



777 W Cherokee St
Catoosa, OK 74015

Request for Proposal

Date: October 4, 2017

Description: Stationary

Estimated quantities:

Option 1 = 25,000

Option 2 = 50,000

Option 3 = 75,000

Option 4 = 100,000

Option 5 = 150,000

Product 1: #10 regular envelope – 24 lb. white wove – 4/0 with bleeds

Product 2: 8.5x11 letterhead – 70 lb. white offset – 4/0 with bleeds

Print from hi-res pdf – lo-res pdf proof required prior to print

Carton-pack and deliver to Tulsa mail shop (to be determined)

Terms and conditions

- Vendor will be responsible for all transportation costs.
- The vendor shall be licensed by the Cherokee Nation Gaming Commission (CNGC).

BIDS MUST BE SUBMITTED AS A SIMPLE COST PER UNIT.

VENDOR MUST SUBMIT A GUARANTEED TURN TIME FOR EACH PRODUCT WITH THEIR BID. TURN TIME WILL BE BASED ON APPROVAL OF PREPRESS PROOFS AS DAY ONE, AND DELIVERY OF THE FINISHED PRODUCT TO THE TULSA MAIL SHOP AS THE DAY OF COMPLETION.

ALL ELEMENTS OF THE SCOPE OF WORK AS DESCRIBED ABOVE SHOULD BE FACTORED INTO THE COST PER UNIT.