

# COUNTY OF ULSTER

Michael P. Hein  
County Executive



ULSTER COUNTY PURCHASING DEPARTMENT  
MARC RIDER  
Director of Purchasing

## CONTRACT AWARD INFORMATION

**Title:** PRINTED STATIONERY, ENVELOPES AND NCR FORMS

**Bid No.:** RFB\_UC15-032

**Contract Period:** AUGUST 1, 2015-JULY 31, 2016 W/ 1 YEAR EXTENSION

**Authorized Users:** Political sub-divisions, including the City of Kingston and others authorized by law, including certain non-profit independent post-secondary, secondary, and elementary educational institutions may participate in contracts resulting from this bid opening.

**View Specifications at:** <http://www.empirestatebidsystem.com/>

### Submit Inquiries to:

**Name:** Patricia Scheff, Buyer

**Phone:** 845-334-5575 **Fax:** 856-340-3434

**Email:** psce@co.ulster.ny.us

### BID DESCRIPTION

The purpose of this bid is to establish a price for the purchase of Printed Stationery, Envelopes and NCR Forms on recycled paper with at least 30% post-consumer recycled content paper for procurement as needed by various Ulster County departments. Section G of the bid pricing sheets contains pricing on envelopes on non-recycled paper for use on Neopost Insertion equipment.

BID AWARD CONTRACT #	VENDOR INFORMATION NAME/ADDRESS/CONTACT	Phone/Fax/Email
Primary Vendor ENVELOPES AND PRINTED PRODUCTS	135 FAIRVIEW AVE. PROSPECT PARK, NJ 07508 CONTACT:CHRIS HIGGINS	P: 973-942-1232 F:973-942-5626 E:ENVELOPRO@AOL.COM

**COUNTY OF ULSTER – PURCHASING DEPARTMENT**

THIRD FLOOR, 244 FAIR STREET, PO BOX 1800, KINGSTON, NY 12402-1800  
 PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: www.co.Ulster.ny.us/purchasing/

BID NAME: PRINTED STATIONERY, ENVELOPES, NCR FORMS

BID NO. **RFB-UC15-032**

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ITEM	DESCRIPTION	SECTION A	PRICE PER LOT	
	<b>LETTERHEAD</b>	<b>LOT QUANTITY</b>		
1.0	24 LB CLASSIC LAID	1000	\$94.00	
		5000	\$320.00	
1.a	24 LB CLASSIC LAID 3 COLOR	5000	\$370.00	
2.0	24 LB LASER SMOOTH	1000	\$77.00	
		5000	\$220.00	
3.0	20 LB LASER SMOOTH	1000	\$75.00	
		5000	\$210.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			

**BRAND, PRODUCT #, NEENAH 30 % RECYCLED CONTENT**

ITEM	DESCRIPTION	SECTION B	PRICE PER LOT	
	<b>ENVELOPES</b>	<b>LOT QUANTITY</b>		
4.0	#9 BUSINESS REPLY	1000	\$56.00	
		2500	\$120.00	
		5000	\$195.00	
5.0	#10 REGULAR ENVELOPES	1000	\$52.00	
		2500	\$120.00	
		5000	\$190.00	
		15,000	\$450.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* _____ days from receipt of order			

**BRAND, PRODUCT #, PRINTMASTER 30% RECYCLED CONTENT**

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BID NAME: PRINTED STATIONERY, ENVELOPES, NCR FORMS

BID NO. **RFB-UC15-032**

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ITEM	DESCRIPTION	SECTION C	PRICE PER LOT
	<b>WINDOW ENVELOPES</b>	<b>LOT QUANTITY</b>	
6.0	#10 WINDOW ENVELOPES	1000	\$56.00
		2500	\$130.00
		5000	\$210.00
		10,000	\$360.00
7.0	#10 WINDOW-INSIDE TINT	5000	\$225.00
		10,000	\$390.00
	CANCELED ORDER FEE	-----	\$N/C
	QUICK SHIP CHARGE *	-----	\$N/C
	* _5 days from receipt of order		

BRAND, PRODUCT #, \_PRINTMASTER 30% RECYCLED CONTENT

ITEM	DESCRIPTION	SECTION D	PRICE PER LOT
	<b>2- COLOR ENVELOPES</b>	<b>LOT QUANTITY</b>	
8.0	#10 ENVELOPE 2-COLOR	2000	\$126.00
		5000	\$265.00
8.a	#11 ENVELOPE 2-COLOR	5000	\$315.00
		10,000	\$590.00
9.0	#10 WINDOW ENVELOPES	2000	\$132.00
	2-COLOR	5000	\$285.00
	CANCELED ORDER FEE	-----	\$N/C
	QUICK SHIP CHARGE *	-----	\$N/C
	* _5 days from receipt of order		

BRAND, PRODUCT #, \_PRINTMASTER 30% RECYCLED CONTENT

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BID NO. RFB-UC15-032

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ITEM	DESCRIPTION	SECTION E	PRICE PER LOT	
	<b>NCR FORMS</b>	<b>LOT QUANTITY</b>		
10.0	2-PART 8 1/2" X 11"-1 SIDED	1000/SETS	\$174.00	
		2500/SETS	\$285.00	
		5000/SETS	\$440.00	
10.1	2 PRT 8 1/2 X 11"-2 SIDED	1000/SETS	\$218.00	
		2500/SETS	\$318.00	
11.0	3 PART 8 1/2 X 11- 1 SIDED	1000/SETS	\$189.00	
		2500/SETS	\$269.00	
11.1	3 PART 8 1/2 X 11- 2 SIDED	1000/SETS	\$229.00	
12.0	4 PART 8 1/2 X 11"-1 SIDED	1000/SETS	\$229.00	
		2500/SETS	\$339.00	
		5000/SETS	\$548.00	
12.1	4 PRT 8 1/2 X 11"-2 SIDED	500/SETS	\$198.00	
		1000/SETS	\$268.00	
13.0	2 PRT 8 1/2 X 5 1/2"	1000/SETS	\$156.00	
		2500/SETS	\$229.00	
14.0	3 PRT 8 1/2 X 5 1/2"	1000/SETS	\$166.00	
		2500/SETS	<b>\$249.00</b>	
		5000/SETS	\$430.00	
15.0	4 PART 8 1/2 X 5 1/2	1000/SETS	\$228.00	
16.0	4 PART 8 1/2 X 14	5000SETS	\$598.00	
17.0	2 PART 5 1/2X8 1/2 PERFORATED	1000/SETS	\$178.00	
17.a	2 PART 8 1/2 X 11" 1 SIDE green/wht	2500 SETS	\$445.00	
17.b	2 PART 8 1/2 X 11" 1 SIDE green/wht	5000 SETS	\$790.00	
18.0	COLLATOR NUMBER CHG	PER RUN	\$95.00	*****
19.0	3 HOLE PUNCH FEE	PER/M	\$35.00	*****
	CANCELED ORDER FEE	-----	\$N/C	*****
	QUICK SHIP CHARGE *	-----	\$N/C	*****
	* _____ days from receipt of order			

**BRAND, PRODUCT #, \_NEEKOSA 30% RECYCLED CONTENT**

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BID NAME: PRINTED STATIONERY, ENVELOPES, NCR FORMS

BID NO. **RFB-UC15-032**

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ITEM	DESCRIPTION	SECTION F	PRICE PER LOT	
	<b>KRAFT ENVELOPES</b>	<b>LOT QUANTITY</b>		
20.0	<b>9 1/2X 12 1/2</b>	1000	\$152.00	
		2500	\$330.00	
		5000	\$579.00	
21.0	<b>10X13</b>	1000	\$152.00	
		2500	\$330.00	
		5000	\$579.00	
22.0	<b>10X15</b>	1000	\$198.00	
23.0	<b>12 X15 1/2</b>	1000	\$208.00	
		2500	\$419.00	
24.0	<b>5 X 11 1/2</b>	1000	\$98.00	
25.0	<b>6 1/2 X 9 1/2</b>	1000	\$98.00	
		2500	\$229.00	
26.0	<b>7 1/2 X 10 1/2</b>	1000	\$128.00	
		2500	\$258.00	
	<b>CANCELED ORDER FEE</b>	-----	\$N/C	
	<b>QUICK SHIP CHARGE *</b>	-----	\$N/C	
	<b>* 5 days from receipt of order</b>			

**BRAND, PRODUCT #, \_PRINTMASTER 30% RECYCLED CONTENT**

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**\*\*\*ALL ITEMS IN SECTION G BELOW ARE NON-RECYCLED\*\*\***

ITEM	DESCRIPTION	SECTION G	PRICE PER LOT	
	<b>ENVELOPES-NON RECYCLED</b>	<b>LOT QUANTITY</b>		
<b>27.0</b>	<b>#10 WINDOW ENVELOPE</b>	1000	\$56.00	
		2500	\$130.00	
		5000	\$210.00	
		10,000	\$360.00	
<b>28.0</b>	<b>#10 REGULAR ENVELOPE</b>	1000	\$52.00	
		2500	\$120.00	
		5000	\$190.00	
		15,000	\$450.00	
		20,000	\$560.00	
<b>29.0</b>	<b>#10 SPECIAL PLACEMENT WINDOW ENVELOPE( SAMPLE pg. 19)</b>	5000	\$323.00	
		10,000	\$540.0	
		15,000	\$690.00	
		20,000	\$840.00	
		30,000	\$1170.00	
	<b>CANCELED ORDER FEE</b>	-----	\$N/C	
	<b>QUICK SHIP CHARGE</b>	-----	\$N/C	

**BRAND\_PRINTMASTER,**