

**Addendum #2**

**City of Kirkland Graphic Design Services for Recreation  
Program Brochure Job# 36-21-PCS**

**Answers to questions submitted by close of business,  
November 8, 2021**

**Questions and Answers for  
Graphic Design Services for Recreation Program Brochure  
Job# 36-21-PCS**

**The following are questions submitted by bidders and provided answers by the deadline of November 10, 2021 by 12:00 pm PST for the identified project.**

1. In looking at the RFP for the Shop Local Kirkland project, I also saw the RFP for the Recreation Guide. We'd be interested in preparing a proposal for this as well and are curious if you have any insights as to the budget and that they've assigned for both projects?

*The RFP for the Shop Local Kirkland project is separate from the Recreation Guide. The 2021 annual budget for the graphic design of the recreation guide is \$8,000.*

2. Can companies from outside of Canada apply for this?

*Yes. Companies from outside of Canada may apply. The City of Kirkland is in Kirkland, Washington, in the United States.*

3. Can we perform tasks (related to the RFP) outside Canada?

*Yes, if the contractor is available during our regular business hours, Pacific Standard Time, Monday through Friday from 8:00 am to 5:00 pm.*

4. Do we need to come over there for meetings?

*You can accomplish most of the work remotely by communicating via telephone, email, and virtual meetings. However, if deemed necessary to the work, the ability to conduct meetings in person may be required. We hope to have one initial meeting in person after the contract is awarded. Due to COVID-19, virtual meetings may be what is practiced for now.*

5. Can we submit the proposals via email?

*Our preference is for proposals to be submitted by email and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov). Please reference "Graphic Design Services for Recreation Program Guide – Job # 36-21-PCS." Emailed proposals must be in MS Word or PDF format and cannot exceed 20MB. Do not submit a proposal in a Zip file.*

- 6 Would the City reflect and or consider the potential of video production to actually drive more conversions?

*The RFP for Graphic Design Services for Recreation Program Guide Job # 36-21-PCS is not seeking outside video production services. However, if a proposal is submitted and includes all requested information in the RFP, you are welcome to add additional proposed services as part of your bid.*

7. Will the city be accepting proposals from out-of-state agencies?

*Yes. Agencies from outside of Washington state may apply. The City of Kirkland is in Kirkland, Washington, in the United States.*