

Formal Quote Email Request

City of South Jordan invites you to submit a quote for supplying the Annual Water Quality Report as described below. Please email your quote to Purchasing Department at purchasing@sjc.utah.gov to be considered. If you cannot quote this item(s), please reply and indicate why not.

To be considered, respond to this email before the due date and time. If you have any questions concerning these specifications, please email purchasing@sjc.utah.gov.

All quotes must be received by email no later than June 2, 2016 by 3:00 pm. Quotes received after this time will not be valid.

1. Vendors are to quote as per the item description and quantity.
2. Include shipping/delivery costs in quote price, FOB Destination, Net 30.
3. Prices quoted must be valid for at least a 30-day period.
4. South Jordan City's Purchasing Policy and any terms and conditions stated shall be adhered to.
5. Vendors responding with changes to the quote or to the City's terms and conditions do so at their own risk of not being considered responsive to the solicitation.
6. The successful vendor will receive a Purchase Order or Contract and shall not consider this quote request an ordering document.
7. South Jordan City reserves the right to reject any or all quotes.
8. The quote is a public document after an award is made and no information submitted shall be considered confidential or protected.

Item Description

1. 21,000 Annual Water Quality Reports
 - a. Printing, folding and tabbing of individual mailers – totaling 21,000.
 - b. Four Color Process
 - c. Double Sided
 - d. Original Page Size: 5.75" x 29.5"
 - i. Finished Size: 5.75" x 8.75"
 - ii. Folded: 5 folds to create the following Page Sizes:
 1. 5.75"
 2. 5.75"
 3. 5.25"
 4. 4.75"
 5. 4.25"
 6. 3.75"
 - e. Tabbed: Single Tab for mailing
 - f. Paper Type: 80 LB Text
2. Sort and box according to 32 mailing routes with quantities and route names to be provided.
 - a. Approx. 19,000 delivered to the Riverton Post Office Bulk Mailing Desk
 - b. approx. 200 to be boxed and delivered to South Jordan Public Works office – 10996 Redwood Road, South Jordan.

Please Note: Delivery is critical and must be made to the Riverton Post Office Bulk Mailing Desk no later than June 28, 2016

Quote Unit Prices

1..1426 EACH

Total Quote Amount

\$ 2995

Vendor Name:

Vendor Contact Person:

Phone Number:

Signature: 