

COUNTY OF ULSTER – PURCHASING DEPARTMENT

100 DEVELOPMENT COURT, 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-UC22-008**

- 1 -

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

VENDOR # 3959 AMERICAN DIVERSITY

VENDOR # 418 ENVELOPES AND PRINTED PRODUCTS

VENDOR # 4810 CONCEPT PRINT

Prices are effective April 1, 2022 through March 31, 2023, with a possible one-year extension.

County of Ulster Departments

Items can be ordered in NEW WORLD using the contract items icon, referencing bid **B22-008**.

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-UC22-008**

- 2 -

| ITEM | DESCRIPTION | SECTION A | PRICE PER LOT | VENDOR #418 |
|------|---------------------------------------|--------------|---------------|---|
| | LETTERHEAD | LOT QUANTITY | | <i>ENVELOPES & PRINTED PRODUCTS</i> |
| 1.0 | 24 LB CLASSIC LAID | 1000 | \$ 189.00 | |
| | | 5000 | \$ 745.00 | |
| 1.a | 24 LB CLASSIC LAID 3 COLOR | 5000 | \$ 845.00 | |
| 2.0 | 24 LB LASER SMOOTH | 1000 | \$ 149.00 | |
| | | 5000 | \$ 545.00 | |
| 3.0 | 20 LB LASER SMOOTH | 1000 | \$ 149.00 | |
| | | 5000 | \$ 545.00 | |
| | CANCELED ORDER FEE | ----- | N/C | |
| | QUICK SHIP CHARGE * | ----- | N/C | |
| | * 5 days from receipt of order | | | |

BRAND, NEENAH 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 | \$ 44.52 | |
| | | 2500 | \$ 91.16 | |
| | | 5000 | \$ 165.36 | |
| 5.0 | #10 REGULAR ENVELOPES | 1000 | \$ 48.76 | |
| | | 2500 | \$ 101.76 | |
| | | 5000 | \$ 181.26 | |
| | | 15,000 | \$ 598.90 | |
| | CANCELED ORDER FEE | ----- | N/C | |
| | QUICK SHIP CHARGE * | ----- | N/C | |
| | * 8 days from receipt of order | | | |

BRAND, NEE RECYCLED CONTENT 30%

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- 3 -

| ITEM | DESCRIPTION | SECTION C | PRICE PER LOT | VENDOR #3959 |
|------|---------------------------------------|---------------------|---------------|-------------------------------|
| | WINDOW ENVELOPES | LOT QUANTITY | | <i>AMERICAN DIVERSITY</i> |
| 6.0 | #10 WINDOW ENVELOPES | 1000 | \$ 54.06 | |
| | | 2500 | \$ 111.30 | |
| | | 5000 | \$ 181.26 | |
| | | 10,000 | \$ 380.54 | |
| 7.0 | #10 WINDOW-INSIDE TINT | 5000 | \$ 222.60 | |
| | | 10,000 | \$ 386.90 | |
| | CANCELED ORDER FEE | ----- | N/C | |
| | QUICK SHIP CHARGE * | ----- | N/C | |
| | * 8 days from receipt of order | | | |

BRAND, NEE

RECYCLED CONTENT 30%

| ITEM | DESCRIPTION | SECTION D | PRICE PER LOT | VENDOR #418 |
|------|---------------------------------------|---------------------|---------------|---|
| | 2 - COLOR ENVELOPES | LOT QUANTITY | | <i>ENVELOPES & PRINTED PRODUCTS</i> |
| 8.0 | #10 ENVELOPE 2-COLOR | 2000 | \$ 188.00 | |
| | | 5000 | \$ 250.00 | |
| 8.a | #11 ENVELOPE 2-COLOR | 5000 | \$ 395.00 | |
| | | 10,000 | \$ 770.00 | |
| 9.0 | #10 WINDOW ENVELOPES | 2000 | \$ 198.00 | |
| | 2-COLOR | 5000 | \$ 320.00 | |
| | 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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- 4 -

| 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 | \$ 109.89 | |
| | | 2500/SETS | \$ 217.31 | |
| | | 5000/SETS | \$ 377.08 | |
| 10.1 | 2-PART 8 1/2" x 11" 2 SIDED | 1000/SETS | \$ 153.59 | |
| | | 2500/SETS | \$ 286.82 | |
| 11.0 | 3 PART 8 1/2" x 11" 1 SIDED | 1000/SETS | \$ 156.83 | |
| | | 2500/SETS | \$ 322.92 | |
| 11.1 | 3 PART 8 1/2" x 11" 2 SIDED | 1000/SETS | \$ 208.46 | |
| 12.0 | 4 PART 8 1/2" x 11" 1 SIDED | 1000/SETS | \$ 204.50 | |
| | | 2500/SETS | \$ 430.34 | |
| | | 5000/SETS | \$ 810.35 | |
| 12.1 | 4 PART 8 1/2" x 11" 2 SIDED | 500/SETS | \$ 174.52 | |
| | | 1000/SETS | \$ 265.15 | |
| 13.0 | 2 PART 8 1/2"x 5 1/2" | 1000/SETS | \$ 88.60 | |
| | | 2500/SETS | \$ 152.33 | |
| 14.0 | 3 PART 8 1/2"x 5 1/2" | 1000/SETS | \$ 113.87 | |
| | | 2500/SETS | \$ 215.50 | |
| | | 5000/SETS | \$ 368.06 | |
| 15.0 | 4 PART 8 1/2"x 5 1/2" | 1000/SETS | \$ 140.22 | |
| 16.0 | 4 PART 8 1/2"x 14" | 5000/SETS | \$ 1,039.63 | |
| 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, NEE

RECYCLED CONTENT 30%

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- 5 -

| ITEM | DESCRIPTION | SECTION F | PRICE PER LOT | VENDOR #418 |
|-------------------------|---------------------------------------|-----------------------------|---------------|---|
| | KRAFT ENVELOPES | LOT QUANTITY | | <i>ENVELOPES & PRINTED PRODUCTS</i> |
| 19.0 | 9 1/2" X 12 1/2" | 1000 | \$ 249.00 | |
| | | 2500 | \$ 495.00 | |
| | | 5000 | \$ 940.00 | |
| 20.0 | 10" X 13" | 1000 | \$ 229.00 | |
| | | 2500 | \$ 495.00 | |
| | | 5000 | \$ 940.00 | |
| 21.0 | 10" X 15" | 1000 | \$ 229.00 | |
| 22.0 | 12" X 15 1/2" | 1000 | \$ 129.00 | |
| | | 2500 | \$ 272.00 | |
| 23.0 | 5" X 11 1/2" | 1000 | \$ 198.00 | |
| 24.0 | 6 1/2" X 9 1/2" | 1000 | \$ 279.00 | |
| | | 2500 | \$ 445.00 | |
| 25.0 | 7 1/2" X 10 1/2" | 1000 | \$ 229.00 | |
| | | 2500 | \$ 395.00 | |
| | CANCELED ORDER FEE | ----- | N/C | |
| | QUICK SHIP CHARGE * | ----- | N/C | |
| | * 5 days from receipt of order | | | |
| BRAND, <u>PRESIDENT</u> | | RECYCLED CONTENT <u>30%</u> | | |

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- 6 -

| ITEM | DESCRIPTION | SECTION G | PRICE PER LOT | VENDOR #4810 |
|-------------------------|---|---------------------|---------------|----------------------|
| | ENVELOPES-NON RECYCLED | LOT QUANTITY | | <i>CONCEPT PRINT</i> |
| 26.0 | #10 WINDOW ENVELOPE | 1000 | \$ 104.00 | |
| | | 2500 | \$ 179.00 | |
| | | 5000 | \$ 289.00 | |
| | | 10,000 | \$ 479.00 | |
| 27.0 | #10 REGULAR ENVELOPE | 1000 | \$ 98.00 | |
| | | 2500 | \$ 159.00 | |
| | | 5000 | \$ 268.00 | |
| | | 15,000 | \$ 753.00 | |
| | | 20,000 | \$ 1,193.00 | |
| 28.0 | #10 SPECIAL PLACEMENT WINDOW ENVELOPE (sample pg. 18) RFB-UC22-008 | 5000 | \$ 495.00 | |
| | | 10,000 | \$ 720.00 | |
| | | 15,000 | \$ 982.00 | |
| | | 20,000 | \$ 1,200.00 | |
| | | 30,000 | \$ 1,620.00 | |
| | CANCELED ORDER FEE | ----- | N/C | |
| | QUICK SHIP CHARGE * | ----- | N/C | |
| | *10-15 days from receipt of order | | | |
| BRAND, <u>W.W. Env.</u> | | | | |

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- 7 -

| ITEM | DESCRIPTION | SECTION H | PRICE PER LOT | VENDOR #418 |
|--------------------------------|--|-----------------------------|---------------|---|
| | BUSINESS CARDS | LOT QUANTITY | | ENVELOPES & PRINTED PRODUCTS |
| 29.0 | 1 COLOR / 1 SIDED | 500 | \$ 42.00 | |
| | | 1000 | \$ 49.00 | |
| 30.0 | 2 COLOR / 1 SIDED | 500 | \$ 43.00 | |
| | | 1000 | \$ 50.00 | |
| 31.0 | 1 COLOR / 2 SIDED* | 500 | \$ 48.00 | |
| | *Raised Lettering on Front Only | 1000 | \$ 52.00 | |
| | CANCELED ORDER FEE | ----- | N/C | |
| | QUICK SHIP CHARGE * | ----- | N/C | |
| | * 5 days from receipt of order | | | |
| BRAND, PRODUCT # <u>MOHAWK</u> | | RECYCLED CONTENT <u>30%</u> | | |