

Fax to: 801-569-2900 (4 pages total)



PH: 801.254.3742 EMAIL: info@sjc.utah.gov FAX: 801.254.3393

June 17, 2016

Monique Strootman
Alphagraphics 403
[REDACTED]
West Jordan, UT 84088

Re: GRAMA Request for Records received 06-16-2016

Dear Ms. Strootman,

I am responding to your GRAMA Record Request asking for the following records:

Request:

1. Annual Water Quality Report
2. Estimates received from the winning vendor 2016.

Reply:

1. The Annual Water Quality Report can be found on our website www.sjc.utah.gov
2. Two pages attached – Hudson Printing Formal Quote. Contract is currently in process.

This concludes our response to your GRAMA Record Request.

Sincerely,

A handwritten signature in cursive script that reads "Anna M. West".

Anna M. West, CMC
City Recorder

RECEIVED

JUN 16 2016

South Jordan City
City Recorders Office

CITY OF SOUTH JORDAN
GRAMA Record Request
Fax: 801-254-3393



The following form should be completely filled out and returned to the City Recorder's office. The City is allowed 10 business days in which to respond to your request. Presently, South Jordan City Charges .25¢ per page. The City may assess other fees for records compiled in a form other than that maintained. Research or Services Fee may be charged as provided by Utah Code 63G-2-203.

Requestor's Name: Alphagraphics 403 / Monique Strootman
Address: [Redacted] City: West Jordan
State: UT Zip: 84088 Daytime Phone: [Redacted] Fax: [Redacted]

In accordance with the Governmental Records Access Management Act, I am seeking the following record(s) specifically described as:

- ① The annual water quality report.
- ② The estimates received from the winning vendor 2011

which I believe are collected, filed and/or used by the City of South Jordan, 1600 W. Towne Center Drive, South Jordan, Utah 84095 (801) 254-3742.

I would like to view/inspect the record(s).
 I would like to receive a copy of the record(s) described above. I understand that the City charges a fee for copies of records and the copies will be provided subject to fees being paid. I authorize cost of up to \$_____. If costs are greater than the amount I have specified, I further understand that the office will contact me and will not respond to a request for copies if I have not authorized adequate costs.

Monique Strootman Signature 6.15.2016 Date

CITY'S RESPONSE TO RECORD REQUEST - FOR OFFICE USE ONLY

APPROVED - Requestor notified on June 17, 2016
 DENIED - Written denial sent on _____, 20____
 Requestor notified that this office does not maintain record; and, if known, was also notified of name and address of agency that does maintain record on _____, 20____
 Extension of time for extraordinary circumstances. Required notice sent _____, 20____
COPY FEES: \$ 0. If waived, approved by: Anna West

- ① Annual Water Report is on our website
- ② 2 Pages Records - Formal Quote for Hudson Printing - no contract on file yet.

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: Wanda M. Gray