

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Printing of Envelopes**

Contract Period: April 1, 2023 through March 31, 2024 w/3-6 mo options

Original Date of Issue: April 11, 2023

Date of Revision:

**QUOTE No: RFQ-RC-2023-002**

**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 23-002	00000026275	Admiral Printing & Envelope 13-08 43 <sup>rd</sup> Avenue Long Island City, NY 11101 Contact: Eric Wald <a href="mailto:Eric.wald@admiralenvelope.com">Eric.wald@admiralenvelope.com</a>	718-389-6844  FAX: 718-383-6188
RFQ 23-002-A	0000006649	Matt Industries Inc d/b/a Dupli Envelopes & Graphics 6761 Thompson Road Syracuse, NY 13211 Contact: Aysia Schmaltz <a href="mailto:aschmaltz@duplionline.com">aschmaltz@duplionline.com</a>	315-234-7235

**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 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> RFQ 23-002		Page 1 of 1
<b>Contract Dates</b> 04/12/2023 to		<b>Currency</b> USD
Printing of Envelopes		<b>Contract Maximum</b> 10,000.00
<b>Freight Terms</b>	<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** 0000026275  
ADMIRAL PRINTING & ENVELOPE  
ERIC WALD  
13-08 43RD AVE  
LONG ISLAND CITY NY 11101

Phone 718/389-6844

ERIC.WALD@ADMIRALENVELOPE.COM

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		#10 Commercial Style Envelope-Recycled White Wove (Diagonal Seam), Sub 24, (4-1/8" x 9-1/2")-print one side black ink	96631900002	42.95000	Thousand
2		#10 Commercial Style Window Envelope-Recycled White Wove (Diagonal Seam), Sub 24, (4-1/8" x 9-1/2")-Printed one side black ink	96631900009	46.25000	Thousand

TERMS AND CONDITIONS OF RFQ-RC-2023-002 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**

*Paul J. Brennan*

# County of Rockland CONTRACT

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POMONA NY 10970  
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<b>Contract ID</b> RFQ 23-002-A		Page 1 of 2
<b>Contract Dates</b> 04/01/2023 to 10/31/2023		<b>Currency</b> USD
PRINTING OF ENVELOPES		<b>Contract Maximum</b> 20,000.00
<b>Freight Terms</b>	<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** 0000006649  
Matt Industries Inc. DBA Dupli Envelope  
Aysia Schmaltz  
6761 Thompson Road  
Syracuse NY 13211

Phone 315/234-7235  
Fax 315/422-3637  
aschmaltz@duplionline.com

Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
1		6-3/4 WINDOW ENVELOPE (3-5/8" X 6-1/2") STANDARD WINDOW SIZE & PLACEMENT PRINT BLACK INK 1 SIDE OPEN SIDE ENVELOPE	96631900053	55.00000	Thousand
2		Latex Self-Seal, Open End, Recycled Light Brown Kraft Envelopes, Sub 28, 6" x 9" or 6-1/2" x 9-1/2", Printed one side black ink	96631900068	149.00000	Thousand
3		Latex Self-Seal, Open End, 9" x 12", Recycled Light Brown Kraft Envelopes, Sub 28	96631900073	159.00000	Thousand
4		Latex Self-Seal, Open End, 10" x 13", Recycled Light Brown Kraft Envelopes, Sub 28	96631900074	169.00000	Thousand
5		Latex Self-Seal, Open End, 10" x 15", Recycled Light Brown Kraft Envelopes, Sub 28	96631900075	247.00000	Thousand
6		Open End, 9" x 12", Recycled Light Brown Kraft Envelopes, Sub 28	96631900076	139.00000	Thousand
7		Open End, Recycled Light Brown Kraft Envelopes, Sub 28, 10" x 12" or 10" x 13" or 10-1/2" x 13" size chosen at time of order	96631900077	149.00000	Thousand
8		Open End, 10" x 15", Recycled Light Brown Kraft Envelopes, Sub 28	96631900078	237.00000	Thousand
9		Open End, 12" x 15" or 12" x 15-1/2", Recycled Light Brown Kraft Envelopes, Sub 28	96631900079	317.00000	Thousand

**Authorized Signature**

*Paul J. Brennan*

**County of Rockland  
CONTRACT**

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Tax Exempt? Tax Exempt ID:

Line #	Supplier Item	Item Desc	Item ID	Price	UOM
10		9 x 12 CLASP ENVELOPE 28# BROWN KRAFT With metal clasp, reinforced hole PRINT ONE SIDE BLACK INK " OPEN END ENVELOPES	96631230014	235.00000	Thousand

TERMS AND CONDITIONS OF RFQ-RC-2023-002 INCORPORATED HEREIN BY REFERENCE.

**Authorized Signature**



## **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 WITH 3 – (6) SIX MONTHS OPTIONS TO RENEW ( SEE PRICE ADJUSTMENT CLAUSE BELOW)

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 13 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 email provided on the purchase order.
8. Production is authorized with an electronic approval from COR after proof is approved.
9. No Minimum quantity requirement will be accepted. Unit Cost is per Thousand.
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. County reserves the right to award items as a group of same type of envelopes. For example all #10 envelopes may be awarded as a group.

### **12. PRICE ADJUSTMENT CLAUSE:**

The County recognizes this product 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 each quarter (3-month period).

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