



PURCHASING DIVISION
P.O. Box 5007
ANTIOCH, CA 94531-5007
PHONE: (925) 779-6995
FAX: (925) 779-6817

Request for Quotation

March 20, 2009

Please quote on the following:

Ref: Bid No. 310-0317-09

	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	360	M	Envelopes, blue, #9, standard w/window , return water payment envelope Blue Wove #24 envelope, black ink, Printed on front, back and flap. Provide Pricing for both 30% post consumer Recycled and virgin.	_____ Recycled _____ Virgin	_____ _____ _____
2.	360	M	Envelopes, white, #10, standard poly window recycled water utility envelopes. Neopost spec certified, White Wove #24 envelope, or equal, Pantone blue #286 ink, printed on front only. Envelope flap must have full glue line – no gaps (w/indicia). Provide pricing for both 30% post consumer Recycled and virgin	_____ Recycled _____ Virgin	_____ _____ _____
3.	10M Minimum Price Break Qty?		Envelopes, white, #10, window, same description as above except printed on front "MULTIPLE BILLINGS ENCLOSED" _____ (w/o indicia), blue ink.	_____ _____ _____	_____ _____ _____
4.	30M Minimum Price Break Qty?		Envelopes, white, #10, window, same description as #2 above except printed (w/o indicia).	_____ _____	_____ _____

The City utilizes a lockbox payment system. Specifications are as listed in specifications from U.S. Bank and Neopost mail/inserter equipment. A sample copy of the envelopes and changes are enclosed.

The City of Antioch reserves the right to extend this contract one additional year upon agreement by both parties.

Alternate: The City of Antioch is requesting to receive the #9 and #10 envelopes on a quarterly basis throughout the year. The above quantity is the annual quantity. Please explain how your company would handle this process:

Terms _____ Discount _____ F.O.B. _____

Earliest Delivery _____

Company _____

Address _____

City/State/Zip _____

Email address _____

Contact _____

Phone _____ Fax _____

Please return (or FAX) by Friday, April 3, 2009, 2:00 p.m.

Thank you for participating in our bid process.

Debra Joseph, Buyer II

NOTE:

Do not include sales tax in your quoted prices.

All quoted prices shall include all shipping costs.

Both envelopes and waterbills must run smoothly in the City's Neopost Folder/Inserter equipment and the lockbox vendors' equipment.

Attachments:

1. Black and white new logo sample
2. Neopost specification sheet
3. US Bank OCR specifications
4. Envelope copy samples
5. Waterbill copy sample