



City of Sunnyvale  
California

Draft Purchase Order NO

PO005832

<b>ORDERED FROM</b> 22318 - 001  (408) 450-7910  Almaden Press 2549 Scott Blvd Santa Clara CA 95050	ORDER DATE 09/25/2017	<b>BILL TO:</b>  <b>City of Sunnyvale</b> <b>Finance Department</b> <b>Accounts Payable</b> <b>PO Box 3707</b> <b>Sunnyvale, CA 94088-3707</b>
	DELIVERY DATE 06/01/2018	
	PAYMENT TERMS N/30	
	BID NO/RFQ NO	
<b>DELIVER TO</b> LCS/Community Services Admin  550 E Remington Dr Sunnyvale CA 94087 Phone: (408) 730-7336	FOB POINT SEE BELOW	FREIGHT CHARGES See below.
	REQ. NO RQ018750	REQUISITIONER: GCARD
	CHARGE/OBJ CODE(S): 704250 5280 \$110,240.00	



ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	<p>Purchase Order to provide printing, labeling and mailing (excluding postage) service for the Department of Library, Community Services/Marketing Divisions Activity guides, as per the Invitation for Bid NO. F18-026 specifications and bidder's response, which is attached and incorporated herein by this reference.</p> <p>Four different seasonal printings for:</p> <ol style="list-style-type: none"><li>1. Winter/Spring Activity Guides</li><li>2. Summer Activity Guides</li><li>3. Fall 2018 Activity Guides</li><li>4. Camp Sunnyvale -Sunnyvale Splash Activity Guides</li></ol> <p>Staff will determine amount of each printing to be direct mailed to residents per Citys mailing list and using City indica. Extra copies to be delivered to the Community Center via supplier's company truck in one bulk shipment.</p> <p>All orders are to be placed by Community Services Coordinator</p> <p>All invoices are to reference this purchase order number</p> <p>Requisition No. RQ018750</p>	110240.00	EA	\$1.0000	\$110,240.00
Amount does not reflect applicable taxes.					
<b>TOTAL</b>					\$110,240.00

Document Terms:

Invoices must be sent directly to Accounts Payable by mail to the address above or by e-mail to [accountspayable@sunnyvale.ca.gov](mailto:accountspayable@sunnyvale.ca.gov) and must reference the purchase order number. Failure to comply will result in a delay in payment processing.

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Printing Services, dated 10/8/2010, a copy of which is attached and incorporated by reference (Form #TCPO-P).

**BUYER:**

Penick, Andy

**PHONE** (408) 730-7632

**FAX** (408) 730-7710