

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Envelopes-Printed Custom**

Contract Period: December 20, 2024 through December 19, 2025 w/4-1 year options

Original Date of Issue: December 20, 2024

Date of Revision:

BID No: **RFB-RC-2024-130**

Catalog: **Printing**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,
Local Governments, School Districts & Non-Profit Agencies, County
Agencies

Address Inquiries To:

Name: Raheela Akhter
Title: Purchaser I
Phone: 845-364-3813
Fax: 845-364-3809
E-mail: akhterr@co.rockland.ny.us

Description

This contract is for various printed envelopes.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 24-130	0000017643	Envelope & Printed Products 135 Fairview Avenue Prospect Park, NJ 07508 Contact: William Higgins enveloppro@aol.com	973/942-1232 FAX: 973/942-5256
BID 24-130-A	0000029226	Crabar GBF Inc. 2441 Presidential Parkway Midlothian, TX 76065 Contact: William J. Reid Bill_reid@crabarGBF.com	470/235-0676 FAX: 866/520-9290

NOTE:

It is recommended not to overstock sealed envelopes to avoid the environmental damage to the envelopes.

Samples of envelope must be attached to your requisition.

Name and email of contactor requester must be on your requisition for proof approval.

Other custom envelope request must be directed to Raheela Akhter via email.

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

VENDOR: _____

LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
	SECTION I					
A	CORRESPONDENCE ENVELOPES	All correspondence envelopes to be awarded as a group				
	#10 ENVELOPE PRINT ONE SIDE BLACK INK	0	0	M		
1A	Minimum Qty form 1000 to 4000 per order	96631900002	1	M	\$52.88	Envelopes & Printed Products
2A	Minimum Quantity 5000 per order	96631900002	5	M	\$47.88	Envelopes & Printed Products
3A	Minimum Quantity 10,000 per order	96631900002	10	M	\$42.88	Envelopes & Printed Products
	#10 SELF-SEAL ENVELOPE Self-seal latex gum PRINT ONE SIDE BLACK INK	0	0	M		
4A	Minimum Qty form 1000 to 4000 per order	96631900022	1	M	\$79.88	Envelopes & Printed Products
5A	Minimum Quantity 5000 per order	96631900022	5	M	\$74.88	Envelopes & Printed Products
6A	Minimum Quantity 10,000 per order	96631900022	10	M	\$69.88	Envelopes & Printed Products
	#10 WINDOW ENVELOPE PRINT ONE SIDE BLACK INK	0	0	M		

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
7A	Minimum Qty form 1000 to 4000 per order	96631900009	1	M	\$55.88	Envelopes & Printed Products
8A	Minimum Quantity 5000 per order	96631900009	5	M	\$49.88	Envelopes & Printed Products
9A	Minimum Quantity 10,000 per order	96631900009	10	M	\$45.88	Envelopes & Printed Products
	#9 ENVELOPE WW REGULAR #24 PRINT ONE SIDE BLACK INK	0	0	M		
10A	Minimum Qty form 1000 to 4000 per order	96631900012	1	M	\$49.88	Envelopes & Printed Products
11A	Minimum Quantity 5000 per order	96631900012	5	M	\$44.88	Envelopes & Printed Products
12A	Minimum Quantity 10,000 per order	96631900012	10	M	\$39.88	Envelopes & Printed Products
	#9 TINTED ENVELOPE SECURITY TINT INSIDE OUTSIDE PRINT ONE SIDE BLACK INK	0	0	M		
13A	Minimum Qty form 1000 to 4000 per order	96631900032	1	M	\$59.88	Envelopes & Printed Products
14A	Minimum Quantity 5000 per order	96631900032	5	M	\$54.88	Envelopes & Printed Products
15A	Minimum Quantity 10,000 per order	96631900032	10	M	\$49.88	Envelopes & Printed Products

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
	#9 ENVELOPE PRINT 1/2 (BLACK/BLACK+1 SPOT)	0	0	M		
16A	Minimum Qty form 1000 to 4000 per order	96631910002	1	M	\$64.88	Envelopes & Printed Products
17A	Minimum Quantity 5000 per order	96631910002	5	M	\$59.88	Envelopes & Printed Products
18A	Minimum Quantity 10,000 per order	96631910002	10	M	\$54.88	Envelopes & Printed Products
	#12 WINDOW ENVELOPE Standard window size and placement PRINT ONE SIDE BLACK INK	0	0	M		
19A	Minimum Qty form 1000 to 4000 per order	96631900034	1	M	\$109.88	Envelopes & Printed Products
20A	Minimum Quantity 5000 per order	96631900034	5	M	\$99.88	Envelopes & Printed Products
	#11 ENVELOPE PRINT 1 SIDE BLACK INK	0	0	M		
21A	Minimum Qty form 1000 to 4000 per order	96631900060	1	M	\$72.88	Envelopes & Printed Products
22A	Minimum Quantity 5000 per order	96631900060	5	M	\$67.88	Envelopes & Printed Products

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
	#11 ENVELOPE, 28# BROWN KRAFT Diagonal seam, PRINT ONE SIDE BLACK INK	0	0	M		
23A	Minimum Qty form 1000 to 4000 per order	96631230008	1	M	\$87.88	Envelopes & Printed Products
24A	Minimum Quantity 5000 per order	96631230008	5	M	\$82.88	Envelopes & Printed Products
25A	#14 ENVELOPE 28# W/W, DIAGONAL SEAM, COMMERCIAL FLAP PRINTED 1 SIDE BLACK INK Min Qty 1000	96631900062	1	M	\$114.88	Envelopes & Printed Products
	SECTION II					
B	OPEN END ENVELOPES	All open end envelopes to be awarded as a group				
	9 x 12 ENVELOPE 28# Brown Kraft No clasp Printed one side Black Ink	0	0	M		
B1	Minimum Qty form 1000 to 4000 per order	96631900037	1	M	\$228.95	Crabar GBF Inc.
B2	Minimum Quantity 5000 per order	96631900037	5	M	\$144.71	Crabar GBF Inc.
B3	Minimum Quantity 10,000 per order	96631900037	10	M	\$134.18	Crabar GBF Inc.

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
	9 x 12 CLASP ENVELOPE 28# BROWN KRAFT With metal clasp, reinforced hole PRINT ONE SIDE BLACK INK	0	0	M		
B4	Minimum Qty form 1000 to 4000 per order	96631230014	1	M	\$315.20	Crabar GBF Inc.
B5	Minimum Quantity 5000 per order	96631230014	5	M	\$199.70	Crabar GBF Inc.
B6	Minimum Quantity 10,000 per order	96631230014	10	M	\$185.26	Crabar GBF Inc.
	12 X 15.5 CLASP ENVELOPE 28# BROWN KRAFT REINFORCED HOLE PRINT 1 SIDE BLACK INK	0	0	M		
B7	Minimum Qty form 1000 to 4000 per order	96631230012	1	M	\$458.24	Crabar GBF Inc.
B8	Minimum Quantity 5000 per order	96631230012	5	M	\$313.70	Crabar GBF Inc.
	SECTION III					
C	OPEN SIDE ENVELOPES	All open side envelopes to be awarded as a group				
	9"x12" WINDOW ENVELOPE OPEN SIDE, POLY WINDOW Gum seal. Booklet style, 28# White Wove Window size – 1-3/4" x 4-1/2" Window 3-3/4" from left, 3-1/2" from bottom PRINT ONE SIDE BLACK INK	0	0	M		

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
C1	Minimum Qty form 1000 to 4000 per order	96631900069	1	M	\$693.05	Crabar GBF Inc.
C2	Minimum Quantity 5000 per order	96631900069	5	M	\$239.49	Crabar GBF Inc.
	6 X 9 ENVELOPE 28# WHITE WOVE BOOKLET STYLE PRINT ONE SIDE BLACK INK	0	0	M		
C3	Minimum Qty form 1000 to 4000 per order	96631900058	1	M	\$196.64	Crabar GBF Inc.
C4	Minimum Quantity 5000 per order	96631900058	5	M	\$95.21	Crabar GBF Inc.
C5	Minimum Quantity 10000 per order	96631900058	10	M	\$79.02	Crabar GBF Inc.
	6 X 9 ENVELOPE 28# WHITE WOVE BOOKLET STYLE PRINT ONE SIDE BLACK INK	0	0	M		
C6	Minimum Qty form 1000 to 4000 per order	96631900066	1	M	\$196.64	Crabar GBF Inc.
C7	Minimum Quantity 5000 per order	96631900066	5	M	\$95.21	Crabar GBF Inc.

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
	6 X 9 WINDOW ENVELOPE 28# WHITE WOVE BOOKLET STYLE PRINT TWO SIDED BLACK INK	0	0	M		
C8	Minimum Qty form 1000 to 4000 per order	96631900064	1	M	\$273.40	Crabar GBF Inc.
C9	Minimum Quantity 5000 per order	96631900064	5	M	\$125	Crabar GBF Inc.
C10	#6-3/4 REMITTANCE/RETURN ENVELOPE 3-1/4" flap PRINT 2 SIDES BLACK INK LOT OF 500	96631900063	1	LOT	\$193.71	Crabar GBF Inc.
C11	#6-3/4 ENVELOPE, (3 5/8 x 6 1/2) PRINT ONE SIDE BLACK INK Minimum quantity 5000	96631900044	5	M	\$65.53	Crabar GBF Inc.
C12	#6-3/4 WINDOW ENVELOPE (3-5/8" x 6-1/2") Standard window size & placement PRINT ONE SIDE BLACK INK Minimum quantity 5000	96631900053	5	M	\$69.47	Crabar GBF Inc.
	SECTION VI					

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LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED ANNUAL USAGE (M's)	UNIT	UNIT PRICE	VENDOR
D	ENVELOPES NOT LISTED IN THIS BID					
D1	Special request custom envelope of any type or size that is not listed in this bid-vendor to provide a quotation upon quote request. Shipping and type setting will be included on quote. The Dollar amount in quantity is for evaluation purpose only. Bidder to offer a % Discount based on dollar volume. Bidder to enter % offered as whole number e.g. 10% = 0.10	966319	5000.00	DOLLAR		NO AWARD

Upon receipt of all required approvals, a Contract shall be deemed executed and created with the successful Bidder(s) upon the Commissioner's mailing or electronic communication to the address on the bid of:
i) a Letter of Acceptance; or ii) a fully executed contract; or iii) a Purchase Order authorized by the Commissioner

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TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PRINTED CUSTOM ENVELOPES

RFB #: RFB-RC-2024-130

PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: **www.rcpurchasing.com**
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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TITLE: PRINTED CUSTOM ENVELOPES**RFB #: RFB-RC-2024-130**

SPECIFICATIONS

1. SCOPE OF WORK

- 1.1. Supply printed custom envelopes for various County of Rockland departments as needed.

2. PRICE STRUCTURE BASED ON QUANTITY.

- 2.1. **Quantities**—Envelope quantity listed on each line is the minimum to be ordered at one time, for the price quoted. Vendor will bid as per minimum quantity breaks as per item listed in proposal sheet.
- 2.2. There are four (4) sections for each type of envelopes and each section will be awarded as a group.
- 2.3. Enter a 0(zero) on lines that have an estimated quantity as 0(zero), this line is used for envelope type description only.
- 2.4. Departments will order as per minimum quantities as specified.
- 2.5. Overruns will not be acceptable.
- 2.6. **Estimated Annual Usage**— County of Rockland has a history of usage for past 12 months for #10 envelopes at 256 quantities per thousand unit of measure and 155 per thousand quantities for #10 Window envelopes. This usage is solely for information purposes and is not a guarantee for future usage.
- 2.7. The anticipated quantities of all items are provided for bid evaluation purpose. It does not guarantee that purchases will total that quantity, nor does it constitute a maximum quantity to be provided. Quantities may increase or decrease on an as needed basis.

3. REQUIREMENTS

- 3.1. All envelopes to be printed in black ink.
- 3.2. Pricing to include all costs, including, but not limited to, typesetting, proofs, packaging and inside delivery.
- 3.3. The County of Rockland does not supply camera ready art, except for the County Seal.
- 3.4. The County of Rockland will not pay for overruns.
- 3.5. Successful bidder will be given original samples with purchase order via scan to vendor's email or by mail upon request.
- 3.6. Digital Proofs are to be sent to requesting agency's contact prior to production.
- 3.7. Printing will be one or two-sided, as described.
- 3.8. Print location and placement will be as specified in Purchase order description and sample copy.
- 3.9. Copy may be extensive (including business reply) or minimal, as needed. It is not limited to corner card.
 - 3.9.1. There may be screens.

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- 3.9.2. There will be no large solids.
- 3.9.3. There will be no bleeds and embossing.

3.10. Unless otherwise noted:

- 3.10.1. envelopes are 24# White Wove;
- 3.10.2. envelopes to have full gum flaps;
- 3.10.3. correspondence envelopes are to have diagonal seams and commercial flap;
- 3.10.4. booklet envelopes are to have side seams;
- 3.10.5. catalog envelopes are to have center seam.

4. DELIVERY

- 4.1. Items to be delivered ten (10) business days after approval of proof.
- 4.2. Split shipment is not acceptable.
- 4.3. Each Purchase order must be delivered in full as inside delivery. Delivery in no circumstances can be left at a location where delivered product is likely to have environmental damage such as rain, snow or extensive humidity.
- 4.4. A sample of the envelope must be visible on the outside of the box.

5. COMPLIANCE

- 5.1. Envelopes must meet USPS regulations for automated processing of envelopes.
- 5.2. County will provide samples and USPS permit # for BRM Envelopes at the time of purchase.

6. PRICE ADJUSTMENT

- 6.1. The County recognizes this commodity, or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once a year upon renewal of contract.

A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (ie, commodity increases), the current pricing, and the requested revised pricing.

The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

The Director of Purchasing may use available indexes (e.g. CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will

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make a written request to the Contractor for a Price Adjustment in writing with supporting documentation

7. AWARD

- 7.1. Award will be made by section to the lowest responsive responsible bidder (s). Bidder may submit pricing for any one section; however, bidder must submit pricing on all lines within a section to be considered for award. County Reserves the right to award all sections to the lowest overall bidders for the total of all sections.