



FINANCE DEPARTMENT
P.O. Box 5007
ANTIOCH, CA 94531-5007
PHONE: (925) 779-6150
FAX: (925) 779-7054

Request for Quotation

April 8, 2016

<u>Qty</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Extension</u>
------------	-------------	--------------------	------------------	------------------

1.	384 M	Forms, Water Bills, custom paper stock, 8.5"x11", on 24 lb White Bond and has a static pre-printed backer with Screen Gray print. 1/1 PMS Blue over screened black ink on face of form, City logo in center of form, 1 horizontal clean tear stub, perforation 3-1/2" from bottom of form. Type style and print must match existing form. Forms must be cello wrapped, 500 sh/pkg. Registration is very important for final printing.		
----	-------	---	--	--

Recycled

Please provide quote for 30% post consumer recycled content.

Quote to indicate any set-up, delivery and shipping costs.

Delivery to mailing partner in Anaheim, CA 92807 is required.

DO NOT include sales tax in your quoted prices.

The City utilizes a lockbox coupon payment system.

OCR specifications are as required by our lockbox vendor for their folder/insertor equipment.

Sample of current water bill form is attached.

The City wishes to receive proposals for a two (2) year contract commencing approximately July 1, 2016. ***The City desires fixed pricing for the two-year contract period, with an option to renew based on mutually agreeable terms for an additional (2) two-year contract period due to increase in paper products costs supplier may encounter.***

Alternate: The above quantity is the annual quantity. However, the City of Antioch is requesting to receive shipments of the water bills on a quarterly basis throughout the year to the mailing partner in Anaheim. Please explain/confirm how your company would handle this process

Company _____

Address _____

City/State/Zip _____

Contact _____

Email address _____

Phone _____ Fax _____

Terms _____ Discount _____ F.O.B. _____

Earliest Delivery Available? _____

Please return the completed quotation by email to lsaunders@ci.antioch.ca.us by Monday, April 25, 2016, 4:30pm.

Thank you for providing a quote to the City of Antioch.

L. Saunders

Finance Services Supervisor

Our Purchasing Policy requires recycled content products. Using recycled content products is necessary for the planet and the City to remain in compliance with AB939 and to continue to get grants for recycling programs from the State.

Note to awarding vendor(s): The lockbox vendor would like to receive a sample of at least one hundred (100) of the water bills to run a test for compatibility with their system.

A current and active, annual, City of Antioch business license is required to be considered as a vendor.

City of Antioch - Finance Department

Utility Service Billing-Customer Service (925) 779-7060

Account: 092-00019-06

For service at: 1345 MOKELUMNE DR

CREATED ON 03/24/2016
RES TIERED ZONE 4

Water Service From: 02/16/2016

To: 03/18/2016
Units: 0
Zone Charge:
Tier 1: 0-13 2.86
Tier 2: 14+ 4.52

CAN0324A AUTO 5-DIGIT 94531
7000000334 00.0001.0326 326/1



HUANZHI JIANG
[REDACTED]
ANTIOCH CA 94531-8060

	Amount
AGED BALANCE	796.19
PRIOR BALANCE	29.10
5% LATE PENALTY	1.46
5/8"X3/4" MAINT FEE	17.50
SEWER SINGLE FAMILY	11.60
THE SPARE THE AIR COMMUNITY ACTION OPEN HOUSE, WED 3/10/16 6-7:30PM AT THE ANTIOCH WATER PARK. FOR INFO 925-779-6137	

For questions regarding this invoice, call Customer Service at (925) 779-7060.
For sewer problems, water leaks, potholes and street lights call Public Works at (925) 779-6950 or email publicworks@ci.antioch.ca.us. After hours, weekends and holidays call Police dispatch at (925) 778-2441.

Due Date > 04/14/2016

Amount Now Due, 5% Late Penalty if Not Received by Due Date > 855.85

PLEASE SEE REVERSE SIDE FOR PAYMENTS OPTIONS

Meter Readings			CONSUMPTION INFORMATION		
Current	Previous	Units	Gallons	Days	Gallons / Day
3915	3915	0	0	31	0
Last Year		46	34,408	38	905

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT

Due Date: 04/14/2016

Customer Name: HUANZHI JIANG

Account: 092-00019-06

For Service At: 1345 MOKELUMNE DR

Amount Now Due: 855.85



Amount Paid: \$.

Please remit your payment to:

City of Antioch
P.O. Box 6015
Artesia, CA 90702-6015



Payment must be received by the City, on or before due date above to avoid 5% late penalty.

0920001906000855850

Six Easy Ways to Pay



Through our Auto Draft program, you may have your monthly water utility bill automatically paid from your checking account or personal credit or debit/card with the following logos (Discover, MasterCard, Visa).

The City of Antioch does not charge for this service; however, your bank or credit card agency may charge you a fee for the transaction. Simply visit our website at www.ci.antioch.ca.us, scroll down to the bottom right hand corner, click on Water Payments and scroll down to print the Auto Pay Authorization Agreement form, follow the instructions on the form.



To pay your bill online, visit our website at www.ci.antioch.ca.us, scroll down to the bottom right hand corner, click on Water Payments, log in and follow the simple prompts. A separate charge will appear on your statement for the convenience fee payable to Municipal Online Payments. In addition, you may sign-up for **FREE** e-billing, see your account detail, transaction history, and change or update your phone number and view your consumption history. **Internet payments will not be accepted within two(2) business days of your disconnection or final notice due date, may not reflect as a posted payment to your account for up to three(3) business days and will not avoid disconnect, reactivate or reconnect water service.** You must visit our offices in person to pay your bill during regular business hours of 8:30 a.m. — 4:30 p.m., M — F (subject to change)



BY PHONE

To pay your bill by automated phone attendant, call Customer Service at (925) 779-7060 and follow the prompts to pay your *current* water utility bill. This service is available 24 hours a day. **Automated telephone payments will not be accepted within two(2) business days of your disconnection or final notice due date, may not reflect as a posted payment to your account for up to three(3) business days and will not avoid disconnect, reactivate or reconnect water service.** You must visit our offices in person to pay your bill during regular business hours of 8:30 a.m. — 4:30 p.m., M — F (subject to change)



BY MAIL

To pay your regular, non-delinquent bill by mail, checks or money orders may be mailed to:

City of Antioch
P.O. Box 6015
Artesia, CA 90702-6015

Please be sure to detach and return the bottom portion/stub of your water utility bill and write your account number in the memo field of your payment. Return your payment in our blue return envelope. Mail payment 7 days prior to due date to ensure timely delivery. No staples or paper clips please! Returned payments are subject to a returned item fee of \$25.00 for the first item, \$35.00 for each subsequent item. For your protection, please do not mail cash.



IN PERSON

Or you can always visit us in person at the City Hall building located at the corner of Third and H Streets, 200 H Street, on the ground floor, at the Customer Service/Cashier's window. Our regular walk in business hours are 8:30 a.m. — 4:30 p.m., M — F, (subject to change), excluding weekends and holidays. Cash, check (except for deposits, extensions or on a final or disconnection notice), money order, debit or credit cards (Discover, MasterCard, Visa with picture id) are accepted. To avoid long lines near payment deadlines, consider paying by one of our other convenient options.



DROP BOX

You can use our convenient night drop box to pay by check or money order however **checks are NOT accepted for deposits, extensions or on a final or disconnection notice.** We have two boxes located at the City Hall building. One is a drive up box located mid parking lot at the center crosswalk. The other is located on the east side entrance to the right of the double glass entrance doors. Both are clearly marked as night drop boxes. Please be sure to include the water utility bill and write your account number in the memo field of your payment. Payments are collected at 7:30 am each working weekday for processing the same business day. Returned payments are subject to a returned item fee of \$25.00 for the first item; \$35.00 for each subsequent item. For your protection, please do not leave cash.

Section 6-5.04.E provides disputes regarding a water bill shall not justify non-payment, underpayment, or delay in payment. Disputed bills shall be paid when due. Requests for investigation of a disputed bill shall be made in writing to the Finance Services Supervisor. If a dispute is resolved in favor of the customer, a refund or credit shall be made.