

COUNTY OF ULSTER

Michael P. Hein
County Executive



ULSTER COUNTY PURCHASING DEPARTMENT

Robin L. Peruso, CPPB
Director of Purchasing

CONTRACT AWARD INFORMATION

Title: PRINTED STATIONARY, ENVELOPES, NCR FORMS, RECYCLED PAPER

Bid No.: RFB-UC11-56

Contract Period: 8-1-2011 TO 7-31-2012 (extended through 7-31-2013)

Authorized Users: All political subdivisions as allowed by law.

View Specifications at: <http://www.hudsonvalleybidsystem.com/>

Submit Inquiries to:

Name: Patricia Scheff, Buyer

Phone: 845-334-5575

Fax: 845-340-3434

Email: psce@co.ulster.ny.us

BID DESCRIPTION

The purpose of this bid established pricing for the purchase of Printed Stationery, Envelopes and NCR Forms on Recycled paper with at least 30% post-consumer recycled content paper for procurement by various Ulster County departments.

BID AWARD CONTRACT #	VENDOR INFORMATION NAME/ADDRESS/CONTACT	Phone/Fax/Email
Primary Vendor	Empire Business Forms 128 So. Robinson Ave. Newburgh, NY 12550	P: 800-234-7780 F: 845-562-7780
Secondary Vendor	N/A	P: F: E

COUNTY OF ULSTER – PURCHASING DEPARTMENT

THIRD FLOOR, 310 FLATBUSH AVE, KINGSTON, NY 12401

PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: www.co.Ulster.ny.us/purchasing/

BID NAME: PRINTED STATIONERY

BID NO. RFB-UC11-56

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RFB-UC11-56

**RECYCLED STATIONERY, ENVELOPES AND NCR
FORMS**

BID AWARD

VENDOR: EMPIRE BUSINESS FORMS

CONTACT: JIM STORMS

128 So. Robinson Ave.

Newburgh, NY 12550

PH # 800-234-7780

FAX # 845-561-7685

BID TERM:

AUG. 1, 2011- JULY 31, 2012(EXTENDED THROUGH JULY 31, 2013)

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BID NAME: PRINTED STATIONERY

BID NO. RFB-UC11-56

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ITEM	DESCRIPTION	SECTION A	PRICE PER LOT	
	LETTERHEAD	QUANTITY		
1.0	24 LB CLASSIC LAID	1000	\$91.95	
		5000	\$315.80	
		10,000	\$599.50	
2.0	24 LB LASER SMOOTH	1000	\$78.53	
		5000	\$216.55	
		10,000	\$399.30	
3.0	20 LB LASER SMOOTH	1000	\$76.53	
		5000	\$206.55	
		10,000	\$379.50	
	QUICK SHIP CHARGE	*****	\$50.00	
	CANCELED ORDER FEE	*****	\$25.00	

VENDOR : EMPIRE BUSINESS FORMS**BRAND: DUPLI 30% RECYCLED CONTENT**

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BID NAME: PRINTED STATIONERY

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ITEM	DESCRIPTION	SECTION B	PRICE PER LOT	
	ENVELOPES	QUANTITY		
4.0	#9 BUSINESS REPLY	1000	\$58.00	
		2500	\$125.00	
		5000	\$195.00	
		10,000	\$320.00	
5.0	#10 REGULAR ENVELOPES	1000	\$58.00	
		2500	\$125.00	
		5000	\$195.00	
		15,000	\$430.00	
		20,000	\$520.00	
	CANCELED ORDER FEE	*****	\$25.00	
	QUICK SHIP CHARGE- 5 days from receipt of p.o.	*****	20% of order	

VENDOR: EMPIRE BUSINESS FORMS**BRAND: NATIONAL ENVELOPE 30% RECYCLED CONTENT**

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ITEM	DESCRIPTION	SECTION C	PRICE PER LOT	
	WINDOW ENVELOPES			
		QUANTITY		
6.0	#10 WINDOW ENVELOPES	1000	\$69.00	
		2500	\$136.00	
		5000	\$210.00	
		10,000	\$330.00	
	#10 SPECIAL PLACEMENT WINDOW ENVELOPES			
	(SEE SAMPLE ENCLOSED)			
7.0		5000	\$300.00	
		10,000	\$490.00	
		15,000	\$670.00	
		20,000	\$840.00	
		30,000	\$1060.00	
8.0	#10 WINDOW-INSIDE TINT	5000	\$225.00	
		10,000	\$440.00	
		20,000	\$720.00	
	CANCELED ORDER FEE	*****	\$25.00	
	QUICK SHIP CHARGE- 5 days from receipt of p.o.	*****	20% OF ORDER	

VENDOR: EMPIRE BUSINESS FORMS**BRAND: NATIONAL ENVELOPE 30% RECYCLED CONTENT**

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ITEM	DESCRIPTION	SECTION D	PRICE PER LOT	
	2- COLOR ENVELOPES	QUANTITY		
9.0	#10 ENVELOPE 2-COLOR	2000	\$124.60	
		5000	\$261.30	
		10000	\$394.00	
10.0	#10 WINDOW ENVELOPES	2000	\$128.60	
	2-COLOR	5000	\$271.00	
		10000	\$414.50	
	CANCELED ORDER FEE	*****	\$25.00	
	QUICK SHIP CHARGE	*****	\$50.00	

VENDOR: EMPIRE BUSINESS FORMS**BRAND: DUPLI 30% RECYCLED CONTENT**

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ITEM	DESCRIPTION	SECTION E	PRICE PER LOT
	NCR FORMS	QUANTITY	
11.0	2-PART 8 1/2" X 11"-1 SIDED	1000/SETS	\$167.50
		2500/SETS	\$242.00
		5000/SETS	\$363.00
11.1	2 PRT 8 1/2 X11"-2 SIDED	1000/SETS	\$202.00
		2500/SETS	\$282.25
		5000/SETS	\$390.50
12.0	3 PART 8 1/2 X 11- 1 SIDED	1000/SETS	\$180.40
		2500/SETS	\$275.20
		5000/SETS	\$444.00
12.1	3 PART 8 1/2 X 11- 2 SIDED	1000/SETS	\$242.52
		2500/SETS	\$318.40
		5000/SETS	\$481.80
13.0	4 PART 8 1/2 X 11"-1 SIDED	1000/SETS	\$192.00
		2500/SETS	\$313.00
		5000/SETS	\$505.00
13.1	4 PRT 8 1/2 X 11"-2 SIDED	250/SETS	\$129.00
		500/SETS	\$189.00
		1000/SETS	\$249.00
		2500/SETS	\$535.00
		5000/SETS	\$653.00
14.0	2 PRT 8 1/2 X 5 1/2"	1000/SETS	\$137.20
		2500/SETS	\$205.00
		5000/SETS	\$292.80

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	NCR FORMS	SECTION E, PG.2	PRICE PER LOT	
		QUANTITY		
15.0	3 PRT 8 1/2 X 5 1/2"	1000/SETS	\$148.00	
		2500/SETS	\$232.00	
		5000/SETS	\$337.60	
16.0	4 PART 8 1/2 X 5 1/2	1000/SETS	\$179.60	
		2500/SETS	\$289.00	
		5000/SETS	\$427.00	
17.0	4 PART 8 1/2 X 14	5000SETS	\$626.00	
18.0	2 PART 5 1/2X8 1/2 PERFORATED	1000/SETS	\$155.00	
		2500/SETS	\$313.00	
19.0	COLLATOR NUMBER CHG	PER RUN	\$18.00	
20.0	3 HOLE PUNCH FEE	PER/M	\$12.00	
	CANCELED ORDER FEE	*****	\$25.00	
	QUICK SHIP CHARGE	*****	N/A	

VENDOR: EMPIRE BUSINESS FORMS**BRAND: GLATFELTER (SEQUEL) 30% RECYCLED CONTENT**

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ITEM	DESCRIPTION	SECTION F	PRICE PER LOT	
	KRAFT ENVELOPES	QUANTITY		
21.0	9 1/2X 12 1/2	1000	\$133.00	
		2500	\$293.75	
		5000	\$575.00	
22.0	10X13	1000	\$137.00	
		2500	\$308.00	
		5000	\$595.00	
		10,000	\$973.00	
23.0	10X15	1000	\$157.00	
		2500	\$352.50	
		5000	\$685.00	
24.0	12 X15 1/2	1000	\$172.00	
		2500	\$340.00	
		5000	\$635.00	
25.0	5 X 11 1/2	1000	\$102.14	
		2500	\$204.00	
		5000	\$420.00	
26.0	6 1/2 X 9 1/2	500	\$92.80	
		1000	\$105.90	
		2500	\$204.55	
		5000	\$365.20	
27.0	7 1/2 X 10 1/2	500	\$99.30	
		1000	\$118.90	
		2500	\$237.50	
		5000	\$445.00	
	CANCELED ORDER FEE	*****	\$25.00	
	QUICK SHIP CHARGE	*****	\$50.00	

COUNTY OF ULSTER

PURCHASING DEPARTMENT

244 FAIR STREET – 3RD Floor, PO Box 1800
KINGSTON, NEW YORK 12401
(845) 340-3400/FAX (845) 340-3434

MICHAEL P. HEIN
County Executive

MARC RIDER
Director of Purchasing



EDWARD M. JORDAN, CPPB
Deputy Director of Purchasing

June 20, 2014

Mr. Chris Higgins
Envelopes & Printed Products, Inc.
135 Fairview Ave.
Prospect Park, NJ 07508

RE: Bid #13-43 Printed Stationery

Dear Mr. Higgins:

The contract between your company and Ulster County for the above-mentioned bid is due to expire on July 31, 2014.

Ulster County wishes to extend the contract under the same terms and conditions for one (1) additional year expiring on July 31, 2015.

Our records indicate that your certificates of insurance on file with Ulster County are current.

Please sign this letter below, indicating that you have received notification of the extension and return it to our office at the above address.

If there are any questions, please contact Patricia Scheff at the Ulster County Purchasing Department at 845-334-5575.

Marc Rider
Director of Purchasing

MR:psc

cc: File, ACE, Comptroller

Chris Higgins