

**PANHANDLE REGIONAL PLANNING COMMISSION
 BID PROPOSAL PACKAGE--PRINTING NEEDS**

SUBMITTED BY: _____
 (COMPANY NAME)

CONTACT: _____
 (COMPANY REPRESENTATIVE)

TELEPHONE: _____

QUANTITY	ITEM	PRICE
10,000	PRPC Letterhead (2 color) 24# Environment Writing – Moonrock	
10,000	PRPC Second Sheets 24# Environment Writing – Moonrock	
750 pads	8 ½ X 5 ½ memo pads (25 sheets/pad – 2 color) 24# Environment Writing – Moonrock	
10,000	#10 PRPC Stationary Envelopes (2 color) 24# Environment Writing – Moonrock	
10,000	#10 PRPC Envelopes (black) 24# White Wove	
10,000	#10 PRPC Window envelopes (black)	
5,000	#9 Business Reply envelopes (PRPC) 24# White Wove	
250 500	PRPC Business Cards (2 color) PRPC Business Cards (2 color) 80# Environment Cover – Moonrock	
500	Report Covers (2 color) 80# Environment Cover – Moonrock	
500	Blank Backs for Report Covers 80# Environment Cover – Moonrock	
1,500	Annual Meeting Invitations with envelope, inserts and return envelope (color) 80# Evergreen Cover – Birch	
5,000	Area Agency on Aging Letterhead (2 color) 24# Environment Writing – Moonrock	
5,000	#10 Area Agency on Aging Envelopes 24# Environment Writing – Moonrock	
250 500	Area Agency on Aging Business Cards (printed on 2 sides – 2 color) Area Agency on Aging Business Cards (printed on 2 sides – 2 color)	
5,000	Printed Teal Divider Sheers	
	Set-up fees, if any, associated with items (if separate and not included in the price)	
	TOTAL BID:	

INSTRUCTIONS TO BIDDERS

- All bids must be submitted on the form provided.
- All bids must be regular in every respect and no interlineations, excisions or special conditions may be made or included by the bidder.
- All bids shall be sealed in an envelope and clearly labeled with the words “Bid Document”, and the name of bidder.
- The PRPC may consider as irregular any bid on which there is an alteration of or departure from the bid form and, at its option, may reject any irregular bid.
- The bidder selected will serve as the printer for the Panhandle Regional Planning Commission for a period of three years. The bidder selected will be notified at the earliest possible date.
- The PRPC reserves the right to reject any or all bids and to waive any informality in bids received where such rejection or waiver is in its interest.