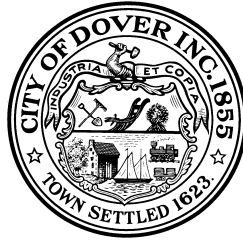


DANIEL R LYNCH
Finance Director
d.lynch@ci.dover.nh.us

ANN M. LEGERE
Purchasing Agent
a.legere@ci.dover.nh.us



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.ci.dover.nh.us

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

December 18, 2007

Invitation To Quote #Q08-010 Envelopes

You are cordially invited to submit a Quote for Envelopes in accordance with the attached specifications, terms and conditions. Prospective bidders are advised to read this information over carefully prior to submitting a quote.

All Quotes must be submitted in a **sealed envelope, plainly marked:**

"Sealed Quote #Q08-010 – Envelopes"

City of Dover, Purchasing Office
288 Central Avenue
Dover, NH 03820-4169

All Quotes must be received no later than January 8, 2008 at 2:00 p.m. EST

Ann M. Legere
Purchasing Agent

AML
Attachments

****IMPORTANT:*** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a NO BID indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

City of Dover Invitation to Quote
Envelopes
Quote #Q08-010

The City of Dover, New Hampshire is requesting pricing information and availability of Envelopes. General information and specifications are as follows.

GENERAL INFORMATION:

The City of Dover Tax Collection office and the office of Water / Sewer Billing both send out several bulk mailings during the course of a twelve month period of time. Invoices are sent quarterly for water / sewer usage and property tax bills are sent out semi-annually. In addition, monthly mailings of industrial user water / sewer charges are issued along with motor vehicle renewal registrations being directed to current vehicle owner registrants.

Varying quantities of several types of both #10 and #9 envelopes are required to support these mass mailings of city invoices. Samples are enclosed (or available at Dover City Hall Purchasing Office) for review and examination by interested vendors. The envelopes requested must be constructed in the same manner as the samples. Delivery of the envelopes must be no later than March 1, 2007.

SPECIFICATIONS:

- A. 70,000 - #10, white, window envelope, standard weight (24lb) with black printing on one side only.
- B. 70,000 - #9, white, standard weight envelope (24 lb) with black printing on one side only.
- C. 10,000 - #9, canary, standard weight envelope with black printing both sides.

MISCELLANEOUS:

Questions should be directed to Ann M Legere, Purchasing Agent, at (603) 516-6030.

It is the City intent to acquire all the envelopes from one (1) vendor.

PRICING:

- A. # 10 Window Envelopes \$ _____ per / M \$ _____ Total 70 M
- B. # 9 White Envelopes \$ _____ per / M \$ _____ Total 70 M
- C. # 9 Canary Envelopes \$ _____ per / M \$ _____ Total 10 M

Delivery Charge \$ _____ (If any)

**City of Dover Invitation to Quote
Envelopes
Quote #Q08-010**

Submitted by:		FOB Information:	
Address:			
		Availability:	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.

City of Dover Invitation to Quote
Envelopes
Quote #Q08-010

BID, RFP AND QUOTE TERMS AND CONDITIONS

- 1. BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
- 2. FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER.** If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- 3. LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
- 4. PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- 5. BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
- 6. SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
- 7. PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
- 8. BID RESULTS:** **The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.ci.dover.nh.us, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.**