

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Printing of Envelopes**

Contract Period: April 1, 2022 through March 31, 2023 w/3-6 mo options

Original Date of Issue: April 19, 2022

Date of Revision:

QUOTE No: **RFQ-RC-2021-077**

Catalog: **PRINTING AND PROMOTIONAL**

Authorized Users: COUNTY DEPARTMENTS/AGENCIES

Address Inquiries To:

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

Description

This contract is for the printing of various envelopes.

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFQ 21-077	0000026275	Admiral Printing & Envelope 13-08 43 rd Avenue Long Island City, NY 11101 Contact: Eric Wald Eric.wald@admiralenvelope.com	718-389-6844 FAX: 718-383-6188
RFQ 21-077-A	0000071643	Envelopes & Printed Products 135 Fairview Avenue Prospect Park, NJ 07508 Contact: William Higgins envelopepro@aol.com	973-942-1232 FAX: 973-942-5626

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

Description	RC ITEM ID	UOM	PRICING	VENDOR
#10 ENVELOPE PRINT ONE SIDE BLACK INK MIN QTY 1000 CORRESPONDENCE ENVELOPES	96631900002	Thousand	\$ 31.20	Admiral Printing
#10 WINDOW ENVELOPE PRINT ONE SIDE BLACK INK" MIN QTY 1000 CORRESPONDENCE ENVELOPES	96631900009	Thousand	\$ 34.75	Admiral Printing
#9 ENVELOPE PRINT ONE SIDE BLACK INK" MIN QTY 1000 CORRESPONDENCE ENVELOPES	96631900012	Thousand	\$ 37.00	Admiral Printing
9 x 12 CLASP ENVELOPE 28# BROWN KRAFT With metal clasp, reinforced hole PRINT ONE SIDE BLACK INK " MIN QTY 1000 OPEN END ENVELOPES	96631230014	Thousand	\$ 157.80	Admiral Printing
12 X 15.5 CLASP ENVELOPE 28# BROWN KRAFT REINFORCED HOLE PRINT 1 SIDE BLACK INK " MIN QTY 1000 OPEN END ENVELOPES	96631230012	Thousand	\$ 186.00	Admiral Printing
10 X 15 CLASP ENVELOPE 28# BROWN KRAFT, REINFORCED HOLE PRINT 1 SIDE 1 COLOR MIN QTY 1000 OPEN END ENVELOPES	96631230018	Thousand	\$ 195.00	Admiral Printing
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" MIN QTY 1000 OPEN SIDE ENVELOPES	96631900069	Thousand	\$ 274.00	ENVELOPES & PRINTED PRODUCTS

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Description	RC ITEM ID	UOM	PRICING	VENDOR
6 X 9 ENVELOPE PEEL & SEAL FLAP 28# WHITE WOVE BOOKLET STYLE P/1/S BLACK INK MIN QTY 1000 OPEN SIDE ENVELOPES	96631900068	Thousand	\$ 138.80	ENVELOPES & PRINTED PRODUCTS
#6-3/4 WINDOW ENVELOPE (3-5/8" x 6-1/2") Standard window size & placement PRINT ONE SIDE BLACK INK MIN QTY 1000 OPEN SIDE ENVELOPES	96631900053	Thousand	\$ 59.80	ENVELOPES & PRINTED PRODUCTS

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

TITLE:
PRINTING OF ENVELOPES

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SPECIFICATIONS

NOTICE – Pricing for this solicitation is to be entered electronically through the BidNet system. All required forms must be uploaded on bidnet.

TERM: SIX MONTHS FROM DATE OF AWARD

DELIVERY: VARIOUS LOCATIONS IN ROCKLAND COUNTY

Prices are to be quoted F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED with deliveries to be made inside building to: VARIOUS LOCATIONS WITHIN ROCKLAND COUNTY

1. PRINTING OF ENVELOPES
See item 1 through 9 on bidnet to submit response online.
2. Samples may be requested prior to an award
3. The County of Rockland does not supply camera ready art, except for the County Seal.
4. The County of Rockland will not pay for overruns
5. Price per thousand Unit of Measure
6. Pricing to include all costs, including, but not limited to, typesetting, proofs and inside delivery.
7. Proofs are to be submitted to and approved by a representative from the ordering department prior to printing.
8. No Minimum quantity requirement will be accepted. Unit Cost is per Thousand.
9. Prices to be confirmed for 6 Months with 3 additional 6 months options.
10. County of Rockland has more than 175 addresses for mail correspondence. A list of addresses can be provided to awarded vendor only upon request.
11. Awarded vendor to provide Insurance Certificates. See Insurance requirements on page 3.

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12.CONTRACT PRICE ADJUSTMENTS UPON RENEWAL

Pricing shall remain firm through the first 6-month contract period with no adjustments allowed. If the County exercises any of the options of the contract, contractors may submit a request for adjustment on the 6-month anniversary date of the contract. Any request for price adjustment(s) shall be submitted thirty (30) days in advance in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in the CPI Index – All Urban Consumers for the preceding 6 months. The County reserves the right to reject any request for price increase deemed excessive. Vendors may request a price adjustment based on an industry wide price increase but must provide documentation from the manufacturer to support their request. The County reserves the right to reject any request for price increase deemed excessive.