

COUNTY OF ULSTER

JEN METZGER
County Executive



ULSTER COUNTY PURCHASING DEPARTMENT
ED JORDAN
Director of Purchasing

CONTRACT AWARD INFORMATION

Title: PRINTED ENVELOPES, NCR FORMS &
BUSINESS CARDS

Bid Number: RFB-UC25-019

Contract Period: APRIL 1, 2025 - MARCH 31, 2026

Possible Extensions: ONE (1) – ONE (1) YEAR EXTENSION AVAILABLE

Authorized Users: ALL ULSTER COUNTY DEPARTMENTS

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 Envelopes, NCR Forms, and Imprinted Business Cards on recycled paper as needed by various Ulster County departments, SUNY Ulster Community College, and others authorized by law.

<u>AWARDED VENDORS</u>	<u>NAME/ ADDRESS/ CONTACT</u>	<u>Phone/Fax/Email</u>
AMERICAN DIVERSITY	<i>BARRY LEVIN 1320 WALTER ROAD, YORKTOWN HEIGHTS, NY 10598</i>	P: 914-245-8588 F: 320-634-0001 E: BLEVIN@AMERICANMIN.COM
EMPIRE ENVELOPES & GRPAHICS	<i>MICHAEL RICE PO BOX 3480 POUGHKEEPSIE, NY 12603</i>	P: 845-562-7780 F: 845-561-7685 E: OFFICE@EMPIREENVELOPESANDGRAPHICS.COM
DUPLI ENVELOPE & GRAPHICS	<i>ALYSIA SCHMALTZ 6761 THOMPSON RD SYRACUSE, NY 13211</i>	P: 315-234-7235 F: 315-437-3634 E: ASCHMALTZ@DUPLIONLINE.COM

**RFB-UC25-019 PRINTED ENVELOPES, NCR FORMS &
BUSINESS CARDS
AWARD INFORMATION**

VENDOR # 3959 AMERICAN DIVERSITY (NW Contract: B25-001A)

VENDOR # 4810 EMPIRE ENVELOPES & GRAPHICS (NW Contract: B25-001B)

VENDOR # 4344 DUPLI ENVELOPE & GRAPHICS (NW Contract: B25-001C)

Prices are effective April 1, 2025 through March 31, 2026, with a one (1) possible one-year extension.

County of Ulster Departments

Items can be ordered in NEW WORLD using the contract items icon, referencing bid **B25-019**.

SPECIAL INSTRUCTIONS FOR COUNTY OF ULSTER REQUISITIONS:

ENVELOPES, NCR FORMS & BUSINESS CARDS:

For all 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 emailed without a sample.

RFB-UC25-019 PRINTED ENVELOPES, NCR FORMS, & BUSINESS CARDS
TERM: APRIL 1, 2025 - MARCH 31, 2026 (One (1) Year Extension Available)
AWARDED PRICING

ITEM	DESCRIPTION	SECTION A	PRICE PER LOT	VENDOR #3959
	ENVELOPES	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
1.0	#9 BUSINESS REPLY	1000	\$ 52.00	
		2500	\$ 101.00	
		5000	\$ 179.00	
2.0	#10 REGULAR ENVELOPES	1000	\$ 56.00	
		2500	\$ 112.00	
		5000	\$ 206.00	
		15,000	\$ 305.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE	-----	N/C	

BRAND, NAV POST CONSUMER RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION B	PRICE PER LOT	VENDOR #3959
	WINDOW ENVELOPES	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
3.0	#10 WINDOW ENVELOPES	1000	\$ 56.00	
		2500	\$ 117.00	
		5000	\$ 238.00	
		10,000	\$ 410.00	
			\$ 399.00	
4.0	#10 WINDOW-INSIDE TINT	5000	\$ 238.00	
		10,000	\$ 399.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE	-----	N/C	

BRAND, NAV POST CONSUMER RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION C	PRICE PER LOT	VENDOR #3507
	NCR FORMS	LOT QUANTITY		<i>EMPIRE ENVELOPES & GRAPHICS</i>
5.0	2-PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 145.00	
		2500/SETS	\$ 380.00	
		5000/SETS	\$ 480.00	
5.1	2-PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 172.00	
		2500/SETS	\$ 390.00	
6.0	3 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 202.00	
		2500/SETS	\$ 412.00	
6.1	3 PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 270.00	
7.0	4 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 260.00	
		2500/SETS	\$ 555.00	
		5000/SETS	\$ 1,030.00	
7.1	4 PART 8 1/2" x 11" 2 SIDED	500/SETS	\$ 225.00	
		1000/SETS	\$ 340.00	
8.0	2 PART 8 1/2" x 5 1/2"	1000/SETS	\$ 110.00	
		2500/SETS	\$ 195.00	
9.0	3 PART 8 1/2" x 5 1/2"	1000/SETS	\$ 148.00	
		2500/SETS	\$ 275.00	
		5000/SETS	\$ 470.00	
10.0	4 PART 8 1/2" x 5 1/2"	1000/SETS	\$ 175.00	
11.0	4 PART 8 1/2" x 14"	5000/SETS	\$ 1,300.00	
	CANCELED ORDER FEE	-----	\$ 25.00	Needs Approval
	QUICK SHIP CHARGE	-----	N/C	

BRAND Pixelle Xcelerator

POST CONSUMER RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION D	PRICE PER LOT	
	KRAFT ENVELOPES	LOT QUANTITY		<i>Dupli Envelopes & Graphics</i>
12.0	9 1/2" X 12 1/2"	1000	\$ 202.11	
		2500	\$ 466.77	
		5000	\$ 907.87	
13.0	10" X 13"	1000	\$ 154.00	
		2500	\$ 346.51	
		5000	\$ 667.36	
14.0	10" X 15"	1000	\$ 241.93	
15.0	12" X 15 1/2"	1000	\$ 331.10	
		2500	\$ 680.10	
16.0	5" X 11 1/2"	1000	\$ 173.77	
17.0	6 1/2" X 9 1/2"	1000	\$ 170.34	
		2500	\$ 387.35	
18.0	7 1/2" X 10 1/2"	1000	\$ 184.47	
		2500	\$ 422.69	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	

BRAND, Printmaster

POST CONSUMER RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION E	PRICE PER LOT	VENDOR #3959
	ENVELOPES-NON RECYCLED	LOT QUANTITY		<i>EMPIRE ENVELOPES & GRAPHICS</i>
19.0	#10 SPECIAL PLACEMENT WINDOW ENVELOPE	5,000	\$ 600.00	
	(sample pg.19) RFB-UC25-019	10,000	\$ 750.00	
		15,000	\$ 1,050.00	
		30,000	\$ 1,700.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	

BRAND, Rolland

ITEM	DESCRIPTION	SECTION F	PRICE PER LOT	
	BUSINESS CARDS	LOT QUANTITY		<i>Dupli Envelopes & Graphics</i>
20.0	1 COLOR / 1 SIDED	500	\$ 71.00	
		1000	\$ 82.00	
21.0	2 COLOR / 1 SIDED	500	\$ 71.00	
		1000	\$ 82.00	
22.0	1 COLOR / 2 SIDED*	500	\$ 84.00	
	*Raised Lettering on Front Only	1000	\$ 95.00	
23.0	2 COLOR FRONT / FULL DIGITAL COLOR BACK / 2 SIDED	500	\$ 111.00	
	*Raised Lettering on Front Only	1000	\$ 119.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	

BRAND, Strathmore 100 PC #80 POST CONSUMER RECYCLED CONTENT 100%