

**CITY OF AUSTIN
PURCHASING OFFICE
BID SHEET FOR
Printing of Austin Preparedness Calendar**

BID NO. IFB EAD0242

RQM NO. 15072100444

DUE DATE: 8/11/15 - 2:00 PM, local time

BUYER: Erin D'Vincent

Copies of Bid: Vendor must submit one original paper copy of its signed bid.

Special Instructions: Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the bid. Price listed below shall be inclusive of any applicable fees such as set-up fees, delivery fees, etc. These fees will not be paid separately and shall be included in the unit price. Per Section 0400 Supplemental Purchasing Provisions, item 8 - Recycled Products: "Contract award for paper products will be made for recycled products unless the cost is more than 10% above the lowest price for non-recycled paper products as required in the City's Comprehensive Recycling Resolution."

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Austin Preparedness Calendar	10,000	EA		
2	Additional Calendar runs	300	EA		
TOTAL PRICE					

Per Section 0400 Supplemental Purchasing Provisions, item 8 - Recycled Products, "When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product." Please state the percentage of product that is recycled in the box below.

If your bid including recycled materials, please list recycled materials contained in the product:

% of recycled materials:

The following documents are required to be completed and submitted with the Offer. Please check the boxes below as confirmation.

<input type="checkbox"/>	Offer Sheet
<input type="checkbox"/>	Bid Sheet (Section 0600)
<input type="checkbox"/>	Reference Sheet (Section 0700)
<input type="checkbox"/>	Nonresident Bidder Provisions (Section 0835)
<input type="checkbox"/>	Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form (Section 0900)
<input type="checkbox"/>	Samples of calendars meeting exact specifications from Section 0500 Specifications items 3.2 - 3.8. This shall be included in your bid in order for your bid to be considered responsive.
<input type="checkbox"/>	Local Business Presence Identification Form (Section 0605) *For an Offeror's Local Business Presence to be considered, this form must be completed and returned with the Offer.*
<input type="checkbox"/>	I understand that failure to submit the completed forms above will result in disqualification of my Offer.

Company Name _____

Address: _____

Signature of Authorized Representative: _____

Printed Name: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____