

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **PRINTING OF BUSINESS CARDS**

Contract Period: Valid through December 31, 2026

Original Date of Issue:

Date of Revision: 02/14/2023

**BID No:** **CONTRACT032**

**Catalog:**

Authorized Users: County Agencies

Address Inquires To:

Name: Raheela Akhter  
Title: Asst. Purchaser  
Phone: 845-364-3813  
Fax: akhterr@co.rockland.ny.us  
E-mail:

### Description

This contract is for the printing of business cards.

Contract #	Vendor Number	Contractor & Address	Telephone No.
CONTRACT032	0000016743	Envelopes & Printed Products Inc. 135 Fairview Avenue Prospect Park, NJ 07508 Contact: Christopher P. Higgins Email: <a href="mailto:envelopro@aol.com">envelopro@aol.com</a>	973-942-1232  FAX: 973-942-5626

- 1- Business cards are now to be ordered from peoplesoft contract032 using 11 digit code for your desired business card
- 2- Requester must fill out the fillable business card form to be attached to your requisition. Form is available on RCWEB
- 3- Purchasing department will send business card form to the vendor.
- 4- Requester's email must be typed on all requisitions for Business cards in order to receive proof from vendor.
- 5-Delivery contact name and number must be typed in header comments to avoid shipment delays.

# County of Rockland CONTRACT

## Dept. of General Services

Purchasing Division  
50 Sanatorium Rd  
Bldg A, 6th Fl, Room 609  
POMONA NY 10970  
www.rcpurchasing.com

**Dispatch via Print**

<b>Contract ID</b> CONTRACT032		Page 1 of 1
<b>Contract Dates</b> Valid through 12/31/2026		<b>Currency</b> USD
PRINTING OF BUSINESS CARDS		<b>Contract Maximum</b> 50,000.00
<b>Freight Terms</b> FOB Destination	<b>Buyer Email</b> akhterr@co.rockland.ny.us	
<b>Buyer</b> Raheela Akhter	<b>Phone</b> 845/364-3813	<b>Fax</b> 845/364-3809

**Supplier** 0000017643  
Envelopes & Printed Products Inc  
William Higgins  
135 Fairview Avenue  
Prospect Park NJ 07508

Phone 973/942-1232  
Fax 973/942-5626  
envelopro@aol.com

Tax Exempt? Y Tax Exempt ID: 13-6007344

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		BUSINESS CARDS 80 LB ACCENT OPAQUE WHITE COVER 2 X 3-1/2, PRINTED BLACK, 1/0-THERMOGRAPHY 500/BOX, Sample copy to be sent via email to vendor. Proof must be approved before production.	96607200001	58.00000	Box
3		BUSINESS CARD WHT RECYCLD 1SIDED BLUE SEAL BLK TXT LEGIS STD, SAMPLE CARD WILL BE SENT TO VENDOR VIA EMAIL, PROOF MUST BE APPROVED BEFORE PRODUCTION	96607240003	58.00000	Box
6		Business Cards, Executive Style, 80lb Opaque White Cover; 2x3-1/2", Printed PMS 432 Cool Charcoal & PMS 2242 Vibrant Emerald 2/0 Thermography, Tight Register, 500/box, Sample card to be sent to vendor via email, Proof must be approved before production.	96607240006	108.00000	Box
7		Business Cards, Executive Style, 80lb Opaque White Cover, Business Cards, Executive Style, 80lb Opaque White Cover; 2x3-1/2", Printed PMS 432 Cool Charcoal & PMS 2242 Vibrant Emerald 2/0 Thermography, Tight Register, 1000/box,	96607240007	118.00000	Box

sample card will be sent to vendor via email, proof must be approved before production.

TERMS AND CONDITIONS OF CONTRACT 032 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**

*Paul J. Brennan*





**Legislature Business Card, Item Id # 96607240003**

