



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

## Request for Quotation

April 7, 2014

<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
1.	375 M	Forms, Water Bills, custom paper stock, 8.5"x11", on 24 lb White Bond and has a static pre-printed backer with Screen Gray print. 1/1 PMS Blue over screened black ink on face of form, City logo in center of form, 1 horizontal clean tear stub, perforation 3-1/2" from bottom of form. Type style and print must match existing form. Forms must be cello wrapped, 500 sh/pkg. Registration is very important for final printing.	_____	_____

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 coupon payment system.  
OCR specifications are as required by our lockbox vendor for their folder/insertor equipment.

Sample of current water bill form is attached.

The City wishes to receive proposals for a two (2) year contract commencing approximately July 1, 2014. *The City desires fixed pricing for the two-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, if possible. Please explain how your company would handle this process

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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 Monday, April 14, 2014, 5pm.

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 of at least one hundred (100) of the water bills to run a test for compatibility with their system.