

DEC-05-03 FRI 03:25 PM CITY/FT COLLINS, PURCHAS



**Administrative Services**

**Purchasing Division**

Post-it® Fax Note	7871	Date	12/5/03	Pages	2
To	AMY BIGLOW	From	ED BONNETTE		
Co./Dept.	PIONEER PRESS	Co.	FT COLLINS		
Phone #		Phone #	970-416-2247		
Fax #	970-339-5107	Fax #	970-221-6707		

Date: December 5, 2003

Ref #: Human Resources Personnel Policies Projects

THIS IS A PRICE QUOTATION - NOT AN ORDER

Please supply pricing and delivery information, all items to be quoted FOB Fort Collins, Colorado, as requested below; and respond via FAX BY Wednesday December 10 3:00 p.m. to:

**Ed Bonnette, C.P.M., CPIM, CPPB**  
**(970) 221-6707**

Any purchasing questions regarding this inquiry should be directed to Ed Bonnette, (970) 416-2247. Any technical questions regarding this inquiry should be directed to Vicki Czaplewski in Human Resources, (970) 221-6846.

The City of Fort Collins reserves the right to award these projects separately, or as an all-or-none award; whichever represents the Best Overall Value to the City. All projects are to deliver to Human Resources Dept., 215 North Mason, 2<sup>nd</sup> Floor, Fort Collins, CO 80521.

**Project #1: Personnel Policies & Procedures 240-page Drilled Sets**

**QUANTITY:**

150 sets

**DESCRIPTION:**

Personnel Policies & Procedures  
Stock: 60# white paper, 8-1/2 x 11"  
File: PDF file  
Color: Black print; gray shading in "page" boxes & org-chart blocks  
The 240 pages will be 120 sheets printed front & back (duplexed)  
3-hole drilled  
Slip-sheet dividers between each 120-sheet set.

\$ 20.76 Ea.      \$ 3114.00 Total

Mfr. \_\_\_\_\_ Mfr. # Pioneer Press

Delivery: 10 working days or less

Items being bid meet the above specifications without exception.  
Yes  No  If not, please list exceptions, specifying paragraph reference number, on a separate sheet and attach to your bid.



**Administrative Services**

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**Project #2: Personnel Policies & Procedures Revisions 116-page Punched Sets**

1,325 sets

**Personnel Policies & Procedures Revisions**

Stock: 60# white paper, 8-1/2 x 11"

File: PDF file

Color: Black print; gray shading in "page" boxes

The 116 pages will be 58 sheets printed front & back (duplexed)

3-hole punched

Each 58-sheet set to be banded.

\$ 2.538 Ea.      \$ 3363<sup>00</sup> Total

Mfr. \_\_\_\_\_ Mfr. # Pioneer Press

Delivery: 10 WORKING days or less

Items being bid meet the above specifications without exception.  
Yes \_\_\_ No \_\_\_ If not, please list exceptions, specifying paragraph reference number, on a separate sheet and attach to your bid.

Vendor Name: Pioneer Press  
Address: 2965 27th Ave Greeley  
~~Address~~  
Telephone # 800-704-7747 FAX # \_\_\_\_\_

Respondent Name: 970-339-5707  
(Please Print) Amy Bigelow  
By: \_\_\_\_\_  
(Signature) Amy Bigelow



December 22, 2003

David Carey  
City of Fort Collins  
P.O. Box 580  
Ft. Collins, CO 80522

Dear David,

Thank you for giving us the opportunity to quote on this project. Please review the following specifications to confirm that I have an accurate understanding of your printing needs. Any differences in specifications may result in a difference in the price. Please don't hesitate to call if you have any questions or if I may be of any assistance.

JOB SPECIFICATIONS

TITLE / ESTIMATE#: *2004*  
Training Class Catalog / Estimate# 13881

ARTWORK SUPPLIED: Electronic file

SIZE: 8 1/2 x 11

PAGE COUNT: 48 page ~~self~~ *PLUS* cover

PROOF: Plotter Proof

STOCK: Cover: 10 Pt. Cornwall C1S - white  
Text: 60# Windsor Offset - white

PRESS: Cover: Prints 1 color (black) on 1 side, no bleeds  
Text: Prints 1 color (black) on 2 sides, no bleeds

BINDERY: Saddle stitch

PACKAGING: Bulk

SHIPPING TOLERANCES: 0% under - 0% over

DELIVERY ADDRESS: FOB Ft. Collins

QUANTITY: 1,500  
PRICE: \$1,577.00 (\$1.05 EA.)

Sincerely,  
Amy Bigelow

Estimate is valid for 30 days

2965 27th Avenue • Greeley, CO 80631 • Phone 970.330.4800 • Fax 970.339.5107 • 800.704.7747  
abigelow@pioneerpresscolorado.com • www.pioneerpresscolorado.com