



CITY OF HOUSTON

Administration & Regulatory Affairs

Interoffice

Correspondence

To: Ketan Shah,
Purchasing Manager
Finance Department

From: Juan Olguin, Assistant Director
Administration & Regulatory Affairs

Date: September 21, 2016

cc: Sreng Ung, Division Manager

Subject: 2016 W-2 Forms and Envelopes

The City of Houston seeks a qualified vendor to provide W2 forms and envelopes for the 2016 tax year. Can you please help to solicit bids from vendors? Below are the requirements.

The vendor shall provide the following:

Envelope (5.5/8" x 9")

Item No: 3131-1 (see picture in 2nd page) Description: Laser W-24UP Window Envelope (5213)
Quantity: 26,000 EA

W-2 Form

Item No: 4UP24

Description: Blank W-2 4UP with instruction 24 pound. Quantity: 26,000 EA

Samples of fifty (50) envelopes and fifty (50) 2016 W-2 forms should be submitted to the Payroll Services for testing and verification by October 28, 2016.

ARA/Payroll Services Attn: Sreng Ung
611 Walker St., 13th Floor
Houston, Texas 77002

*(IF SUCCESSFUL LOW BIDDER
THIS WILL BE REQUIRED)*

Products delivery date: November 30, 2016.

Enclosed are the envelope and W-2 form from 2015 for your samples. If you have any questions, please contact Sreng Ung at 832-393-8905.

Kindest regards,

Juan Olguin, Assistant Director