

City of Kirkland
Request for Proposals No. 35-26-PCS
Recreation Guide Printing & Distribution Services

Addendum No. 2: Recreation Guide and Postcard Specifications

RFP Number: 35-26-PCS

Project Name: Recreation Guide Printing & Distribution Services

Addendum Date Issued: October 21, 2026

Proposal Due Date: November 2, 2026, 4:00 PM PST (unchanged)

Purpose of Addendum

This addendum to RFP No. 35-26-PCS confirms the Recreation Guide specifications in the Scope of Services (pages 3 and 4) and adds the postcard specifications, which were not included in the RFP. For the Recreation Guide, the paper brands listed are the products the City uses now, and proposers may bid any comparable product brand.

Recreation Guide Specifications

Item	Specification
Printing	Web Press Printing
Paper	Recycled paper
Pages	56-96 pages + 4 pg cover
Final Size	8 1/4 x 10 5/8
Cover	60# Somerset Gloss Book, or comparable product - 4CP all pages - bleed trim
Text	32# Electrabrite, or comparable product - 4CP all pages - bleed trim
Prepress	Preflight PDF ready files, Computer time, Content & Color proof
Press	Cover Sheetfed - Text Heatset - 56-96 pg text
Indicia	Black plate change OR hone off for indicia removal on office copies
Finishing	Saddle Stitch, skid for mailing services. Non-mailing copies small carton pack (preferred), No overs/No unders
Artwork	Artwork will be provided in Adobe InDesign CC. Artwork and proofs may be done digitally.

Postcard Specifications

Item	Specification
Size	9 x 6
Paper	100# Gloss Cover
Ink	4cp/4cp
Bleed	Full bleeds

All other terms and conditions of the RFP remain unchanged.

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