



City of Tacoma, WA

**TACOMA POWER  
REQUEST FOR BIDS**

**UTILITY BILL MAILING & RETURN ENVELOPES  
(REBID)**

**SPECIFICATION NO. CS20-0295N**



City of Tacoma  
TPU Customer Services

REQUEST FOR BIDS CS20-0295N (Rebid)  
Utility Bill Mailer & Return Envelopes

Submittal Deadline: 11:00 a.m., Pacific Time, Wednesday, October 21<sup>st</sup>, 2020

Submittal Delivery: Submittals will be received as follows:

<p><b>By Email:</b></p> <p><a href="mailto:sendbid@cityoftacoma.org">sendbid@cityoftacoma.org</a></p>	<p><b>By Mail or In Person:</b></p> <p>Tacoma Public Utilities – Guardshack (Rear) 3628 S. 35<sup>th</sup> St. Tacoma, WA 98409</p>
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**Submittal Opening:** Submittals in response to a RFB will be opened by a Purchasing representative.

**Solicitation Documents:** An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org).

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

**Pre-Proposal Meeting:** A pre-proposal meeting will not be held.

**Project Scope:** Supply #10 Mailing, Billing, and Statement Envelopes, and #9 Courtesy Reply envelopes, once to three times per year on an as-needed basis. All orders will be placed with a minimum 30 days notification.

**Estimate:** \$186,000

**Paid Leave and Minimum Wage:** Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit [www.cityoftacoma.org/employmentstandards](http://www.cityoftacoma.org/employmentstandards).

**Americans with Disabilities Act (ADA Information):** The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at [ghimes@cityoftacoma.org](mailto:ghimes@cityoftacoma.org), or by calling her collect at 253-591-5785.

**The following is applicable to Federal Aid Projects:**

The City of Tacoma in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR, part 26, will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**Additional Information:** Requests for information regarding the specifications may be obtained by contacting Erica Pierce by email to [epierce@cityoftacoma.org](mailto:epierce@cityoftacoma.org).

**Protest Policy:** City of Tacoma protest policy, located at [www.tacomapurchasing.org](http://www.tacomapurchasing.org), specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

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- Price Proposal Form
- Record of Prior Contracts
- Sustainability Worksheet

### **Standard Terms and Conditions**

## SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Bid page.

<b>The following items make up your submittal package:</b>	
Content To Be Submitted (Section I)	
Signature Page (Appendix A)	
Price Proposal Form (Appendix A)	
Record of Prior Contracts (Appendix A)	
Sustainability Worksheet (Appendix A)	
Approx. 100 #10 envelopes to run through TPU machine to verify usability	

## **SECTION 1 – PROJECT INFORMATION AND REQUIREMENTS**

### **A. PROJECT OVERVIEW**

Supply #10 Mailing, Billing, and Statement Envelopes, and #9 Courtesy Reply envelopes, once to three times per year on an as-needed basis. All orders will be placed with a minimum 30 days notification.

### **B. MINIMUM REQUIREMENTS**

#10 Mailing envelopes must work with BlueCrest DMT (Pitney Bowes Rival) Production Inserting equipment and Pitney Bowes Relay equipment machine. Envelopes must be able to accommodate insertion and mailing of up to four 4" x 8" printed inserts, one courtesy reply envelope and up to four folded sheets of 20# bill stock or 20# multipurpose copy paper.

Glue on #10 envelope side seams must seal to with 1/8" of top edge to avoid jamming in equipment. Glue for windows on #10 envelopes must completely surround the window opening to keep glassine in place during processing and mailing.

Envelopes must be free of extraneous glue, including around the glassine window. Envelopes must be free from wrinkling, twisting, tears and folds.

### **C. INQUIRIES TO RFB**

No Pre-bid conference is being held; however, questions and request for clarifications of the specifications may be submitted in writing by October 9th, 2020, to Erica Pierce, Purchasing Division, via email to [epierce@cityoftacoma.org](mailto:epierce@cityoftacoma.org). No further questions will be accepted after this date and time. The City will not be responsible for unsuccessful submittal of questions.

Written answers to all questions submitted will be posted on the Purchasing website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org) on or about October 14th, 2020. The City reserves the discretion to group similar questions to provide a single answer or not to respond when the requested information is confidential. The answers are not typically considered an addendum.

### **D. RFB REVISIONS**

In the event it becomes necessary to revise any part of this RFB, addenda will be issued to all registered planholders and posted on the Purchasing website. Answers in response to RFB inquiries (see Section 1.C. above) are not typically provided as an addendum.

### **E. CALENDAR OF EVENTS**

The anticipated schedule of events concerning this RFP is as follows:

Publish and issue RFB	October 2, 2020
Pre-Proposal Questions	October 9, 2020
Response to Questions	October 14, 2020
Submittal Due Date	October 21, 2020
Submittals evaluated	October 23, 2020
Award recommendation	October 28, 2020

This is a tentative schedule only and may be altered at the sole discretion of the City.

## **F. CONTRACT TERM**

The contract will be for a three-year period with the option to renew the contract two additional one-year terms. The City reserves the right to cancel the contract for any reason, by written notice, as stipulated in the contract.

## **G. PROPOSAL FORMAT**

Responses are accepted in digital format at this time and via in-person delivery at the address below.

Sample Envelopes should be sent via Common Carrier (USPS, FedEx, USPS) to:

Customer Services Ref: CS20-0295N  
c/o Tacoma Public Utilities  
3628 S. 35<sup>th</sup> St.  
Tacoma, WA 98409

## **H. CONFIDENTIAL OR PROPRIETARY INFORMATION**

Information that is confidential or proprietary must be clearly marked on each affected page. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release. See section 1.06 of the Standard Terms and Conditions.

## **I. CONTENT TO BE SUBMITTED**

Respondents are to provide complete and detailed responses to all items below. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFB, or not in conformity with law, may be rejected as being non-responsive. The City will not accept any proposal containing a substantial deviation from the requirements outlined in this RFB.

Organization of the submittal shall follow the sequence of contents below so that essential information can be located easily during evaluation.

1. Describe your company's ability to provide the service. This should include why your company would be best suited for this work – something that would make your team stand out from competitors – or when the firm was able to assist a customer with a tight timeline and/or difficult customer service situation.
2. Describe past projects. These should be similar size/type of projects OR the largest projects the firm has handled.
3. Describe reporting capabilities.
4. Provide three client references able to verify the firm's overall expertise for this type of work. The references must have worked with the firm within the last year. Provide complete information such as name of company, contact person, address, phone

number, fax number and email address. **At least one of these should be of similar size/volume as this bid.** (Record of Prior Contracts – Appendix A)

5. Sustainability  
Provide information on your company's commitment to the environment. Include your sustainability statement and current practices. (Sustainability Worksheet – Appendix A)
6. Required Forms
  - Signature Page
  - Price Proposal Page
7. Provide approximately 100 #10 envelopes to run through TPU machine to verify usability. If the envelopes fail to travel cleanly through the machinery, this will be cause for the submittal to be disqualified for consideration.

## **J. AWARD**

Award will be made to the lowest responsive, responsible bidder(s). Bidders may bid on one or more line items. Bidders are to provide a unit and total price for the line items they are bidding. The line items will be added up and compared amongst each bidder, including any payment discount terms offered twenty (20) days or more. The City may also take into consideration all other criteria for determining award, including evaluation factors set forth in Municipal Code Section 1.06.262.

All other elements or factors, whether or not specifically provided for in this specification, which would affect the final cost to and the benefits to be derived by the City will be considered in determining the award of a purchase order. The final award decision will be based on the best interests of the City.

The City reserves the right to give a purchase order to the lowest responsible bidder(s) whose bid(s) will be the most advantageous to the City, price and any other factors considered, as described in Paragraph 1.20 of the Standard Terms and Conditions.

The award will be for either the Virgin or Recycled items but not for both of each line listed.

## **K. ENVIRONMENTALLY PREFERABLE PROCUREMENT**

In accordance with the City's Sustainable Procurement Policy, it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Reduction of pollutant releases

- Toxicity of materials used
- Waste generation
- Greenhouse gas emissions, including transportation of materials and services
- Recycle content
- Comprehensive energy conservation measures
- Waste management reduction plans
- Potential impact on human health and the environment

**Delivery of Products and Services – Idling Prohibited:** Vehicles and/or diesel fuel trucks shall not idle at the time and location of the delivery to the City for more than three minutes. The City requires vendors to utilize practices that reduce fuel consumption and emission discharge, including turning off trucks and vehicles during delivery of products to the City. Exceptions to this requirement include when a vehicle is making deliveries and associated power is necessary; when the engine is used to provide power in another device, and if required for proper warm-up and cool-down of the engine. The City of Tacoma has a commitment to reduction of unnecessary fuel emissions. The City intends to improve air quality by reducing unnecessary air pollution from idling vehicles. Limiting car and truck idling supports cleaner air, healthier work environments, the efficient use of city resources, the public’s enjoyment of City properties and programs, conservation of natural resources, and good stewardship practices. (Per Policy 3.03)

#### **L. RECYCLED PRODUCT PREFERENCE**

Pursuant to the City of Tacoma procurement program for recycled paper and paper products, in evaluating bids, a 10% price preference is allowed for products that meet the City of Tacoma minimum recycled paper content standards as defined in this specification. The City reserves the right to purchase recycled products that exceed the 10% price differential based on individual department requests.

##### **1. BIDDER’S REQUEST FOR PRICE PREFERENCE**

When bid evaluation involves competition between recycled and non-recycled products, a 10% price preference in favor of recycled products will be applied in determining the lowest responsive and responsible bid. To qualify for price preference:

A. Bidder shall indicate on the bid any items that are offered as recycled products and meet the City of Tacoma Minimum Recycled Content Standards. Qualified products will receive price preference. Space for bid of recycled products is provided on the bid Proposal Pages Schedule B.

B. Bidder shall supply a Contractor’s Statement of Recycled Content for each item for which a price preference is requested.

##### **2. RECYCLED/NON-RECYCLED REPORTING REQUIREMENTS**

The supplier shall report the total dollar amount of recycled and non-recycled paper supplied to the City during each calendar quarter. This report shall be submitted during the month following the end of the completed quarter. “Recycled Paper” means paper that meets the City of Tacoma Minimum Recycled Content Standards as defined in section 3 below.

##### **3. MINIMUM RECYCLED CONTENT STANDARDS FOR ENVELOPES**

To qualify for the 10% price preference for recycled products, envelopes must meet the following minimum content standards: Contain at least 25% postconsumer material OR 50% recovered paper materials.

#### 4. SUITABILITY OF PRODUCTS

Nothing in these specifications shall be construed as a requirement that the City of Tacoma procure recycled paper or paper products that do not meet necessary timelines, or do not perform adequately for their intended use, regardless of the quoted price. Samples of products may be requested for evaluation purposes prior to award and must be supplied within 48 hours of such a request.

### **M. PRICING**

Unit or lump sum prices shall be all inclusive and bid as FOB destination, freight pre-paid and allowed. Surcharges of any type will not be allowed. Pricing shall be fixed throughout the term of the contract. The bid pricing shall include costs of bid preparation and servicing of the account.

#### 1. PRICE INCREASES/DECREASES

Prices are to remain firm for the initial 12 month contract period. The City has agreed to a base price policy where the vendor has the option during the contract life to raise prices to cover only the actual cost of paper. Vendor price increases will be fully documented and be allowed only on the annual renewal date.

A. Price increases/decreases will be allowed on a per item basis for each extended contract period.

B. Vendor will be required to submit all proposed price increases/decreases upon request for each contract extension.

C. Any proposed increase/decrease in price to contract line items must be beyond control of vendor and supported by written documentation from the manufacturer indicating new higher/lower price in raw materials used in manufacturing the material.

D. Vendor must submit documentation at least 30 calendar days before the effective date of the new price(s).

E. Prices will be adjusted only to percentage of increase/decrease to vendor.

F. City reserves the right to accept or reject all such increases/decreases.

G. City entitled to any promotional pricing during contract period which is lower than our standard pricing as provided in bid. This promotional pricing shall include, but not be limited to, sale prices, price lowering, and/or lump sum rebates.

H. Price decreases shall be immediately passed on to the City.

I. Successful bidder will be required to provide cost and concession sheets on material ordered to provide the City a basis for future orders.

Increase requests shall be evaluated against various market conditions, including but not limited to, Consumer Price Index - All Urban Consumers (CPI) and/or Producer Price Index (PPI) for the comparable period, state/federal regulations affecting production costs of the materials, volatile commodity market conditions or minimum wage adjustments.

### **SECTION 2 – SCOPE OF WORK**

Vendor provides storage of completed materials for up to two months without additional fees as indicated below.

Quote provided will be price per thousand.

### **Annual Bill Mailer envelope**

The anticipated annual Volume is 1,752,000 pieces with a 5% allowable production overrun. Future annual volumes are expected to increase beginning in 2021/2022.

#10 Bill Mailer Envelopes are 24# white wove, white stock, side seam, with City of Tacoma security seal on inside of envelope, black ink.

Envelopes are printed in one color on front panel; TPU will supply return address and endorsement artwork (text), which may change on occasion, with vendor providing set-up. TPU will supply messaging artwork for flap and back #10 mailing envelopes, with vendor providing set-up; high quality, two color. Flap and panel artwork will be provided and will vary for each order.

Envelope has custom, dye-cut window, center, with glassine or equivalent material. Window dimensions: 1 1/2" x 4 1/4"; window placement 2 1/16" up from bottom edge, 2 7/16" from the left edge.

Packed in boxes of 2000 to 2500 without inside packaging.

Bill Mailer will be ordered in lots of 600,000 or 700,000; 50% to 60% delivered within 30 days of order; remainder delivered within 90 days of order, as indicated on purchase orders.

### **Annual Statement Mailer envelope**

Anticipated Annual volume is 48,000 with allowable 5% production overrun.

#10 Bill Mailer Envelopes are 24# white wove, white stock, side seam, with City of Tacoma security seal on inside of envelope, black ink.

TPU will supply messaging artwork on flap and back #10 mailing envelopes for vendor set-up, high quality in black color. Front panel of return address and endorsement text Artwork will be supplied.

Envelope has custom, dye-cut window, center, with glassine or equivalent material. Window dimensions: 1 1/2" x 4 1/4"; window placement 2 1/16" up from bottom edge, 2 7/16" from the left edge.

2000 to 2500 per box; internal packaging acceptable. Ordered at same time as Annual Bill Mailer envelope. 100% delivery within 30 days of order.

### **Annual Courtesy Reply envelope**

Anticipated annual volume is 1,560,000 with allowable 5% production overrun.

#9 regular envelopes are 24# white wove, white stock, side or diagonal seam.

Artwork supplied for Pre-printed courtesy reply envelopes, front and back. Front printing includes FIM, return address lines, mailing address and IMB, boxed postage message.

Back printing includes operational data. Artwork (text) may change, with set-up provided by vendor. Black ink.

Reply envelopes will be ordered in lots of 600,000. 50% to 60% delivered within 30 days of order; remainder delivered within 90 days of order, as indicated on purchase orders.

**Annual Green Courtesy Reply Envelope**

Annual volume is 36,000 with allowable 5% production overrun.

#9 Regular Green 24# paper, Size 3 7/8" x 8 5/8". Side or diagonal seam, regular gum (full).

Printing includes delivery address with IMB, Return address lines, FIM A marks, First Class Postage Required Box, flap text and recycling logo in Black ink. Artwork supplied.

Artwork supplied for Pre-printed courtesy reply envelopes, front and back. Front printing includes FIM, return address lines, mailing address and IMB, boxed postage message.

Flap printing includes text and recycling logo in black ink. Artwork supplied. Artwork (text) may change, with set-up provided by vendor. Black ink.

2000 to 2500 per box; internal packaging acceptable. 100% delivery within 30 days of order.

## **APPENDIX A**

Signature Page

Price Proposal Forms

Record of Prior Contracts

Sustainability Worksheet

**SIGNATURE PAGE**

**CITY OF TACOMA  
TPU/CUSTOMER SERVICES**

All submittals must be in ink or typewritten and must be executed by a duly authorized officer or representative of the bidding/proposing entity. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

Submittals will be received and time stamped only at the City of Tacoma Procurement & Payables Division, located in the Tacoma Public Utilities Administration Building North, 4<sup>th</sup> Floor, at 3628 South 35<sup>th</sup> Street, Tacoma, WA 98409. **See the Request for Bids page near the beginning of the specification for additional details.**

**REQUEST FOR BIDS SPECIFICATION NO. CS20-0295N (Rebid)  
Utility Bill Mailer & Return Envelopes**

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

**Non-Collusion Declaration**

*The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).*

\_\_\_\_\_  
Bidder/Proposer's Registered Name

\_\_\_\_\_  
Signature of Person Authorized to Enter      Date  
into Contracts for Bidder/Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
(Area Code) Telephone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
State Business License Number  
in WA, also known as UBI (Unified Business Identifier) Number

\_\_\_\_\_  
E.I.No. / Federal Social Security Number Used on Quarterly  
Federal Tax Return, U.S. Treasury Dept. Form 941

\_\_\_\_\_  
State Contractor's License Number  
(See Ch. 18.27, R.C.W.)

Addendum acknowledgement #1\_\_\_\_\_ #2\_\_\_\_\_ #3\_\_\_\_\_ #4\_\_\_\_\_ #5\_\_\_\_\_

***THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.***

**\*\*\*BID PROPOSAL PAGE \*\***  
 CS20-0295N – Utility Bill Envelopes

Vendor Name: \_\_\_\_\_

**20 Day or Less Delivery Timeframe – unless Split Delivery indicated – Quote provided will be price per thousand**

Item Number	Description	Quantity	Quote price (per 1000)	Extended Total
1A1	Bill mailer envelope – 2 color print	600,000 – split	\$ _____	\$ _____
1A2	Bill mailer envelope – 2 color print	700,000 – split	\$ _____	\$ _____
1B1	STATEMENT MAILER #10 Black Ink	48,000	\$ _____	\$ _____
2A1	Courtesy Reply envelope	600,000 – split	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green	36,000	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green - Ordered with #9 white courtesy envelope	36,000	\$ _____	\$ _____

**\*\*RECYCLED MATERIAL QUOTE\*\***

Item Number	Description	Quantity	Quote price (per 1000)	Extended Total
1A1	Bill mailer envelope – 2 color print	600,000 – split	\$ _____	\$ _____
1A2	Bill mailer envelope – 2 color print	700,000 – split	\$ _____	\$ _____
1B1	STATEMENT MAILER #10 Black Ink	48,000	\$ _____	\$ _____
2A1	Courtesy Reply envelope	600,000 – split	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green	36,000	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green - Ordered with #9 white courtesy envelope	36,000	\$ _____	\$ _____

\*Sales tax is applicable.

Prompt Payment Discount \_\_\_\_\_% \_\_\_\_\_ days, net 30. Payment discount periods of twenty (20) calendar days or more will be considered in determining lowest responsible bid.

Company can accept a Procurement Card as payment: YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a City of Tacoma Small Business or State of Washington WMBE Enterprise Company? YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*BID PROPOSAL PAGE \*\***  
 CS20-0295N – Utility Bill Envelopes

Vendor Name: \_\_\_\_\_

**30 Day Delivery Timeframe – unless Split Delivery indicated – Quote provided will be price per thousand**

<u>Item Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Quote price (per 1000)</u>	<u>Extended Total</u>
1A1	Bill mailer envelope – 2 color print	600,000 – split	\$ _____	\$ _____
1A2	Bill mailer envelope – 2 color print	700,000 – split	\$ _____	\$ _____
1B1	STATEMENT MAILER #10 Black Ink	48,000	\$ _____	\$ _____
2A1	Courtesy Reply envelope	600,000 – split	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green	36,000	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green - Ordered with #9 white courtesy envelope	36,000	\$ _____	\$ _____

**\*\*RECYCLED MATERIAL QUOTE\*\***

<u>Item Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Quote price (per 1000)</u>	<u>Extended Total</u>
1A1	Bill mailer envelope – 2 color print	600,000 – split	\$ _____	\$ _____
1A2	Bill mailer envelope – 2 color print	700,000 – split	\$ _____	\$ _____
1B1	STATEMENT MAILER #10 Black Ink	48,000	\$ _____	\$ _____
2A1	Courtesy Reply envelope	600,000 – split	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green	36,000	\$ _____	\$ _____
2B1	COURTESY REPLY ENVELOPE – Green - Ordered with #9 white courtesy envelope	36,000	\$ _____	\$ _____

\*Sales tax is applicable.

Prompt Payment Discount \_\_\_\_\_% \_\_\_\_\_ days, net 30. Payment discount periods of twenty (20) calendar days or more will be considered in determining lowest responsible bid.

Company can accept a Procurement Card as payment: YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a City of Tacoma Small Business or State of Washington WMBE Enterprise Company? YES \_\_\_\_\_ NO \_\_\_\_\_



## Sustainability

The City has an interest in sustainable operations with minimal adverse impact on the environment. The City seeks to do business with vendors that value community and environmental stewardship that help us meet our sustainable purchasing goals.

1. Have you incorporated sustainability into your everyday business practices? Y/N Please describe

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2. Have you taken measures to minimize impacts to the environment in the delivery of proposed goods and/or services? Y/N Please describe.

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## **APPENDIX B**

Envelope Samples

## SAMPLES

### **Sample #1:**

Bill mailer window envelope – two color.

### **Sample #2:**

Return bill remittance envelope – white color.

10 STD WEB  
1-1/4" FLAP  
10-5/8" ROLL

Customers love managing their account online.

**CITY TREASURER**  
PO BOX 11007  
TACOMA WA 98411-0007

ADDRESS SERVICE REQUESTED

#BWNJGTR

1-1/2 x 4-1/4



2-7/16

5/8

No Ink

No Ink



Go to MyTPU.org/MyAccount and start paying your utility bill in your pajamas today.

"You can make your payment in your pajamas!"

"Thank you for an AMAZING website!! I pay all my bills online & yours is BY FAR, THE ABSOLUTE BEST!!"

"User-friendly. Intuitive. Simple."

**FLAP COVERS THIS AREA**

**Cenveo**  
9 STD WEB  
1-1/4" FLAP  
9-7/8" ROLL

Please recycle this envelope 

**Save time and postage. Pay online instead.**  
**MyTPU.org/MyAccount**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



First-Class  
Postage  
Required  
  
Post Office will  
not deliver  
without proper  
postage.

NO INK

NO INK

.....  
**CITY TREASURER**  
PO BOX 11010  
TACOMA WA 98411-1010

**SAMPLE**

Tacoma Public Utilities  
3628 S. 35th St., Tacoma | (253) 502-8600  
Lobby hours: 8 a.m. to 5:30 p.m., Monday – Friday  
Phone hours: 8 a.m. to 6 p.m., Monday – Friday  
Customer Pay Boxes are located at TPU and various Safeway stores.  
Please visit MyTPU.org/PayBox for a list of locations.

**FLAP COVERS THIS AREA**