

**REQUEST FOR QUOTATION  
THIS IS AN INQUIRY, NOT AN ORDER  
PLEASE QUOTE PROMPTLY**



**CITY OF HAYWARD  
PURCHASING DIVISION**  
777 B Street  
Hayward, CA 94541-5007  
Phone (510) 583-4800  
FAX (510) 583-3600

**ALL QUOTATIONS MUST BE F.O.B. DESTINATION, BOXING AND  
CARTAGE INCLUDED.**

DO NOT INCLUDE ANY TAXES IN THE ABOVE PRICES FOR SUPPLIES OR  
EQUIPMENT.

(Applicable taxes to be added to the successful bidder's prices when an order is written.)  
IF THE QUOTE INVOLVES LABOR AND MATERIALS, TAXES MUST BE INCLUDED.

Right is reserved to reject any or all bids, or to accept separate items in a bid unless the right  
of partial acceptance is denied by the bidder. The City may waive any minor irregularities in  
the bid or bidding process.

DATE: <b>September 16, 2016</b>	ADDRESS REPLY TO: <b>PURCHASING DIVISION</b>	REPLY DUE BY: <b>10/04/16      3:30 P.M.</b>	QUOTATION NUMBER: <b>1703-091516</b>
------------------------------------	---	---	---

In accordance with the requirements and provisions checked below, please quote on the following list of envelopes and forms for the CITY OF HAYWARD REVENUE DIVISION.

Complete the attached quote form along with this form and return this to us no later than the date specified on said form.

Unless designated "all or none", responses may be considered on a line item basis, as the interest of the City requires.

Questions regarding the specifications may be directed to Michael Barnes, at 510-583-4642. Questions regarding the bidding process may be directed to Maria Carrillo, Purchasing Manager at 510-583-4802.

Quotation must be in accordance with the following requirements and provisions (which are checked):

- BID PREFERENCE
- Specifications for: Revenue Forms and Envelopes
- General Provisions for Purchases of Work & Services
- Nondiscriminatory Employment Practices Provision
- Performance Bond
- Labor & Materials Bond
- Living Wage Ordinance
- Non-Nuclear Affirmation

INDICATE IF YOUR FIRM IS... (Voluntary: this information is for statistical purposes only.)

- Minority Owned
  - Black
  - Asian
  - Other: \_\_\_\_\_
- Hispanic
- American Indian
- Hayward Firm
- Woman Owned

DELIVERY: To be made in \_\_\_\_\_ calendar days after receipt of an order at prices quoted above.

CASH DISCOUNT: \_\_\_\_\_ % \_\_\_\_\_ days.

Use enclosed envelope to return bid or clearly mark an envelope with above quotation number.

**The undersigned certifies that the above prices apply to the specified materials or services unless substitutions of equivalents are noted and substitutes described in detail.**

Bidder \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
COMPANY NAME

PHONE # \_\_\_\_\_

DATE: \_\_\_\_\_

## REQUEST FOR QUOTATION NO. 1703-091516

(Response must be received no later than *Tuesday, October 4, 2016 @ 3:30 PM*)

Quotations must be made on this form and can be emailed to [MARIA.CARRILLO@HAYWARD-CA.GOV](mailto:MARIA.CARRILLO@HAYWARD-CA.GOV) OR delivered under sealed cover to the office of the Purchasing Manager located at 777 B Street, Hayward, CA 94541 no later than **Tuesday, October 4, 2016 @ 3:30 p.m.** Please reference the RFQ number on the subject line or on the outside of the envelope. It is the sole responsibility of the bidder to see that their bid is received in proper time. Any bid received after the scheduled deadline for receipt of bids will be returned to the bidder unopened.

**\*VENDOR NOTE: The City does not have storage ability. Successful vendor will be required to warehouse all items and deliver supplies on “as-needed” schedule until fully depleted.\***

INSTRUCTIONS: Unless designated "all or none", responses may be considered on a line item basis, as the interest of the City requires.

NOTE: Sample forms/envelopes are provided for your information.

BASE BID					
Item No.	Quantity	Unit	Description	Price Per Thousand	Extension
1	240,000	Each	8-1/2 x 11 Water Bills (per sample provided) form, 24 lb., white, 8.5 x 11; tear-out top with City of Hayward logo; double sided; single color  Color: BLUE  <span style="background-color: yellow;">CHANGES: replace "TDD" with "Hearing Impaired"</span>		
2	80,000	Each	EMERGENCY SERVICES FACILITES TAX CITY OF HAYWARD form, 24 lb white, 8.5 x 11; tear-out top with City of Hayward logo; double sided; single color  Color: GREEN  <span style="background-color: yellow;">CHANGES: Increase Font size on paragraph: "To see if you qualify..."</span>	\$ _____	\$ _____
3	40,000	Each	BUSINESS TAX RECEIPT, CITY OF HAYWARD form, 24 lb white, 8.5 x 14; tear-out top with City of Hayward logo; double sided; single color  Color: ORANGE	\$ _____	\$ _____

Item No.	Quantity	Unit	Description	Price Per Thousand	Extension
4	240,000	Each	#10 Window with PERMIT NO. 1  Front return address: Logo with City of Hayward information REVENUE - WATER below address	\$ _____	\$ _____
5	240,000	Each	#10 Window (no permit) REVENUE  Front return address: Logo with City of Hayward information REVENUE below address	\$ _____	\$ _____
6	240,000	Each	#9 Regular, White Wove Envelope' Color font: black; with bar code  Front to read: HAYWARD WATER SYSTEM PO BOX 6004 HAYWARD CA 94540-6004  *CHANGES: Delete "To pay your bill..." from back flap of envelope	\$ _____	\$ _____
7	80,000	Each	#9 Regular White Wove Envelope; <b>Color font: black;</b> with bar code  Front to read: Emergency Services Facilities Tax CITY OF HAYWARD PO BOX 6004 Hayward, California 94540-6004  CHANGES: Delete "To pay your bill..." from back flap of envelope	\$ _____	\$ _____
8	40,000	Each	#9 Regular White Wove Envelope; <b>Color font: black;</b> with bar code  Front to read: CITY OF HAYWARD Revenue Division 777 B Street Hayward, California 94541-5007	\$ _____	\$ _____
			TOTAL:	\$ _____	\$ _____

Can you provide delivery on demand (24 hour notice/Just-In-Time)? \_\_\_\_\_ yes \_\_\_\_\_ no



CITY OF  
**HAYWARD**  
HEART OF THE BAY

COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

AUTHORIZE SIGNATURE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TERMS: \_\_\_\_\_% \_\_\_\_\_ days, net \_\_\_\_\_ days

DELIVERY: Completion date is \_\_\_\_\_ calendar days A.R.O.

**QUOTE ALL ITEMS F.O.B. DESTINATION**