

**CITY OF LINCOLN  
COUNTY OF LANCASTER**

Vince M. Mejer, CPPO, C.P.M.  
Purchasing Agent

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**QUOTATION REQUEST**

Quote Prices F.O.B. Destination  
Lincoln, Nebraska

Date - 11/08/01  
Order No. - 1173 OQ  
Date Due - 11/19/01

QUOTATIONS MUST BE RECEIVED IN  
THE PURCHASING DIVISION OFFICE BY  
THE DUE DATE SPECIFIED ABOVE

PLEASE MAKE NECESSARY VENDOR  
INFORMATION CORRECTIONS ON THIS FORM:

VENDOR INFORMATION

Return Quotation Request To:
Purchasing Division K-Street Complex 440 S 8th St Ste 200 Lincoln NE 68508

Kopplin, Tom - Quotes

Buyer

Item Number / Description	Quantity	UM	Unit Price	Total Price
96672100000 Printing - Custom Forms	25000	EA		

City of Lincoln "Payroll Warrants" as per attached sample and MICR specification sheet.  
Numbered starting with #81925.  
24# Bond Paper, continuous form - tractor feed.  
NO SUBSTITUTIONS as to type and quality of paper.  
Vendor must submit sample of paper to be used.  
Vendor must submit proof to Peggy Watchorn.  
Must be delivered by December 21, 2001.  
SEE ATTACHED SAMPLE.

**VENDOR MUST COMPLETE THE FOLLOWING**

The undersigned represents and warrants that he/she has full and complete authority to submit this quotation and to enter into a contract upon acceptance by the City/County. The undersigned agrees to comply with all conditions above and on reverse side of this document.

COMPANY NAME _____	BY (PRINT NAME) _____
ADDRESS _____	SIGNATURE _____
TELEPHONE _____	TITLE _____
EMPLOYER FEDERAL ID NO. OR SOCIAL SECURITY NUMBER _____	DATE _____
	DELIVERY SCHEDULE _____ DAYS ARO

PURCHASING DIVISION  
CITY OF LINCOLN AND LANCASTER COUNTY, NEBRASKA  
INSTRUCTIONS TO BIDDERS

1. **BIDDING PROCEDURE** - A bid by a corporation must be signed in the name of such organization by a duly authorized official thereof. Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization. Most departments of the City of Lincoln and Lancaster County agencies are exempt from federal excise taxes and state and local sales and use taxes. Kindly bid without taxes. The City/County will be responsible for paying any taxes which may be due.
2. **FAIR EMPLOYMENT PRACTICES** - Each bidder agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religion, ancestry, national origin, disability, sex or marital status, and that he will take affirmative action to assure that applicants are employed and that employees are treated during employment without regard to age, race, color religion, ancestry, national origin, disability, sex or marital status.
3. **DATA PRIVACY** - Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents and patent rights. The bidder agrees to hold the City/County harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.
4. **INDEPENDENT PRICE DETERMINATION** - By signing and submitting this bid, the bidder certifies that: The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
5. **CLARIFICATION OF SPECIFICATION DOCUMENTS** - Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents. Interpretations, corrections and changes made to the specification documents will be made by written addenda. Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City/County; and bidders shall not rely upon such interpretations or changes. No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except: An addendum withdrawing or postponing the invitation to bid.
6. **BRAND NAMES** - If and wherever in the material specifications or proposal form brand names, make, manufacturer, trade name, or vendor catalog number is specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow. It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the City/County that said item is equal to or better than the product specified. If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City/County's specifications.
7. **DEMONSTRATION/SAMPLES** - If requested, the bidders shall, at bidder's expense, demonstrate and/or furnish samples of the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City/County.
8. **DELIVERY** - Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. F.O.B. to the City/County at the location specified by the City/County, with all transportation charges paid.
9. **WARRANTIES, GUARANTEES AND MAINTENANCE** - A copy of the manufacturer's warranties and/or guarantees for the items being bid must accompany your proposal. A copy of your company's maintenance policies and costs must also accompany your proposal. Replacement parts of defective components shall be shipped to the City/County at no cost. If defective parts are required to be returned to the bidder, the shipping costs shall be borne by the bidder.
10. **ACCEPTANCE OF MATERIAL** - The finished materials must be new, the latest make or model, of the best quality, unless otherwise specified, and the highest grade workmanship. The material delivered under this proposal shall remain the property of the bidder until a physical inspection and actual usage of this material and/or service is made, and thereafter is accepted by the City/County. The material delivered must be fully in accord with specification documents. In the event the material and/or services supplied to the City/County is found to be defective or does not conform to specification documents, the City/County reserve the right to cancel the order upon written notice to the bidder and return materials to bidder at the bidder's expense. Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln or Lancaster County, Nebraska, as required by the contract documents or purchase orders. Selling dealer's advertising decals, stickers or other signs shall not be affixed to the equipment; vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forings, stampings, nameplates and logos are acceptable.
11. **BID EVALUATION AND AWARD** - The signed bid shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City/County of purchase orders, contract award notifications, or other contract documents appropriate to the work. No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid. In case of a discrepancy between the unit prices and their extensions, the unit price shall govern. The City/County reserve the right to accept or reject any or all bids, or part of bids, to waive irregularities and technicalities, and to request rebids on the material described in the specification documents.
12. **TERMS OF PAYMENT** - Unless other specification provisions state otherwise, payment in full will be made by the City/County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.
13. **LAWS** - The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.



**BUSINESS STYLE**  
**Payable Through Draft MICR Check Specifications**

<b>Account Title</b> City Treasurer		<b>Bank Name</b> Wells Fargo Bank, Nebraska, N.A.
<b>Account Address</b>		<b>Bank Address</b> 1919 Douglas Omaha, NE 68102
<b>Account #</b> 7910000044	<b>Starting Check #</b>	

Questions regarding these specifications may be directed to the contact below.

**Size/Paper Stock**

- Maximum size: 8.75" X 3.667"
- Minimum size: 7.125" X 3.00"
- Weight: 24 lb. MICR bond
- Thickness: 0.004-0.005 inches
- Opacity: 80% or greater
- Do NOT use pre-dyed paper stock.

**Recommended size:**  
 Length 7.125" to 7.825"  
 Height 3.00" to 3.25"

**Design/Required Content**

- Printing content and design must conform to A.B.A. and ANSI X 9.7 specifications.
- When printed borders with a Print Contrast Signal (PCS) higher than 0.30 are used as a design element, they must not extend more than 0.20" in from either the leading or trailing edge of the document or more than 0.15" up from the aligning edge.
- Date line for month and day must end no farther right than the Dollar Sign Field Guide, to prevent the marker from writing into the Courtesy Amount area.
- A short vertical line, 0.12" high must be marked at the right end limit of the Payee Line to prevent the marker from writing into the Courtesy Amount area.
- The number at the top of the check must be the same number that appears in the "AUXILIARY FIELD" (8-10 digits). Fields must include all high order zeros.
- Print any security features away from check information areas.
- The Fractional ABA and the account number should be inserted in the upper right corner of the check, on top of the date space.

**Reflectance/Print Contrast Signal (PCS) Requirements**

- Background:**
  - Reflectance: 80% or greater
  - PCS: 0.30 or less
- Pre-Printed Data:**
  - Reflectance: 24% or less
  - PCS: 0.60 or greater
- Drop-Out Ink:**
  - Reflectance: 60% or greater
  - PCS: 0.25 or less

**Courtesy Amount Field (Checks only)**

- Place Amount rectangle entirely within the scan area, at least 0.30" high and between 0.80" and 2.15" wide.
- Print Amount rectangle with drop-out ink.
- If using a laser printer to create checks, do not print a rectangular frame—print the Dollar Sign Field Guide and amount free-standing within the Scan Area.
- When writing checks, asterisks may be used before, but not within or after the amount figure.
- No extraneous marks or printing may appear within 0.10" of the Courtesy Amount rectangle.
- The Dollar Sign Field Guide dimension must conform to ANSI dollar sign specifications (OCR B design).

**MICR Line**

- The MICR band must remain clear of any markings or read ink other than MICR characters and symbols (use E-13B font, magnetic ink).
- Leave 0.25" clear from trailing edge before first MICR symbol.
- The "ACCOUNT NUMBER" field, (pos. 23-32 of MICR line) contains the customer's account number.
- The number at the top of the check must be the same number that appears in the "AUXILIARY FIELD" (6-10 digits) (pos. 46-55). Field must include all high order zeroes.
- Tran-code #262 should be imprinted in the Tran-code field

**MICR Quality Testing Instructions**

- A random sample of 20 VOIDED checks must be submitted to Wells Fargo for MICR quality testing.
- Checks must be tested before checks can be issued on this account.
- Please submit samples from each press if multiple presses are used per job.
- Please submit samples from each check design/color if multiple check designs/colors are used for this account.
- Send VOIDED checks to:

\*\*\* Wells Fargo Bank Nebraska, N.A.  
 Attn: Chris Kottich  
 MAC N8000-019  
 1919 Douglas, Omaha, NE 68102

**Wells Fargo Contact**

Implementation Associate: Chris Kottich  
 Telephone Number: 402-536-2549

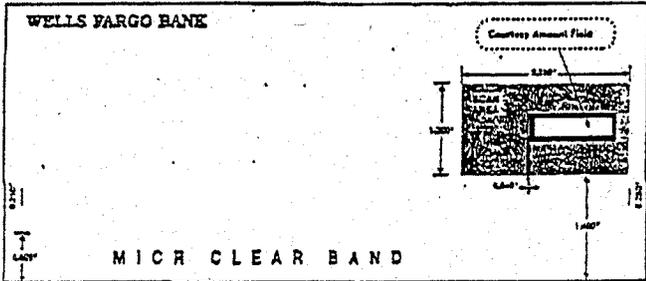
*PAYABLE THROUGH is a required field for the title plate. It MUST be printed with the other title plate information.*



**BUSINESS STYLE**

Payable Through Wells Fargo Bank, N.A.

*Payable Through Draft MICR Check Specifications*



Fractional  
ABA  
27-5  
1040  
Account Number

56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16			
5	5										5	5	1	0	4	0	0	0	0	0	5	8	5	7	9	1	0	0	0	0	0	4	4	5	5					2	6	2	5
AUX ON-US										ROUTING TRANSIT FIELD										ACCOUNT NUMBER										TRANCODE					AMOUNT								

These specifications are for checks only. Do not initiate Wire Transfers or Direct Deposit/ACH using these specifications.

CITY OF LINCOLN

STATEMENT OF EARNINGS AND DEDUCTIONS

NO.

016154

DEPARTMENT

DETACH AND RETAIN FOR YOUR RECORDS

EMPLOYEE NAME				BASE RATE	SOC. SEC. NO.	VAC. BAL.	VAC. BANK	SICK LV. BAL.	PERIOD END	CHECK DATE	
EARNINGS TYPE	CURR. HRS	PAY RATE	CURRENT AMOUNT	YTD AMOUNT	TAX TYPE	CURRENT AMOUNT	YTD AMOUNT	DEDUCTION TYPE	CURRENT AMOUNT	YTD AMOUNT	
CHECK TOTALS				YEAR TO DATE TOTALS				MARITAL STATUS		EXEMPTIONS	
GROSS PAY	TOTAL TAX	TOTAL DED.	NET PAY	GROSS	TAXES	DEDUCTIONS	NET	FED.	STATE	FED.	STATE

TREASURER OF THE CITY OF LINCOLN  
LINCOLN, NEBRASKA

Wells Fargo  
PAYABLE THROUGH  
NBC

43-4  
1040

NO.

DATE

016154

PAY THIS AMOUNT

TO BE PAID FROM PAYROLL REVOLVING FUND

PAY

TO THE ORDER OF

*WELLS FARGO*

⑈016154⑈ ⑆104000045⑆

44 70

