



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

## Request for Quotation

July 14, 2010

Ref: Bid No. 310-0714-11

Please quote on the following:

	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	330	M	Envelopes, white, #10, standard poly window water utility envelopes. Neopost spec certified, White Wove #24 envelope, or equal, Pantone blue #286 ink, printed on front only. Envelope flap must have a full glue line, no gaps, <b>WITH INDICIA</b> . Please provide pricing for both 30% post-consumer recycled and virgin.	_____ Recycled  _____ Virgin	_____  _____
2.	30 M		Envelopes, white, #10, window, same description as #1 above except printed <b>WITHOUT INDICIA</b> .	_____ Recycled  _____ Virgin	_____  _____

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 envelope is enclosed.

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

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

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Terms \_\_\_\_\_ Discount \_\_\_\_\_ F.O.B. \_\_\_\_\_

Earliest Delivery \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please return (or FAX) by Tuesday, July 27, 2010, 2:00 p.m.

Thank you for participating in our bid process.

**NOTE:**

Do not include sales tax in your quoted prices.

All quoted prices shall include all shipping costs.

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

**Attachments:**

1. Neopost specification sheet
2. Envelope copy samples