

COUNTY OF ULSTER

JEN METZGER
County Executive



ULSTER COUNTY PURCHASING DEPARTMENT
ED JORDAN
Director of Purchasing

CONTRACT AWARD INFORMATION

Title: PRINTED STATIONERY, ENVELOPES, NCR FORMS & BUSINESS CARDS

Bid Number: RFB-UC23-002

Contract Period: APRIL 1, 2023 - MARCH 31, 2024

Possible Extensions: (1) YEAR

Authorized Users: ALL DEPTS.

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

Submit Inquiries to:

Name: Brenden Boughton

Phone: 845-340-3999

Fax: 845-340-3434

Email: bbou@co.ulster.ny.us

DESCRIPTION

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

<u>AWARDED VENDORS</u>	<u>NAME/ ADDRESS/ CONTACT</u>	<u>Phone/Fax/Email</u>
AMERICAN DIVERSITY	<i>BARRY LEVIN 106 1ST STREET SE, GLENWOOD, MN 56334</i>	P: 914-245-8588 F: 914-245-8074 E: BLEVIN@AMERICANMIN.COM
ENVELOPES AND PRINTED PRODUCTS, INC.	<i>WILLIAM HIGGINS 135 FAIRVIEW AVE. PROSPECT PARK, NJ 07508</i>	P: 973-942-1232 F: 973-942-5626 E: ENVELOPRO@AOL.COM
CHECKOMATIC INC.	<i>MIRIAM JOSEPH 308 MUSEUM VILLAGE ROAD MONROE, NY 10950</i>	P: 845-781-7675 F: 215-243-8047 E: MIRIAMJ@CHECKOMATIC.COM
STRATEGIC FACTORY	<i>SCOTT STEIN 11195 DOLFIELD BLVD. OWINGS MILLS, MD 21117</i>	P: 443-548-3500 F: 443-738-9800 E: SCOTTS@STRATEGICFACTORY.COM

COUNTY OF ULSTER – PURCHASING DEPARTMENT

100 DEVELOPMENT COURT, KINGSTON, NY 12401

PHONE: 845-340-3400 / FAX: 845-340-3434 / WEB: www.ulstercountyny.gov/purchasing

BID NAME: PRINTED STATIONERY, ENVELOPES, NCR FORMS &
BUSINESS CARDS

BID NO. **RFB-UC23-002**

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**PRINTED STATIONERY, ENVELOPES, NCR FORMS &
BUSINESS CARDS
AWARD INFORMATION**

VENDOR # 3959 AMERICAN DIVERSITY (NW Contract: B23-002A)

VENDOR # 418 ENVELOPES AND PRINTED PRODUCTS (NW Contract: B23-002C)

VENDOR # 5197 STRATEGIC FACTORY (NW Contract: B23-002D)

VENDOR # 5172 CHECKOMATIC (NW Contract: B23-002B)

Prices are effective April 1, 2023 through March 31, 2024, with a possible one-year extension.

County of Ulster Departments

Items can be ordered in NEW WORLD using the contract items icon, referencing bid **B23-002**.

SPECIAL INSTRUCTIONS FOR COUNTY OF ULSTER REQUISITIONS:

LETTERHEAD, ENVELOPES, NCR FORMS & BUSINESS CARDS:

On all letterhead, envelopes, NCR forms and business card requisitions, it will be necessary to indicate in the comments section or extended description of each line item the ink color used by your department, either **blue or black**. Please note any changes or special notations that need to be made in this area as well. **Include email contact on the requisition for all proofs needing approval prior to printing.**

SAMPLES:

Send two (2) samples to Purchasing, either originals or in the case of a new item a “mock-up” of each item ordered, identified with the requisition number - one sample will be attached to the PO. The purchase order will NOT be mailed without a sample.

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BID NO. **RFB-UC23-002**

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ITEM	DESCRIPTION	SECTION A	PRICE PER LOT	VENDOR #5197
	LETTERHEAD	LOT QUANTITY		STRATEGIC FACTORY
1.0	24 LB CLASSIC LAID	1000	\$ 234.77	
		5000	\$ 571.76	
1.a	24 LB CLASSIC LAID 3 COLOR	5000	\$ 960.50	
2.0	24 LB LASER SMOOTH	1000	\$ 174.26	
		5000	\$ 349.89	
3.0	20 LB LASER SMOOTH	1000	\$ 240.00	
		5000	\$ 425.51	
	CANCELED ORDER FEE	-----	\$ 25.00	
	QUICK SHIP CHARGE *	-----	\$ 50.00	
	*12-15 days from receipt of order			

BRAND CLASSIC LAID IMAGING, 06511

RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION B	PRICE PER LOT	VENDOR #3959
	ENVELOPES	LOT QUANTITY		AMERICAN DIVERSITY
4.0	#9 BUSINESS REPLY	1000	\$ 52.00	
		2500	\$ 101.00	
		5000	\$ 179.00	
5.0	#10 REGULAR ENVELOPES	1000	\$ 56.00	
		2500	\$ 112.00	
		5000	\$ 206.00	
		15,000	\$ 601.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*8 days from receipt of order			

BRAND, LOVE

RECYCLED CONTENT 30%

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BID NO. **RFB-UC23-002**

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ITEM	DESCRIPTION	SECTION C	PRICE PER LOT	VENDOR #3959
	WINDOW ENVELOPES	LOT QUANTITY		AMERICAN DIVERSITY
6.0	#10 WINDOW ENVELOPES	1000	\$ 51.00	
		2500	\$ 111.00	
		5000	\$ 215.00	
		10,000	\$ 410.00	
7.0	#10 WINDOW-INSIDE TINT	5000	\$ 238.00	
		10,000	\$ 432.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*8 days from receipt of order			

BRAND, LOVE

RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION D	PRICE PER LOT	VENDOR #418
	2 - COLOR ENVELOPES	LOT QUANTITY		AMERICAN DIVERSITY
8.0	#10 ENVELOPE 2-COLOR	2000	\$ 112.00	
		5000	\$ 224.00	
8.a	#11 ENVELOPE 2-COLOR	5000	\$ 510.00	
		10,000	\$ 685.00	
9.0	#10 WINDOW ENVELOPES	2000	\$ 125.00	
	2-COLOR	5000	\$ 225.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*5 days from receipt of order			

BRAND, LOVE

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ITEM	DESCRIPTION	SECTION E	PRICE PER LOT	VENDOR #3959
	NCR FORMS	LOT QUANTITY		AMERICAN DIVERSITY
10.0	2-PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 125.50	
		2500/SETS	\$ 243.80	
		5000/SETS	\$ 421.90	
10.1	2-PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 172.30	
		2500/SETS	\$ 320.50	
11.0	3 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 176.20	
		2500/SETS	\$ 359.50	
11.1	3 PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 233.40	
12.0	4 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 228.20	
		2500/SETS	\$ 479.10	
		5000/SETS	\$ 897.70	
12.1	4 PART 8 1/2" x 11" 2 SIDED	500/SETS	\$ 195.70	
		1000/SETS	\$ 295.80	
13.0	2 PART 8 1/2"x 5 1/2"	1000/SETS	\$ 100.80	
		2500/SETS	\$ 172.30	
14.0	3 PART 8 1/2"x 5 1/2"	1000/SETS	\$ 129.40	
		2500/SETS	\$ 242.50	
		5000/SETS	\$ 408.90	
15.0	4 PART 8 1/2"x 5 1/2"	1000/SETS	\$ 158.00	
16.0	4 PART 8 1/2"x 14"	5000/SETS	\$ 1,152.50	
17.0	COLLATOR NUMBER CHG	PER RUN	N/C	
18.0	3 HOLE PUNCH FEE	PER/M	N/C	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*8 days from receipt of order			

BRAND, LOVE

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ITEM	DESCRIPTION	SECTION F	PRICE PER LOT	VENDOR #418
	KRAFT ENVELOPES	LOT QUANTITY		ENVELOPES & PRINTED PRODUCTS
19.0	9 1/2" X 12 1/2"	1000	\$ 319.00	
		2500	\$ 745.00	
		5000	\$ 1,440.00	
20.0	10" X 13"	1000	\$ 319.00	
		2500	\$ 745.00	
		5000	\$ 1,440.00	
21.0	10" X 15"	1000	\$ 369.00	
22.0	12" X 15 1/2"	1000	\$ 379.00	
		2500	\$ 922.00	
23.0	5" X 11 1/2"	1000	\$ 278.00	
24.0	6 1/2" X 9 1/2"	1000	\$ 309.00	
		2500	\$ 748.00	
25.0	7 1/2" X 10 1/2"	1000	\$ 329.00	
		2500	\$ 798.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*5 days from receipt of order			

BRAND, PRESIDENT

RECYCLED CONTENT 30%

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ITEM	DESCRIPTION	SECTION G	PRICE PER LOT	VENDOR #5172
	ENVELOPES-NON RECYCLED	LOT QUANTITY		CHECKOMATIC INC
26.0	#10 WINDOW ENVELOPE	1000	\$ 87.75	
		2500	\$ 186.75	
		5000	\$ 318.75	
		10,000	\$ 495.75	
27.0	#10 REGULAR ENVELOPE	1000	\$ 82.75	
		2500	\$ 174.75	
		5000	\$ 275.75	
		15,000	\$ 749.75	
		20,000	\$ 1,149.75	
28.0	#10 SPECIAL PLACEMENT WINDOW ENVELOPE	5,000	\$ 495.75	
	(sample pg.19) RFB-UC23-002	10,000	\$ 725.75	
		15,000	\$ 979.75	
		20,000	\$ 1,195.75	
		30,000	\$ 1,615.75	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*15 days from receipt of order			

BRAND, ENDOC

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ITEM	DESCRIPTION	SECTION H	PRICE PER LOT	VENDOR #418
	BUSINESS CARDS	LOT QUANTITY		ENVELOPES & PRINTED PRODUCTS
29.0	1 COLOR / 1 SIDED	500	\$ 59.00	
		1000	\$ 74.00	
30.0	2 COLOR / 1 SIDED	500	\$ 79.00	
		1000	\$ 94.00	
31.0	1 COLOR / 2 SIDED*	500	\$ 89.00	
	*Raised Lettering on Front Only	1000	\$ 98.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	*5 days from receipt of order			

BRAND, PRODUCT # MOHAWK

RECYCLED CONTENT 30%