



2.5

DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

August 20, 1991
PS:Admin:FM:BP:KH:bd

916-449-5548
FAX 916-399-0263

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: RECOMMENDATION TO ADOPT SPECIFICATIONS

APPROVED
BY THE CITY COUNCIL

LOCATION AND COUNCIL DISTRICT

SEP 3 1991

Bid Nos. 1505 and 1509: CITY

OFFICE OF THE
CITY CLERK

SUMMARY

Attached is a listing of proposals with specifications for furnishing supplies and services to be used by the departments/divisions as indicated:

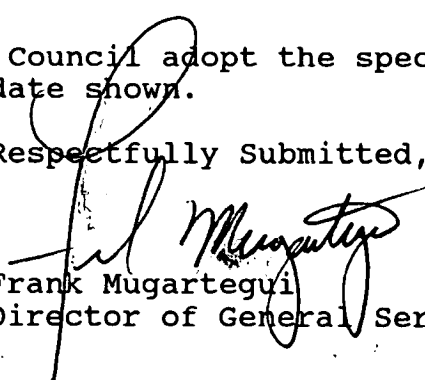
Bid No. 1505: Business Cards, Letterhead, Envelopes and Other Miscellaneous Printing Services to be used by various City departments

Bid No. 1509: Tree Trimming and Elm Tree Removal to be used by Parks and Recreation Division - City-Wide, Tree Services Section

RECOMMENDATION

It is recommended that the City Council adopt the specifications and that bids be called for on the date shown.

Respectfully Submitted,


Frank Mugartegui
Director of General Services

Recommendation Approved:



Walter J. Slipe
City Manager

For Council Agenda of:
September 3, 1991

①

City Council

September 3, 1991

| <u>Bid No.</u> | <u>Description</u> | <u>Estimated Cost</u> | <u>Bid Date</u> | <u>Mandatory Pre-Bid Conf.</u> |
|----------------|--|-----------------------|--------------------|---|
| 1505 | Various quantities and types of Business Cards, Letterhead, Envelopes and Other Miscellaneous Printing Services to be used by various City departments | \$ 65,000.00 | September 24, 1991 | NOT REQUIRED |
| 1509 | Tree Trimming and Elm Tree Removal to be used by Parks and Recreation Division/ City-Wide, Tree Services Section | \$282,350.00 | October 1, 1991 | 9 A.M., 9/12/91 Corp. Center South Building 12A |

9/3 2.5



DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
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PROCUREMENT SERVICES DIVISION

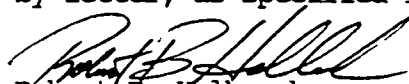
September 12, 1991
PS:Admin:91084:RBH:bd

916-449-5551

ADDENDUM NO. 1 TO BID NO. 1505 FOR BUSINESS CARDS,
LETTERHEAD AND ENVELOPES AND OTHER
MISCELLANEOUS PRINTING SERVICES

PURCHASING
CENTRAL STORES
CENTRAL SERVICES

1. The bid due date remains unchanged at 10:30 A.M., September 24, 1991.
2. Disregard all quantities referenced on Pages 25, 26 and 27 of 30 Pages. Please refer to Pricing Schedule, Pages 7, 8, 9 and 10 of 30 Pages for estimated lot quantities.
3. All other terms, conditions and specifications of the bid remain unchanged.
4. If a bid package is not being submitted, it is not necessary to return this addendum or acknowledge receipt of such.
5. Bidders submitting a bid package must acknowledge receipt of this addendum prior to the hour and date specified in the bid request by one of the following methods:
 - (a) By signing and returning one (1) copy of this addendum with the bid package if not previously submitted; or
 - (b) If the bid package has been previously submitted, the addendum may be submitted by separate letter, which must include on the outside of the mailing envelope the bid and addendum number and the bid due date. This information must be clearly marked in CAPITAL LETTERS on the outside of the envelope. Failure of your acknowledgement to be received at the City Clerk's Office, 915 I Street, Room 304, Sacramento, California prior to the hour and date specified, may result in rejection of your offer.
 - (c) If, by virtue of this addendum you decide to change an offer already submitted, such change may be made by letter, as specified in (b) above.


Robert B. Holbrook
Procurement Services Manager

BIDDER'S NAME:

By: _____
Signature and Typed or Printed Name

Company: _____ Date: _____



DEPARTMENT OF
GENERAL SERVICES

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

September 12, 1991
PS:Admin:91084:RBH:bd

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5551

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Robert B. Holbrook
Procurement Services Manager

BIDDER'S NAME:

By: _____
Signature and Typed or Printed Name

Company: _____ Date: _____



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES
PROCUREMENT SERVICES DIVISION

CONTRACT SPECIFICATIONS

FOR: BUSINESS CARDS, LETTERHEAD, ENVELOPES AND OTHER MISCELLANEOUS PRINTING SERVICES

BID NO. 1505

Proposals Must Be Received
Prior To 10:30 A.M.

ON SEPTEMBER 24, 1991

AT: City Clerk's Office
915 I Street, Room 304
Sacramento, CA 95814

Pre-Bid Conference: Not Required
Mandatory Yes
 No

NAME AND ADDRESS OF VENDOR SUBMITTING THIS BID

Name _____ Address _____

| AWARD - To Be Completed By City of Sacramento | | | | |
|---|----------------------------|-------|---------------------------|--------------------|
| CONTRACT NO. | PERIOD OF CONTRACT FROM | TO | ACCEPTED AS TO ITEM NOS. | AMOUNT OF CONTRACT |
| F.O.B. POINT | TERMS OF SALE | | CONTRACT ADMINISTERED BY: | PHONE |
| RESPONSIBLE BUYER | | PHONE | 1. | |
| | | | 2. | |

IMPORTANT
BID
INSTRUCTIONS

VENDORS ARE REQUIRED TO SUBMIT
AN ORIGINAL BID AND 5 ADDITIONAL
COPIES OF THIS BID INCLUDING ALL REQUIRED
ATTACHMENTS SUCH AS BROCHURES AND
CATALOGS, FOR EACH COPY TO
THE CITY CLERK ON THE DATE AND
AT THE TIME AND LOCATION SPECIFIED
ON THE COVER SHEET.

FAILURE TO DO SO MAY CAUSE
YOUR BID TO BE REJECTED

BID TO THE
CITY OF SACRAMENTO, CALIFORNIA
PROCUREMENT SERVICES DIVISION

BUSINESS CARDS, LETTERHEAD, ENVELOPES
FOR: AND OTHER MISCELLANEOUS PRINTING SERVICES

BIDS MUST BE RECEIVED BY THE
CITY CLERK, ROOM 304, CITY
HALL PRIOR TO 10:30 A.M. ON
SEPTEMBER 24, 1991

BID NO. 1505

Name of Bidder _____ Telephone _____

Type of Business: [] Corporation, [] Partnership, [] Individual doing business
under own name [] Individual doing business using a firm name
[] Joint Venture (Please attach Joint Venture Agreement)

Business Address: _____
Street City State Zip Code

To the City of Sacramento:

The undersigned, as bidder, certifies that the only persons or parties interested
in this bid as principals are those named herein as bidder; that this bid is made
without collusion with any other person, firm, or corporation; that in submitting this
bid he/she has examined the "General Conditions and Instructions to Bidders" and the
specifications; that he/she proposes and agrees if this bid is accepted, he/she will
execute and fully perform the contract for which bids are called; that he/she will
perform all the work and/or finish all the materials specified in the contract, in the
manner and time therein prescribed, and according to the requirements as therein set
forth; and that he/she will take in full payment therefor, the prices set forth in the
attached schedule.

Typed or Printed Name and Title _____ Signature _____

(Address (if different than above business address))

PLEASE READ CAREFULLY BEFORE SIGNING

To be signed by authorized corporate officer or partner or individual
submitting the bid. If bidder is: (Example)

1. An individual using a firm name, sign: "John Doe an individual doing
business as Blank Company."
2. An individual doing business under own name, sign: your name only.
3. A partnership, sign: "John Doe and Richard Roe, partners doing
business as Blank Co., By John Doe, partner."
4. A corporation, sign: "Blank Company, by John Doe, secretary, " (or
other title).

FOR CITY USE ONLY

Bid was opened on above date and at prescribed place.

Bid bond required No [] Yes Amount _____

Received: [] Cashiers or Certified Check [] Surety Bond
drawn on a California bank

City Clerk/Procurement Services Manager

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDER

No Bid Is In Legal Form Unless the Following Instructions Are Fully Complied With

1. Bid must be submitted on this printed form and sealed in the envelope supplied.
2. All bids shall be clearly and distinctly written without erasure or interlineation, and properly signed by an authorized party, who shall indicate the capacity in which the signature is executed.
3. Alternate bids are invalid unless invited and covered by the specifications.
4. If required, a bid bond in the amount stated on the front of this form must accompany this bid. Payment must be made by surety bond or in a form approved by the City Attorney.
5. All bids must be delivered to the designated recipient not later than the time specified on the front of this form.
6. No bidder shall be interested in more than one bid as provided by City Code Section 57.302(d).
7. The right to reject any and or all bids is reserved by the City, in its absolute discretion.
8. The City reserves the right to waive any informalities or minor irregularities in connection with bids received.
9. All provisions of Chapter 57 of the City Code are applicable to any bid submitted or contract awarded pursuant thereto.
10. If equipment is bid, it is to be newest and latest model in current production. Used, remanufactured, shopworn, demonstrator, prototype or discontinued models are not acceptable unless otherwise stipulated.
11. Faithful Performance Bond. The successful bidder will will not be required to submit a faithful performance bond in a form approved by the City Attorney, in the amount of _____.
12. Cash Discounts. Cash Discounts offered for payment in less than Twenty (20) days will not be considered as a basis of award. Cash discounts offered for payment in twenty (20) or more days will be subtracted from the total bid price for the purposes of bid evaluation. Any cash discount offered by the successful bidder will be accepted by the City of Sacramento, whether or not it was considered as a basis of award.
13. Bids will be opened, in public, in the City Council Chambers, City Hall, 915 I Street, 2nd Floor, Sacramento, CA, at 10:30 A.M., SEPTEMBER 24, 1991.
(Bids must be submitted prior to 10:30 A.M.)
14. Within thirty (30) days after the bid opening a contract will be awarded by the City to the lowest responsible bidder, subject to the right of the City to reject all bids, as it may deem proper in its absolute discretion. The time for awarding a contract may be extended at the sole discretion of the City, if required to evaluate bids or for such other purposes as the City may determine, unless the Bidder objects to such extension in writing with his bid. The "lowest responsible bidder" is defined as follows:

In addition to price in determining the lowest responsible bidder under the provisions of this chapter, consideration shall be given to: (i) the quality and performance of the supplies to be provided by the bidder; (ii) the ability, capacity and skill of the bidder to perform the contract or effectuate the transaction; (iii) the ability of the bidder to perform the contract or effectuate the transaction within the time specified, without delay; (iv) the character, integrity, reputation, judgement, experience and efficiency of the bidder; (v) the quality of bidder's performance on previous purchases by, or contracts with, the City; and (vi) the ability of the bidder to provide future maintenance, repair parts and services for the supplies provided. (Section 57.02)

The City will consider which bids will result in receipt by the City of sales or use tax under the Provisions of Part 1.5 of Division 2 of the California Revenue and Taxation Code and Article III of Chapter 41 of the Sacramento City Code and shall deduct the amount of such sales or use tax which will be received from any such bid. (Ordinance No. 4064)

SUBJECT TO PARAGRAPH 8 ABOVE, THE CITY CANNOT ACCEPT A BID FAILING
TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS

BIDDER NOTE: COMPLETION OF THIS FORM WILL BE REQUIRED PRIOR TO AWARD

CITY OF SACRAMENTO SOUTH AFRICA AFFIDAVIT

The undersigned hereby declares, under penalty of perjury, as follows:

My name is _____ (Please Print)

I am employed by _____, hereafter referred to below as "the firm".

I am the _____ of the firm, and as such I am (Title) authorized to make this declaration.

The firm does not have and does not contemplate any outstanding loan or letter of credit to: -

South Africa or Namibia, or any business firm organized under the laws of South Africa or Namibia, or any business firm for the express purpose of doing business with, conducting business operations in, or trading with any private or public entity located in South Africa or Namibia.

The firm is not organized under the laws of South Africa or Namibia. The firm does not have and does not contemplate having business arrangements or business operations in South Africa or Namibia, as those terms are defined in City of Sacramento Ordinance No. 86-126, as amended by Ordinance No. 87-030 and Ordinance No. 89-008.

The firm is not proposing to sell, as part of this bid, products which have been manufactured or produced in South Africa or Namibia.

If the firm, after the date of this declaration, changes its policy in any manner which would render this declaration no longer entirely accurate, the firm will so notify the Treasurer of the City of Sacramento.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at _____, _____.

(Signature)

(Title)

CITY OF SACRAMENTO
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
MINORITY/AND WOMAN-OWNED BUSINESS
ENTERPRISE (M/WBE)

PROGRAM STATEMENT

1. It is the policy of the City of Sacramento to enter into contracts with the lowest responsible bidder. It is also the policy of the City of Sacramento to encourage the participation of DBE's (for federally funded projects), M/WBE's in all aspects of contracting to the maximum extent feasible. This policy constitutes a commitment to substantially increase the utilization of Disadvantaged and Minority/Woman-Owned Business Enterprises.

Therefore, consultants who are awarded City contracts agree to ensure DBE and M/WBE firms have the maximum opportunity to participate in the performance of contracts and subcontracts. In this regard, the City, its contractors and their subcontractors will take all reasonable steps to ensure that DBE and M/WBE firms have the maximum opportunity to compete for and perform contracts.

2. Vendors, suppliers, contractors and their subcontractors who feel they may qualify as a Minority or Woman-Owned Business Enterprise are encouraged to complete a bidder's application/M/WBE Certification form which is available at:

Minority/Woman-Owned Business
Enterprise Program
5730 24th Street, Building #4
Sacramento, CA 95822
(916) 449-8505

3. For certification as a Disadvantaged Business Enterprise contact:

Department of Transportation
Office of Civil Rights
120 N Street, Room 3400
Sacramento, CA 95814
(916) 323-6638

4. Please indicate whether or not the bidder is a "Certified" Disadvantaged, Minority and/or Woman-Owned Business enterprise.

A. yes [] no [] [] MBE [] WBE [] DBE

Certification No. _____

Certified By: _____

Expiration Date: _____

B. If no, will certified Disadvantaged, Minority and/or Woman-Owned subcontractors be used to perform any or all of the contract? If so, please state name of firm, service or commodity to be provided and the % of contract responsibility.

| <u>NAME OF FIRM</u> | <u>SERVICE OR COMMODITY</u> | <u>% OF RESPONSIBILITY</u> |
|---------------------|-----------------------------|----------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

C. Describe any program bidder has or steps bidder has taken to ensure that DBE, MBE and WBE firms will have the maximum opportunity to compete for and perform subcontracts:

CITY OF SACRAMENTO
SACRAMENTO, CALIFORNIA

For furnishing to the City of Sacramento, Business Cards, Letterhead, Envelopes and Other Miscellaneous Printing Services, in accordance with the following provisions and specifications.

PRICING SCHEDULE

| <u>Item No.</u> | <u>Description</u> | <u>Lot Size</u> | <u>Estimated Lot Quantities</u> X | <u>Lot Price</u> | = | <u>Extended Price</u> |
|-----------------|---|-----------------|-----------------------------------|------------------|---|-----------------------|
| 1 | Business Cards (Recycled Stock) 80# Environment, White Wove Cover | 500 cards | 402 | \$ _____ | | \$ _____ |
| | | 1,000 cards | 6 | \$ _____ | | \$ _____ |
| | | 1,500 cards | 2 | \$ _____ | | \$ _____ |
| 2 | Business Cards (Recycled Stock) Gold Foil, 80# Environment, White Wove Cover | 500 cards | 10 | \$ _____ | | \$ _____ |
| | | 1,000 cards | 2 | \$ _____ | | \$ _____ |
| | | 1,500 cards | 2 | \$ _____ | | \$ _____ |
| 3 | Business Cards (Virgin Stock) 80# Classic Crest Cover, Avon Brillant White | 500 cards | 402 | \$ _____ | | \$ _____ |
| | | 1,000 cards | 6 | \$ _____ | | \$ _____ |
| | | 1,500 cards | 2 | \$ _____ | | \$ _____ |
| 4 | Business Cards (Virgin Stock) Gold Foil, 80# Classic Crest Cover, Avon Brillant White | 500 cards | 10 | \$ _____ | | \$ _____ |
| | | 1,000 cards | 2 | \$ _____ | | \$ _____ |
| | | 1,500 cards | 2 | \$ _____ | | \$ _____ |
| 5 | Letterhead (Recycled Writing Stock), 20# Capitol Bond, 25% Cockle Finish | 500 sheets | 10 | \$ _____ | | \$ _____ |
| | | 1,000 sheets | 16 | \$ _____ | | \$ _____ |
| | | 1,500 sheets | 10 | \$ _____ | | \$ _____ |
| | | 2,000 sheets | 3 | \$ _____ | | \$ _____ |

PRICING SCHEDULE

| <u>Item No.</u> | <u>Description</u> | <u>Lot Size</u> | <u>Estimated Lot Quantities</u> | <u>Lot Price</u> | <u>Extended Price</u> |
|-----------------|--|-----------------|---------------------------------|------------------|-----------------------|
| Item 5 Con't. | | 2,500 sheets | 5 | \$ _____ | \$ _____ |
| | | 3,000 sheets | 12 | \$ _____ | \$ _____ |
| | | 5,000 sheets | 12 | \$ _____ | \$ _____ |
| | | 10,000 sheets | 3 | \$ _____ | \$ _____ |
| | | 25,000 sheets | 2 | \$ _____ | \$ _____ |
| 6 | Letterhead (Virgin Stock) 20# Old Council Tree Bond | 500 sheets | 10 | \$ _____ | \$ _____ |
| | | 1,000 sheets | 16 | \$ _____ | \$ _____ |
| | | 1,500 sheets | 10 | \$ _____ | \$ _____ |
| | | 2,000 sheets | 3 | \$ _____ | \$ _____ |
| | | 2,500 sheets | 5 | \$ _____ | \$ _____ |
| | | 3,000 sheets | 12 | \$ _____ | \$ _____ |
| | | 5,000 sheets | 12 | \$ _____ | \$ _____ |
| | | 10,000 sheets | 3 | \$ _____ | \$ _____ |
| | | 25,000 sheets | 2 | \$ _____ | \$ _____ |
| 7 | Envelopes, Standard, #10 Regular (Recycled Bond Stock) 24# Matrix Bond, White Wove | 500 | 5 | \$ _____ | \$ _____ |
| | | 1,000 | 14 | \$ _____ | \$ _____ |
| | | 1,500 | 6 | \$ _____ | \$ _____ |
| | | 2,000 | 6 | \$ _____ | \$ _____ |
| | | 2,500 | 3 | \$ _____ | \$ _____ |

PRICING SCHEDULE

| <u>Item No.</u> | <u>Description</u> | <u>Lot Size</u> | <u>Estimated Lot Quantities</u> X | <u>Lot Price</u> | = | <u>Extended Price</u> |
|-----------------|--|-----------------|-----------------------------------|------------------|---|-----------------------|
| Item 7 Con't. | | 3,000 | 1 | \$ _____ | | \$ _____ |
| | | 5,000 | 14 | \$ _____ | | \$ _____ |
| | | 10,000 | 5 | \$ _____ | | \$ _____ |
| | | 25,000 | 3 | \$ _____ | | \$ _____ |
| 8 | Envelopes, Standard, #10 Window (Recycled Bond Stock), 24# Matrix Bond, White Wove | 500 | 3 | \$ _____ | | \$ _____ |
| | | 1,000 | 1 | \$ _____ | | \$ _____ |
| | | 1,500 | 5 | \$ _____ | | \$ _____ |
| | | 2,000 | 2 | \$ _____ | | \$ _____ |
| | | 2,500 | 1 | \$ _____ | | \$ _____ |
| | | 3,000 | 3 | \$ _____ | | \$ _____ |
| | | 5,000 | 2 | \$ _____ | | \$ _____ |
| | | 10,000 | 3 | \$ _____ | | \$ _____ |
| | | 25,000 | 2 | \$ _____ | | \$ _____ |
| 9 | Envelopes, Standard, #10, Regular (Virgin Stock), 24# Matrix Bond, White Wove | 500 | 5 | \$ _____ | | \$ _____ |
| | | 1,000 | 14 | \$ _____ | | \$ _____ |
| | | 1,500 | 6 | \$ _____ | | \$ _____ |
| | | 2,000 | 6 | \$ _____ | | \$ _____ |
| | | 2,500 | 3 | \$ _____ | | \$ _____ |
| | | 3,000 | 1 | \$ _____ | | \$ _____ |

PRICING SCHEDULE

| <u>Item No.</u> | <u>Description</u> | <u>Lot Size</u> | <u>Estimated Lot Quantities</u> X | <u>Lot Price</u> | = | <u>Extended Price</u> |
|-----------------|--|-----------------|-----------------------------------|------------------|---|-----------------------|
| Item 9 | Con't. | 5,000 | 14 | \$ _____ | | \$ _____ |
| | | 10,000 | 5 | \$ _____ | | \$ _____ |
| | | 25,000 | 3 | \$ _____ | | \$ _____ |
| 10 | Envelopes, Standard, #10, Window (Virgin Stock), 24# Matrix Bond, White Wove | 500 | 3 | \$ _____ | | \$ _____ |
| | | 1,000 | 1 | \$ _____ | | \$ _____ |
| | | 1,500 | 5 | \$ _____ | | \$ _____ |
| | | 2,000 | 2 | \$ _____ | | \$ _____ |
| | | 2,500 | 1 | \$ _____ | | \$ _____ |
| | | 3,000 | 3 | \$ _____ | | \$ _____ |
| | | 5,000 | 2 | \$ _____ | | \$ _____ |
| | | 10,000 | 3 | \$ _____ | | \$ _____ |
| | | 25,000 | 2 | \$ _____ | | \$ _____ |

BIDDER(S) WILL ONLY BE CONSIDERED RESPONSIVE IF THE SUBMITTED PROPOSAL LISTS A UNIT COST AND EXTENSION FOR EVERY RECYCLED OR VIRGIN STOCK LINE ITEM OR BOTH.

Items 1, 2, 5, 7, and 8
 Recycled Paper Stock

Sub-Total \$ _____

7 3/4% Sales Tax _____

TOTAL BID PRICE \$ _____

Items 3, 4, 6, 9 and 10
 Virgin Stock

Sub-Total \$ _____

7 3/4% Sales Tax _____

TOTAL BID PRICE \$ _____

Payment Discount

Payment Discount: _____ % for payment within _____ calendar days.

Payment and Invoicing

Invoices, in triplicate, shall be mailed or delivered to City of Sacramento, 915 I Street, Sacramento, CA 95814, Attention: Accounts Payable.

Recycled Paper and Paper Products

Bids which offer recycled paper and paper products will be given a 5% preference providing the recycled paper/paper products meet or exceed the standards outlined in the technical specifications for business cards, letterhead and envelopes. Additionally, the recycled paper/paper products must comply in total with the City's definition as referenced on page 19 of 30 pages.

Quantities (Estimated)

The quantities specified are based upon the best estimates available and are subject to increase or decrease.

Award

The City of Sacramento reserves the right to make an award on any item, group of items or in the aggregate to that/those lowest responsible Contractor(s) whose proposal(s) is/are most responsive to the needs of the City.

Bid Evaluation

In determining the amount bid by each Contractor, City shall disregard mathematical errors in addition, subtraction, multiplication and division that appear obvious on the face of the Proposal. When such a mathematical error appears on the face of the Proposal, the City shall have the right to correct such error and to compute the total amount bid by said Contractor on the basis of the corrected figure or figures.

When an item price is required to be set forth in the Proposal, and the total for the item set forth separately does not agree with a figure which is derived by multiplying the item price times the City's estimate of the quantity of work to be performed for said item, the item price shall prevail over the sum set forth as the total for the item unless, in the sole discretion of the City, such a procedure would be inconsistent with the policy of the bidding procedure. The total paid for each such item of work shall be based upon the item price and not the total price.

Bid Evaluation Con't.

Should the Proposal contain only a total price for the item and the item price is omitted, the City shall determine the item price by dividing the total price for the item by City's estimate of the estimated quantities of work to be performed as items of work.

If the Proposal contains neither the item price nor the total price for the item, then it shall be deemed incomplete and the Proposal shall be disregarded.

Qualification of Contractors

Contractor(s) must have been established in the printing business for a period of at least 3 years prior to the date of this bid and have a functioning service operation of sufficient size to satisfactorily execute this contract. All Contractors must submit, with their bid, a list of similar contracts which they have performed or are currently performing. Please include the company name, address, telephone number, contract dates and the name of a contact person.

Bid Inquiries

Questions regarding this bid should be referred to:

Procurement Services Division
5730 24th Street, Bldg. 4
Sacramento, CA 95822
Attention: Bob Phillips
(916) 449-5551

These inquiries are to be submitted at least 10 days prior to the bid opening date. Any interpretations by the City will be made in the form of a written amendment. The receipt of such an amendment must be acknowledged in accordance with the directions on the amendment. Oral explanations or instructions given before the award of the contract will not be binding.

Brand Name

- a. Brand names and numbers, when used, are for reference to indicate the character or quality desired.
- b. Equal items will be considered, provided offer clearly describes the merchandise. Offers for equal items shall state the brand and number, or level or quality. The determination of the Purchasing Agent as to what items are equal shall be final and conclusive.
- c. When brand, number, or level of quality is not stated by the Contractor, it is understood the offer is exactly as specified.

Brand Name Con't.

- d. If bidding on a manufacturer's product other than that specified, Contractor must attach descriptive literature and specifications with the proposal.
- e. If necessary, the burden of proof and cost of analysis to determine equality shall be that of the Contractor.

Contract Extension

If mutually agreeable to both parties, any resultant contract may be extended on a year to year basis, however in no case shall the renewal extend beyond 3 years from the date of award of the original contract.

For each year that the contract is extended, the total charge per item listed above will be increased/decreased as follows:

2nd year _____% increase or _____% decrease

3rd year _____% increase or _____% decrease

Delivery Guarantee

Contractor shall guarantee delivery within 10 days after receipt of order (ARO). Inside delivery is required.

F.O.B.

Prices to be bid F.O.B. destination - as follows:

Various City Locations

Termination For Default

When the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the City. Failure on the part of a Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination.

Termination

Whenever, in the opinion of the Purchasing Agent, the said service is not satisfactory, the Contractor shall be advised of the reasons. If the Contractor fails to correct the unsatisfactory condition within 5 days, the Purchasing Agent may declare this contract terminated and contract with another Contractor. It shall be understood and agreed that the contract may be terminated by the City upon thirty days written notice.

Notwithstanding any provision to the contrary herein, City shall have no obligation to give more than two notices of unsatisfactory performance in any calendar year. In the event two such notices of unsatisfactory performance are given in any calendar year, and in the event that Contractor(s) shall again fail to satisfactorily perform services pursuant to this contract, City may thereupon terminate this contract immediately.

The Contractor and/or surety will be liable and assessed for any and all costs for the reprourement of the contract services.

U. S. Postal Regulations

The successful contractor will be responsible for ensuring that all envelope printing requirements are in strict compliance with the United States Postal Service regulations and standards.

Compliance With OSHA

The Contractor shall be responsible for strict compliance with all requirements of the California Occupational Safety and Health Act (OSHA) which are applicable to the work to be accomplished pursuant to this contract. OSHA shall be construed to include, but not be limited to, all applicable safety orders issued by the Division of Industrial Safety, State of California. In the event the Contractor, or any of his employees, shall observe any violation of OSHA in or on the premises on which the Contractor is to perform work pursuant to this contract, the Contractor shall immediately give written notice to the City of such violation. Failure of the successful Contractor to maintain safe working conditions, facilities and equipment shall be just cause for immediate termination of the contract.

Safety Requirements

All services and merchandise must comply with current California State Division of Industrial Safety Orders and O.S.H.A.

Protection of Existing Facilities

Contractor shall take every precaution to protect all public and private property during the performance of this contract. Any damages caused by Contractor's personnel or equipment will be promptly repaired to the condition existing before the damage or be replaced. All such costs for such repairs or replacement shall be the sole responsibility of the Contractor.

Non Collusion Statement

All Contractors are hereby notified that, in the event a contract is awarded to a Contractor whose bid was made in collusion with other Contractors for the same work, the resulting contract is not enforceable against the awarding agency and may be void by that agency.

For the purpose of purchasing the services described herein, as a condition of submitting a responsive bid, City of Sacramento requires each Contractor to execute the non-collusion statement set forth below.

DECLARATION UNDER PENALTY OF PERJURY

The undersigned declares: that he holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this bid; that the undersigned is informed of all the relevant facts surrounding the preparation and submission of this bid, that the undersigned knows and represents and warrants to City of Sacramento that this bid is prepared and submitted without collusion with any other person, business entity or corporation; and, that the Contractor submitting this bid is the only person, business entity, or corporation with any interest in this bid.

I declare under penalty of perjury that the foregoing is true and correct.

CONTRACTOR/FIRM: _____

BY: _____

TITLE: _____

ADDRESS: _____

DATE: _____

Funding (Availability)

Certification of Funds and Budget and Fiscal Provision and Termination in the Event of Non-Appropriation

- a. This agreement is subject to the budget and fiscal provisions of the Charter of the City of Sacramento.
- b. Charges will accrue only after written authorization certified by the Director of Finance of the City of Sacramento. Any amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

Funding Availability Con't.

- c. This agreement will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the fiscal year. If funds are appropriated for a portion of the fiscal year this agreement will terminate, without penalty, at the end of the term for which funds are appropriated.
- d. This section controls against any and all other provisions of this agreement.
- e. Payment under said authorization of orders shall be as provided in Paragraph titled "Payment and Invoicing".

Multi-Year Contracts

If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, the City shall have the right to terminate this contract and the Contractor is not entitled to recover any costs not incurred prior to termination.

Insurance and Business Tax Requirements

1. Insurance Provisions

The attached Insurance Provisions, except 3c, are included as part of this request for bid and any resultant contract(s).

2. Business Operations Tax Certificate

Chapter 23 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. To obtain further information, contact the Revenue Division at 915 I Street, Sacramento, California, 95814, or phone (916) 449-5685.

Prior to receiving a contract award, copies of the documentation necessary to verify your firm's compliance with the above will be required. This documentation must be received within ten (10) working days of notification by the Procurement Services Division.

South Africa Affidavit

Contractors are REQUIRED to complete and submit the South Africa Affidavit provided (Pink Sheet) prior to the award of bid.

BIDDER'S NAME:

DO NOT DETACH THIS SHEET - SUBMIT ENTIRE BID PACKAGE AS YOUR PROPOSAL

INSURANCE PROVISIONS

1. Independent Contractor. At all times during the term of this Contract, Contractor shall be an independent Contractor and shall not be an employee of the City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Contract; however, City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Contract.

2. Licenses; Permits; Etc. Contractor represents and warrants to City that he has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to practice his profession. Contractor represents and warrants to City that Contractor shall, at his sole cost and expense, keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Contractor to practice his profession.

3. Insurance.

(a) Comprehensive Auto and General Liability. During the term of the Contract, Contractor shall maintain in full force and effect a comprehensive auto and general liability insurance in an amount of no less than \$1,000,000 single limit per occurrence, issued by an admitted insurer or insurers as defined by the California Insurance Code, providing that the City of Sacramento, its officers, employees and agents are to be named as additional insureds under the policy, and the policy shall stipulate that his insurance effected by the City or other named insured will be called on to contribute to a loss covered thereunder.

(b) Worker's Compensation. During the term of this Contract, Contractor shall fully comply with the terms of the law of California concerning workman's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability Contractor may have for workman's compensation.

(c) Errors and Omissions; Malpractice. In the event City requests Contractor to carry errors and omissions insurance or malpractice insurance, Contractor shall take out and keep in full force and effect during the term of this Contract a policy in form and content satisfactory to City which shall indemnify City against errors and omissions or malpractice by Contractor. Said policy or policies shall provide liability coverage in an amount specified by City in its request.

INSURANCE PROVISIONS - Continued

(d) Certificate of Insurance. The Contractor will have a standard "Certificate of Insurance" completed prior to engaging in any operation or activity set forth in this contract/agreement. Said policies shall provide that no cancellation, change in coverage, or expiration by the insurance company or the insured shall occur during the term of this contract, without 30 days written notice to the City prior to the effective date of such cancellation or change in coverage.

4. Contractor Not Agent. Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Contract to bind City to any obligation whatsoever.

5. Assignment Prohibited. No party to this Contract may assign any right or obligation pursuant to this Contract. Any attempted or purported assignment of any right or obligation pursuant to this Contract shall be void and of no effect.

6. Hold Harmless Agreement. Contractor hereby agrees to, and shall, fully indemnify, hold harmless and defend City, its elective and appointive boards, commissions, officers, agents and employees from all claims, demands or liability for any injury to persons or property occurring by reason of anything done or omitted to be done in performing the Work under the Contract, whether such actions or omissions be by Contractor or by any of Contractor's subcontractors, or by any persons or person directly or indirectly employed by, or acting as agent for, Contractor or any of Contractor's subcontractors, The Contractor agrees to, and shall defend City and its elective and appointive boards, commissions, officers, agents and employees from any suits or actions at law or in equity arising by reason of any of the aforesaid actions or omissions provided as follows:

- a. That City does not, and shall not, waive any rights against Contractor which it may have by reason of the aforesaid hold harmless agreement, because of the acceptance by City, or the deposit with City by Contractor, or any of the insurance policies described in this Agreement.
- b. That the aforesaid hold harmless agreement shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid actions or omissions, regardless of whether City has prepared, supplied, or approved of plans and/or specifications for the Work under the Contract, or regardless of whether any insurance policies shall have been determined to be applicable to any of such damages or claims for damages. The Contractor's obligation to indemnify City shall be effective even if City is guilty of negligence or misconduct that contributes to the damages claimed. This indemnity will not extend to claims, demands, liability or expense arising out of the sole negligence or willful misconduct of City.

RECYCLED PAPER AND PAPER PRODUCTS DEFINITION/PREFERENCE

Bids which offer recycled paper and paper products will be given a 5% preference. The 5% preference will apply only to those paper products which are identified as recycled and which meet bid specifications.

If equal bids are received for recycled paper products, the award will be made to the bidder whose product contains the greater percentage of postconsumer waste.

Recycled paper products must comply with the following:

Recycled paper: For the purpose of this bid, "recycled paper" means all paper and wood pulp products containing postconsumer waste and secondary waste materials as defined in this section. "Postconsumer waste" means a finished material which would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. "Secondary waste" means fragments of products or finished products of a manufacturing and includes postconsumer waste, but does not include mill broke, wood slabs, sawdust or other wood residue from a manufacturing process.

"Recycled paper" means a paper product with not less than 51 percent of its total weight consisting of secondary and post consumer waste with not less than 10 percent of its total weight consisting of postconsumer waste.

Bidders claiming the recycled paper preference are required to certify that the products offered meet the above definitions.

When contracting with the City for the sale of material subject to this bid, the contractor shall certify in writing to the contracting officer or his or her representative that the material offered contains the minimum percentage of recycled paper required and shall specify the percentage of recycled paper content in the paper or paper products.

The City shall give preference to the suppliers of recycled paper products. This preference shall be 5 percent of the lowest bid or price quoted by suppliers offering nonrecycled paper products. In bids which the City has reserved the right to make multiple awards, the recycled paper preference cost shall be applied, to the extent possible, so as to maximize the dollar participation of recycled business in the contract award.

PRINTING PROCEDURES

1. Requisition received with information including purchase order number.
2. Format of business cards, letterhead or envelopes (as approved by City) shall not be deviated from by using City department or contractor without prior approval of City. See GSPD-87-24 for specific standardized formats.
3. Proof delivered to address on purchase order.
4. Proof returned, signed approved or second proof required. If needed, a second proof shall be delivered at no charge.
5. Work completed.
6. Business cards and letterhead shall be packaged in lots of 500 each and shrink-wrapped prior to delivery.
7. Envelopes shall be boxed in lots of 500 each.
8. Invoice and delivery slip delivered with requested printing requirement to room or building in City as specified on purchase order.

1. PURPOSE AND SCOPE

- 1.1 This directive incorporates the standardized formats for letterhead, business cards, and envelopes as outlined by memorandum dated February 2, 1987, to Department Heads from the City Manager's office. (See Appendix 5.1.)
- 1.2 All official stationery will be printed in standardized formats unless an exemption has been granted by the City Manager.

2. STATIONERY SPECIFICATIONS AND FORMAT

2.1 Specifications

- 2.1.1 Type Style & Size: Gramond ALL CAPITAL LETTERS, 8.9 point.
- 2.1.2 Type Weight: Department names will appear in bold. Employee's names will appear in bold type on business cards. All other type will be light weight.
- 2.1.3 Type Color: The same color ink will be used for all type on letterhead, envelopes, and business cards.
- 2.1.4 City Seal: All official City letterhead will have a gold City seal. Business cards for elected and appointed officials, Department Heads, and other persons designated by the Manager, will also have gold City seals. City seals on all other business cards and all envelopes will be printed in the same color ink as the type.
- 2.1.5 Paper Stock: Standard paper stocks will be used for all letterhead, business cards, and envelopes.
- 2.1.6 Maximum Copy Ares: Envelopes & Business Cards - 7 lines; Letterhead - No limit.

Maximum Line Lengths: Left column - 24 spaces; Right column - 16 spaces.

2.2 Envelope Format

| | |
|--|---|
| DEPARTMENT OF/OFFICE OF THE NAME OF DEPARTMENT/OFFICE | BUILDING (optional, e.g. City Hall) ROOM/SUITE/FLOOR/BUILDING NUMBER (optional) STREET ADDRESS |
| DIVISION (optional) SECTION (optional) | SACRAMENTO, CA 9 DIGIT ZIP CODE |

2.3 Business Card Format

| | |
|--|--|
| DEPARTMENT OF/OFFICE OF THE NAME OF DEPARTMENT/OFFICE | BUILDING (optional, e.g., City Hall) ROOM/SUITE/FLOOR/BUILDING NUMBER (optional) |
| DIVISION (optional) SECTION (optional) | SACRAMENTO, CA 9 DIGIT ZIP CODE |
| EMPLOYEE'S NAME CITY JOB TITLE | AREA CODE - TELEPHONE NUMBER |

2.4 Letterhead Format

| | |
|--|--|
| DEPARTMENT OF/OFFICE OF THE NAME OF DEPARTMENT/OFFICE | BUILDING (optional, e.g., City Hall) ROOM/SUITE/FLOOR/BUILDING NUMBER (optional) |
| DIVISION (optional) SECTION (optional) | STREET ADDRESS SACRAMENTO, CA 9 DIGIT ZIP CODE |
| | AREA CODE - TELEPHONE NUMBER |

2.5 See Appendix 5.2 for samples.

3. GENERAL RULES

- 3.1 Staff members in each department who are authorized to sign stationery requests are responsible for ensuring that requests are complete, accurate, and correctly spelled.
- 3.2 All employee titles must be approved City job titles.
- 3.3 Personal information unrelated to official City business (such as educational degrees or personal affiliation with organizations) will not be allowed.
- 3.4 Spell out numbers from one through ten (example: Building One, Second Floor, Sixth Street).
- 3.5 Try not to use abbreviations (example: use Street, not St.).
- 3.6 Use a dash to separate street numbers and a street name that includes numbers (example: 5724 - 24th Street).
- 3.7 Stationery requests must include:
 - your complete nine digit zip code (for example: 95822-3699*)
*Note: Last four numbers of zip code may vary; contact Central Services for correct number.
 - the area code and your telephone number

3.8 Information on letterhead is not otherwise restricted but consider that names and titles may limit the useful life and typing area of the stationery.

4. PROCESSING PROCEDURES

4.1 After stationery requests have received all necessary Department approvals, send the following to the Support Services Division Procurement Section:

- A requisition form,
- A current sample of the stationery you are ordering, and
- Your stationery request (letterhead, envelopes, or business cards) and information you want on your stationery, typed on a plain white piece of paper in the format described under Specifications.

4.2 Please allow 8 weeks for processing and printing your stationery requests.

4.3 Proof for business cards and stationery will be sent to the requesting activity for final review and approval. Activities will return approved proofs to vendor for final processing. Note: The printer will not print forms without signed approval on the proof.

4.4 If you have any questions about City stationery, contact Support Services Division at 449-5551.

| <u>BUSINESS CARD EXAMPLES</u> | |
|---|---|
| OFFICE OF THE CITY MANAGER | CITY HALL ROOM 109 915 I STREET SACRAMENTO, CA 95814-2684 |
| WALTER J. SLIPE CITY MANAGER | 916-449-5704 |
| DEPARTMENT OF GENERAL SERVICES | 5730-24TH STREET BUILDING ONE SACRAMENTO, CA 95822-3699 |
| FACILITY MANAGEMENT | |
| DUANE WRAY SUPERINTENDENT | 916-449-5977 |
| DEPARTMENT OF POLICE | 625 H STREET SACRAMENTO, CA 95814-2302 |
| OFFICE OF OPERATIONS SELECTIVE ENFORCEMENT | |
| JOHN SMITH SERGEANT | 916-449-5377 916-449-5622 |
| DEPARTMENT OF FIRE | 1231 I STREET SUITE 401 SACRAMENTO, CA 95814-2979 |
| DAVID JONES CAPTAIN EMERGENCY MEDICAL SERVICES COORDINATOR | 916-449-5266 |

| <u>ENVELOPES EXAMPLES</u> | |
|---|---|
| OFFICE OF THE CITY MANAGER | CITY HALL ROOM 109 915 I STREET SACRAMENTO, CA 95814-2684 |
| DEPARTMENT OF GENERAL SERVICES | 5730-24TH STREET BUILDING ONE SACRAMENTO, CA 95822-3699 |
| FACILITY MANAGEMENT | |
| DEPARTMENT OF POLICE | 625 H STREET SACRAMENTO, CA 95814-2302 |
| OFFICE OF OPERATIONS SELECTIVE ENFORCEMENT | |

| <u>LETTERHEAD EXAMPLES</u> | |
|---|---|
| OFFICE OF THE CITY MANAGER | CITY HALL ROOM 109 915 I STREET SACRAMENTO, CA 95814-2684 |
| | 916-449-5704 |
| DEPARTMENT OF GENERAL SERVICES | 5730-24TH STREET BUILDING ONE SACRAMENTO, CA 95822-3699 |
| FACILITY MANAGEMENT | |
| | 916-449-5977 |
| | DUANE WRAY SUPERINTENDENT |
| DEPARTMENT OF POLICE | 625 H STREET SACRAMENTO, CA 95814-2302 |
| OFFICE OF OPERATIONS SELECTIVE ENFORCEMENT | |
| DEPARTMENT OF PARKS AND COMMUNITY SERVICES | 1231 I STREET SUITE 400 SACRAMENTO, CA |
| ROBERT P. THOMAS DIRECTOR | 916-449-5200 |
| G. ERLING LINGGI ASSISTANT DIRECTOR | DIVISIONS: CROCKER ART MUSEUM GOLF METROPOLITAN ARTS MUSEUM AND HISTORY PARKS RECREATION ZOO |

ENVELOPES (RECYCLED BOND STOCK)

SIZE STANDARD #10 REGULAR GUMMED FLAP
STOCK 24LB WHITE WOVE
INK PMS 432
ESTIMATED
QUANTITY 243,000 (TO BE ORDERED IN VARIOUS LOTS-SEE PRICE SCHEDULE)
DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

ENVELOPES (RECYCLED BOND STOCK)

SIZE STANDARD #10 WINDOW GUMMED FLAP
STOCK 24 LB WHITE WOVE
INK PMS 432
ESTIMATED
QUANTITY 114,500 (TO BE ORDERED IN VARIOUS LOTS-SEE PRICE SCHEDULE)
DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

ENVELOPES (VIRGIN STOCK)

SIZE STANDARD #10 REGULAR GUMMED FLAP
STOCK 24 LB. WHITE WOVE
INK PMS 432
ESTIMATED
QUANTITY 243,000 (TO BE ORDERED IN VARIOUS LOTS-SEE PRICE SCHEDULE)
DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

ENVELOPES (VIRGIN STOCK)

SIZE STANDARD #10 WINDOW GUMMED FLAP
STOCK 24LB WHITE WOVE
INK PMS 432
ESTIMATED
QUANTITY 114,500 (TO BE ORDERED IN VARIOUS LOTS-SEE PRICE SCHEDULE)
DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

LETTERHEAD (RECYCLED WRITING STOCK)

SIZE 8.5 " X 11"
 TYPE SEE ATTACHED SPECIFICATION SHEET
 STOCK 20 LB. CAPITOL BOND 25% COTTON WATERMARKED
 LIGHT COCKLE FINISH
 INK PMS 432 PLUS GOLD FOIL
 ESTIMATED
 QUANTITY 230,500 (TO BE ORDERED IN VARIOUS LOTS-SEE PRICE
 SCHEDULE)
 DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

LETTERHEAD (VIRGIN STOCK)

SIZE 8.5" X 11"
 TYPE SEE ATTACHED SPECIFICATION SHEET
 STOCK OLD COUNCIL TREE BOND 20 LB.
 INK PMS 432 PLUS GOLD FOIL
 ESTIMATED
 QUANTITY 230,500 (TO BE ORDERED IN VARIOUS LOTS-SEE PRICE
 SCHEDULE)
 DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

**TECHNICAL SPECIFICATION FOR BUSINESS CARDS,
LETTERHEAD, AND ENVELOPES**

BUSINESS CARDS (RECYCLED STOCK)

SIZE 3.5 " X 2"
 TYPE SEE ATTACHED SPECIFICATION SHEET
 STOCK 80 LB ENVIRONMENT WHITE WOVE COVER
 INK PMS 432
 ESTIMATED
 QUANTITY 410 (TO BE ORDERED IN LOTS OF 500, 1000, 1500)
 DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

BUSINESS CARDS (RECYCLED STOCK)

SIZE 3.5" X 2"
 TYPE SEE ATTACHED SPECIFICATION SHEET
 STOCK 80 LB ENVIRONMENT WHITE WOVE COVER
 INK PMS 432 PLUS GOLD FOIL
 ESTIMATED
 QUANTITY 12 (TO BE ORDERED IN LOTS OF 500, 1000, 1500)
 DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

BUSINESS CARDS (VIRGIN STOCK)

SIZE 3.5" x 2"
 TYPE SEE ATTACHED SPECIFICATION SHEET
 STOCK 80LB. CLASSIC CREST COVER AVON BRILLIANT WHITE
 INK PMS 432
 ESTIMATED
 QUANTITY 410 (TO BE ORDERED IN LOTS OF 500, 1000, 1500)
 DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

BUSINESS CARDS (VIRGIN STOCK)

SIZE 3.5 x 2"
 TYPE SEE ATTACHED SPECIFICATION SHEET
 STOCK 80 LB. CLASSIC CREST COVER AVON BRILLIANT WHITE
 INK PMS 432 PLUS GOLD FOIL
 ESTIMATED
 QUANTITY 12 (TO BE ORDERED IN LOTS OF 500, 1000, 1500)
 DELIVERY INSIDE TO INDIVIDUAL DEPARTMENTS

1/8"

1/8"

1/4"



CITY OF SACRAMENTO
CALIFORNIA

14 pt. Garamond light
8 pt. Garamond bold

3/16"

1/8"

DEPARTMENT OF PARKS
AND COMMUNITY SERVICES
ADMINISTRATION
ROBERT P. THOMAS
DIRECTOR

1231 I STREET *
SUITE 400
SACRAMENTO, CA
95814-2684
916-449-5200

8/9 Garamond light

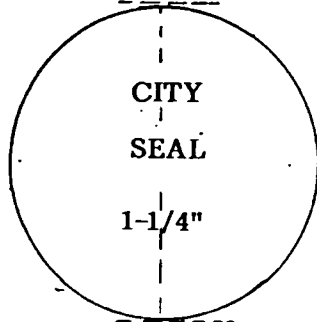
8 point
Garamond bold
8 pt. Garamond light
Name 8 pt. bold
Title 8 pt. light

3/16"

address flush
left on centerline
of "CITY OF SACRAMENTO"
CALIFORNIA

* address sits
on the same
line as the
Department title

LETTERHEAD



1-3/4"

Set Type Flush Left
RULE: 1 PT — 7" LONG

Set Type Flush Left
MAXIMUM LINE LENGTH 1-1/4"

3/4" MAXIMUM LINE LENGTH - 1-3/4"

3/4"

CITY OF SACRAMENTO

CALIFORNIA

Center Type
and Seal

1/16"

TYPE STYLE: GARAMOND - ALL CAPS
 TYPE SIZE: "CITY OF SACRAMENTO" - 14/16 PT
 ALL OTHER TYPE - 8/9 PT

TYPE WEIGHT: DEPARTMENT NAME &
 EMPLOYEE NAME - BOLD
 ALL OTHER TYPE - LIGHT

PAPER: STOCK
 INK: GRAY-PANTONE 432U
 SEAL: Gold



CITY OF SACRAMENTO — 14 pt. GARAMOND LT.
3/16" CALIFORNIA — 8 pt. GARAMOND BD.

OFFICE OF THE
CITY ATTORNEY

921 TENTH STREET
SUITE 700
SACRAMENTO, CA
95814-2717

12 pts. / 1/8"
> GARAMOND LT.
PS 8/9 FL IN TAB

1.6 PICAS
BEFORE
DEPT./OFFICE
HEADING

GARAMOND BD.
PS 8/9 FL

2 3/4" CLEAR AREA
FOR POST OFFICE SCAN

3/8"

1/8"

5/16"