

**SPECIALTY COPY PAPER AND ENVELOPES**  
**Quote #P08-32-09**

The Alhambra School District is required by Arizona Revised Statute ARS 15-213 to comply with Title 41, Arizona Procurement Code. This Code requires us to solicit quotations for purchases being made over \$4,999.99 for any fiscal year.

In order to comply with the above ruling, the district requests that you supply a current catalog, **and the percentage of discount** that your company will extend to the Alhambra School District from January 1, 2009 through December 31, 2009. A list of the most commonly purchased specialty copy paper is attached; however, purchases may not be limited to this list.

This Request for Quote is designed to cover “as needed” small quantity purchases of specialty paper throughout the contract period.

**Please respond December 11, 2008, 10:00 a.m.** All quotes not received by the due date and time will be returned. Please mark on the outside of the envelope “Written Quote for Specialty Copy Paper and Envelopes, Quote #P08-32-09”.

Multi-Vendor Award. The district reserves the right to make a multiple-vendor award to more than one supplier.

Form of Contract. Form of contract will be properly executed purchase orders that will be issued as the need arises during the contract period.

Please direct your response to:

Alhambra School District  
4510 N. 37<sup>th</sup> Avenue  
Phoenix, AZ 85019

Attn: Barbara Moulder  
Purchasing Department  
Phone: 602 336-2972

**Specialty Copy Paper and Envelopes**  
**Quote #P08-32-09**

The undersigned hereby offers and agrees to furnish specialty copy paper to the Alhambra School District for the period of January 1, 2009 until December 31, 2009.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_

Please Print or Type Name

\_\_\_\_\_  
Date

**Specialty Copy Paper and Envelopes  
Proposal Page  
Quote #P08-32-09**

Use of Brand Names. The brand names listed herein are intended to establish minimum standards with which the product is to comply. Brand names are used to indicate the quality equivalence of the product on which quotes are submitted. The use of name of manufacturer, brand, make, or catalog number does not restrict the offeror from offering suitable alternates. However, the school district reserves the right to decide whether alternatives to the identified manufacturer and brand are, in fact, equal to the product described in the solicitation. The school district will be the sole judge on the question of equal quality, and the district's decision shall be final.

**Please indicate if you quoting recycled paper.**

**Copy Paper**

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
Wausau Astrobright	Terra Green	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	
	Re-Entry Red	8 ½ x 11	60#	20 cases, 10 reams/case	Yes	_____ %	_____
	Gemini Green	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	
	Venus Violet	8 ½ x 11	60#	10 cases, 10 reams/case	No	_____ %	
	Rocket Red	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	
	Neptune Blue	8 ½ x 11	60#	10 cases, 10 reams/case	Yes	_____ %	_____

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
	Galaxy Gold	8 ½ x 11	60#	20 cases, 10/reams/case	Yes	_____ %	_____
	Celestial Blue	8 ½ x 11	60#	10 cases, 10 reams/case	Yes	_____ %	_____
	Cosmic Orange	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	_____
	Orbit Orange	8 ½ x 11	60#	10 cases, 10 reams/case	Yes	_____ %	_____
	Lift Off Lemon	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	_____
	Solar Yellow	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	_____
	Starfire Pink	8 ½ x 11	60#	20 cases, 10 reams/case	No	_____ %	_____
	Planetary Purple	8 ½ x 11	60#	20 cases, 10 reams/case	Yes	_____ %	_____
	Lunar Blue	8 ½ x 11	60#	20 cases, 10 reams/case	Yes	_____ %	_____
Wausau Astrobrite	Solar Yellow	8 ½ x 11	65#	20 cases, 8 pkg. per case, 250 sheets per pkg.	No	_____ %	_____
	Gemini Green	8 ½ x 11	65#	20 cases, 8 pkg. per case, 250 sheets per pkg.	No	_____ %	_____
	Terra Green	8 ½ x 11	65#	20 cases, 8 pkg. per case 250 sheets per pkg.	No	_____ %	_____

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
	Planetary Purple	8 ½ x 11	65#	20 cases, 8 pkg. per case 250 sheets per pkg.	Yes	_____ %	_____
	Re-Entry Red	8 ½ x 11	65#	20 cases, 8 pkg. per case 250 sheets per pkg.	Yes	_____ %	_____
	Lunar Blue	8 ½ x 11	65#	20 cases, 8 pkg. per case 250 sheets per pkg.	Yes	_____ %	_____
	Starfire Pink	8 ½ x 11	65#	5 cases, 8 pkg. per case, 250 sheets per pkg.	No	_____ %	_____
	Galaxy Gold	8 ½ x 11	65#	20 cases, 8 pkg. per case, 250 sheets per pkg.	Yes	_____ %	_____
	Neptune Blue	8 ½ x 11	65#	5 cases, 8 pkg. per case, 250 sheets per pkg.	Yes	_____ %	_____
	Cosmic Orange	8 ½ x 11	65#	5 cases, 8 pkg. per case, 250 sheets per pkg.	No	_____ %	_____
	Celestial Blue	8 ½ x 11	65#	3 cases, 8 pkg. per case, 250 sheets per pkg.	Yes	_____ %	_____
	Rocket Red	8 ½ x 11	65#	3 cases, 8 pkg. per case, 250 sheets per pkg.	No	_____ %	_____
Wausau Astrobrite	Solar Yellow	11 x 17	60#	10 cases, 5 reams/case	No	_____ %	_____

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
	Cosmic Orange	11 x 17	60#	10 cases, 5 reams/case	No	_____ %	
	Galaxy Gold	11 x 17	60#	10 cases, 5 reams/case	Yes	_____ %	_____
	Re-Entry Red	11 x 17	60#	10 cases, 5 reams/case	Yes	_____ %	_____
Neenah Classic Laid Laser/Ink Jet	Baronial Ivory	8 ½ x 11	24#	30 reams	Yes	_____ %	_____
	Antique Gray		24#	30 reams	Yes	_____ %	_____
	Avon White		24#	20 reams	Yes	_____ %	_____
Parchment	White	8 ½ x 11	24#	40 cases, 10 reams/case	Yes	_____ %	_____
	White	8 ½ x 11	60#	40 cases, 10 reams/case	Yes	_____ %	_____
	Asst. Colors	8 ½ x 11	24#	10 cases of each color 10 reams/case	Yes	_____ %	_____
	Asst. Colors	8 ½ x 11	60#	10 cases of each color 10 reams /case	Yes	_____ %	_____
Please list colors offered: _____							

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
Index	Ivory	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Salmon	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Cherry	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Buff	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Blue	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Canary	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	White	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Gray	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	Green	8 ½ x 11	90#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
Linen Cover	White Brightness <b>must be</b> 92% opacity.	8 ½ x 11	80#	160 pkgs., 250 per pkg.	Yes	_____ %	_____
	White Cover, 96 Brightness.	8 ½ x 11	80#	20 cases	Yes	_____ %	_____
Linen Text	White Brightness <b>must be</b> 92% opacity.	8 ½ x 11	24#	20 cases, 10 reams/case	Yes	_____ %	_____
Linen Text	White	8 ½ x 11	24#	40 cases, 10 reams/case,	No	_____ %	_____

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
Water Marked Laser/Ink Jet	Brightness <b>must be</b> 98% opacity.						
Micro Print Laser	White	8 ½ x 11	24#	20 cases, 100 reams/case	No	_____ %	
Micro Print Laser	White	8 ½ x 11	28#	20 cases, 160 reams/case	No	_____ %	
Vellum Finish	White	11 x 17	60#	64 cases, 320 reams/case	No	_____ %	
Vellum Finish	Asst. Colors	11 x 17	60#/70#	20 cases, 100 reams/case	No	_____ %	
Vellum Finish	Asst. Colors	11 x 17	67#	10 cases, 20 reams/case	No	_____ %	
Linen Text	Asst. Colors	11 x 17	60#	2 cases, 20 reams/case	No	_____ %	

<u>Type</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>
<b>CARBONLESS PAPER - (To Be Used On High-Speed Copier)</b>			
2-Part, 8 ½ x 11, Straight Sequence 21# CB White; 21# CF Canary	10 cases, 10 reams/case	No	_____ %
3-Part, 8 ½ x 11, Straight Sequence 21# CB White; 23# CFB Canary; 21# CF Pink	10 cases, 10 reams/case	No	_____ %
4-Part, 8 ½ x 11, Straight Sequence 21# CB White, 23# CFB Canary; 23# CFB Pink; 21# CF Goldenrod	10 cases, 10 reams/case	No	_____ %
4-Part, 8 ½ x 14, Straight Sequence 21# CB White, 21# CF Canary	10 cases, 10 reams/case	No	_____ %
5-Part, 8 ½ x 14, Straight Sequence 21# CB White, 21# CF Canary	10 Cases, 10 reams/case	No	_____ %

**CARBONLESS PAPER – (To Be Used on Offset Press)**

4-Part, 8 ½ x 14, Reverse Sequence, CF Goldenrod, CFB Pink, CFB Canary, CB White	10 cases, 10 reams/case	No	_____ %
5-Part, 8 ½ x 14, Reverse Sequence, CF Goldenrod, CFB Pink, CFB Green, CB White	10 cases, 10 reams/case	No	_____ %
8 ½ x 11 Singles, Assorted Colors	10 Cases, 10 reams/case	No	_____ %
8 ½ x 14 Singles, Assorted Colors	10 Cases, 10 reams/case	No	_____ %
<b>PADDING ADHESIVE</b> For carbonless paper	2 gallons/year		_____ %

<u>Type</u>	<u>Color</u>	<u>Size</u>	<u>Weight</u>	<u>Approximate Annual Usage</u>	<u>Re-Cycled Paper Acceptable?</u>	<u>Discount Offered</u>	<u>Are You Quoting Re-Cycled Paper?</u>
<b>ENVELOPES</b>							
	#10 – Regular Envelopes 24 lb. White			50 cartons, 2500/ctn	Yes	_____ %	_____
	Linen White, Size A-2 Brightness <b>must be</b> 91% opacity.			5,000 each	Yes	_____ %	_____
	Linen White, Size A-6 Brightness <b>must be</b> 91% opacity.			5,000 each	Yes	_____ %	_____
Linen Text Water Marked	White, No. 10 Brightness <b>must be</b> 98% opacity.		24#	24 boxes, 500 to a box	No	_____ %	
Neenah Classic Laid	Baronial Ivory, No. 10			15,000 each	No	_____ %	
	Antique Gray, No. 10			10,000 each	No	_____ %	
	Avon White, No. 10			10,000 each	No	_____ %	