



CITY OF GRIFFIN, GEORGIA

QUOTE REQUEST

15-010

For

PRE-PRINTED WINDOW ENVELOPES

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

Submittal Deadline:
BY Friday, February 6, 2015 at 4:00 P.M.
(may be submitted earlier)



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PRE-PRINTED WINDOW ENVELOPES

1.1. SCHEDULE

This Quote request must be submitted no later than Friday, February 6, 2015 at 4PM. They may be scanned and emailed to cfay@cityofgriffin.com, faxed to 678-692-0402 or delivered to City of Griffin, Procurement Department (3rd Floor), 100 S Hill Street, PO Box T, Griffin, GA 30223. Email is the preferred method of delivery and the email should have a subject of "Pre-printed Window Envelopes". Deadline for submittals is 2/6/15, but responses can be submitted any time prior to the deadline.

1.2. SCOPE OF WORK

The City of Griffin is seeking quotes from qualified organizations for pre-printed window envelopes for use by the City's Accounts Payable Department.

GENERAL REQUIREMENTS: Submittals must meet the requirements listed below:

- 1.2.1. **Size:** #10 (preferred) or #11;
- 1.2.2. **Paper:** 24# stock;
- 1.2.3. **Security Tint:** preferred, but not necessary – you may price either or both;
- 1.2.4. **Window Size:** min/max height of 1 1/8" to 1 1/2" and a min/max width of 4" to 4.5";
- 1.2.5. **Window Position:** window from edge of envelope - left – minimum 3/4", maximum of 1";
- bottom – minimum 3/4", maximum of 1";
- 1.2.6. **Return Address:** must be full color (gold and two shades of green), comprised of logo, Department name and mailing address. A non-window example is included with this document and a file of the logo with the proper colors will be provided to the successful supplier;
- 1.2.7. **Quantity:** orders will be minimum of 2500 envelopes per order; prices are requested for both the minimum and larger order quantities;
- 1.2.8. **Timetable:** note the estimated timetable from order to delivery.

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PRICE SUBMITTAL: Pre-Printed Window Envelopes

Company Name _____ Bid Price Valid Through _____

PRICE STRUCTURE – Complete the following and include associated information specifics for the cost quoted. ***Envelope details below must be completed along with the price quote.***

Size: _____ Paper wt: _____ Security tint: _____

Window Size: *height* - _____ *width* - _____

Window Positioning: *from left edge* - _____ *from bottom edge* - _____

Timetable (order to delivery): _____

Base price (for 2,500) \$ _____

Approx delivery to 100 S Hill St, Griffin, GA 30223. \$ _____

TOTAL price (for 2,500) \$ _____

Base price (for 4,000) \$ _____

Approx delivery to 100 S Hill St, Griffin, GA 30223. \$ _____

TOTAL price (for 4,000) \$ _____

Additional comments/recommendations: _____

The City reserves the right to accept or reject any or all quotes and to waive any technicalities and formalities in the bidding. The City reserves the right to accept the BEST-EVALUATED submittal as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.

NOTE: Once a quote has been accepted, the bidder **will** be asked to provide the required paperwork in order to be a registered vendor with the City of Griffin. Information on becoming a registered vendor with the City can be found on our website using the following link: <http://www.cityofgriffin.com/DoingBusiness/HowtodoBusinesswiththeCity.aspx>.

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)



Finance
PO Box T
Griffin, GA 30224