



REQUEST FOR QUOTE 2020-3 ChildCareGroup Agency Envelopes

ChildCareGroup (CCG) is seeking a company to print agency envelopes on an as-needed basis.

The quantities shown are estimated yearly totals only and are not intended to be a guarantee as to the exact quantity to be ordered during a year's time period. Orders **must** be received within 7 business days after approval of final proof.

Printing/artwork for orders under this agreement shall consist of a one- or two-color CCG logo in the upper left corner and mailing address below the logo.

Prices should include all typesetting, camera work, layout, negatives one proof (any additional proofs required as a result of printer's error at no charge) also, printing, packaging, delivery, set-up fees, etc. Electronic files of the CCG logo will be provided to the successful bidder. No charges other than those quoted herein will be paid on orders placed as a result of this agreement.

Terms:

The term of this contract is for a one (1) year period, with three (3) one-year options. ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, and/or to award a contract in whole or in part of the RFQ specifications and requirements herein as is deemed to be in the best interest of CCG.

Deadline for questions:

Questions regarding this solicitation will be received until 12:00pm (central time) on March 24, 2020. All questions shall be forwarded to the attention of Anna Esparza, Administrative Assistant - Procurement, at aesparza@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on March 30, 2020 by 11:00am (central time). Responses will be received in electronic form **only** and shall be sent to Anna Esparza, Administrative Assistant - Procurement, at aesparza@ccgroup.org. Late responses will not be accepted.



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2020-3
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Price Worksheet:

#10 Regular, White, Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____

#10 Windows, White, Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____

10x13, White, Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____

6 ½ x 9 ½, White, booklet Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____