



Purchasing Department | Tel. 860.584.6195  
Fax 860.584.6171

January 8, 2020

Kris Squires  
KRIS SQUIRES PRINT & PROMOTIONAL, LLC  
21 Lexington Street  
Bristol, CT 06010

**RE: CONTRACT EXTENSION B19-015 BUSINESS CARDS & ENVELOPES FOR A PERIOD THROUGH  
DECEMBER 31, 2020**

Dear Ms. Squires,

I am pleased to inform you that your firm has been extended the contract for the printing of business cards and envelopes per the specifications set forth in Invitation to Bid B19-015 per the contract extension enclosed.

Upon receipt of an insurance certificate as outlined in Section II of the Standard Bid and Contract Terms and Conditions purchase orders will be issued as needed by each department.

Please let me know if I can provide any information or assistance in this process. I look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roger D. Rousseau', is written over a light blue background.

Roger D. Rousseau  
Purchasing Agent

Enclosure: B19-015 Contract Extension

Cc: File



**CONTRACT AWARD SUMMARY**  
**B19-015**  
**BUSINESS CARDS AND ENVELOPES**  
**EXTENDED THROUGH DECEMBER 31, 2020**

<u>DESCRIPTION</u>	<u>UOM</u>	<u>PRICE</u>
1. Business Cards 3.5" x 2" White Stock, 80#, Raised Blue Letter and City Seal. City Seal is approximately 15/16" in diameter, 500 per run	Run	33.00
1 a. Business Cards, same as above, 1,000 cards per run	Run	36.00
2. Business Cards, 3.5" x 2", white stock, 16pt, Gloss on one side, Multi-color, printed on both sides, coated two sides, with the All Heart Logo, 500 per run	Run	34.00
2 a. Business Cards, same as above, 1,000 cards per run	Run	50.00
3. #10 Envelopes Window (Glassine, poly), 4 1/8" x 9 1/2" per 1000	M	39.00
4. #10 Envelopes Non-Window - 4 1/8" x 9 1/2", per 1000	M	36.00