

**PORTSMOUTH SCHOOL DEPARTMENT
50 CLOUGH DRIVE
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 2011/12 school year. Printing samples may be obtained (**picked up only - will not be mailed**) from the Business Administrator, Portsmouth School Department, 50 Clough Drive, Portsmouth, NH between the hours of 8:00 AM and 4:00 PM. Deadline for quotes is *July 20, 2011*.

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.

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The Portsmouth School Department is accepting quotes for printing needs for the 2011/2012 school year. Your quoted bid price will remain in effect until June 30, 2012. We would appreciate your quoting prices for the printing of the attached items.

Description	Approximate Yearly Amount to be printed	Price	Give price per quantity or smaller quantity as noted.
Staff Registration Card	1,000	\$	
Absence Forms - 3-part NCR	2,500	\$	
#10 Window Envelopes - White/Maroon Ink (#202)	10,000	\$	per 1,000
#10 Envelopes - White/Maroon Ink (#202)	5,000	\$	per 1,000
#10 Bond Envelopes - Imprinted White/Maroon Ink (#202)	15,000	\$	per 1,000
<u>Stationery Order - System-wide:</u>	Full Size Letterhead	15,000	\$ per 1,000
	Full Size Letterhead Second Page	15,000	\$ per 1,000
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
Agreement - Board of Education and APT	800	\$	
Envelopes for Progress Reports	500	\$	
CUM Folders	500	\$	
Teacher's Permanent Record	150	\$	
Title I State Newsletters "Parents Make the Difference 400/month x 10	4,000	\$	per 400
High School Discipline Report 4-part NCR	3,000	\$	per 1,000
Pupil Transportation Rider Agreement – 2 pages 2-part NCR plus 3 pages (see sample)	4,000	\$	per 1,000
Notification of Out-of-District Tuition – 3-part NCR	500	\$	
Certificate of Residency – 3- part NCR	1,500	\$	
Title I Brochure	200	\$	

Firm Name

Contact Person

Address

Telephone Number