



## **REQUEST FOR BID**

### 2022-2023 Bulk Envelope Order

The Rockwood School District invites you to participate in the annual bidding process related to the bulk summer envelope order, as well as minor additional orders required throughout the 2022-23 school year. The dates covered for this time period are July 1, 2022 through June 30, 2023.

A sample envelope is included to show typical printing required.

The bid proposal sheet on the back of this page requests specific **all-inclusive unit pricing** which you will agree upon for the above time period. Unit prices are requested in two categories: (1) for the bulk summer order and (2) for additional smaller orders throughout the year. Additional orders are placed on an as-needed basis and will always meet a minimum quantity of 1000 envelopes per plate. Bid selection will be awarded based on unit cost, service and references.

Invoicing is requested on **one invoice** with cost line items for each location and envelope size.

All bids, and a list of three references, must be received by the undersigned no later **than Friday, April 15, 2022, at 4:00 p.m.** You may **fax** the bid sheet to us at **636-733-8826** or **scan/email it to [buehlerregena@rsdmo.org](mailto:buehlerregena@rsdmo.org)**. You also can **mail** it to: **Regena Buehler, Rockwood Communications, Envelope Bid Proposal, 500 N Central Ave, Eureka, MO 63025**. No bids will be accepted unless submitted on the form provided.

If selected, you will receive notification after our May 5, 2022, Rockwood Board of Education approval. Purchases will begin July 1, 2022.

If you have further questions, please contact **Regena Buehler – Communications Department, at (636) 733-1143.**

Thank you for this consideration.

**BID ON BACK OF THIS SHEET**

# REQUEST FOR PROPOSAL

## ROCKWOOD SCHOOL DISTRICT 2022-23 ENVELOPE ORDER

**DEADLINE:** All bids must be received by fax at 636-733-8826, scan/email at [buehlerregena@rsdmo.org](mailto:buehlerregena@rsdmo.org) or by mail no later than **Friday, April 15, 2022.**

Please furnish an itemized per-unit bid price, **including setup/plate charges and shipping if applicable**, for the following envelopes and return this form and a list of 3 references to **Rockwood Communications, Regena Buehler, ATTN: Envelope Bid Proposal, 500 N Central, Eureka, MO 63025.** Call Regena at **636-733-1143** with questions.

|                          | Print Specifications      | Estimated # of Plates | 2022-23 Estimated Bulk Order | 2022-23 Bulk order Unit Bid per 1000 | 2022-23 Additional orders Unit Bid per 1000 |
|--------------------------|---------------------------|-----------------------|------------------------------|--------------------------------------|---|
| #10 Regular              | One color                 | 14                    | 20,000                       | \$                                   | \$  |
| #10 Regular              | Blank                     |                       | 500                          | \$                                   | \$  |
| #10 Regular              | Two color*                |                       |                              | \$                                   | \$  |
| #10 Window               | One color                 | 5                     | 7,500                        | \$                                   | \$  |
| #10 Window               | Two color*                |                       |                              | \$                                   | \$  |
| #10 Window Security      | One color                 |                       |                              | \$                                   | \$  |
| Self-Seal 6 x 9          | One color<br>Print 1 side | 6                     | 3,000                        | \$                                   | \$  |
| Self Seal 6x9 Deposit    | Black Ink<br>Print 1 side |                       |                              | \$                                   | \$  |
| Self Seal 9 x 12         | One color                 | 4                     | 3,000                        | \$                                   | \$  |
| Self Seal 9 x 12         | Two color*                |                       |                              |                                      |   |
| Self Seal 9 x 12         | Blank                     | 1                     | 500                          | \$                                   | \$  |
| Self Seal 9 x 12 Deposit | Black Ink                 |                       |                              | \$                                   | \$  |
| Self Seal 10 x 13        | One color                 | 4                     | 6,000                        | \$                                   | \$  |
| Self Seal 10 x 13        | Blank                     |                       | 500                          | \$                                   | \$  |

**Description:** White wove #10 mailing envelopes, 24-lb, dry-gum sealed

**Ink:** One color: **PMS 541C** \*Exception: Two color jobs above will also use **PMS 114C, PMS 158C & PMS 549C.**

**Self-Seal:** Latex press stick seal (self seal)

**Envelopes:** 6x9, 9x12, and 10x13 are 28-lb white catalog envelopes (flap is on short dimension side)

**Vendor receives camera-ready artwork & final bulk summer order on or before Friday, May 13, 2022.**

**Bulk Summer Order: Shipping/Delivery Date:** Completed order should be **boxed according to plate change** and **delivered on Friday, July 1, 2022**, in **one shipment** to: Rockwood School District Warehouse, 17146 Manchester Road, Wildwood, MO 63040 and billed on **one invoice (with one line per location & envelope size).**

**Additional Orders:** Ordered on an as-needed basis, minimum quantity 1000, 2-week turnaround. Shipped directly to the Rockwood building/department making the envelope request.

**We the undersigned agree to supply the envelopes listed above with these specifications for the period of July 1, 2022 to June 30, 2023.**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_