



## Printed Envelopes for Alarm Billing Division

### Printed Envelopes for Alarm Billing Division

Issue Date: 10/28/2020

Response Deadline: 11/3/2020 03:00 PM (CT)

City of Laredo Purchasing

### Contact Information

Contact: Sandra Aleman  
Address: Tax Department  
City Hall Annex  
1102 Bob Bullock Loop  
Laredo, TX 78043  
Phone: (956) 727-6422  
Email: [saleman@ci.laredo.tx.us](mailto:saleman@ci.laredo.tx.us)

## Event Information

Number: Printed Envelopes for Alarm Billing Division  
Title: Printed Envelopes for Alarm Billing Division  
Type: Informal Request for Quote  
Issue Date: 10/28/2020  
Response Deadline: 11/3/2020 03:00 PM (CT)  
Notes: Bidders are strongly encouraged to submit their proposals electronically through use of Cit-E-Bid or in person - hand delivery. Mailed Bids (i.e. USPS, FedEx, UPS), telegraphic, or facsimile bids will not be considered.

The City of Laredo has established a local vendor preference ordinance 2018-O-175. All informal and formal Requests for bids for contracts will be evaluated with a 5% preference for local vendors.

## Ship To Information

Contact: Francisco Miranda  
Address: 5512 Thomas Ave  
Laredo, TX 78041  
Phone: (956) 794-1732  
Email: fmiranda@ci.laredo.tx.us

## Billing Information

Contact: Jorge Jolly  
Address: Accounts Payable  
City Hall  
2nd  
PO Box 210  
Laredo, TX 78042  
Phone: (956) 791-7326  
Email: jjolly@ci.laredo.tx.us

## Bid Attachments

### City Logo 2020.png

Please use this new city logo on all envelopes

[Download](#)

### Returned Envelopes for Alarm Billing.pdf

Sample

[Download](#)

### Window Envelope used by Alarm Div.pdf

Sample

[Download](#)

## Bid Attributes

### 1 Award by Total

This contract will be awarded by total to the lowest responsive responsible bidder, in accordance to the provisions of Chapters 252 and 271 of the State of Texas – Local Government Code

Yes

(Required: Check if applicable)

## Bid Lines

1 #10 window envelope w/ official city logo and returned address as follows:

CITY OF LAREDO

TAX ASSESSOR-COLLECTOR

P.O. BOX 6548

1102 BOB BULLOCK LOOP

LAREDO, TX. 78042-6548

ADDRESS SERVICE REQUESTED (SMALLER FONT, ALL CAPS)

Lettering in color Teal (#323)

**\*A SAMPLE OF ENVELOPE HAS BEEN ATTACHED\***

*(Response required)*

Quantity: 20000 UOM: EA Price: \$  Total: \$

Supplier Notes: \_\_\_\_\_

\_\_\_\_\_

- No bid
- Additional notes  
*(Attach separate sheet)*

2 #7 ENVELOPE SIZE 3 7/8" W X 7 7/8" L

MAILING ADDRESS AS FOLLOWS:

CITY OF LAREDO

TAX ASSESSOR COLLECTOR

ALARM ENFORCEMENT DIVISION

P.O. BOX 6548

LAREDO, TX. 78042-6548

INCLUDE BAR CODE

INCLUDE POSTAL SEAL W/ MSG

POSTAGE REQUIRED

POST OFFICE WILL NOT DELIVER WITHOUT PROPER POSTAGE

USE RED COLOR ON ALL ADDRESS LETTERING

\*A SAMPLE OF ENVELOPE HAS BEEN ATTACHED\*

*(Response required)*

Quantity: 10000 UOM: EA Price: \$  Total: \$

Item Notes: **Note: Must be delivered no later than 12/1/2020. No over runs will be accepted.**

Supplier Notes: \_\_\_\_\_

- No bid
- Additional notes  
*(Attach separate sheet)*

**Supplier Information**

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

**Supplier Notes**

By submitting your response, you certify that you are authorized to represent and bind your company.

*Print Name*

*Signature*