

# REQUEST FOR QUOTATION

## SAUK COUNTY

### PAPER, PREPRINTED LETTERHEAD, AND ENVELOPES

Wednesday, November 30, 2011

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- I. Point of contact: Jilline Dobratz  
Sauk County West Square Building  
505 Broadway  
Baraboo, Wisconsin 53913  
608-355-3274  
jdobratz@co.sauk.wi.us
- II. Quotation Due Date: Two sealed copies of the quotation must be received and date stamped no later than 1:00 p.m., Central Standard Time, **Wednesday, December 28, 2011**. Faxes are not acceptable. Quotations or amendments received by Sauk County after that time will not be considered. Public Opening of quotations will be conducted in the Administrative Coordinator's Office at 3:30 p.m., **Wednesday, December 28, 2011** in the Administrative Coordinator's Office, Room 134, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913.

III. **ALL QUOTATIONS MUST BE ADDRESSED TO:**

**Sauk County Clerk  
Sauk County West Square Building  
505 Broadway  
Baraboo, Wisconsin 53913**

The words "**PAPER QUOTATION**" must be marked on the opaque, sealed envelope.

1.0 SCOPE

- 1.1 This document constitutes a request for competitive, sealed quotations from qualified vendors to provide paper, and pre-printed letterhead and envelopes to Sauk County for the year 2012. The information provided will be used to construct a document which will be distributed to all county departments to be used in purchasing decisions.
- 1.2 This solicitation seeks pricing to provide the goods and services described herein.
- 1.3 All supplies under this contract shall be ordered by, and delivered to, the individual Sauk County office which placed the order. Itemized bills shall be furnished monthly to individual offices by bidder and printing supplies ordered shall be delivered by successful bidder directly to the department which placed the order.
- 1.4 The County reserves the right to reject any and all quotes, for the best interest of the County, and as its judgment may direct.

## 2012 SAUK COUNTY PAPER QUOTATION

- 1.5 Sauk County reserves the right to order the products described herein from another vendor. Sauk County makes no guarantee that it will purchase a certain quantity of the products described herein, nor does Sauk County make any commitment to actually place any order whatsoever as a result of this solicitation.

### 2.0 PRICING

#### 2.1 LETTERHEAD & ENVELOPES

- 2.1.1 Paper stock on all printed stationery shall be 20 pound white bond, at least 25 percent rag; all envelopes shall be 20 pound white wove; all lettering shall be black, placed at the top of the piece, and of standard type. A standard letterhead shall be in use for all County departments, with up to six lines to vary with the individual department name and telephone number or extension. In addition, there shall be a standard County emblem reproduced at the top of all stationery. **ADDITIONAL COMPOSITION CHARGE, IF ANY, TO BE SEPARATELY STATED.**
- 2.1.2 For printed letterhead and envelopes, each bidder is requested to indicate whether or not it is willing to declare that all plates, negatives, artwork and files which are paid for by the County shall become the property of the County and surrendered upon request by the County, in the event that the County's contract with the bidder is terminated or not renewed.

#### IN QUANTITY OF:

500	1000	5000
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Letterhead 8-1/2 x 11"

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Alternate bid for 40 % recycled paper

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**Envelopes:**

#10, Regular Business envelope, 20#, White Wove

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Alternate bid for 40 % recycled paper

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#10, Regular Business envelope, 20#, White Wove,  
regular window

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Alternate bid for 40 % recycled paper

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#### 2.2 PAPER PRICING

- 2.2.1 Sauk County is requesting that vendors submit a paper pricing plan for calendar year 2011, which will allow the county to take advantage of favorable market conditions. Details must be provided, even if a firm fixed price is being offered.
- 2.2.2 Vendors should detail the pricing plan, as well as provide a fixed cost for the paper items listed below for comparison purposes.
- 2.2.3 Vendors should indicate which brand of paper will be supplied. Information on paper quality specifications should be included.

## 2012 SAUK COUNTY PAPER QUOTATION

2.2.4 PHOTO COPY PAPER, prices quoted to include all shipping & handling charges with delivery to be within three (3) days following order placement.

8-1/2 x 11" White, minimum order of 1 case price per ream, non-recycled paper	\$ _____
Price per ream, 40% recycled paper	\$ _____
8-1/2 x 11" standard colored (not incl. fluorescent), minimum order of 1 case (colors can be mixed within a given order) Price per ream, non-recycled paper	\$ _____
Price per ream, 40% recycled paper	\$ _____
8-1/2 x 14" standard, white, minimum order of 1 ream	
Price per ream, non-recycled paper	\$ _____
Price per ream, 40% recycled paper	\$ _____
11 x 17", white (no minimum order) Price per ream, non-recycled paper	\$ _____
Price per ream, 40% recycled paper	\$ _____

### 2.2.5 Paper Pricing Plan Details

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3.0 The vendor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document.

_____ AUTHORIZED SIGNATURE	_____ DATE
_____ PRINTED NAME	_____ TITLE
_____ VENDOR	_____ STREET ADDRESS
_____ E-MAIL	_____ CITY, STATE, ZIP