



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Printed Envelopes, 1994 Requirements (Est. \$9,600)

MEETING DATE: March 2, 1994

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize advertisement for bids for the City's estimated 1994 requirements for printed envelopes.

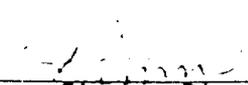
BACKGROUND INFORMATION: During the course of business the City uses a variety of printed envelopes. Most significant in volume are those used to mail utility bills and return payments. Others are used in lesser quantities for regular departmental correspondence, accounts payable checks, and business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

By combining the requirements to develop an annual bid, the City will save in printing costs as well as staff time which would otherwise be spent preparing proposal forms for each envelope requirement individually.

The specifications reflect estimated requirements for the balance of 1994 (Part I) as well as specific size and printing requirements for each type of envelope (Part II).

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

BID OPENING DATE: March 22, 1994



Dixon Flynn, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED



THOMAS A. PETERSON
City Manager



recycled paper

SPECIFICATIONS
City of Lodi
Printed Envelopes
PART I: Estimated 1994 Requirements

<u>Envelope Description</u>	<u>Est. 1994 Req.</u>
#6 1/2 Window, Bus. Lic.	5,000
#9 Window, Accts Payable,	10,000
#9 Window, Utility Payment	225,000
#10 Regular, Letterhead	30,000
#10 Regular, Police Dept.	5,000
#10 Regular, Parks/Rec.	10,000
#10 Regular, Utility Bill	225,000
#10 Window, Police Dept.	5,000

NOTE: These quantities represent the City's best estimate of requirements for the balance of calendar year 1994. While made in good faith, **THEY DO NOT REPRESENT A COMMITMENT ON THE PART OF THE CITY OF LODI TO PURCHASE THESE QUANTITIES. A COMMITMENT TO PURCHASE IS MADE ONLY BY CITY OF LODI PURCHASE ORDER ISSUED PRIOR TO ACTUAL NEED.**

SPECIFICATIONS

City of Lodi

Printed Envelopes

PART II: Envelope Specifications

Page 1

6 1/2 Window:
(Business License)

Size: 3 7/8" x 6 1/2";
White Wove, Sub 24;
Open-side Booklet or Pictorial Style with Inside Seams;
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;
"Return Postage Guaranteed" - Helvetica 7-point
Window: Poly-covered to meet U.S. Postal Service requirements;
Size: 1 1/4" x 3 1/4", located 1/2" from left side of envelope,
1-1/16" up from the bottom;
Packaging: Case qty: 5,000/case, or 10 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, Easy-Open or Equivalent;
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 4 1/2" 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 $\frac{7}{8}$ " x 8 $\frac{7}{8}$ ";
White Wove, Sub 20;
Recycled Paper to meet State requirements;
Diagonal Seam Style, Easy-Open or Equivalent;
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 inserting system.

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

#10 Regular, Letterhead

Size: 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ ";
White Wove, Sub 24;
Diagonal Seam Style, Easy-Open or equivalent;
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 3

#10 Regular, Police Dept:

Size: 4 $\frac{1}{8}$ " x 9 $\frac{1}{4}$ ";
White Wove, Sub 24;
Diagonal Seam Style, Easy-Open or equivalent;
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 $\frac{1}{8}$ " x 9 $\frac{1}{4}$ ";
White Wove, Sub 24;
Diagonal Seam Style, Easy-Open or equivalent;
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 4

#10 Standard Window:
(Utility Bill)

Size: 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ ";
White Wove, Sub 24;
Recycled paper to meet State requirements;
Open-side Booklet or Pictorial Style with inside seams;
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, 4 $\frac{1}{2}$ " x 1 $\frac{1}{8}$ ", located $\frac{7}{8}$ " from left side of envelope, and $\frac{1}{2}$ " up from the bottom;

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

#10 Standard Window:
(Police Dept)

Size: 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ ";
White Wove, Sub 24;
Diagonal Seam Style, Easy-Open or equivalent;
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, 4 $\frac{1}{2}$ " x 1 $\frac{1}{8}$ ", located $\frac{7}{8}$ " from left side of envelope, and $\frac{1}{2}$ " up from the bottom;

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