

**PORTSMOUTH SCHOOL DEPARTMENT
1 JUNKINS AVENUE, SUITE 402
PORTSMOUTH, NEW HAMPSHIRE 03801**

**OFFICE OF THE
SUPERINTENDENT OF SCHOOLS**

**(603) 431-5080
FAX (603) 431-6753**

INVITATION TO BID

The Portsmouth School Department is accepting quotes for printing needs for the 2012/13 school year. Printing samples may be obtained (**picked up only - will not be mailed**) from the Business Administrator, Portsmouth School Department, 1 Junkins Avenue, Suite 402, Portsmouth, NH between the hours of 8:00 AM and 4:00 PM. (12:00 p.m. on Fridays)
Deadline for quotes is *July 20, 2012*.

The School Department reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the School Department. It also reserves the right to consider other factors considered necessary along with the bid price in making the bid award.

Please scroll below for Quote Sheet.

*** Please note our address change**

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The Portsmouth School Department is accepting quotes for printing needs for the 2012/2013 school year. Your quoted bid price will remain in effect until June 30, 2013. We would appreciate your quoting prices for the printing of the attached items.

Description to be printed	Approximate Yearly Amount	Price	Give price per quantity or smaller quantity as noted.
Absence Forms - 3-part NCR	3,000	\$ _____	
#10 Window Envelopes - White/Maroon Ink (#202)	10,000	\$ _____	per 1,000
#10 Envelopes White/Maroon Ink (#202)	4,000	\$ _____	per 1,000
<u>Stationery</u> Full Size Letterhead	15,000	\$ _____	per 1,000
<u>Stationary</u> Envelopes	2,000	\$ _____	
Staff Development Activity Approval Form 2 Part NCR	2,500	\$ _____	
Request for Tuition Reimbursement 4-part Numbered	2,000	\$ _____	
Parent/School Handbook - Cover and back page with 20-45 Pages 2-sided	1,000	\$ _____	per 100
Envelopes for Progress Reports	500	\$ _____	
CUM Folders	500	\$ _____	
High School Discipline Report 4-part NCR	4,000	\$ _____	per 1,000
Certificate of Residency 3- part NCR	1,500	\$ _____	
Title I Brochure	200	\$ _____	

Firm Name

Contact Person

Address

Telephone Number