

COUNTY OF ULSTER

*Adele B. Reiter
Acting 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-UC19-006

Contract Period: APRIL 1, 2019 - MARCH 31, 2020

Possible Extensions: (1) YEAR

Authorized Users: ALL DEPTS.

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

Submit Inquiries to:

Name: Peter Esposito

Phone: 845-334-5575

Fax: 845-340-3434

Email: pesp@co.ulster.ny.us

DESCRIPTION

The purpose of this bid is to establish a price for the purchase of Printed Stationery, Envelopes, NCR Forms & Business Cards 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.

<u>AWARDED VENDORS</u>	<u>NAME/ ADDRESS/ CONTACT</u>	<u>Phone/Fax/Email</u>
AMERICAN DIVERSITY	<i>BARRY LEVIN</i> 1320 WALTER ROAD YORKTOWN HGTS, NY 10598	P: 914-245-8588 F: 914-245-8074 E: BLEVIN@AMERICANMIN.COM
ENVELOPES AND PRINTED PRODUCTS	CHRIS HIGGINS 135 FAIRVIEW AVE. PROSPECT PARK, NJ 07508	P: 973-942-1232 F: 973-942-5626 E: ENVELOPRO@AOL.COM
PAPER MART	HOWARD LEVEY 151 RIDGEDALE AVE. EAST HANOVER, NJ 07936	P: 800-772-2001 F: 973-884-1982 E: HOWARD.LEVEY@PAPMAR.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 &
BUSINESS CARDS

BID NO. RFB-UC19-006

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

VENDOR # 3959 AMERICAN DIVERSITY

VENDOR # 418 ENVELOPES AND PRINTED PRODUCTS

VENDOR # 432 PAPER MART

Prices are effective April 1, 2019 through March 31, 2020, with a possible one year extension.

Items can be ordered in LOGOS using the contract items icon, referencing bid **B19-006**.

SPECIAL INSTRUCTIONS:

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 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-UC19-006

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ITEM	DESCRIPTION	SECTION A	PRICE PER LOT	VENDOR #432
	LETTERHEAD	LOT QUANTITY		<i>PAPER MART</i>
1.0	24 LB CLASSIC LAID	1000	\$ 106.44	
		5000	\$ 280.16	
1.a	24 LB CLASSIC LAID 3 COLOR	5000	\$ 438.00	
2.0	24 LB LASER SMOOTH	1000	\$ 84.00	
		5000	\$ 168.00	
3.0	20 LB LASER SMOOTH	1000	\$ 82.25	
		5000	\$ 159.25	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			

BRAND, NEENAH, ROLLAND RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION B	PRICE PER LOT	VENDOR #3959
	ENVELOPES	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
4.0	#9 BUSINESS REPLY	1000	\$ 48.00	
		2500	\$ 71.00	
		5000	\$ 166.00	
5.0	#10 REGULAR ENVELOPES	1000	\$ 51.00	
		2500	\$ 81.00	
		5000	\$ 153.00	
		15,000	\$ 491.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
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BRAND, WISCO RECYCLED CONTENT 30%

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BID NO. RFB-UC19-006

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ITEM	DESCRIPTION	SECTION C	PRICE PER LOT	VENDOR #432
	WINDOW ENVELOPES	LOT QUANTITY		<i>PAPER MART</i>
6.0	#10 WINDOW ENVELOPES	1000	\$ 100.00	
		2500	\$ 136.00	
		5000	\$ 192.00	
		10,000	\$ 307.00	
7.0	#10 WINDOW-INSIDE TINT	5000	\$ 184.00	
		10,000	\$ 322.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			

BRAND, BRANCH RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION D	PRICE PER LOT	VENDOR #432
	2 - COLOR ENVELOPES	LOT QUANTITY		<i>PAPER MART</i>
8.0	#10 ENVELOPE 2-COLOR	2000	\$ 173.00	
		5000	\$ 211.00	
8.a	#11 ENVELOPE 2-COLOR	5000	\$ 265.00	
		10,000	\$ 449.00	
9.0	#10 WINDOW ENVELOPES	2000	\$ 179.00	
	2-COLOR	5000	\$ 226.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			

BRAND, BRANCH RECYCLED CONTENT 30%

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ITEM	DESCRIPTION	SECTION E	PRICE PER LOT	VENDOR #3959
	NCR FORMS	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
10.0	2-PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 92.00	
		2500/SETS	\$ 188.00	
		5000/SETS	\$ 334.00	
10.1	2-PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 128.00	
		2500/SETS	\$ 245.00	
11.0	3 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 139.00	
		2500/SETS	\$ 273.00	
11.1	3 PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 176.00	
12.0	4 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 183.00	
		2500/SETS	\$ 370.00	
		5000/SETS	\$ 692.00	
12.1	4 PART 8 1/2" x 11" 2 SIDED	500/SETS	\$ 147.00	
		1000/SETS	\$ 218.00	
13.0	2 PART 8 1/2" x 5 1/2"	1000/SETS	\$ 72.00	
		2500/SETS	\$ 126.00	
14.0	3 PART 8 1/2" x 5 1/2"	1000/SETS	\$ 96.00	
		2500/SETS	\$ 180.00	
		5000/SETS	\$ 317.00	
15.0	4 PART 8 1/2" x 5 1/2"	1000/SETS	\$ 114.00	
16.0	4 PART 8 1/2" x 14"	5000/SETS	\$ 881.00	
17.0	2PART 5 1/2x8 1/2 PERFORATED	1000/SETS	\$ 250.00	
17.a	2PART 8 1/2x11 1 SIDE green/wht	2500/SETS	\$ 271.00	
17.b	2PART 8 1/2x11 1 SIDE green/wht	5000/SETS	\$ 338.00	
18.0	COLLATOR NUMBER CHG	PER RUN	\$ 23.00	
19.0	3 HOLE PUNCH FEE	PER/M	\$ 8.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
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BRAND, NCR RECYCLED CONTENT 30%

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ITEM	DESCRIPTION	SECTION F	PRICE PER LOT	VENDOR #432
	KRAFT ENVELOPES	LOT QUANTITY		<i>PAPER MART</i>
20.0	9 1/2" X 12 1/2"	1000	\$ 151.00	
		2500	\$ 278.00	
		5000	\$ 432.00	
21.0	10" X 13"	1000	\$ 151.00	
		2500	\$ 278.00	
		5000	\$ 432.00	
22.0	10" X 15"	1000	\$ 178.00	
23.0	12" X 15 1/2"	1000	\$ 190.00	
		2500	\$ 387.00	
24.0	5" X 11 1/2"	1000	\$ 183.00	
25.0	6 1/2" X 9 1/2"	1000	\$ 132.00	
		2500	\$ 230.00	
26.0	7 1/2" X 10 1/2"	1000	\$ 142.00	
		2500	\$ 255.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			

BRAND, BRANCH

RECYCLED CONTENT 30%

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ITEM	DESCRIPTION	SECTION G	PRICE PER LOT	VENDOR #418
	ENVELOPES-NON RECYCLED	LOT QUANTITY		<i>ENVELOPES AND PRINTED PRODUCTS</i>
27.0	#10 WINDOW ENVELOPE	1000	\$ 52.00	
		2500	\$ 118.00	
		5000	\$ 190.00	
		10,000	\$ 335.00	
28.0	#10 REGULAR ENVELOPE	1000	\$ 48.00	
		2500	\$ 112.00	
		5000	\$ 175.00	
		15,000	\$ 420.00	
		20,000	\$ 525.00	
29.0	#10 SPECIAL PLACEMENT WINDOW ENVELOPE (sample pg. xx)	5000	\$ 318.00	
		10,000	\$ 515.00	
		15,000	\$ 645.00	
		20,000	\$ 795.00	
		30,000	\$ 1,095.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			

BRAND, MOHAWK

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ITEM	DESCRIPTION	SECTION H	PRICE PER LOT	VENDOR #418
	BUSINESS CARDS	LOT QUANTITY		ENVELOPES AND PRINTED PRODUCTS
30.0	1 COLOR / 1 SIDED	500	\$ 24.00	
		1000	\$ 29.00	
31.0	2 COLOR / 1 SIDED	500	\$ 32.00	
		1000	\$ 35.00	
32.0	1 COLOR / 2 SIDED*	500	\$ 46.00	
	*Raised Lettering on Front Only	1000	\$ 49.00	
	CANCELED ORDER FEE	-----	N/C	
	QUICK SHIP CHARGE *	-----	N/C	
	* 5 days from receipt of order			
BRAND, PRODUCT #		MOHAWK	RECYCLED CONTENT	30%