



## REQUEST FOR QUOTES 2016-131

### Kitsap County Public Works Department, 2016 Public Works Utilities Annual Newsletter Printing and Mailing Services

**RESPONSE DEADLINE: WEDNESDAY, APRIL 13, 2016 @ 2:00 P.M.**

Kitsap County Purchasing Office is seeking quotes from vendors to print and mail the 2016 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 2016 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 Newsletters must be delivered to Kitsap County households as close to Thursday, May 19, 2016 as possible.

Definitive household numbers for 2016 distribution will be determined by the Awarded Vendor at the time of printing. 2015 Newsletter distribution reached 111,115 households. The Awarded Vendor will also deliver 2,000 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 2016 Newsletter (approx. 121,747 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 2,000 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, May 19, 2016 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 121,747 copies of the 2016 Public Works Utilities Annual Newsletter, and the printing of 2,000 extra copies to be delivered to the County. **QUOTES NOT BASED ON 123,747 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:

Erina Kong  
Public Information Specialist  
[ekong@co.kitsap.wa.us](mailto:ekong@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**

Quotes will be accepted in the Purchasing Office by mail or in person at the Kitsap County Administration Building.

Proposals for additional Kitsap County open bid opportunities must be submitted separately. The quote number, the date and time of the response deadline, and the name and address of the respondent shall be clearly shown on the outside of the envelope or fax cover sheet.

Submit by mail to:  
Colby Wattling, Buyer  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

Hand delivered to:  
Colby Wattling, Buyer  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

**Proposals received after 2:00 p.m. on Wednesday, April 13, 2016, will not be considered.**

**RFQ 2016-131 QUOTE SHEET**

**2016 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 2016 Public Works Utilities Annual Newsletter (the Newsletter) for complete residential saturation, including all city, rural, and highway routes, and all box sections in Kitsap County. The Newsletter must be arrive at Kitsap County residences as close to Thursday, May 19, 2016 as possible.

Project quote must be based on printing, folding, preparing and mailing 123,747 copies of the 2016 Newsletter, which includes the 2,000 extra copies to be delivered to the County. Quotes not based on 123,747 copies may be removed from consideration.

Postage estimate included below is based on 121,747 newsletter copies. **QUOTES WITH ALTERED POSTAGE ESTIMATE MAY BE REMOVED FROM CONSIDERATION.**

<b>TASK</b>	<b>ESTIMATE FOR 123,747 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 121,747 pieces.	\$
3. <u>Deliver</u> : The additional 2,000 pieces to Kitsap County Public Works in Port Orchard WA.	\$
WA State Sales Tax (8.7%)	\$
3. <u>Postage</u> : 121,747 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.

**BIDDER**

**CONTACT PERSON**

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

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

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

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Phone

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Email

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Company Tax ID Number

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Date