



**CITY OF BRISTOL**

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Contract Award  
Number  
Date Awarded  
Date Bid Opened

B25-018  
February 12, 2025  
February 10, 2025

**CONTRACT AWARD**

Contract Description:	<u>Annual Agreement for Business Cards and Envelopes</u>
Contract Value:	<u>N/A</u>
Contract Term:	<u>Through February 15, 2026</u>
Delivery Requirements:	<u>As Needed Basis</u>

**NOTICE TO CONTRACTOR:** This notice of award is not an award to ship or provide services. Purchase orders against this contract will be issued on behalf of departments requiring materials or services. Do not ship without a purchase order.

**TAXES:** As a political subdivision of the State of Connecticut, the City of Bristol is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given special attention, but such cash discounts shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid F.O.B. Destination. No extra charge is to be made for packing or packages.

**TERMS:** The invitation to bid and the contractor's response constitute the entire agreement.

**CONTRACTOR INFORMATION**

Name:	<b>Garrett Printing &amp; Graphics, Inc.</b>	MUNIS ID:	884
Address:	331 Riverside Ave Bristol, CT 06010	Terms:	Net 30 Days
Contact:	Greg or Holly	Telephone:	860-589-6710
		Email:	order@garrettprinting.us

**Contract Award Summary  
B25-018  
Business Cards & Envelopes  
Effective through February 15, 2026**

<u>DESCRIPTION</u>	<u>UOM</u>	<u>PRICE</u>
Business Cards 3.5" x 2" White Stock, 80#, Raised Blue Lettering and City Seal. City Seal is approximately 15/16" in diameter, 500 per run	Run	\$44.00
Business Cards, same as above, 1,000 cards per run	Run	\$54.00
Business Cards, 3.5" x 2", white stock, 16pt, Multi-color, printed on both sides, <b>uncoated</b> two sides, with the 'All Heart Logo', 500 per run	Run	\$39.00
#10 Envelopes Window (Glassine, poly), 4 1/8" x 9 1/2" per 1000	M	\$65.00
#10 Envelopes Non-Window - 4 1/8" x 9 1/2", per 1000	M	\$62.00