



## REQUEST FOR QUOTATION 2024-024

### Kitsap County Public Works Department, 2024 Public Works Annual Newsletter – Everyday Kitsap Printing and Mailing Services

**RESPONSE DEADLINE: FRIDAY, MAY 24, 2024 @ 2:00 P.M.**

Kitsap County Purchasing Office is seeking quotes from vendors to print and mail the 2024 Public Works Utilities Annual Newsletter for complete Kitsap County residential saturation.

#### **SCOPE OF WORK**

The Awarded Vendor will be responsible for **printing, folding, preparing and mailing** the 2024 Public Works Utilities Annual Newsletter (Everyday Kitsap) for complete residential and business saturation, including all city, rural, and highway routes, and all box sections in Kitsap County. The Newsletters must be delivered to Kitsap County households as close to Thursday, August 22, 2024, as possible.

Definitive household numbers for 2024 distribution will be determined by the Awarded Vendor at the time of printing. The Awarded Vendor will also deliver 1,000 additional copies to Kitsap County Public Works. **The County must approve the final count prior to printing. The County will not be responsible for copy overruns beyond the approved final count.**

The Awarded Vendor responsibilities include:

#### 1) Printing

- a) Print, fold and prepare to mail the 2024 Newsletter (approx. 128,195 copies);
- b) 16 pages;
- c) Four color;
- d) 70# gloss-coated paper;
- e) Minimum 30% recycled-content paper;
- f) Soy ink if produced on offset press;
- g) 11"x17" sheets to be folded in half, so finished product for mailing is a flat 8.5"x11";
- h) Saddle-stitch binding;
- i) Deliver 1,000 extra copies to the County.

#### 2) Mail Preparation

- a) Mail for complete residential saturation, including all city, rural and highway routes, and all box sections in Kitsap County (ECRWSS);
- b) Mailing list;
- c) Sort, bundle, band, sack, sack label, permit usage, and deliver to post office(s);
- d) Mailed newsletter must be delivered to Kitsap County residences as close to Thursday, August 22, 2024 as possible;
- e) **The County does not have its own permit.**

3) Postage

- a) Submittal of US Postal Service Postage Statement Standard Mail Form [PS Form 3602-R](#) using Contractor's permit;
- b) **The County does not have its own permit.**

**PROJECT QUOTE**

The project quote must be based on printing, folding, preparing and mailing 128,195 copies of the 2022 Public Works Utilities Annual Newsletter, and the printing of 1,000 extra copies to be delivered to the County. **QUOTES NOT BASED ON 129,195 COPIES MAY BE REMOVED FROM CONSIDERATION.**

**Cooperative Purchasing**, as defined in the Revised Code of Washington, chapter 39.34, Inter-local Cooperation Act, enables other governmental agencies to purchase goods and services on this solicitation or contract.

**QUESTIONS**

Questions regarding this solicitation may be submitted by e-mail and should be directed to:

Glen McNeill, Purchasing Supervisor  
Kitsap County Purchasing Office  
[gncneill@co.kitsap.wa.us](mailto:gncneill@co.kitsap.wa.us)

Failure to request clarification of any inadequacy, omission, or conflict will not relieve the vendor of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested vendor to assure that they received responses to questions if any are issued.

**PROPOSAL SUBMITTAL**

To be considered for this RFQ, two (2) copies of the proposal must be submitted with the RFQ Number, the date and time of the response deadline and the name and address of the submitter clearly stated on the outside of the envelope. Quotes will be accepted in the Purchasing Office by mail or in person at the Kitsap County Administration Building.

**Submit by mail to the Mailing Address below:**

Glen McNeill, Purchasing Supervisor  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

**Hand delivered to the Physical Address below:**

Glen McNeill, Purchasing Supervisor  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

**Proposals received after 2:00 p.m. on Friday, May 24, will not be considered.**

**2024-024 QUOTE SHEET**

**2024 PUBLIC WORKS UTILITIES ANNUAL NEWSLETTER  
PRINTING AND MAILING SERVICES**

The undersigned bidder proposes to provide all printing and mailing costs, including postage, to print, fold, prepare and mail the 2024 Public Works Utilities Annual Newsletter (Everyday Kitsap) for complete residential saturation, including all city, rural, and highway routes, and all box sections in Kitsap County. The Newsletter must arrive at Kitsap County residences as close to Thursday, August 22, 2024 as possible.

Project quote must be based on printing, folding, preparing and mailing 129,195 copies of the 2024 Newsletter, which includes the 1,000 extra copies to be delivered to the County. Quotes not based on 129,195 copies may be removed from consideration.

Postage estimate included below is based on 128,195 newsletter copies. **QUOTES WITH ALTERED POSTAGE ESTIMATE MAY BE REMOVED FROM CONSIDERATION.**

<b>TASK</b>	<b>ESTIMATE FOR 129,195 COPIES</b>
1. <u>Printing</u> : All costs for printing 16-page newsletter, minimum 30% recycled-content paper, four-color, 70# gloss-coated paper, 11"x17" sheets to be folded in half so finished product for mailing is a flat 8.5"x11", saddle-stitch binding.	\$
2. <u>Mail Preparation</u> : All costs for mail preparation including mailing list, sorting, bundling, banding, sacking, sack labeling, permit usage, and delivery to post office(s) of 128,195 pieces.	\$
3. <u>Deliver</u> : The additional 1,000 pieces to Kitsap County Public Works in Port Orchard WA.	\$
WA State Sales Tax (9.3%)	\$
3. <u>Postage</u> : 128,195 pieces ECRWSS mailing to Kitsap County Residences and Businesses (tax not applicable)	\$
<b>QUOTE TOTAL</b>	<b>\$</b>

This proposal is made in accordance with the published description of work and warrants, receipt of which is hereby acknowledged and is offered in accordance with Request for Quotes authority by the Kitsap County Purchasing Office.

**VENDOR**

\_\_\_\_\_  
Company Name (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Company Tax ID Number

**CONTACT PERSON**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

**ADDENDUM RECEIPT**

Receipt of the following addenda to the subject solicitation documents is hereby acknowledged:

Addendum Number	Date of Receipt of Addendum	Signed Acknowledgement
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____