



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

**Request for 2-TWO Quotation(s)**

- 1.Quote **PURCHASE** plus maintenance service contract
- 2.Quote **RENTAL** plus maintenance service contract

June 23, 2014

<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
		Feed, Fold, Insert & Sealing machine that will provide the desired features &/or functions; <ul style="list-style-type: none"> <li>• Fold, insert &amp; seal approx 5000 items per month</li> <li>• 3 automatic sheet feeders</li> <li>• Multiple fold capabilities</li> <li>• 1 automatic insert/BRE feeder</li> <li>• Seal and non-seal capabilities</li> <li>• Allows programming for common jobs</li> <li>• Double detection alert</li> <li>• Mail piece counter</li> <li>• Annual maintenance service agreement with 24-48 on site service, indicate price accordingly</li> </ul>	_____	_____

Quote to indicate any set-up, delivery and shipping costs.  
 Delivery to Antioch, CA is required.  
 DO NOT include sales tax in your quoted prices.

The City wishes to receive quotations for a three (3) year contract commencing approximately August 1, 2014. *The City desires fixed pricing for the three-year contract period.*

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](mailto:lsaunders@ci.antioch.ca.us) by Wednesday - July 2, 2014, 2pm.** Thank you for providing a quote to the City of Antioch.

L. Saunders

Finance Services Supervisor