

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-UC24-001

Contract Period: APRIL 1, 2024 - MARCH 31, 2025

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 Envelopes, NCR Forms, and Imprinted Business Cards on recycled paper as needed by various Ulster County departments, Ulster County 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
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
CONCEPT PRINT	<i>DAN PLVAN 40 LYDECKER ST. NYACK, NY 10960</i>	P: 845-353-4040 F: 845-353-3030 E: DAN@CONCEPTPRINT.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 ENVELOPES, NCR FORMS, & BUSINESS CARDS

BID NO. **RFB-UC24-001**

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

VENDOR # 3959 AMERICAN DIVERSITY (NW Contract: B24-001A)

VENDOR # 4810 CONCEPT PRINT (NW Contract: B24-001B)

VENDOR # 418 ENVELOPES AND PRINTED PRODUCTS (NW Contract: B24-001C)

Prices are effective April 1, 2024 through March 31, 2025, with a possible one-year extension.

County of Ulster Departments

Items can be ordered in NEW WORLD using the contract items icon, referencing bid **B24-001**.

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 mailed without a sample.

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

BID NO. **RFB-UC24-001**

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ITEM	DESCRIPTION	SECTION B	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	\$ 550.00	

BRAND, NAVPOST CONSUMER RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION C	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	\$ 223.00	
		10,000	\$ 410.00	
4.0	#10 WINDOW-INSIDE TINT	5000	\$ 238.00	
		10,000	\$ 432.00	

BRAND, NAVPOST CONSUMER RECYCLED CONTENT 30%

ITEM	DESCRIPTION	SECTION D	PRICE PER LOT	VENDOR #418
	2 - COLOR ENVELOPES	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
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	

BRAND, NAVPOST CONSUMER RECYCLED CONTENT 30%

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

BID NO. **RFB-UC24-001**

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ITEM	DESCRIPTION	SECTION E	PRICE PER LOT	VENDOR #3959
	NCR FORMS	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
7.0	2-PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 144.33	
		2500/SETS	\$ 380.37	
		5000/SETS	\$ 485.19	
7.1	2-PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 172.30	
		2500/SETS	\$ 368.58	
8.0	3 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 202.63	
		2500/SETS	\$ 413.43	
8.1	3 PART 8 1/2" x 11" 2 SIDED	1000/SETS	\$ 268.41	
9.0	4 PART 8 1/2" x 11" 1 SIDED	1000/SETS	\$ 262.43	
		2500/SETS	\$ 550.97	
		5000/SETS	\$ 1,032.36	
9.1	4 PART 8 1/2" x 11" 2 SIDED	500/SETS	\$ 225.06	
		1000/SETS	\$ 340.17	
10.0	2 PART 8 1/2"x 5 1/2"	1000/SETS	\$ 115.92	
		2500/SETS	\$ 198.15	
11.0	3 PART 8 1/2"x 5 1/2"	1000/SETS	\$ 148.81	
		2500/SETS	\$ 278.88	
		5000/SETS	\$ 470.24	
12.0	4 PART 8 1/2"x 5 1/2"	1000/SETS	\$ 181.70	
13.0	4 PART 8 1/2"x 14"	5000/SETS	\$ 1,325.38	

BRAND, LOVE

POST CONSUMER RECYCLED CONTENT 30%

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

BID NO. **RFB-UC24-001**

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ITEM	DESCRIPTION	SECTION F	PRICE PER LOT	VENDOR #4810
	KRAFT ENVELOPES	LOT QUANTITY		<i>CONCEPT PRINT</i>
16.0	9 1/2" X 12 1/2"	1000	\$ 355.00	
		2500	\$ 661.00	
		5000	\$ 1,043.00	
17.0	10" X 13"	1000	\$ 371.00	
		2500	\$ 741.00	
		5000	\$ 1,043.00	
18.0	10" X 15"	1000	\$ 391.00	
19.0	12" X 15 1/2"	1000	\$ 428.00	
		2500	\$ 925.00	
20.0	5" X 11 1/2"	1000	No Bid	
21.0	6 1/2" X 9 1/2"	1000	\$ 255.00	
		2500	\$ 539.00	
22.0	7 1/2" X 10 1/2"	1000	\$ 299.00	
		2500	\$ 586.00	

BRAND, KRAFT ENVELOPE

POST CONSUMER RECYCLED CONTENT 30%

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ITEM	DESCRIPTION	SECTION G	PRICE PER LOT	VENDOR #3959
	ENVELOPES-NON RECYCLED	LOT QUANTITY		<i>AMERICAN DIVERSITY</i>
23.0	#10 WINDOW ENVELOPE	1000	\$ 56.00	
		2500	\$ 117.00	
		5000	\$ 223.00	
		10,000	\$ 410.00	
24.0	#10 REGULAR ENVELOPE	1000	\$ 56.00	
		2500	\$ 112.00	
		5000	\$ 206.00	
		15,000	\$ 525.00	
		20,000	\$ 709.00	
25.0	#10 SPECIAL PLACEMENT WINDOW ENVELOPE	5,000	\$ 650.00	
	(sample pg.19) RFB-UC24-001	10,000	\$ 799.00	
		15,000	\$ 1,059.00	
		20,000	\$ 1,352.00	
		30,000	\$ 1,806.00	

BRAND, NAV

ITEM	DESCRIPTION	SECTION H	PRICE PER LOT	VENDOR #418
	BUSINESS CARDS	LOT QUANTITY		ENVELOPES & PRINTED PRODUCTS
29.0	1 COLOR / 1 SIDED	500	\$ 74.00	
		1000	\$ 89.00	
30.0	2 COLOR / 1 SIDED	500	\$ 94.00	
		1000	\$ 109.00	
31.0	1 COLOR / 2 SIDED*	500	\$ 104.00	
	*Raised Lettering on Front Only	1000	\$ 113.00	

BRAND, NEENAH ENVIRO 100% PC POST CONSUMER RECYCLED CONTENT 100%