

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Reproduction, Duplication, Lamination & Binding Services**

Contract Period: July 28, 2025 through July 27, 2030

Original Date of Issue: July 24, 2025

Date of Revision:

**BID No:** **RFB-RC-2025-079**

**Catalog:** **Printing & Promotional Supplies**

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

Address Inquiries To:

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**Description**

This contract is for Reproduction, Duplication, Lamination  
and Binding Services

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 25-079	0000003919	Oak Tree Printing Inc. 1 Dewolf Rd, Suite 103 Old Tappan, NJ 07675 Contact: Nick Sfraga nick@oaktreeprinting.com	845-359-0181

**Please Note:**

**This contract is for reproduction services that are not covered by ITS reproduction department. Requesters to check with ITS first before using this contract. This contract has a volume price break. Requesters to obtain a quote for any reproduction services that are not listed in this bid and enter a special requisition with the quote attached and bid reference in comments.**

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

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
	<b>SECTION ONE</b>					
	<b>Engineering copies reproduced from hardcopy originals at same size</b>					
1-1	Xeroxing engineering copies Bond 24 x 36 - Quantity 1-500	96618000022	500	Each	\$ 2.50	OAK TREE PRINTING
1-2	Xeroxing engineering copies Bond 24 x 36 Quantity 501-1000	96618000022	1000	Each	\$ 2.40	OAK TREE PRINTING
1-3	Xeroxing engineering copies Bond 24 x 36 Quantity more than 1000	96618000022	1001	Each	\$ 2.25	OAK TREE PRINTING
1-4	Xeroxing engineering copies Bond 36 x 48 Quantity 1-500	96618000024	500	Each	\$ 3.80	OAK TREE PRINTING
1-5	Xeroxing engineering copies Bond 36 x 48 Quantity 501-1000	96618000024	1000	Each	\$ 3.70	OAK TREE PRINTING
1-6	Xeroxing engineering copies Bond 36 x 48 Quantity more than 1000	96618000024	1001	Each	\$ 3.50	OAK TREE PRINTING
	<b>SECTION TWO</b>					
	<b>Small format photocopies from hardcopy or electronic originals (AutoCAD plot files or PDFs). For price determination, order quantity is defined by total output, without regard to the number of originals.</b>					
2-1	Photo Copies, Black & White 8 ½ x 11, 1-500 Multiply by 5000	96618000025	5000	Each	\$ 0.12	OAK TREE PRINTING
2-2	Photo Copies, Black & White 8 ½ x 14, 1-500 Multiply by 1	96618000028	1	Each	\$ 0.17	OAK TREE PRINTING

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2-3	Photo Copies, Black & White 8 ½ x 14, 501-1000 Multiply by 1	96618000029	1	Each	\$ 0.15	OAK TREE PRINTING
2-4	Photo Copies, Black & White 8 ½ x 14, 1000+ Multiply by 1	96618000030	1	Each	\$ 0.14	OAK TREE PRINTING
2-5	Photo Copies, Black & White 11 x 17, 1-500 Multiply by 1	96618000031	1	Each	\$ 0.25	OAK TREE PRINTING
2-6	Photo Copies, Black & White 11 x 17, 501-1000 Multiply by 1	96618000032	1	Each	\$ 0.24	OAK TREE PRINTING
2-7	Photo Copies, Black & White 11 x 17, 1000+ Multiply by 1	96618000033	1	Each	\$ 0.22	OAK TREE PRINTING
2-8	Photo Copies, Color 8 ½ x 11, 1-500 Multiply by 1	96618000045	1	Each	\$ 0.40	OAK TREE PRINTING
2-9	Photo Copies, Color 8 ½ x 11, 501-1000 Multiply by 1	96618000046	1	Each	\$ 0.35	OAK TREE PRINTING
2-10	Photo Copies, Color 8 ½ x 11, 1000+ Multiply by 1	96618000047	1	Each	\$ 0.33	OAK TREE PRINTING
2-11	Photo Copies, Color 8 ½ x 14, 1-500 Multiply by 1	96618000048	1	Each	\$ 0.50	OAK TREE PRINTING
2-12	Photo Copies, Color 8 ½ x 14, 501-1000 Multiply by 1	96618000049	1	Each	\$ 0.48	OAK TREE PRINTING

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
2-13	Photo Copies, Color 8 ½ x 14, 1000+ Multiply by 1	96618000050	1	Each	\$ 0.45	OAK TREE PRINTING
2-14	Photo Copies, Color 11 x 17, 1-500 Multiply by 1	96618000051	1	Each	\$ 0.80	OAK TREE PRINTING
2-15	Photo Copies, Color 11 x 17, 501-1000 Multiply by 1	96618000052	1	Each	\$ 0.78	OAK TREE PRINTING
2-16	Photo Copies, Color 11 x 17, 1000+ Multiply by 1	96618000053	1	Each	\$ 0.72	OAK TREE PRINTING
<b>SECTION THREE-PRINTING OF BLACK LINES- COLOR OR BW</b>						
3-1	Printing of black lines from AutoCAD plot files, JPEGs or PDFs on bond paper, 18 x 24 <u>First Copy and Additional Copies</u>	96618000034	1	Each	\$ 2.25	OAK TREE PRINTING
3-2	Printing of black lines from AutoCAD plot files, JPEGs or PDFs on bond paper, 20 x 28 <u>First Copy and Additional Copies</u>	96618000035	1	Each	\$ 2.50	OAK TREE PRINTING
3-3	Printing of black lines from AutoCAD plot files, JPEGs, or PDFs on bond paper, 24 x 36 <u>First Copy and Additional Copies</u>	96618000036	1	Each	\$ 2.55	OAK TREE PRINTING
3-4	Printing of black lines from AutoCAD plot files, JPEGs, or PDFs on bond paper, 36 x 48 <u>First Copy and Additional Copies</u>	96618000040	1	Each	\$ 4.00	OAK TREE PRINTING

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
3-5	Color Printing from AutoCAD plot files, JPEGs, or PDFs on white bond paper, 18 x 24 <u>First Copy and Additional Copies</u>	96618000071	1	Each	\$ 7.00	OAK TREE PRINTING
3-6	Color Printing from AutoCAD plot files, JPEGs, or PDFs on white bond paper, 24 x 36 <u>First Copy and Additional Copies</u>	96618000073	1	Each	\$ 8.00	OAK TREE PRINTING
3-7	Color Printing from AutoCAD plot files or PDFs on white bond paper, 36 x 48 <u>First Copy and Additional Copies</u>	96618000077	1	Each	\$ 16.00	OAK TREE PRINTING
	<b>SECTION FOUR- BINDING</b>					
4-1	GBC binding to collate and bind bid specifications, when needed on 8 ½ x 11 paper. Thickness of book may vary; usual size is 1” to 2”. PRICE PER SECTION UP TO ½”	96618000042	1	Each	\$ 9.00	OAK TREE PRINTING
4-2	Chicago screw post binding 3 hole punch. ½” book. Price per book, 1-100 Multiply by 1	96618000088	1	Each	\$ 15.00	OAK TREE PRINTING
4-3	Chicago screw post binding 3 hole punch. 1” book. Price per book., 1-100 Multiply by 1	96618000089	1	Each	\$ 18.00	OAK TREE PRINTING
	<b>SECTION FIVE</b>					
5-1	Covers, acetate for reports Price per sheet.	96618000090	1	Each	\$ 1.50	OAK TREE PRINTING
5-2	Index stock (colored) for cover and back sheets printed with text. Price per sheet.	96618000091	1	Each	\$ 1.00	OAK TREE PRINTING

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
5-3	Insertion of bond flip sheets. Price per sheet.	96618000092	1	Each	\$ 0.50	OAK TREE PRINTING
	<b>SECTION SIX- FOAM CORE</b>					
6-1	Foam Core 18 x 24	96618000093	1	Each	\$ 36.00	OAK TREE PRINTING
6-2	Foam Core 24 x 36	96618000094	1	Each	\$ 50.00	OAK TREE PRINTING
6-3	Foam Core 30 x 42	96618000095	1	Each	\$ 72.00	OAK TREE PRINTING
6-4	Foam Core 36 x 42	96618000096	1	Each	\$ 80.00	OAK TREE PRINTING
	<b>SECTION SEVEN - LAMINATING</b>					
7-1	Laminating Services 8 ½ x 11	96251010001	1	Each	\$ 1.50	OAK TREE PRINTING
7-2	Laminating Services 8 ½ x 14	96251010002	1	Each	\$ 2.00	OAK TREE PRINTING
7-3	Laminating Services 11 x 17	96251010003	1	Each	\$ 3.00	OAK TREE PRINTING
	<b>SECTION EIGHT</b>					
	<b>Large Format Scanning—Black &amp; White or Color hardcopy originals scanned to JPEG format</b>					
8-1	Scan to JPEG, B&W original, 18 x 24	915480000001	1	Each	\$ 6.00	OAK TREE PRINTING

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
8-2	Scan to JPEG, B&W original, 24 x 36	915480000002	1	Each	\$ 8.00	OAK TREE PRINTING
8-3	Scan to JPEG, B&W original, 36 x 48	915480000003	1	Each	\$ 10.00	OAK TREE PRINTING
8-4	Scan to JPEG, Color original, 18 x 24	915480000004	1	Each	\$ 6.00	OAK TREE PRINTING
8-5	Scan to JPEG, Color original, 24 x 36	915480000005	1	Each	\$ 7.00	OAK TREE PRINTING
8-6	Scan to JPEG, Color original, 36 x 48	915480000006	1	Each	\$ 12.00	OAK TREE PRINTING
	<b>TOTAL FROM 8-1 TO 8-6</b>					
	<b>SECTION NINE-REPRODUCTION SERVICE FOR NON LISTED ITEM - QUATATION REQUIRED</b>					
9	Reproduction services for non listed type or size. Vendor to enter zero(0) if not offering a discounted quote for non listed items. Awarded vendor will be requested to provide a quotation before accepting a work order.	96618000103	%	Discount	0% Discount	OAK TREE PRINTING
	<b>SECTION TEN-DELIVERY AND PICKUP</b>					
10-1	Cost for Pick up and delivery-Vendor to enter 0 or No charge if applicable		1	trip	\$ 10.00	OAK TREE PRINTING
10-2	Cost for Rush pickup and dleivery-Vendor to enter 0 or no charge if applicable		1	trip	\$ 10.00	OAK TREE PRINTING

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	<b>SECTION TEN-DELIVERY AND PICKUP</b>					
10-1	Cost for Pick up and delivery-Vendor to enter 0 or No charge if applicable		1	trip	\$ 10.00	OAK TREE PRINTING
10-2	Cost for Rush pickup and dleivery-Vendor to enter 0 or no charge if applicable		1	trip	\$ 10.00	OAK TREE PRINTING



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## 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](http://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](http://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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## **SPECIFICATIONS**

### **1. PURPOSE**

- 1.1. The purpose of this bid is to solicit proposals from qualified vendors to provide reproduction and printing services for several County of Rockland's departments and agencies. Services will support various governmental functions and must meet high standards of accuracy, confidentiality, and timeliness.

### **2. SCOPE OF WORK TO INCLUDE**

- 2.1. High-volume document reproduction (black & white and color)
- 2.2. Wide-format printing (e.g., maps, architectural drawings, blue prints)
- 2.3. Binding and finishing (e.g., stapling, comb binding, saddle stitching)
- 2.4. Collating, folding, and booklet-making
- 2.5. Scanning and digitization of paper documents
- 2.6. Confidential shredding of excess/obsolete documents
- 2.7. Pickup and delivery service to government offices (as required)

### **3. REQUIREMENTS**

- 3.1. Unless otherwise specified herein, the contractor is to furnish all materials, tools, equipment, manpower and consumables needed to complete the work.
- 3.2. Price to include pick-up and delivery of all items from and to various locations listed on the bid. Pick-up and deliveries shall be made between the hours of 9:00 AM and 4:00 PM, Monday through Friday excluding holidays observed by the County of Rockland.
  - 3.2.1. Contractor shall provide FTP information for electronic transmission of files to be output. FTP transmission will be used when feasible but will not be mandatory.
- 3.3. Contractor shall pick up within eight (8) business hours after the telephone or email request and receipt of Purchase Order. Vendor must not provide service without an official purchase order receipt from County of Rockland. The completed job shall be returned within a maximum of 48 hours after receipt of originals. Any rework required, due to vendor error, shall be corrected and returned within four hours after submission at no additional cost to the County.
- 3.4. Contractor may be required, on occasion, to make an overnight delivery to a second source and return originals to the County of Rockland.
- 3.5. Contractor may be required, on occasion, to maintain originals at contractor's facility.
- 3.6. Quantities are estimated for one-year usage and may vary for actual orders. Quantities may be more or less.
- 3.7. Errors or reprints due to vendor faults must be corrected at no cost.

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#### 4. **VENDOR QUALIFICATION**

**Vendors must:**

- 4.1. Be in business for at least three (3) years providing similar services.
- 4.2. Have capacity to handle large-volume jobs within tight deadlines.
- 4.3. Maintain equipment capable of producing high-resolution prints (minimum 600 dpi).
- 4.4. Ensure compliance with data privacy and confidentiality requirements.
- 4.5. Provide references from at least three (3) government or institutional clients

#### 5. **AWARD**

- 5.1. Award will be made to the most responsive responsible bidder meeting all qualifications and requirements as a whole for all items.

#### 6. **PRICING STRUCTURE**

- 6.1. Pricing to be provided by quantity breaks as specified in bid Proposal Pricing sheets.
- 6.2. Items with specified scope of service but are not listed on the Proposal Pricing sheet will be ordered after obtaining a formal quotation by the awarded vendor for example County of Rockland will obtain a quotation for a photocopy for a size larger than listed on proposal sheet or a Volume higher than listed on the proposal sheet.
- 6.3. **Awarded Vendor must not quote under this bid an out of scope service for example vendor can not provide Graphic design services or create Artwork for a new logo etc.**

#### 7. **Fixed Pricing with Tariff Adjustment Clause**

- 7.1. Pricing shall be firm for the initial contract term; however, should tariffs imposed by the U.S. government materially change, the awarded contractor may request a price adjustment. Such requests must include official documentation verifying the tariff change and will be subject to County approval.