



SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625
(360) 416-1400 FAX (360) 416-1405

Request for Quotes (RFQ)

Skagit County Ferry Printing Services

Due: Wednesday, May 13, 2020 by 2:00 p.m.

Skagit County Public Works

Email to: rrowe@co.skagit.wa.us

Fax to: (360) 336-9478

Mail to: 1800 Continental Place, Mount Vernon, WA 98273
"Quotes for Skagit County Ferry Printing Services"

Scope of Work

The scope of estimated work includes, but may not be limited to, printing ferry tickets (e.g. single ride tickets and commuter punch cards) for the Skagit County ferry system for a period of two years. During the contract period, other printing services may be needed as well such as posters, publications, mailings and brochures. At the sole option and discretion of Skagit County, the contract may be extended for up to two successive periods of one year each on substantially similar conditions.

Some sample ticket types have been provided in Attachment A. The ticket stock used shall be in accordance with the following specifications:

- All **single ride tickets** shall be printed on 67 lb. card stock (at a minimum).
- All **commuter punch card tickets** shall be printed on 80 lb. smooth white finish card stock (at a minimum).
- All **single ride tickets** must be stapled together in bundles of 25 and must be perforated so each ticket may be separated from the bundle when sold; and
- Miscellaneous tickets shall be printed on 2-part NCR with 2-hole punch at top.

Each ticket must have sequential numbering (starting numbers will be provided by Skagit County prior to printing).

Please use the **QUOTE WORKSHEET & PROPOSAL** on page 3 to give a per-ticket quote based on the anticipated volumes provided. Quotes can be faxed to (360) 416-1405, hand delivered to Skagit County Public Works, 1800 Continental Place, Mount Vernon, WA, 98273, or, preferably, emailed to rrowe@co.skagit.wa.us.

Prior to final printing, Skagit County personnel shall approve proofs, ticket stock, colors and quantity.

Invoices shall be emailed to Brenda Olson brendao@co.skagit.wa.us and cc: Rachel Rowe rrowe@co.skagit.wa.us.

Insurance will be required:

Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile.

It is the intention of Skagit County Public Works to award a contract to the lowest responsible bidder. This contract shall have a maximum payable amount of up to \$24,000.00.

The following ticket types, color, and estimated order quantities are listed below. Actual order quantities will vary based on need, and there is no guarantee of quantities.

SINGLE RIDE TICKETS (no prices are to be printed on tickets)

<u>Ticket Type</u>	<u>Color</u>	<u>Quantity</u>
Vehicle (20' & under) & Driver	Yellow	25,000 ea.
Adult Passenger	Green	25,000 ea.
Youth (6-17yrs) / Senior (65+) / Disabled Passenger	Pink	25,000 ea.
Vehicle (20' & under) & Senior (65+) / Disabled Driver	Orange	25,000 ea.
Motorcycle	Gray	500 ea.
Motorcycle & Senior (65+)/ Disabled Rider	Purple	500 ea.

COMMUTER PUNCH CARD TICKETS (no prices are printed on tickets)

<u>Ticket Type</u> (Double-sided with return/refund policy listed on reverse)	<u>Color</u>	<u>Quantity</u>
25-trip Adult Passenger	White with blue stripes	1,200 ea.
25-trip Youth (6-17yrs)/ Senior (65+)/ Disabled Passenger	White with brown stripes	1,200 ea.
20-trip Vehicle (under 20') & Driver	White with yellow stripes	1,200 ea.
20-trip Vehicle (under 20') & Senior (65+) / Disabled Driver	White with orange stripes	1,200 ea.
10-trip Vehicle (under 20') & Driver	White with yellow stripes	1,200 ea.
10-trip Vehicle (under 20') & Senior (65+) / Disabled Driver	White with orange stripes	1,200 ea.
20-trip Motorcycle & Rider	White with gray stripes	250 ea.
20-trip Motorcycle & Senior (65+)/ Disabled Rider	White with purple stripes	250 ea.

Reverse side printing:

Thank you for traveling on the Guemes island Ferry. **ALL PUNCH CARD SALES ARE FINAL & NON-REFUNDABLE.** For more information visit www.skagitcounty.net/ferry or call (360) 293-6433

MISCELLANEOUS TICKETS – Two part NCR w/ two-hole punch

(Prices and/or ticket categories on these tickets may change from year to year or season to season)

2-part carbonless Miscellaneous Tickets for peak fares	White with yellow carbon	8,000 ea.
2-part carbonless Miscellaneous Tickets for non-peak fares	White with yellow carbon	12,000 ea.

QUOTE WORKSHEET & PROPOSAL

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<u>SINGLE RIDE TICKETS-67 lb.</u>	*Price Per Ticket	Quantity	Total
Vehicle (20' & under) & Driver		25,000 ea.	
Adult Passenger		25,000 ea.	
Youth (6-17yrs)/Senior (65+)/Disabled Passenger		25,000 ea.	
Vehicle (20' & under) & Senior (65+)/Disabled Driver		25,000 ea.	
Motorcycle		500 ea.	
Motorcycle & Senior (65+)/Disabled Rider		500 ea.	
<u>COMMUTER TICKETS-80 lb.</u>			
<u>COMMUTER TICKETS-80 lb.</u>	*Price Per Ticket	Quantity	Total
25 Trip Adult Passenger		1,200 ea.	
25 Trip Youth (6-17yrs)/Senior/Disabled Passenger		1,200 ea.	
20 Trip Vehicle (under 20') & Driver		1,200 ea.	
20 Trip Vehicle (under 20') & Senior (65+)/Disabled Driver		1,200 ea.	
10 Trip Vehicle (under 20') & Driver		1,200 ea.	
10 Trip Vehicle (under 20') & Senior (65+)/Disabled Driver		1,200 ea.	
20 Trip Motorcycle & Rider		250 ea.	
20 Trip Motorcycle & Senior (65+)/Disabled Rider		250 ea.	
<u>MISCELLANEOUS TICKETS-2-Part NCR w/2 Hole Punch</u>			
<u>MISCELLANEOUS TICKETS-2-Part NCR w/2 Hole Punch</u>	*Price Per Ticket	Quantity	Total
2-Part Carbonless Peak Season Miscellaneous Slips		8,000 ea.	
2- Part Carbonless Non-Peak Miscellaneous Slips		12,000 ea.	
SUB TOTAL			
SALES TAX			
TOTAL QUOTE PRICE			

Quote Provided By:

Company: _____ Contact: _____

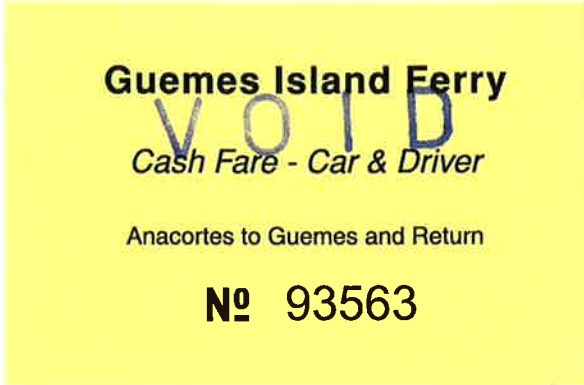
Address: _____ Telephone: _____

Address: _____ E-mail: _____

Authorized Signature: _____ Date: _____

Attachment A

Sample Tickets



Attachment A

Sample Tickets

VOID

GUEMES ISLAND FERRY - ROUND TRIP
PEAK RATES
MAY 20TH THROUGH SEPTEMBER 10TH

PASSENGER FARES

Youth (age 6 thru 17)	\$2.00
Sr (65 yrs)/Disabled Passenger	\$2.00
Adult Passenger	\$3.50
Adult with Bike	\$4.50
Youth/Sr/Disabled with Bike	\$3.00

VEHICLE FARES

20 Feet and Under (including overhang)	\$10.00
Senior/Disabled under 20'	\$9.00
Motorcycle & Rider	\$7.00
Motorcycle & Sr (65 yrs)/Disabled Rider	\$6.00

OVERSIZED FARES

Vehicle over 20 Feet to Less Than 25 Feet	\$14.00
Vehicle 25 Feet to Less Than 30 Feet	\$20.00
Vehicle 30 Feet to Less Than 35 Feet	\$26.00
Vehicle 35 Feet to Less Than 40 Feet	\$34.00
Vehicle 40 Feet to Less Than 45 Feet	\$43.00
Vehicle 45 Feet to Less Than 50 Feet	\$53.00
Vehicle 50 Feet to Less Than 55 Feet	\$64.00
Vehicle 55 Feet to Less Than 60 Feet	\$75.00
Vehicle 60 Feet to Less Than 65 Feet	\$89.00
Each 5 ft. increment over 65 ft.	\$5.00

MISCELLANEOUS FARES

Extended Run (1 run at end of day) + Fare	\$100.00
Gumes Special + Fare	\$450.00
Charter Rate (3 hr minimum) + Fare	\$1,000.00
Charge for each additional hour of charter	\$325.00

Over 8'6" wide - Charge equal to double length

Other (specify) _____

Date _____ Total Amount _____

Buyer _____

Ferry Employee _____

VOID

No 0918

VOID

Skagit County Public Works
Non-Payment Information Sheet

No 0209

Name _____

Street Address _____

City, State, Zip _____

Phone _____

Driver's License # _____

License Plate # _____

Total Ticket Amount _____

Amount Paid _____

Balance Due _____

VOID

A \$5.00 ADMINISTRATIVE FEE WILL BE ADDED TO BALANCE DUE

Customer Signature _____

Date _____

VOID