



# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625  
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## Request for Proposal

<b>Date:</b>	December 9, 2024
<b>Project Title:</b>	Printing and Mailing Services
<b>Contact:</b>	Karen DuBose, PIC Coordinator
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<b>Submission Deadline:</b>	Monday, December 30, 2024
<b>Other Requirements:</b>	Must be an approved contractor on the Municipal Research and Services Center (MRSC) Roster in order to Bid this project: <a href="http://www.mrscrosters.org">http://www.mrscrosters.org</a>

### 1. Introduction

Skagit County is seeking a company to provide printing and mailing services for a variety of County departments, activities, and programs over the next two (2) years.

### 2. Scope of Work

Skagit County is interested in obtaining services for:

- Bulk addressing and mailing in quantities ranging from 150 to 2,000 pieces
- Copying, including color and duplex copies
- Printing a variety of documents such as 4-page newsletters and rack cards in quantities ranging from 500 to 2,000
- Folding documents in preparation for mailing
- Mail documents after all preparation

Printing is typically double-sided. Skagit County staff will provide mailing lists. Some mailed documents will need to be folded and inserted into an envelope and others will have the address printed on them.

### 3. Project Budget

Not to exceed twenty thousand dollars (\$20,000.00)

### 4. Proposal Submission Requirements

Please include the following in your proposal:

- Methodology and technical approach to the project
- Firm and individual experience with similar projects
- Key personnel
- Proposed project schedule
- Proposed project cost
- Two (2) references
- MBE/WBE/DBE certifications, if any
- Primary office location where work would be conducted

- Physical address, telephone number and email address

There are no formatting requirements for submissions, however submissions should be twenty (20) pages or less, and 10MB or less in file size. Electronic delivery of proposals is welcome; hard copies are not necessary.

#### **5. Selection Criteria**

- Methodology and technical approach to the project (30)
- Qualifications of proposer and proposer's personnel (25)
- Experience with similar projects/references (20)
- Project schedule (15)
- Budget (10)

Total maximum scoring points: 100