

Request for Proposal for:

**Kirkland Parks & Community
Services Brochure**

Job No. 23-16-PK



**City of Kirkland
Department of Finance & Administration
123 5TH Avenue
Kirkland, Washington 98033**

CITY OF KIRKLAND

Request for Proposals

PROJECT NAME: Kirkland Parks & Community Services Brochure

JOB NUMBER: 23-16-PK

ESTIMATED COST: \$40,000 to \$50,000 Annually

PROPOSALS DUE: Monday June 20, 2016 no later than 2:00 p.m. Pacific Time

PROPOSALS SUBMITTED TO: Purchasing Agent, 123 5th Ave, Kirkland, WA 98033

Public notice is hereby given that the City of Kirkland has issued the above mentioned Request for Proposals (RFP). The City of Kirkland requests the services of a qualified supplier for the purposes of printing and distributing the Kirkland Parks & Community Services Brochures two (2) times per year for a period of five (5) years. The complete RFP, including all submittal requirements, can be found on the City of Kirkland's website at www.kirklandwa.gov. Locate the RFP by clicking on "Business" at the top of the webpage, then "Doing Business with the City", then "Request for Proposals". Call 425-587-3121 if unable to access the RFP documents online. Two or three of the lowest bidders may be requested to make presentations sometime between June 21 and July 1, 2016.

The City of Kirkland assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

**Barry L. Scott, C.P.M.
Purchasing Agent**

Publication: May 23, 2016

**CITY OF KIRKLAND REQUEST FOR PROPOSAL
KIRKLAND PARKS BROCHURE
JOB NO. 23-16-PK
SUBMITTAL INFORMATION**

I. SUBMITTAL INFORMATION

The City of Kirkland seeks proposals from qualified suppliers for the purpose of printing and distributing the Kirkland Parks & Community Services Brochure two (2) times per year. The anticipated start date is on or about July 25, 2016 for the Fall/Winter 2016/2017 Brochure.

This agreement will be for a period of five (5) years. Proposals are to be completed on the City's forms, which are attached, and must be received no later than **2:00 p.m. on Monday, June 20, 2016.**

We encourage that proposals be submitted by email. Emailed proposals should include "Proposal-Job No 23-16-PK" in the subject line and be addressed to: purchasing@kirklandwa.gov. Emailed proposals must be in MS Word or PDF format and cannot exceed 10MB.

As an alternate to email proposals can be mailed or delivered to:

City of Kirkland
Attn: Barry Scott - Job No. 23-16-PK
123 5th Avenue
Kirkland, WA 9803

If submitting a paper proposal it must be in a sealed envelope and plainly marked: **2016 Kirkland Parks & Community Services Brochure RFP – Job No. 23-16-PK.**

II. GENERAL INFORMATION

The City of Kirkland is located in the Seattle metropolitan area on the eastern shore of Lake Washington, approximately 10 miles east of downtown Seattle. It has a population of 83,460 and is the thirteenth largest city in the State of Washington and the sixth largest city in King County. Since its incorporation in 1905 Kirkland has grown in geographic size and now occupies 18 square miles.

The quantity of brochures to be printed is 48,000 with approximately 42,000 brochures with indicia to be labeled and mailed by supplier to all households within the City of Kirkland city limits. Remaining copies are to be delivered to Kirkland Parks & Community Services Office, 123 5th Ave., Kirkland, WA 98033 for miscellaneous distribution.

III. SCOPE OF WORK

The City will require the selected supplier to provide the printing and distribution of the City of Kirkland Parks & Community Services Brochure two (2) times per year:

Fall/Winter Brochure will be printed in late July/early August (approx. 80 pages)

Spring/Summer Brochure will be printed in early March (approx. 88 pages)

Specifications include:

Web Press Printing

Recycled Paper

Saddle Stitch and trim to approximately 8.25" x 10.625"

Quantity: 48,000

Distribution: Approximately 42,000 are with indicia to be labeled and mailed by supplier to all households within City of Kirkland city limits; remainder to be delivered to Kirkland Parks & Community Services Office

Blueline proof will be required

Artwork will be provided in Adobe InDesign CC

Time allotted for printing and mail distribution will be approximately two (2) weeks

Additional Specifications include:

4cp Cover/Back Cover and Adjacent Page (face and inside; 8 pages total); full bleeds and heavy coverage on face only – 60# Gloss Text

Black and 1 PMS on remaining pages; full bleeds – 38# - 72 Brite Electrobright

Carton pack preferred

Quote to include pick-up and delivery of all artwork and all proofs

Labeling and distribution are to be included in this bid (postage will be paid by the City of Kirkland).

IV. AGREEMENT

In return for the above services and provisions, the City of Kirkland would agree to purchase its Parks & Community Services Brochures from the selected supplier at the supplier's quoted prices two (2) times per year for a period of five (5) years. The City of Kirkland reserves the right to use other suppliers if the selected prime supplier cannot service the City's immediate need.

The City reserves the right to cancel this agreement upon 30 days written notice to the selected supplier. (See attached Kirkland Parks & Community Services Brochure Services Contract, which is the instrument that will be executed by the City and Supplier.) The City will be receptive to discussing cost of living (COLA) price adjustments with the supplier on an annual basis.

V. SELECTION PROCESS

All interested suppliers are required to complete the attached Submittal Sheet, Statement of Bidder's Qualifications, and Noncollusion Affidavit and send them, along with any other narrative information that would describe your company and the services to be provided, to the undersigned by the deadline listed above in Item I. -Submittal Information.

Proposals will be reviewed and there is the possibility that two or three of the lowest qualified bidders (in the opinion of the City) will be asked to make an oral presentation before a final selection is made. Prior to final selection, representatives of the City may wish to visit the Supplier's office and operation.

The City of Kirkland reserves the right to reject any or all proposals and to waive any irregularities or informalities in the selection process. The final selection is the sole decision of the City of Kirkland, and the respondents to this Request for Proposal have no appeal rights or procedures guaranteed to them.

Questions about this Request for Proposal, the City's needs, or the selection process may be addressed to:

Sheila Sigmond, Buyer
City of Kirkland
123 5th Avenue, Kirkland, WA 98033
Phone: 425-587-3121
Fax: 425-587-3110
E-mail: ssigmond@kirklandwa.gov

**CITY OF KIRKLAND REQUEST FOR PROPOSAL
KIRKLAND PARKS & COMMUNITY SERVICES BROCHURE
JOB NO. 23-16-PK
SUBMITTAL SHEET**

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone/Fax: _____

We offer this submittal in response to the City's Request for Proposal for Kirkland Parks & Community Services Brochure printing and distribution services.

We intend to provide those service items listed below that have been checked in the "YES" column and are unable to provide those items checked in the "NO" column.

SERVICES REQUESTED

| <u>Service Requested</u> | <u>To be provided</u> | | <u>Unit Cost per 1,000</u> |
|--|-----------------------|-----------|----------------------------|
| | <u>YES</u> | <u>NO</u> | |
| Printing of Kirkland Parks & Community Services Brochure | _____ | _____ | _____ |
| Labeling and Distribution (excluding postage) | _____ | _____ | _____ |

How do you propose to handle labeling and distribution?

Recycled Paper: _____

If yes, list type(s):

Estimate for postage to mail 42,000 copies:

Other Services Proposed:

The undersigned agrees fully with the terms and conditions of this Request for Proposal. Exceptions, if any, are listed below:

We have attached a narrative to better describe our Company and our ability to fulfill the City's needs.

Signed: _____

Name (printed): _____

Title: _____

Company: _____

Date: _____

**CITY OF KIRKLAND REQUEST FOR PROPOSAL
KIRKLAND PARKS & COMMUNITY SERVICES BROCHURE
JOB NO. 23-16-PK
STATEMENT OF BIDDER'S QUALIFICATIONS**

Each vendor bidding on work included in these documents shall prepare and submit the following data along with their proposal by **2:00 p.m. on Monday June 20, 2016.**

1. Name: _____
2. Business Address: _____
3. Business Phone: _____ Fax: _____
4. How many years have you been engaged in business under the present firm name? _____
5. Describe the general character of work performed by your company: _____

6. List five references for recent similar projects, including name, contact, address, and telephone number:
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
 - (5) _____
7. Bank references: _____
8. State of Washington Registration No.: _____
9. Federal IRS Identification No.: _____
10. I certify that other contracts now in progress or hereafter obtained will not interfere with timely performance of the Kirkland Parks & Community Services Brochure printing and distribution services to the City of Kirkland should I become the successful bidder.

Company: _____

Authorized Signature: _____

Print Name: _____ Title: _____

**CITY OF KIRKLAND REQUEST FOR PROPOSAL
KIRKLAND PARKS BROCHURE
JOB NO. 23-16-PK
SERVICES CONTRACT**

This Agreement is made between the City of Kirkland, Washington, a Code City of the State of Washington, hereinafter called "City," and _____ whose address is _____
hereinafter called "Contractor".

WITNESSETH

1. Contractor agrees to provide to City printing and distribution services of the Kirkland Parks & Community Services Brochure as set forth in Exhibit A attached to this Agreement and by this reference incorporated herein.
2. For said services, City shall pay the Contractor upon receipt of invoice after the distribution of each publication.

The invoice shall contain an itemized breakdown of the services performed during the time covered by the invoice. The City will pay Contractor by check within 30 days of the receipt of an invoice.

City will prepare a separate check for required postage upon receipt of documentation by Contractor.

City agrees to review proposed cost adjustments on an annual basis.

3. **INDEPENDENT CONTRACTOR.** Contractor is providing services to City as an independent contractor and not as a City employee. Contractor is responsible for all license fees, taxes, bonding requirements, etc., and any subcontractors of Contractor or their employees.
4. **NONDISCRIMINATION IN EMPLOYMENT.** Contractor shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.
5. **HOLD HARMLESS/INDEMNIFICATION.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

6. TERM OF CONTRACT -TERMINATION. Performance under this Agreement shall commence on the ___ day of _____, 2016, and shall terminate on the ___ day of _____, 2021.

Notwithstanding the foregoing, this Agreement may be terminated by City for cause or breach hereof upon giving Contractor 30 days' written notice of termination. Said termination shall be effective as of the time stated in the written notice, provided that Contractor shall be entitled to compensation under the terms of this Agreement to the extent of the actual work performed hereunder.

This Agreement may also be terminated by mutual agreement of the parties following written notice given by either party of request to terminate, provided that such termination shall become effective as of a date to be specified by City in order that City may, prior to termination, arrange for alternative services.

7. AMENDMENTS. Any amendments to this Agreement shall not be effective until it has been agreed to in writing to both parties. Copy of the written amendment, including signatures of the parties, shall be attached to the original of this Agreement.

8. MISCELLANEOUS. Contractor shall not assign, transfer, pledge as collateral or otherwise encumber any rights, duties, or interest accruing from this Agreement without the written consent of City. City makes no commitment and assumes no obligation for support of Contractor, except as specifically set forth in this Agreement. This Agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement is binding on the parties hereto, their heirs, successors, and assigns.

Signed this _____ day of _____, 2016.

CITY OF KIRKLAND

CONTRACTOR

By: _____

By: _____

Title: _____

Title: _____

**CITY OF KIRKLAND REQUEST FOR PROPOSAL
KIRKLAND PARKS & COMMUNITY SERVICES BROCHURE
JOB NO. 23-16-PK
SERVICES CONTRACT**

EXHIBIT A

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Black and 1 PMS on remaining pages; bleeds - 38# - 72 Brite Electrobright

Carton pack preferred

Quote to include pickup and delivery of all artwork and all proofs

Labeling and distribution are included (postage will be paid by the City of Kirkland).

Contract price per production (excluding postage) is agreed to be \$ _____ plus Washington State Sales Tax.

City's Initials

Contractor's
Initials