

## Request for Pricing – Creative Services

July 17, 2026

*Note: This is a Request for Pricing (RFP) intended to identify interested and capable vendors. This document, in and of itself, does not represent a commitment to contract for services. Please include a completed RFP form (see page two) with your submission.*

### OVERVIEW OF PORT MILWAUKEE

Port Milwaukee, a department of the City of Milwaukee, requests pricing and supporting informational documentation from vendors who provide “Creative Services”.

The mission of Port Milwaukee is to “enhance the overall economic and social environment of the City of Milwaukee and the region by stimulating trade, business, and employment”. The Port is a premiere provider of transportation and distribution services for its commercial customers throughout the region, as well as a desirable Port of call on the Great Lakes for domestic and international cruise shipping lines.

### DESCRIPTION OF SERVICES

Port Milwaukee seeks to enhance its marketing profile both domestically and internationally (e.g. attracting new business, increasing customer awareness for its domestic and international trade activities and appealing to potential cruise ship lines) by showcasing its facilities, operations and logistics capabilities via marketing communications materials and creative pieces designed for business development purposes.

The overall goal is to promote and market the Port through increased brand and operational awareness in North America and abroad. Creative services needed include development of marketing communications materials, such as brochures, advertisements, the Port annual report and sales leave-behinds.

The Port seeks to receive a quotation for fees associated with creative services for current and future needs as early as possible, but not later than October 22, 2021. Fees should include graphic design, copy creation, image sourcing, print and digital file formatting and any other relevant costs associated with the creative design of materials.

### SAMPLE MATERIALS

Sample materials the Port requires include but are not limited to:

- Annual Report (4-color, 16 page layout)
- Advertisement (4-color in full page, half page, and digital format)
- Newsletter template

Pricing quotes should include completed mechanicals with design files in appropriate formats to meet both print and digital requirements.



**REQUEST FOR PRICING DETAILS**

Port Milwaukee seeks Request for Pricing (RFP) information for creative services on the above sample materials as well as supplemental information that illustrates demonstrated marketing material creation and production capabilities, including example of completed work, commensurate with City of Milwaukee contract processes.

Questions regarding this request must be submitted in writing no later than **June 19, 2026**, and addressed to:

- Selena Cole  
Finance & Administration Officer  
Phone: 414-286-3649  
Email: [PortFinance@milwaukee.gov](mailto:PortFinance@milwaukee.gov)

The City of Milwaukee’s terms and conditions will become a part of any contract awarded as a result of your quote. The City’s terms and conditions are available on the City’s website at the following link: <https://city.milwaukee.gov/ImageLibrary/Groups/oaPurchasing/Policies--Procedures/Terms--Conditions/ALL-DEPTS-Standard-City-of-Milwaukee-Terms-and-Conditions-updated-10-24-2022-REVISED-10-03-2024.pdf>

***Do you accept the City of Milwaukee’s Terms & Conditions?***

**Yes**

**No**

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_