



**PORT OF LONG BEACH  
NOTICE OF REQUEST FOR PROPOSALS (RFP)**

**NOTICE IS HEREBY GIVEN** that the City of Long Beach, California, acting by and through the City's Board of Harbor Commissioners (Port) will receive, before the Deadline established below, Proposals for the following Services:

**CO-25-10  
On-Call Printing Services**

**Scope of Services**

The Port of Long Beach is seeking qualified vendors to provide on-call, high-quality lithographic and digital printing solutions encompassing a wide range of needs; from standard business and marketing materials to specialized custom projects. Vendors must offer a complete suite of printing services, from prepress to production and finishing.

The Port expects to award more than one contract from this procurement.

**Schedule**

The following schedule has been established for this procurement:

<b>MILESTONE</b>	<b>DATE</b>
Advertise RFP	November 18, 2025
Optional Pre-Proposal Meeting	10:00 AM on December 2, 2025
Question Period Ends	3:00 PM on December 9, 2025
Port Responds to Questions	3:00 PM on December 16, 2025
Proposals Due	4:00 PM on January 6, 2026

All dates are subject to change via addendum.

**Accessing RFP Documents**

To access the RFP and related documents, interested parties must be registered in the Port's Planet Bids vendor portal accessible at this link:

<https://pbsystem.planetbids.com/portal/19236/portal-home>

Once registered, all documents may be viewed or downloaded. Planet Bids technical support is available at (818) 992-1771, subject to availability.