



**Borough of Closter  
295 Closter Dock Road  
Closter, New Jersey 07624**

November 4, 2020

**Request for Quote  
Municipal 2021 Calendar**

The Borough of Closter is requesting quotes for the publication of the 2021 Borough Calendar. A sample of the Borough's 2020 calendar can be requested by emailing [lweatherly@closternj.us](mailto:lweatherly@closternj.us). The 2021 calendar will have a section that is in full color. The font on the monthly Recycling calendar will be printed in bold.

Scope of Work – 2021 Closter Borough Calendar:

**Quantity: 3200**

- 1. One 11" x 17", printed 2 sides; 1/color throughout (black ink)**
- 2. Pm #80 Gloss Text Paper**
- 3. Folded to 1/3 for mailing, bundled in 50's**
- 4. Postal route ready; resident mailing only – no P.O. boxes.**

*Please note: Vendor must meet Post Office procedures which require:*

  - a. **The completed and bundled calendars must be delivered to the Paramus Post Office (Midland Ave., Paramus) with the necessary paperwork and sorted in the post office trays by carrier route (available at the post office).**
  - b. **The postage will be calculated by the Bulk Mail specialist in the Paramus Post Office. Vendor must deliver Borough payment to the Bulk Mail Specialist at the Paramus Bulk Mail, Paramus Post Office on Midland Ave. at time of calculation.**
  - c. **Following postage payment, vendor must then deliver the calendars, postal route ready, to the Closter Post Office located on Homans Avenue, Closter for postal delivery.**
  - d. **The Borough Permit number will be supplied by the Borough.**
  - e. **The vendor awarded the job will be required to comply with these procedures.**
- 5. Electronic format shall be provided to the Borough of Closter for Borough's website no later than December 11th.**
- 6. Extra calendars to be delivered to the Closter Borough Hall.**
- 7. In-house delivery date is between December 22nd and 28<sup>th</sup> 2020.**
- 8. Copy of State of New Jersey Business Registration Certificate and W9 must be provided if one is not currently on file.**

No deviation of the scope of work is permitted. Quotes must adhere to the scope of work described above and must be received in written format no later than close of business on Thursday, November 12, 2020.

Quotes can be emailed to Leslie Weatherly at [lweatherly@closternj.us](mailto:lweatherly@closternj.us) or mailed to the Borough of Closter, Attention Borough Administrator, 295 Closter Dock Rd., Closter, NJ 07624.

We appreciate your interest in our community and look forward to receiving your quote.

Sincerely,  
Leslie Weatherly