

# **Notice to Bidders**

## **THIS IS NOT AN ORDER**

ADVERTISED BID #1011-002  
RELEASE DATE: June 23, 2010

### **Utility Billing Inserts – Reprographic Services**

Truckee Meadows Water Authority (TMWA) is accepting bids from interested “vendors” for Printing Services for Utility Bill Inserts, beginning July 8, 2010 for one year. This contract may be renewed for up to four (4) additional, one (1) year terms with the approval of both parties. Bidders are urged to review the bid documents closely and submit their bids in accordance with the documents.

**QUESTIONS** will be accepted until 8:00 a.m. on June 30, 2010. Questions must be submitted in writing to Justine Chambers, Purchasing/Contracts Administrator, Truckee Meadows Water Authority, FAX No. 775-834-8285, E-mail: jchambers@tmwa.net. Addenda will be issued based on questions received. Changes to this bid must be approved prior to bid submission for consideration. Any modifications to this bid will be addressed by addendum for all bidders to have access to the same information and bid on the same project.

**SEALED BIDS** must be submitted to **TRUCKEE MEADOWS WATER AUTHORITY (TMWA)**, in person to 1355 Capital Blvd., Reno, NV 89502 or by mail to P.O.Box 30013, Reno, NV 89520-3013, by not later than **2:00 p.m. on July 7, 2010**. Bids received after the date and time set for receipt will be **REJECTED**.

**BID OPENING** will be held publicly at 2:05 p.m. on July 7, 2010 at 1355 Capital Blvd., Reno, NV 89502.

**BID AWARD** is scheduled to be made by no later than July 8, 2010.

**PRICES** must be quoted Coppell, TX and as indicated in the Specifications.

**BID DOCUMENTS** may be downloaded from TMWA’s website at [http://www.tmh2o.com/about\\_us/doingbusinesswithtmwa/](http://www.tmh2o.com/about_us/doingbusinesswithtmwa/).

**ADDENDUMS** are distributed from TMWA’s website at [http://www.tmh2o.com/about\\_us/doingbusinesswithtmwa/](http://www.tmh2o.com/about_us/doingbusinesswithtmwa/). It is each bidder’s responsibility to ensure that they have received all Addendums prior to submission of their bid. If an addendum is necessary it will be issued by 5:00 p.m. on June 30<sup>th</sup>, 2010.

**TERM OF CONTRACT:** One (1) year with the right to renew for four (4) additional years.

Justine Chambers, Purchasing/Contracts Administrator