



City of Lompoc
Request for Quotation #2869
 City of Lompoc Letterhead & Envelopes

PLEASE FAX YOUR QUOTE TO:

Please respond with current pricing. Be sure to supply part/catalog numbers. Follow the form below. Include tax and shipping charges, if any.	Send your quote to: Maria Salazar at m_salazar@ci.lompoc.ca.us Department: Purchasing Fax Number: 805/875-8738 Phone Number: 805/875-8001 By Noon: April 5, 2018
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For Department Use		Vendor to Complete this Information	
Qty	Description	Unit Cost	Extension
25	70# White Linen Envelopes w/ City of Lompoc logo Imprint: 4-color process, front only, no bleeds Size: #10 Regular Envelopes (4-1/8 x 9-1/2") 500 per box, total of 12,500 envelopes or 25 boxes		
20	70# White Linen Letterhead w/ City of Lompoc logo Imprint: 4- color process, front only, no bleeds Size: 8-1/2 x 11" 500 sheets per ream, total of 10,000 sheets or 20 reams		
	Sub-Total		
	Sales Tax @ 7.75%		
	Shipping (Not-to-Exceed)		
	Total of all Charges		

Letterhead and Envelopes must be printed and delivered FOB Lompoc.

Signature below verifies that bidder has read, understands and agrees to the conditions contained herein and on all of the attachments.

 Company Name

 Signature of Authorized Representative

 Address

 Authorized Representative Name (please print name)

 City, State & Zip Code

 E-Mail Address

 Phone Number

 Web Page Address

 Fax Number

 Date

Delivery ARO _____ Days

Discount for Payment in 20 Days: _____ %

FOB: DESTINATION

Payment Terms: Net 30

Name of Company

FINISHED PRINTED LETTERHEAD AND ENVELOPES as follows:

1. Letterhead pages to be printed on #70 White Linen paper, 8-1/2 x 11". Letter envelopes are to be printed on 70# White Linen #10 Regular Envelopes (4-1/8" x 9-1/2"). Printing shall be on one-side of the product only.
2. Letterhead Envelopes and Paper to be in four process color.
3. Proof copy (in four color process) to be delivered to City of Lompoc for final approval before going to print.
4. Artwork shall be provided to printer in vector format, EPS or PDF with Text Outlined. Please design a new envelope including the new City of Lompoc logo with a return address in the upper lefthand corner, and a new letterhead design with the City of Lompoc logo in the upper lefthand corner and a footer containing the City of Lompoc's return mailing address and phone number, as shown on the attached examples with the old City logo. Please use a more contemporary style font than what appears on the examples.
5. 25 boxes of printed envelopes and 20 reams of printed letterhead paper shall be delivered to the City of Lompoc between April 22 and April 27, 2018.

PLEASE ATTACH YOUR PROPOSAL FOR THE ABOVE QUANTITIES OF LETTERHEAD PAPER AND ENVELOPES MADE TO THE ABOVE SPECIFICATIONS. Proposals will not be accepted after April 5, 2018. The City reserves the right to request samples of similar work done by the proposer.