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## REQUEST FOR PRICING

### Imprinted Envelope (2025-002)

**RFP Release Date:** Wednesday, December 10, 2025

**Proposal Due Date:** Wednesday, December 17, 2025, by 12:00 PM (EST)

**Submission Email:** [RMoye@SarasotaTaxCollector.gov](mailto:RMoye@SarasotaTaxCollector.gov)

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### 1. Introduction

The Sarasota County Tax Collector's Office invites qualified vendors or individuals to submit pricing for purchase of **Imprinted Envelopes**.

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### 2. Envelope Requirement

- Parameters are specified on the pdf. attachments.
- All #10 envelopes **must be diagonal seam with split gum**.

All quotes should include:

- setup,
- programming,
- shipping and delivery inside our office (truck with lift gate will be required)
- order deadline to receive by January 16, 2026

Needed Envelopes and Quantity:

- #10\_Outgoing-Reg – Qty. 250,000
  - #10\_Outgoing-Tax – Qty. 25,000
  - #10\_Outgoing-Solid – Qty. 10,000
  - #9\_Return\_Green – Qty. 15,000
  - #9\_Return\_Yellow – Qty. 12,500
  - #9\_Return\_Red – Qty. 5,000
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### 3. Submission Instructions

All proposals **must** be submitted **electronically** by **12:00 PM EST on December, 17, 2025** to [RMoye@SarasotaTaxCollector.gov](mailto:RMoye@SarasotaTaxCollector.gov).

Responses submitted by any other means will not be considered. Late submissions will not be accepted. Responder shall assume full responsibility for timely delivery of the proposal.

Questions may be directed to the same email address with the subject line: **“Envelope Inquiry”**. No questions or requests for clarification received after 12:00 PM EST December 16 will be answered. All questions, and respective answers, will be posted online at [www.SarasotaTaxCollector.gov/Procurement](http://www.SarasotaTaxCollector.gov/Procurement).

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#### **4. Terms and Conditions**

Any Purchase Order or Agreement will be subject to the *Tax Collector General Terms and Conditions of Purchase Orders*.

- Additionally, the Sarasota County Tax Collector’s Office reserves the right to:
  - Reject any or all proposals, in whole or in part.
  - Request additional information from any respondent.
  - Negotiate terms and conditions with the selected vendor.
  - Terminate the solicitation process at any time.
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#### **7. Anticipated Timeline**

<b>Event</b>	<b>Date</b>
Request for Pricing Issued	December 10, 2025
Question Submission Deadline	December 16, 2025
Pricing Proposal Due	December 17, 2025
Review Period	December 18, 2025
Anticipated Vendor Selection	December 18, 2025
Inspection/Dispute Period	December 18 – 19, 2025
Order Approval Date	December 22, 2025

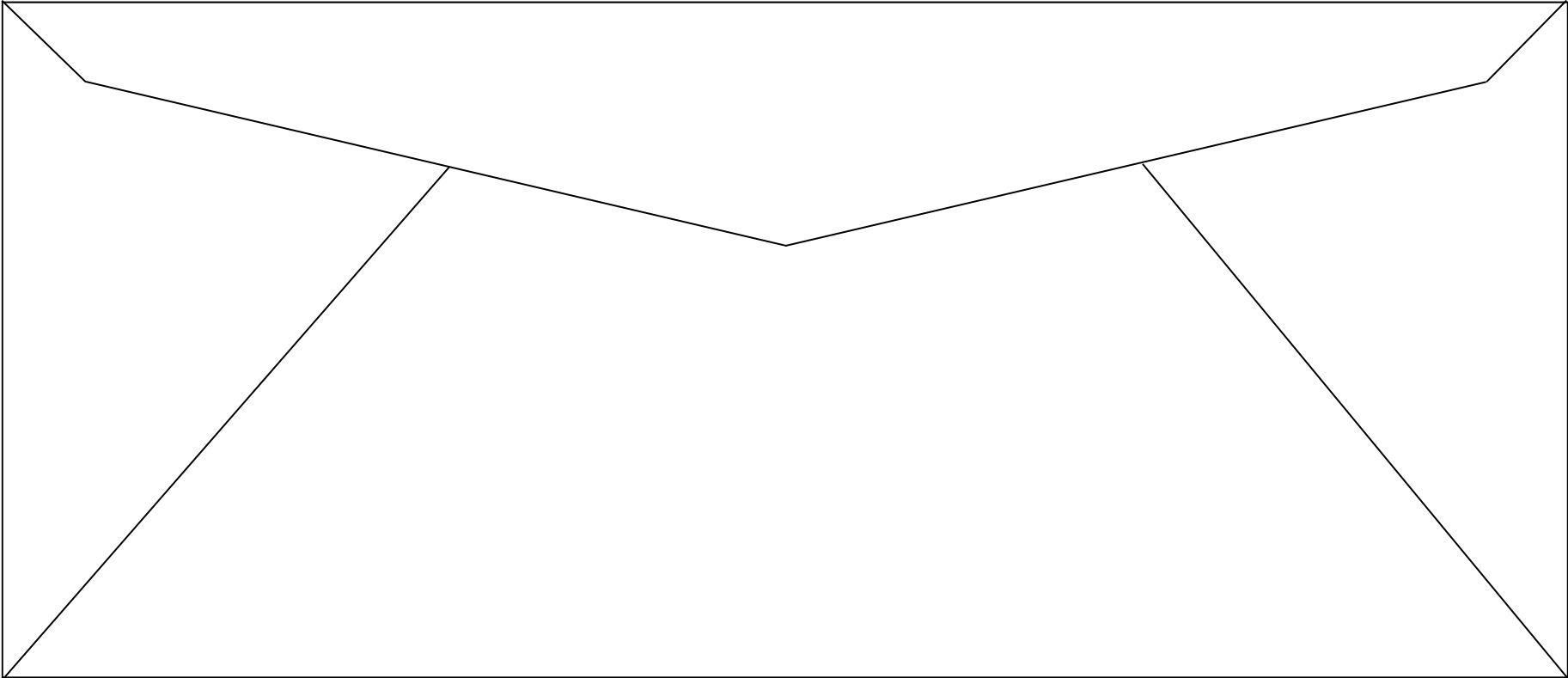


**Mike Moran**  
**TAX COLLECTOR**  
Sarasota County, Florida

101 S WASHINGTON BLVD | SARASOTA FL 34236-6993

24# white woven  
Solid  
PMS 541 & 199

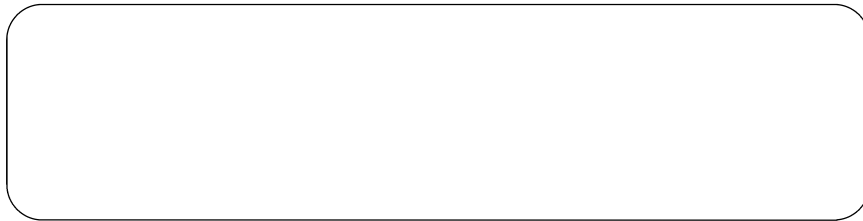


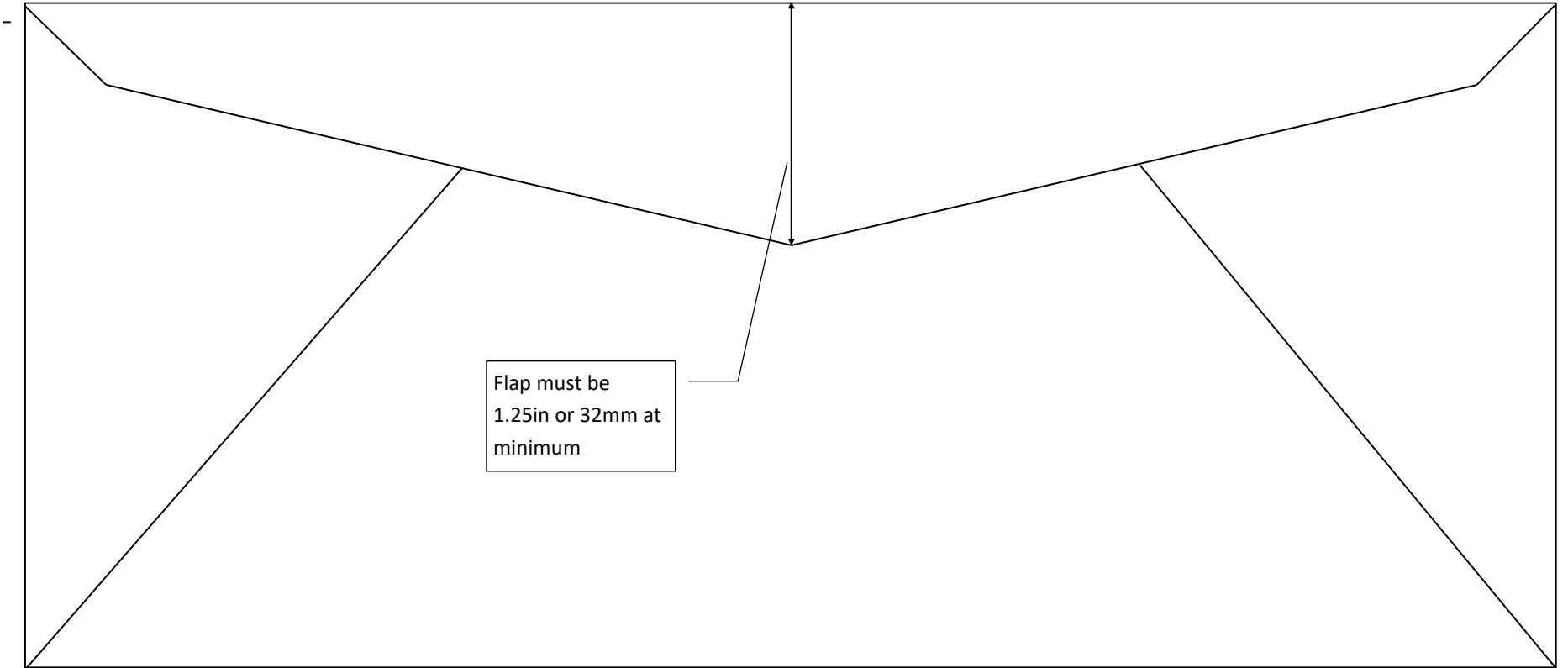




101 S WASHINGTON BLVD | SARASOTA FL 34236-6993

24# white woven  
Window size 1 1/8 x 4 1/2, located 7/8 left, 1/2 bottom  
PMS 541 & 199





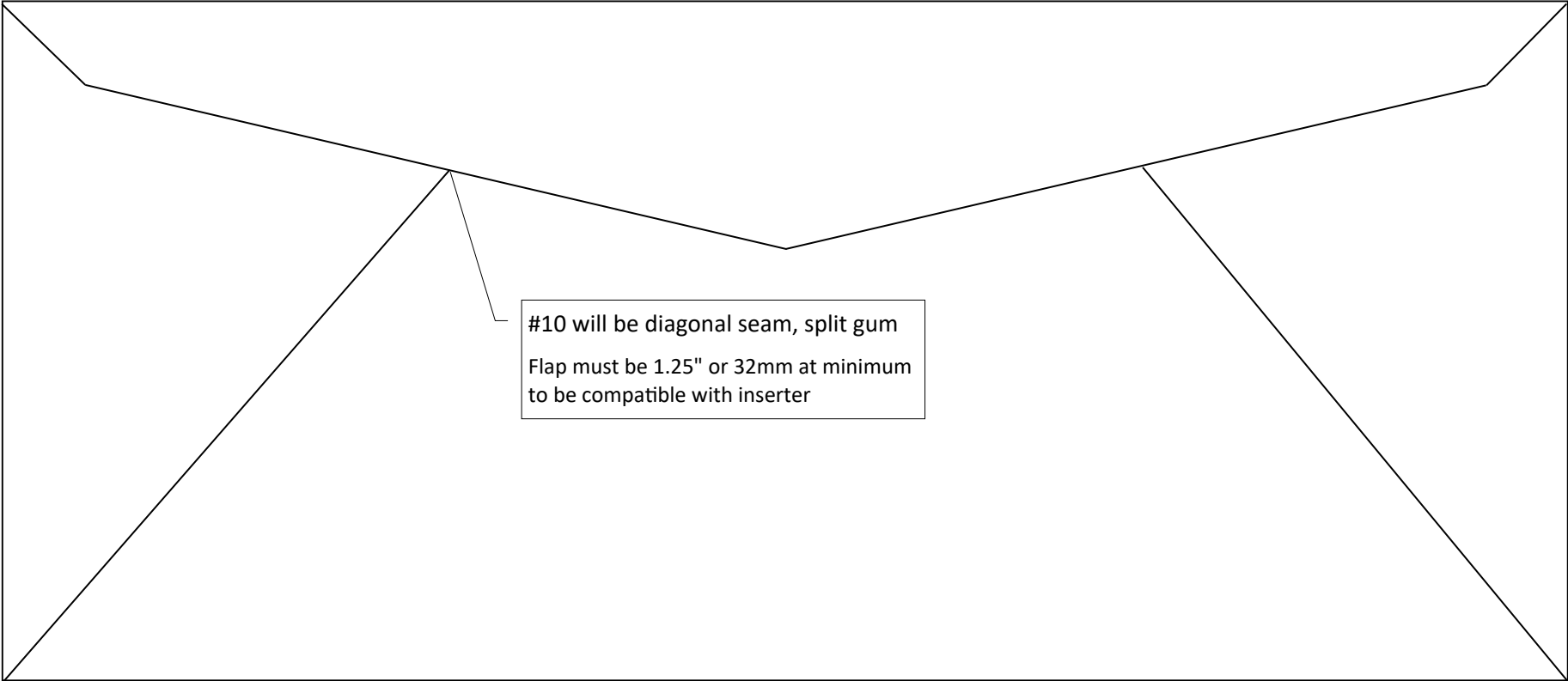


101 S WASHINGTON BLVD | SARASOTA FL 34236-6993



24# white woven  
Window size 1-3/8 X 4-1/2  
Position: 5/8 from left  
1-1/8 from bottom  
PMS 541 & 199





#10 will be diagonal seam, split gum  
Flap must be 1.25" or 32mm at minimum  
to be compatible with inserter

FROM:

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CITY STATE ZIP

24lb white woven  
Color sort bars:  
1. PMS Yellow  
2. PMS 199 (Red)

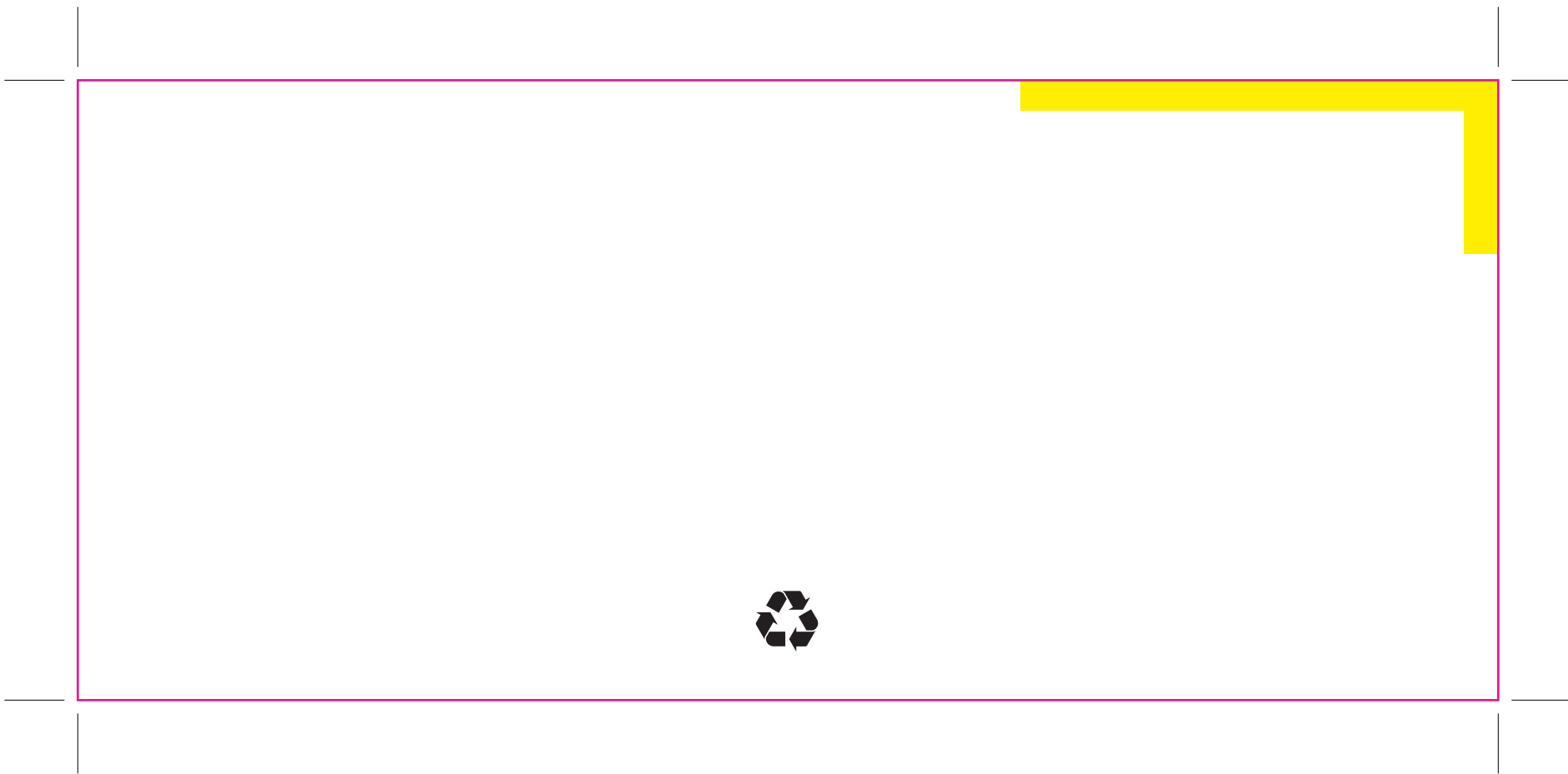


PLACE  
STAMP  
HERE



MIKE MORAN  
SARASOTA COUNTY TAX COLLECTOR  
101 S WASHINGTON BLVD  
SARASOTA FL 34236-6993





FROM:

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CITY

STATE

ZIP

24lb White Wove  
PMS 370 (Green)



PLACE  
STAMP  
HERE



MIKE MORAN  
SARASOTA COUNTY TAX COLLECTOR  
P O BOX 30332  
TAMPA FL 33630-3332



