



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Printed Envelopes, 1997 Requirements

MEETING DATE: February 5, 1997

SUBMITTED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize advertisement for bids for the City's 1997 requirements for printed envelopes.

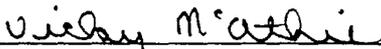
BACKGROUND INFORMATION: During the course of business the City uses a variety of printed envelopes. Most significant in volume are those used to mail utility bills and return payments. Lesser quantities are used for regular departmental correspondence, accounts payable checks, and business license applications.

At the City Council meeting of January 15, 1997, staff was asked to review the need for department-specific return addresses on several envelopes. During review, it was pointed out that, when mailed responses are requested or required, recipients of department-specific mail are more likely to direct their responses back to the appropriate department. Otherwise, responses mailed to the general city address require additional handling and routing, and consequently, additional staff time.

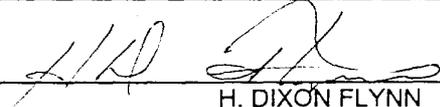
The specifications reflect projected requirements for the calendar year 1997 (Part I), as well as specific size and printing requirements for each type of envelope (Part II).

FUNDING: Estimated cost: \$15,000.00
(Each department budgets annually for printing requirements, and funding for the purchase of envelopes is included in those budgeted amounts).

BID OPENING: February 18, 1997


Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: 
H. DIXON FLYNN
City Manager

SPECIFICATIONS
City of Lodi
Printed Envelopes
PART I: 1997 Requirements

<u>Envelope Description</u>	<u>1997 Req.</u>
Special Window, Bus. Lic. Appl.	5,000
#9 Window, Accts Payable,	10,000
#9 Regular, Utility Payment	300,000
#9 Regular, Delinq. Utility Payment	25,000
#10 Regular, Letterhead	45,000
#10 Regular, Police Dept.	10,000
#10 Regular, Parks/Rec.	10,000
#10 Window, Utility Bill	300,000
#10 Window, Delinq. Utility Bill	25,000
#10 Window, City Letterhead	10,000
#10 Window, Police Dept.	5,000
#10 Window, Library	10,000

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART I: 1997 Monthly Requirements

<u>Envelope Description</u>	<u>Annual Req.</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Spec. Window, Bus. Lic. Appl.	5,000	-	-	-	-	-	-	-	-	-	5,000	-	-
#9 Window, Accts Payable,	10,000	-	-	-	-	10,000	-	-	-	-	-	-	-
#9 Regular, Utility Payment	300,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000
#9 Regular, Delinq. Util. Paymt	25,000	-	-	-	-	12,500	-	-	-	-	-	-	12,500
#10 Regular, Letterhead	45,000	-	-	15,000	-	-	-	15,000	-	-	-	-	15,000
#10 Regular, Police Dept.	10,000	-	-	-	-	5,000	-	-	-	-	-	-	5,000
#10 Regular, Parks/Rec	10,000	-	-	-	-	-	-	-	-	10,000	-	-	-
#10 Window, Utility Bill	300,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000
#10 Window, Delinq. Util Bill	25,000	-	-	-	-	12,500	-	-	-	-	-	-	12,500
#10 Window, Letterhead	10,000	-	-	5,000	-	-	-	-	-	5,000	-	-	-
#10 Window, Police Dept.	5,000	-	-	5,000	-	-	-	-	-	-	-	-	-
#10 Window, Library	10,000	-	-	10,000	-	-	-	-	-	-	-	-	-

SCHEDULE 1-B

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 1

Special Window:
(Business License Application) Size: 3-7/8" x 8";
Special Envelope with non-standard window,
for Business License Application & Certificate:
White Wove, Sub 24;
Diagonal Seam Style;
Printing: Offset printed 1-color black, one side;
Copy: To be typeset by the printer per sample furnished by the City;
Type style: "City of Lodi" - Helvetica Bold, spaced, 8-point;
Address: Helvetica 8-point;
Window: Poly-covered to meet U.S. Postal Service requirements;
Size: 1-1/4"h x 4-1/16"w, located 11/16" from left edge of
envelope, 1-3/8" down from the top, 1-1/4" up from the
bottom;

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

#9 Standard Window:
(Accounts Payable) Size: 3-7/8" x 8-7/8";
White Wove, Sub 24;
Inside security panel of printer's choice;
Diagonal Seam Style;
Printing: Offset printed 1-color Black, one side;
Copy: To be typeset by the printer per sample furnished by the City;
Type Style: "City of Lodi" - Helvetica Bold, 12-point, spaced;
"Accounts Payable" - Helvetica, 8-point;
Address - Helvetica, 8-point
Window: Poly-covered to meet U.S. Postal Service requirements;
Size: Standard 4½" x 1-1/8", located 7/8" from left side of
envelope, 1/2" up from the bottom;

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 2

#9 Standard Regular:
(Utility Payment)

Size: 3-7/8" x 8-7/8";
White Wove, Sub 24;
Recycled Paper to meet State requirements;
Diagonal Seam Style;
Printing: Offset printed 1-color Black, two sides;
 Sorting Bar 1/4" wide, printed 1" down left side from upper
 left corner;
 FIM Marks and Bar Codes: Per sample furnished (Film
 Positives provided by City); FIM Marks and Bar Codes must
 meet U.S. Postal Service Requirements;
Front Copy: To be typeset by the printer per sample furnished by
 the City;
 Type Style: Helvetica;
 Type Sizes: "From...": 8-point;
 "Place Stamp Here...": 6-point;
 "City of Lodi": 12-point;
 Address: 12-point
Back Copy: Type Style: Helvetica, 12-point
 Color: Black;
 Copy: Text - Helvetica 10-point; Recycle Symbol to
 be typeset by the printer per sample furnished by the
 City;
 "Recyclable and..." and symbol: 10% screen;

Envelopes must be suitable for use as an insert on Pitney-Bowes insert-
ing system.

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 3

#9 Standard Regular:
(Delinquent Utility Payment)

Size: 3-7/8" x 8-7/8";
Yellow, Wove, Sub 24;
Recycled Paper to meet State requirements;
Diagonal Seam Style;
Printing: Offset printed 1-color Black, two sides;
Sorting Bar 1/4" wide, printed 1" down left side from upper
left corner;
FIM Marks and Bar Codes: Per sample furnished (Film
Positives provided by City); FIM Marks and Bar Codes must
meet U.S. Postal Service Requirements;

Front Copy: To be typeset by the printer per sample furnished by
the City;

Type Style: Helvetica;
Type Sizes: "From...": 8-point;
"Place Stamp Here...": 6-point;
"City of Lodi": 12-point;
Address: 12-point

Back Copy: To be typeset by the printer per sample furnished
Copy: "FOR PRIORITY PROCESSING.. THANK YOU"

Type Style: Helvetica, 12-point;
Color: Black;

Copy: "Recyclable and ..."
Type style: Helvetica 10-point;
Recycle Symbol to be typeset by the printer per sample
furnished by the City;
"Recyclable and..." and symbol: 10% screen;

Envelopes must be suitable for use as an insert on Pitney-Bowes insert-
ing system.

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

#10 Regular, Letterhead

Size: 4-1/8" x 9 1/2";
White Wove, Sub 24;
Diagonal Seam Style;
Printing: Offset printed 1-color black, one side;
Copy: To be typeset by the printer per sample furnished by the City;
Type Style: "City of Lodi" - CG Times Bold, 18-point;
Address: Helvetica 8-point;
Packaging: Case qty: 5 boxes of 500/box

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 4

#10 Regular, Police Dept:

Size: 4-1/8" x 9 1/2";

White Wove, Sub 24;

Diagonal Seam Style;

Printing: Offset printed 1-color blue, one side;

Copy: To be typeset by the printer per sample furnished by the City;
(Artwork/photo screening to be furnished by the City);

Type Style: "Lodi Police Department" - CG Times Bold, 12-point;

Address: CG Times 10-point;

"An honor to serve...": Souvenir Bold Italic, 8-point;

Packaging: Case qty: 5 boxes of 500/box

#10 Regular, Parks/Rec Dept:

Size: 4-1/8" x 9 1/2";

White Wove, Sub 24;

Diagonal Seam Style;

Printing: Offset printed 1-color brown, one side;

Copy: To be screened and typeset by the printer per sample furnished
by the City;

(Artwork to be furnished by the City);

Type Style: "Lodi Parks and Recreation Department" - Daisy Wheel
Script 12-point;

Address: Helvetica 11-point;

Packaging: Case qty: 5 boxes of 500/box

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 5

#10 Standard Window: Size: 4-1/8" x 9½";
(Utility Bill)
White Wove, Sub 24;
Recycled paper to meet State requirements;
Diagonal Seam Style;
Printing: Offset printed 1-color black, one-side;
Copy: To be typeset by the printer per sample furnished by the City;
Type Style: "City of Lodi" - CG Times Bold, 18-point;
"Utility Bill Enclosed" - CG Times Bold, 16-point;
Address: Helvetica, 10-point
Postage Block: Helvetica, 9 and 11 point
"Printed on Recycled Paper" - Helvetica, 9-point (10% Screen)
Recycle symbol per sample, 10% Screen;
Window: Poly-covered to meet U.S. Postal Service requirements;
Size: Standard, 4½" x 1-1/8", located 7/8" from left side of envelope, and ½" up from the bottom;

Packaging: 2,500/case, or 5 boxes of 500/box per case.

#10 Standard Window: Size: 4-1/8" x 9½";
(Delinquent Utility Bill)
Yellow, Wove, Sub 24;
Recycled paper to meet State requirements;
Diagonal Seam Style;
Printing: Offset printed 1-color black, one-side;
Copy: To be typeset by the printer per sample furnished by the City;
Type Style: "City of Lodi" - CG Times Bold, 18-point;
"Immediate Response Requested" - CG Times Bold, 16-point;
Address: Helvetica, 10-point
"Printed on Recycled Paper" - Helvetica, 9-point (10% Screen)
Recycle symbol per sample, 10% Screen;
Window: Poly-covered to meet U.S. Postal Service requirements;
Size: Standard, 4½" x 1-1/8", located 7/8" from left side of envelope, and ½" up from the bottom;

Packaging: 2,500/case, or 5 boxes of 500/box per case.

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 6

#10 Standard Window: Size: 4-1/8" x 9½";
(City Letterhead) White Wove, Sub 24;
Diagonal Seam Style;
Printing: Offset printed 1-color black, one-side;
Copy: To be typeset by the printer per sample furnished by the City;

Type Style: "City of Lodi" - CG Times Bold, 18-point;

Address: Helvetica 8-point

Window: Poly-covered to meet U.S. Postal Service requirements;

Size: Standard, 4½" x 1-1/8", located 7/8" from left side of envelope, and ½" up from the bottom;

Packaging: 2,500/case, or 5 boxes of 500/box per case.

#10 Standard Window: Size: 4-1/8" x 9½";
(Police Dept) White Wove, Sub 24;
Diagonal Seam Style;
Printing: Offset printed 1-color blue, one-side;
Copy: To be typeset by the printer per sample furnished by the City;

(Artwork/photo screening to be furnished by the City);

Type Style: "Lodi Police Department" - CG Times Bold, 12-point;

Address: CG Times, 10-point

"An honor to serve...": Souvenir Bold Italic, 8-point;

Window: Poly-covered to meet U.S. Postal Service requirements;

Size: Standard, 4½" x 1-1/8", located 7/8" from left side of envelope, and ½" up from the bottom;

Packaging: 2,500/case, or 5 boxes of 500/box per case.

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 7

#10 Standard Window: Size: 4-1/8" x 9 1/2";
(Library) White Wove, Sub 24;
Recycled paper to meet State requirements;
Diagonal Seam Style;
Printing: Offset printed 1-color black, one-side;
Copy: To be typeset by the printer per sample furnished by the City;

Type Style: "Lodi Public Library" - Bookman Old Style Bold,
14-point;
Address: Bookman Old Style, 11-point

Window: Poly-covered to meet U.S. Postal Service requirements;
Size: Standard, 4 1/2" x 1-1/8", located 7/8" from left side of
envelope, and 1/2" up from the bottom;

Packaging: 2,500/case, or 5 boxes of 500/box per case.