



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Bid Award for Printed Envelopes, 1996 Requirements
(\$14,663.43)

MEETING DATE: January 17, 1996

SUBMITTED BY: Finance Director

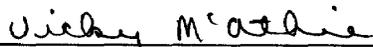
RECOMMENDED ACTION: That the City Council adopt the attached resolution awarding the bid to produce and deliver printed envelopes, as required by the City during calendar year 1996, to the low bidder, Vanier Business Forms and Services of Stockton, in the amount of \$14,663.43.

BACKGROUND INFORMATION: On December 6, 1995, the City Council approved specifications and authorized advertisement for bid for envelopes listed on attached Schedule A. The following bids were received, and opened on January 3, 1996.

Vanier Business Forms & Services, Stockton	\$14,663.43
Mail-Well Envelope, Oakland	\$15,222.22
Walker Business Forms, Stockton	\$18,575.40

Envelopes will be ordered and paid for periodically during the year as needed by various City departments.

FUNDING: Each department budgets annually for printing requirements, and funding for the purchase of envelopes is included in those budgeted amounts.



Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: _____



H. DIXON FLYNN
City Manager

**City of Lodi
Printed Envelopes
1996 Requirements**

<u>Envelope Description</u>	<u>1996 Req.</u>
#8 ³ / ₄ Special Window, Bus. Lic. Appl.	10,000
#9 Window, Accts Payable,	10,000
#9 Regular, Utility Payment	300,000
#9 Regular, Delinq. Utility Payment	25,000
#10 Regular, Letterhead	30,000
#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

RESOLUTION NO. 96-03

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR PRINTED ENVELOPES

WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council sealed bids were received and publicly opened on January 3, 1996 at 11:00 a.m. for the bid for Printed Envelopes, 1996 Requirements, described in the specifications therefore approved by the City Council on December 6, 1995; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as follows:

<u>Bidder</u>	<u>Location</u>	<u>Bids</u>
Vanier Business Forms & Services	Stockton	\$14,663.43
Mail-Well Envelope	Oakland	\$15,222.22
Walker Business Forms	Stockton	\$18,575.40

WHEREAS, the City Manager recommends award of the bid for Printed Envelopes, 1996 Requirements, be made to the low bidder, Vanier Business Forms and Services of Stockton, CA; and

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that the award of the bid for Printed Envelopes, 1996 Requirements, be and the same is hereby awarded to Vanier Business Forms and Services of Stockton, CA, the low bidder, in the amount of \$14,663.43.

Dated: January 17, 1996

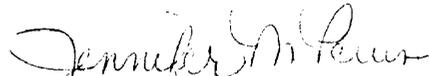
I hereby certify that Resolution No. 96-03 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 17, 1996, by the following vote:

AYES: COUNCIL MEMBERS - Davenport, Mann, Pennino, Sieglock
and Warner (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None


JENNIFER M. PERRIN
City Clerk