037 to Almar Printing as the best and most qualified bid received.

Parks + Rec uses this contract to print our Department's three-color logo letterhead, envelopes, and business cards.

The Department's estimated spending is \$10,000 per year.

003-1601-56230



JACKSON COUNTY

Collection Department – Kansas City

415 East 12th Street, Suite 100
Kansas City, Missouri 64106
www.jacksongov.org

(816) 881-3232
Collections@jacksongov.org

To: Purchasing

From: Kristen Robinson, Office Administrator

RE: Recommendation Memo 25-037 Printing Services

Date: October 21, 2025

The Department of Collection recommends awarding the Printing Services contract to Almar Printing. Almar's submission provides the best option to meet all our departments needs by providing competitive pricing, a high quality of work and can quickly produce our most needed items – envelopes in the various sizes we need in large quantities. They have worked well with us in the past – always provide exceptional service and has produced other “off contract” items for us at a better price than the other vendors.

Our spend category is 001-1403-56230 and we plan to spend \$10,000 yearly on this contract.



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Purchasing
FROM: Beth Money, Office Administrator
RE: Recommendation Memo 25-037 Printing Services
Date: October 14, 2025

The Sheriff's Office has an ongoing need for vendors to provide printing services. We have reviewed the bids submitted by Almar Printing, HJ Design, Inc., K.C. Printing Company and Lineage Connect. We recommend awarding the contract to Almar Printing as their service and pricing will best suit our needs. Almar Printing offers the best pricing on our most ordered item, standard business cards, and they requested no exceptions. We have used Almar Printing for numerous small orders in the past several years and their service and quality is top notch.

The Sheriff's Office will spend approximately \$5,000 annually using this contract via line item 001-4201-56230 (General Fund – Sheriff – Printing).



MEMO

Jackson County, Missouri Prosecutor's Office
415 East 12th Street, Floor 11, Kansas City, Missouri 64106

To: John Konon, Senior Buyer
From: Ashli Turner, Office Administrator
Date: October 21, 2025
Subject: Recommendation Related to 25-037 - Printing Stationary, Envelopes, Business Cards, & any Specialty or Miscellaneous Printing Services

Dear Mr. Konon,

The Jackson County, Missouri Prosecutor's Office are recommending Almar Printing as our primary printing and stationary vendor.

Estimated Yearly Spend: \$2,000.00

Departments Budgeted Account: 001-4101-56230 (Printing)

Justification for Recommendation: Almar Printing is recommended due to their decades of experience, familiarity with our business needs, and their in-house production capabilities, which will ensure efficiency, reliability, and quality.

Thank you,

Ashli Turner
Office Administrator
