



FINANCE DEPARTMENT
P.O. Box 5007
ANTIOCH, CA 94531-5007
PHONE: (925) 779-6150
FAX: (925) 779-7054

Request for Quotation

April 8, 2016

	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	384	M	#9 diagonal seam envelope - blues, full gummed seal flap, sub 24# recycled blue wove, open face window 1 1/8 x 3 1/2, 4 left, 1 bottom, flexo printing – black.		

					Recycled
2.	384	M	#10 diagonal seam envelope - whites, full gummed seal flap, sub 24# recycled white wove, poly window 1 1/4 x 4 1/2, 7/8 left, 1/2 bottom, flexo printing – pms 293 blue, no indicia.		

					Recycled

Please provide quote for 30% post consumer recycled content.

Quote to indicate any set-up, delivery and shipping costs.

Delivery to mailing partner in Anaheim, CA 92807 is required.

DO NOT include sales tax in your quoted prices.

The City utilizes a lockbox for payment processing. Envelopes will need to meet the lockbox vendor specifications.

Sample of current #10 and #9 envelopes are attached.

The City wishes to receive proposals for a two (2) year contract commencing approximately July 1, 2016. ***The City desires fixed pricing for the two-year contract period, with an option to renew based on mutually agreeable terms for an additional (2) two-year contract period due to increase in paper products costs supplier may encounter.***

Alternate: The above quantity is the annual quantity. However, the City of Antioch is requesting to receive shipments of the water bills on a quarterly basis throughout the year to the mailing partner in Anaheim. Please explain/confirm how your company would handle this process

Company _____

Address _____

City/State/Zip _____

Contact _____

Email address _____

Phone _____ Fax _____

Terms _____ Discount _____ F.O.B. _____

Earliest Delivery Available? _____

Please return the completed quotation by email to lsaunders@ci.antioch.ca.us by Monday, April 25, 2016, 4:30pm.

Thank you for providing a quote to the City of Antioch.

L. Saunders

Finance Services Supervisor

Our Purchasing Policy requires recycled content products. Using recycled content products is necessary for the planet and the City to remain in compliance with AB939 and to continue to get grants for recycling programs from the State.

Note to awarding vendor(s): The lockbox vendor would like to receive a sample to run a test for compatibility with their system.

A current and active, annual, City of Antioch business license is required to be considered as a vendor.



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**FOR YOUR PROTECTION & BETTER SERVICE
PLEASE**

- Mail payment 7 days prior to due date to ensure timely delivery.
- **IMPORTANT**, enclose remit portion of statement/stub.
- Make sure your check is signed and write account number on check.
- Do not use staples or paper clips.
- Send **ALL** other correspondence or multiple billing payments to:
P.O. Box 5007, Antioch, CA 94531-5007



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Antioch, CA 94531-5007

RETURN SERVICE REQUESTED

