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CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES
SUPPORT SERVICES DIVISION
5730 24TH STREET
BUILDING 4
SACRAMENTO, CA 95822-3699
TELEPHONE (916) 449-5551

HOWARD F. ISHIDA
ADMINISTRATOR

November 2, 1983

City Council
Sacramento, California

CITY MANAGER'S OFFICE
RECEIVED
NOV 2 1983

Honorable Members in Session:
SUBJECT: Recommendation of Award

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing material in accordance with specifications adopted by the City Council.

RECOMMENDATION

It is recommended that the City Council accept the lowest responsive and responsible proposal submitted as follows:

<u>Bid No.</u>	<u>Bidder</u>	<u>Items Awarded</u>	<u>Contract Amount</u>
613 - Printed Continuous Forms (Attachment 1)	Regal Forms, Inc. 1088 Central Avenue Scarsdale, NY 10583 P. O. #23440	All	\$16,291.94

Sufficient funds are available to award the contract.

Respectfully Submitted,

Howard F. Ishida
Howard F. Ishida
Support Services Administrator

Recommendation Approved:

Walter J. Slipes, Jr.
for: Walter J. Slipes, City Manager
HFI:jc
1 Attachment

APPROVED
BY THE CITY COUNCIL

NOV 9 1983

OFFICE OF THE
CITY CLERK

November 9, 1983
All Districts

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ATTACHMENT 1

BID NO. 613 - 800 M MUNICIPAL SERVICE BILLS, 75 M MUNICIPAL
BUSINESS TAX CERTIFICATES AND 16 M BUSINESS TAX AFFIDAVITS

<u>Bidder</u>	<u>Total Bid Price (Including 6% Sales Tax)</u>	<u>Prompt Payment Discount</u>
Regal Forms, Inc.	<u>\$16,291.94</u>	-0-
Moore Business Forms, Inc.	\$25,075.41	-0-
Acme Visible Records, Inc.	No Bid	
Burroughs Corporation	No Bid	
Sierra Business Forms, Inc.	No Bid	
The Standard Register Company	No Bid	
UARCO, Inc.	No Bid	

Estimated Cost: \$35,000.00

User: Revenue Division

Due Date: October 25, 1983

November 15, 1983

Regal Forms, Inc.
1088 Central Ave.
Scarsdale, NY 10583

Dear Sir or Madam:

On November 9, 1983, the Sacramento City Council accepted your bid in the amount of \$16,291.94 for printed continuous forms (PO 23440).

The City Support Services Administrator will contact you concerning the necessary contract.

Sincerely,


Lorraine Magana
City Clerk

LM/sml/5 ✓

cc: Support Services Division

November 10, 1983

Moore Business Forms Inc.
P.O. Box 161355
Sacramento CA 95816

Gentlemen:

This is to inform you that you were not the successful bidder for Bid No. 613-800 M Municipal Service Bills, 50 M Municipal Business Tax Certificates and 16 M Business Tax Affidavits. The said bid having been awarded by the City Council at the regular meeting of November 9, 1983 to Regal Forms Inc. in the amount of \$16,291.94.

No bid security was required on the above bid.

Sincerely,

Lorraine Magana
City Clerk

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