



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. 966-0317-09

	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	370	M	Forms, Water Bills, 8.5x11", white bond laser printer stock, sub. 24 lb. includes one horizontal (clean-tear) perforation 3-1/2 in. from bottom of form, two-sided printing, ink colors: process blue on face of form with screen of City logo in center of form. Backer: screen gray print. Type style and print must match existing form. Quote to include all set-up and delivery costs. Forms must be cello wrapped, 500 sh/pkg. Registration is very important for final printing. Please provide quote for both 30% post consumer recycled content and virgin.	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Recycled <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Virgin	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>

The City utilizes a lockbox payment system. Specifications are as required by U.S. Bank and the Neopost folder/insertor equipment. Sample of corrected form is enclosed.

The City of Antioch reserves the right to extend this contract one year, if agreed to by both parties.

Alternate: The City of Antioch is requesting to receive the water bills 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 to awarding vendor(s): The lockbox vendor would like to receive a sample of at least one hundred (100) of each of the waterbills and envelopes to run a test for compatibility with their system.

The City of Antioch reserves the right to split the award in the best interest of the City (forms vs. envelopes).

DO NOT include sales tax in your quoted prices.

All quoted prices shall include all shipping costs.

Word:f:\wpdocs\Water Bill Form Bid-09