



## REQUEST FOR QUOTE 2012- 103

**Kitsap County Public Works Department,  
Solid Waste Division  
for  
2012 Waste Wise Communities Newsletter  
Printing and Mailing Services**

**Response Deadline: Thursday, February 2, 2012 @ 3:00 p.m.**

The Kitsap County Purchasing Office is seeking quotes from vendors to print and mail the 2012 Waste Wise Communities Newsletter for complete Kitsap County residential saturation.

### **1.0 Scope of Work**

Contractor will print, fold and prepare for mailing 2012 Waste Wise Communities newsletter and mail as a complete residential saturation, including all city, rural, and highway routes, and all box sections in Kitsap County. 2011 Waste Wise Communities Newsletter distribution reached approximately 110,000 households. Contractor will deliver 1,000 extra copies to Kitsap County Public Works Solid Waste Division for other distribution as needed.

Solid Waste Division will provide a PDF draft for quoting purposes only. A finished native file in InDesign will be provided to the recipient for actual printing.

Contractor responsibilities will include:

- **Printing**
  - Print, fold and prepare to mail Waste Wise Communities Newsletter
  - 8 pages, four color
  - 60# recycled-content coated paper to avoid bleed-through
  - Soy ink if produced on offset press
  - InDesign file shows 2 qty. 11"x17" sheets to be folded in half, so finished product for mailing is a flat 8.5"x11", totaling 8 pages for the reader. Double truck will serve as an insert that can be removed; no staples, glue, or other binding.
  - Delivery of 1,000 extra copies to Kitsap County Public Works Solid Waste Division
  
- **Mail Preparation**
  - Mail as complete residential saturation, including all city, rural and highway routes, and all box sections in Kitsap County (ECRWSS)
  - Mailing list
  - Sort, bundle, band, sack, sack label, permit usage, and deliver to post office(s)
  - Newsletter will be mailed no later than April 10, 2012
  - **Solid Waste Division does not have its own permit**
  
- **Postage**
  - Submittal of US Postal Service Postage Statement Standard Mail Form [PS Form 3602-R](#) using Contractor's permit

## 2.0 Budget Quote

2.1 Printing: All costs for printing 8-page, 4-color 11" x 17" newsletter folded in half so finished product for mailing is a flat 8.5" x 11" totaling 8 pages for the reader	\$
2.2 Mail Preparation: All costs for mail preparation including mailing list, sorting, bundling, banding, sacking, sack labeling, permit usage, and delivery to post office(s)	\$
WA State Sales Tax	\$
Taxable Subtotal	
2.3 Postage: All costs postage (no tax on postage)	\$
<b>Quote Total</b>	<b>\$</b>

**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.

### PROPOSAL SUBMITTAL

Quotes will be accepted in the Purchasing Office via fax to (360) 337-4638, by mail or in person at the Kitsap County Administration Building.

Proposals 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:

R'Lene J. Orr, Manager  
Kitsap County Purchasing Office  
614 Division Street, MS-21  
Port Orchard, WA 98366

Hand delivered to:

R'Lene J. Orr, Manager  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

**Proposals received after 3:00 p.m. on February 2, 2012, will not be considered.**

Proposal/purchasing process questions may be directed to either person below Monday through Thursday, 8:00 a.m. to 5:00 p.m., excluding holidays.

- R'Lene Orr (360) 337-4410 [rorr@co.kitsap.wa.us](mailto:rorr@co.kitsap.wa.us)
- Linda Nelson (360) 337-7036 [lnelson@co.kitsap.wa.us](mailto:lnelson@co.kitsap.wa.us)