



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

Request for Quotation

March 14, 2011

<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	360	M		
		Envelopes, blue, #9, standard cut out w/window , no glassine, return water payment envelope.		
		Blue Wove #24 envelope, black ink, Printed on front, back and flap.		

				Recycled

				Virgin

Please provide quote for both 30% post consumer recycled content and virgin.

Quote to include all set-up, delivery and shipping costs.
DO NOT include sales tax in your quoted prices.

The City utilizes a lockbox coupon payment system. OCR specifications are as required by our lockbox vendor and the Neopost SI82 and SI78 folder/insertor equipment. We are in the midst of reviewing bids received for lockbox services. The OCR specifications will not be available until the bid is awarded to the vendor possibly by late April 2011. Sample of current return envelope is attached.

The City plans to establish a three (3) year contract commencing approximately July 1, 2011, with an option to renew for an additional two (2) years upon agreement by both parties. The City desires fixed pricing for the five-year contract period.

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

Company _____

Address _____

City/State/Zip _____

Contact _____

Email address _____

Phone _____ Fax _____

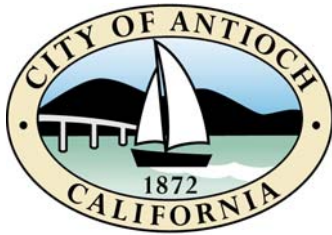
Terms _____ Discount _____ F.O.B. _____

Earliest Delivery Available? _____

Please return the completed quotation preferably by email to lsaunders@ci.antioch.ca.us or fax by Monday, April 4, 2011 at 5:00pm. Thank you for providing a quote to the City of Antioch.

L. Saunders
Finance Services Supervisor

Note to awarding vendor(s): The lockbox vendor would like to receive a sample of at least one hundred (100) of the 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).



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	<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	370	M	Forms, Water Bills, 8.5"x11", white bond laser printer stock, sub 24 lb includes one horizontal (clean-tear stub) perforation 3-1/2" from bottom of form. Two-sided printing, with ink colors; Process Blue on face of form (screen of City logo in center of form) and Screen Gray print for the backer. Type style and print must match existing form. Forms must be cello wrapped, 500 sh/pkg. Registration is very important for final printing.	_____	_____
					Recycled
				_____	_____
					Virgin

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The City plans to establish a three (3) year contract commencing approximately July 1, 2011, with an option to renew for an additional two (2) years upon agreement by both parties. The City desires fixed pricing for the five-year contract period.

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. Please explain how your company would handle this process:

Company _____

Address _____

City/State/Zip _____

Contact _____

Email address _____

Phone _____ Fax _____

Terms _____ Discount _____ F.O.B. _____

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L. Saunders
Finance Services Supervisor

Note to awarding vendor(s): The lockbox vendor would like to receive a sample of at least one hundred (100) of the water bills 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).