



PURCHASING AND CENTRAL SERVICES

Telephone No.: (845) 808-1088

Fax No.: (845) 808-1914

Contract Award Notification

Title: PRINTING SERVICES

Contract Period: 11/10/17 – 11/9/18

Bid Opening Date: 11/8/17

BID No: RFB-43-17

Authorized User: County Agencies, All Political Subdivisions

Description: Printing Services for various Putnam County Departments

Contractor Information:

Brown Ink, Inc.
600 Horsepound Rd.
Carmel, NY 10512
845-225-0177
Brownink2@verizon.net

American Diversity
106 First Street, SE PO box 337
Glenwood, MN 56334
914-245-8588
Inkeeper75@aol.com

Courier Printing Corp.
24 Laurel Bank Ave.
Deposit, NY 13754
607-467-2191
cprintstacey@tds.net

Laser Print, Inc.
120 Tappan Landing Road
Tarrytown, NY 10591
914-366-4290
Laserprint59@aol.com

PURCHASING AGENT: Alex Moya **DATE:** 12/7/17

DEPARTMENT HEAD: Alex Moya **DATE:** 12/7/17

COUNTY EXECUTIVE: Maryellen O'Neil **DATE:** 12-12-17

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
1	BOARD OF ELECTIONS GUMMED WHITE WOVE CATALOG ENVELOPE SIZE: 6 X 9 WITH RETURN ADDRESS	BOARD OF ELECTIONS	500/Year	COURIER PRINTING \$ <u>235.00</u> /500
2	ENVELOPE SIZE: #9 WITH RETURN ADDRESS	BOARD OF ELECTIONS	4,000/Year	COURIER PRINTING \$ <u>167.00</u> /500 \$ <u>176.00</u> /1000
3	BUSINESS REPLY ENVELOPE SIZE: #9 WITH RETURN ADDRESS AND BUSINESS REPLY/PERMIT #	BOARD OF ELECTIONS	4,000/Year	COURIER PRINTING \$ <u>167.00</u> /500 \$ <u>176.00</u> /1000
4	POSTER 4/0 80# COATED TEXT LAMINATED ON BOTH SIDES FOUR COLOR SIZE: 11 X 17 SAMPLE ON HAND AT PURCHASING	BOARD OF ELECTIONS	25/Year	\$ <u>NO BID</u> /EACH \$ <u>NO BID</u> /25
5	POSTER 4/0 80# COATED TEXT LAMINATED ON BOTH SIDES FOUR COLOR SIZE: 18 X 29 SAMPLE ON HAND AT PURCHASING	BOARD OF ELECTIONS	25/Year	\$ <u>NO BID</u> /EACH \$ <u>NO BID</u> /25
6	BANNER WHITE VINYL BANNER WITH GROMMETS "VOTER'S BILL OF RIGHTS" DIGITALLY PRINTED SIZE: 25' X 36" 10 OZ. THREE COLOR PRINT + PUTNAM COUNTY COLOR LOGO SAMPLE ON HAND AT PURCHASING	BOARD OF ELECTIONS	10/Year	\$ <u>NO BID</u> /EACH
1	CONSUMERS Provide Sample with Bid PUTNAM COUNTY REGISTERED CONTRACTOR DECALS FOR VEHICLES SIZE: 4 X 4 BLUE/WHITE ROLL 2018, 2019, 2020, 2021 WEATHER PROOFED NUMBERED	CONSUMERS	1,500/Year	LASER PRINT \$ <u>250.00</u> /Roll 500 LASER PRINT \$ <u>305.00</u> /Roll 1000 LASER PRINT \$ <u>425.00</u> /Roll 2000
2	WEIGHTS AND MEASURES SEALERS BLUE & YELLOW SEALERS-SPLIT BACK EVEN YEARS SIZE: 2 X 2 (4 Labels to sheet- 2x8 sheet) 2018, 2020, 2022, 2024 Provide Sample with Bid	CONSUMERS	1,000/Bi-Year	LASER PRINT \$ <u>250.00</u> /1000 (250 Sheets per 1,000-4 labels to a sheet)
3	NOTICE OF VIOLATION 3 PART NCR PAPER NUMBERED- To be provided SIZE: 8 1/2" X 11"	CONSUMERS	500	AMERICAN DIVERSITY \$ <u>82.50</u> /500
4	STOP-USE, STOP-REMOVAL, REMOVAL ORDER 3 PART NCR PAPER NUMBERED- STARTING 001 SIZE: 8 1/2" X 11"	CONSUMERS	100	LASER PRINT \$ <u>70.00</u> /100
5	APPEARANCE TICKET SIZE: 8 1/2" X 11" THREE PART NCR PAPER NUMBERED- To be provided	CONSUMERS	500	LASER PRINT \$ <u>90.00</u> /100 AMERICAN DIVERSITY \$ <u>82.50</u> /500

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
6	<p>CASH RECEIPTS BOOKS 3 PART NCR BOOKS</p> <p>COMPANY NAME, ADDRESS AND PHONE ON EACH RECEIPT PUTNAM COUNTY CONSUMER AFFAIRS</p> <p>110 OLD ROUTE 6 BUILDING 3 CARMEL, NY 10512 (845) 808-1617 BLACK TEXT STARTING WITH NUMBER (to be determined) 126 RECEIPTS PER BOOK</p>	CONSUMERS	20-25 BOOKS	<p>LASER PRINT</p> <p>\$ <u>185.00</u> /500 4 books (504 receipts)</p> <p>\$ <u>280.00</u> /1000 8 books (1008 receipts)</p> <p>\$ <u>416.00</u> /2000 16 books (2016 receipts)</p>
7	<p>WINDOW ENVELOPE WITH RETURN ADDRESS SIZE: 9 X 6 (TO ACCOMMODATE 8 1/2 X 11 FOLDED INSERT 24LB WHITE Window size is 1.125 x 4.5 0.875 from the left and 0.5 from the bottom PUTNAM COUNTY CONSUMER AFFAIRS WEIGHTS & MEASURES TRADES LICENSING & REGISTRATION HOME IMPROVEMENT 110 OLD ROUTE 6, BLDG. 3 CARMEL, NY 10512</p>	CONSUMERS	5,000	<p>AMERICAN DIVERSITY \$ <u>114.00</u> /1000</p> <p>AMERICAN DIVERSITY \$ <u>360.00</u> /5000</p>
1	<p>COUNTY CLERK</p> <p>NOTARY AUTHORIZATION/POWER OF ATTORNEY PAD YELLOW PAPER 3 1/2" X 8 1/2" <i>GLUED LENGTHWISE AT TOP</i></p>	COUNTY CLERK	6 PADS/YEAR	\$ <u>NO BID</u> /50 PER PAD
2	<p>NOTARY AUTHORIZATION/POWER OF ATTORNEY PAD WHITE PAPER 3 1/2" X 8 1/2" <i>GLUED LENGTHWISE AT TOP</i></p>	COUNTY CLERK	6 PADS/YEAR	\$ <u>NO BID</u> /50 PER PAD
3	<p>CERTIFICATE OF OFFICIAL CHARACTER OF NOTARY PUBLIC WHITE 10" X 3" 80 LB DIGITAL COVER BLACK INK-FOLDED DOWN MIDDLE DIGITALLY PRINTED 5 UP ON 2 SIDES</p>	COUNTY CLERK		\$ <u>NO BID</u> /250
4	<p>BUSINESS CARDS SIZE: 2" X 3.5" 130# Cardstock Black Raised Print on Front Black Flat Print on Back</p>	COUNTY CLERK	500 Box	BROWN INK \$ <u>70.00</u> /500/Box
1	<p>ELECTRICAL BOARD</p> <p>DECALS - LIC. MASTER ELEC. PERMIT <i>Provide Sample with Bid</i> LICENSED LIMITED DATA COMMUNICATIONS TECHNICIAN Decal Color-Black with White Lettering Adhere to OUTSIDE of window-WEATHERPROOFED Decals to be serialized beginning with the number: 10500 Center of Decal White with Black Lettering Decal size 4" x 4" One Sided</p>	ELECTRICAL	2,000/Year	<p>LASER PRINT \$ <u>325.00</u> /Roll of 500</p> <p>LASER PRINT \$ <u>375.00</u> /Roll of 1,000</p> <p>LASER PRINT \$ <u>450.00</u> /Roll of 2,000</p>
1	<p>FINANCE</p> <p>CHECK STOCK Z-FOLD BLUE PAYROLL CHECKS MUST BE ON BANK APPROVED PAPER 24 LB</p>	FINANCE	20,000/Year (in total)	<p>LASER PRINT \$ <u>140.00</u> /2000</p> <p>\$ <u>340.00</u> /6000</p> <p>\$ <u>525.00</u> /10000</p>
A.	<p><i>SAMPLE MUST BE PROVIDED WITH BID FOR ALL CHECKS!!!</i></p> <p>Z-FOLD</p>			<p>LASER PRINT \$ <u>140.00</u> /2000</p> <p>\$ <u>340.00</u> /6000</p> <p>\$ <u>525.00</u> /10000</p>
B.	<p><i>SAMPLE MUST BE PROVIDED WITH BID FOR ALL CHECKS!!!</i></p> <p>GREEN PAYROLL CHECK MUST BE ON BANK APPROVED PAPER 24 LB</p>			<p>LASER PRINT \$ <u>140.00</u> /2000</p> <p>\$ <u>340.00</u> /6000</p> <p>\$ <u>525.00</u> /10000</p>
	<p>C-FOLD</p>			

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
FINANCE-Cont'd				
C.	<p>MULTI-COLORED</p> <p>ACCOUNTS PAYABLE CHECKS MUST BE ON BANK APPROVED PAPER</p> <p>24 LB</p> <p style="color: red;">SAMPLE MUST BE PROVIDED WITH BID FOR ALL CHECKS!!!</p> <p style="color: red;">Z-FOLD</p> <p style="color: red;">ALL ABOVE CHECK STOCK IS USED IN A MOORE PS-4 TURBO FOLDING MACHINE</p> <p style="color: red;">ALL ABOVE CHECK STOCK SHOULD BE PRESSURE SEAL-HEAT RESISTANT INK</p>			<p>LASER PRINT</p> <p>\$ _____ 170.00 /2000</p> <p>\$ _____ 380.00 /6000</p> <p>\$ _____ 595.00 /10000</p>

1	<p>HEALTH</p> <p>WATER SAFETY ENVELOPES</p> <p>SIZE: 10#</p> <p>BLACK/BLUE</p>	HEALTH	3,000/Year	\$ _____ NO BID _____ /1000
2	<p>Concerning our Health Physician Newsletter</p> <p>100# Gloss Text-Digital Color</p> <p>Size: 11 x 17, folded to 8.5 x 11</p> <p>Bleeds (Crop marks provided in PDF)</p> <p>Digital Hard Copy Proof to be delivered and corrected proof to be picked up (not mailed)</p> <p>Finishing: 100 copies folded in half again to 5.5 by 8.5 for mailing. Remaining 300 folded only twice.</p> <p>(breakdown may vary per issue)</p> <p>PDF document provided. (Native file created in Microsoft Publisher 2010) Embedded in PDF: logo and 2 JPEGs on cover; various charts; 2 logos and JPEG on back cover.</p> <p>Scans-Hard cop artwork may be provided and high resolution scans "made to order" according to customized specifications-Some may require professional photo retouching. Need to discuss on case by case</p> <p>Positioning of scans as necessary. PDF provided includes "FPO" scans.</p>	HEALTH	1,600/Year	<p>\$ _____ 385.00 /500</p> <p>COURIER PRINTING</p>
3	<p>Living Well Workshop Brochures for A Chronic Disease Self Management Program</p> <p>4/color 2/sided brochures</p> <p>80lb gloss text</p> <p>Fold to #10</p>	HEALTH	2,500/Year	<p>\$ _____ 336.00 /2,500</p> <p>COURIER PRINTING</p>
4	<p>Waste Hauler Permits</p> <p>White Polyolefin with Black Ink (Color changes yearly-color will be provided at time order is placed)</p> <p style="color: blue;">WEATHER PROOFED - Provide Sample with Bid</p>	HEALTH	400-500/Year	<p>\$ _____ NO BID _____ /Roll 100</p> <p>LASER PRINT</p> <p>\$ _____ 250.00 /Roll 500</p>
5	<p>LICENSED SEPTIC SYSTEM CONTRACTOR DECALS</p> <p>SIZE: 4 X 4</p> <p>GREEN/WHITE</p> <p>SPLIT BACK/CRACK AND PEEL</p> <p>2018, 2019, 2020, 2021 (YEARS CHANGE AS NEEDED)</p> <p style="color: blue;">WEATHER PROOFED - Provide Sample with Bid</p>	HEALTH	1,000/Year	<p>\$ _____ 250.00 /Roll 500</p> <p>LASER PRINT</p> <p>\$ _____ 305.00 /Roll 1,000</p> <p>LASER PRINT</p>
OSR				
1	<p>SENIOR ID CARDS</p> <p>2 5/16 X 3 1/2 - BLUE - CARD STOCK</p> <p>PRINTED BOTH SIDES</p>	OSR	500/Year	\$ _____ NO BID _____ /500
2	<p>SENIOR PHOTO ID CARD APPLICATION</p> <p>5 X 8 - CARD STOCK</p> <p>WHITE</p>	OSR	500/Year	\$ _____ NO BID _____ /500
3	<p>SENIOR GUIDE</p> <p>PUTNAM COUNTY OFFICE FOR SENIOR RESOURCES</p> <p>NEWSLETTER-ACTUAL PAPER SIZE APPROX 22 1/2 X 16 3/4</p> <p>11 x 17 Newspaper Format-Tabloid</p> <p>Black Ink/plus one color for back/front cover</p> <p style="color: red;">HARD COPY SAMPLE AVAILABLE FOR VIEW AT THE PURCHASING DEPARTMENT</p>	OSR	15,000 - 20,000/Year	<p>\$ _____ NO BID _____ /1,000</p> <p>\$ _____ NO BID _____ /15,000</p> <p>\$ _____ NO BID _____ /20,000</p>
4	<p>ENVELOPES - MEDICAL TRANSPORTATION</p>	OSR	1,000/Year	<p>\$ _____ 65.00 /500</p> <p>LASER PRINT</p>
5	<p>ENVELOPES - OUT OF COUNTY MEDICAL TRANSPORTATION</p>	OSR	1,000/Year	<p>\$ _____ 65.00 /500</p> <p>LASER PRINT</p>
6	<p>BROCHURE-ELDER ABUSE</p> <p>4-Color-Two Sided</p> <p>80 lb Gloss Text</p> <p>Folded to 10</p>	OSR	25,000/Year	\$ _____ 1,358.00 /25,000

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
	PLANNING			
1	<p style="text-align: center;">PART MONTHLY PASS</p> <p>WITHOUT NUMBER PRINT 1 REAM OF 67# VELLUM BRISTOL COVER PASSES 8 - UP ON 8 1/2" X 11" (YIELD 1750 - 2,000 PASSES PER COLOR) PRINT BLACK (1/0), PERFORATE, CUT TO 2" X 5 1/4" AND BAND IN CONVENIENT LOTS 6 REAMS 6 DIFFERENT COLORS</p>	PLANNING	200	\$ _____ NO BID _____ /Ream WITHOUT NUMBER PRICE PER REAM
2	<p>RECEIPT BOOKS (4 RECEIPTS PER PAGE 2 PART NCR) BLACK & BLUE WITH RED NUMBERS STARTING WITH NO. TO BE DETERMINED 200 RECEIPTS PER BOOK WIRE -O BOUND WITH FRONT & BACK COVER AND SEPARATOR SHEET 10 BOOKS 50 SETS (2000 RECEIPTS)</p>	PLANNING	10 Books	\$ _____ NO BID _____ /BOOK
3	<p>PART TRANSFER TICKETS PRINTING OF TRANSFER PADS 2" X 5.5" STITCHED PADS OF 100 WITH CHIPBOARD BACK FRONT & BACK INK-BLACK/NUMBER-RED NUMBERED PAD-NUMBER IN RED INK (COLOR PAPER OPTIONAL)</p>	PLANNING	25,000-50,000	\$ _____ NO BID _____ 250 BOOKS \$ _____ NO BID _____ 500BOOKS
	PLUMBING BOARD			
1	<p>DECALS 4 x 4 Red Background with White lettering-Numbered Numbering to start at 10000 WEATHERPROOF Provide Sample with Bid</p>	PLUMBING	2,000/Year	LASER PRINT \$ _____ 305.00 _____ /Roll 1,000 LASER PRINT \$ _____ 425.00 _____ /Roll 2000
	PROBATION			
1	<p>INTAKE CARD SIZE: 8 X 5 - CARD STOCK ONE SIDE ONLY</p>	PROBATION	1,000	\$ _____ NO BID _____ /500 \$ _____ NO BID _____ /1,000
2	<p>MAILING LABEL SIZE: 4" X 3" RETURN ADDRESS IN BLUE INK WHITE BACKGROUND WITH RED AND BLUE LINES</p>	PROBATION	1,000-5,000	LASER PRINT \$ _____ 105.00 _____ /Roll 500 LASER PRINT \$ _____ 125.00 _____ /Roll 1000

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
3	RECEIPT BOOKS (4 RECEIPTS PER PAGE 3 PART NCR) BLACK PRINT WITH RED NUMBERS STARTING WITH NO. ____ (TO BE DETERMINED) PUTNAM COUNTY PROBATION DEPARTMENT COUNTY OFFICE BUILDING 40 GLENEIDA AVE. CARMEL, NY 10512 200 RECEIPTS PER BOOK WIRE - O BOUND WITH FRONT & BACK COVER AND SEPARATOR SHEET 10 BOOKS 50 SETS (2000 RECEIPTS)	PROBATION	10/Year	\$ _____ NO BID _____ /Book
1	REAL PROPERTY TAX BILL PAPER SIZE: 8 1/2 X 11 20 LB. MICROPERF 2" FROM EDGE	REAL PROPERTY	(Usually two orders of approx. 35,000 - 40,000 a year) 75,000-90,000 Year	LASER PRINT \$ _____ 550.00 _____ /35,000 \$ _____ 625.00 _____ /40,000 \$ _____ 1,050.00 _____ /80,000
2	ENVELOPES SIZE: 10# DOUBLE WINDOW 24 LB. WHITE WOVE FLAP SPECIFIC FOR INSERTER/STUFFER (SEE SAMPLE)	REAL PROPERTY	(Usually two orders of 20,000 - 25,000 a 40,000 - 50,000/year	LASER PRINT \$ _____ 1,260.00 _____ /20,000 LASER PRINT \$ _____ 1,360.00 _____ /25,000 AMERICAN DIVERSITY \$ _____ 1,939.00 _____ /50,000
3	OWNERSHIP RECORD CARD STOCK - YELLOW SIZE: 8 1/2 X 5	REAL PROPERTY	200/Year	\$ _____ NO BID _____ /100
1	SHERIFF/CORRECTIONS REFRIGERATOR CARD SIZE: 8 1/2 X 5 1/2 CARD STOCK - CANARY YELLOW WITH BLACK LETTERING	SHERIFF	3,000/Year	\$ _____ NO BID _____ /100 \$ _____ NO BID _____ /500 \$ _____ NO BID _____ /1000
2	MAILING LABELS SIZE: 2 7/8 X 4 WHITE BACKGROUND WITH RED AND BLUE LINES	SHERIFF	2,000/Year	\$ _____ NO BID _____ /100 LASER PRINT \$ _____ 105.00 _____ /500 LASER PRINT \$ _____ 125.00 _____ /1000
3	INMATE RULE BOOK SIZE: 11 X 17 - FOLDED PRINTED AND BOUND (Min. of 1,500 Pages) EACH BOOK APPROXIMATELY 50 PAGES	SHERIFF	1,000/YEAR	\$ _____ NO BID _____ /50 \$ _____ NO BID _____ /500
4	PADS - FROM THE DESK OF (Name to be filled in) SIZE: 5 1/2 x 8 1/2 BOUND 1 COLOR WITH BLACK LETTERING PRINTED ON ONE SIDE 50 SHEETS PER PAD	SHERIFF	500/YEAR	\$ _____ NO BID _____ /Per 5 Pads AMERICAN DIVERSITY \$ _____ 43.00 _____ /Per 10 Pads one name only

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
5	SOJ3 8 1/2 X 11 MEDICAL ALERT FORM YELLOW COLOR PADDED 50 SHEETS TO A PAD	SHERIFF	20 Pads per year	\$ <u>NO BID</u> /Per 10 Pads \$ <u>NO BID</u> /Per 20 Pads
6	MULTI-COLORED LINES FORM SIZE: 8 1/2 X 11 <i>No Sample</i>	SHERIFF	5,000/YEAR	\$ <u>NO BID</u> /500 \$ <u>NO BID</u> /1000
7	BLANK TRAINING CERTIFICATES SIZE: 8 1/2 X 11 28 LB	SHERIFF	500/YEAR	\$ <u>NO BID</u> /100 \$ <u>NO BID</u> /500
8	SPECIAL DIET NOTICE BOUND PAD SIZE: 5 1/2 X 8 1/2 20 LB 50 SHEETS PER PAD	SHERIFF	3,000/YEAR	\$ <u>NO BID</u> /Per Pad AMERICAN DIVERSITY \$ <u>371.00</u> /100 Pads AMERICAN DIVERSITY \$ <u>691.00</u> /1000 Pads
9	INMATE MEDICAL INTAKE RECORD SIZE: 11 X 17 DOUBLE SIDED - 24 LB WHITE FOLDED IN HALF	SHERIFF	5,000/YEAR	AMERICAN DIVERSITY \$ <u>68.34</u> /1000
10	MEDICAL SCREENING AT TRIAGE SIZE: 11 X 17 DOUBLE SIDED - 24 LB WHITE FOLDED IN HALF	SHERIFF	5,000/YEAR	COURIER PRINTING \$ <u>216.00</u> /100 COURIER PRINTING \$ <u>385.00</u> /500 AMERICAN DIVERSITY \$ <u>68.34</u> /1000
11	INMATE MONEY ENVELOPE SIZE: 3 3/4 X 5 GUMMED FLAP - BLACK LETTERING BROWN KRAFT ENVELOPE	SHERIFF	10,000/YEAR	BROWN INK \$ <u>95.00</u> /1000 LASER PRINT \$ <u>350.00</u> /5000
12	INFORMATION CARD SIZE: 8 X 8 CREAM CARD STOCK - BLACK LETTERING <i>Information Card-No Sample</i>	SHERIFF	5,000/YEAR	\$ <u>NO BID</u> /100 \$ <u>NO BID</u> /500
13	BOOKLETS SIZE: 8 1/2 X 14 MULTI-COLOR - DOUBLE SIDED APPROXIMATELY 80 PAGES <i>No Sample</i>	SHERIFF	500	\$ <u>NO BID</u> /50 \$ <u>NO BID</u> /100
14	HANDGUN CARDS SIZE: 5 X 3 BLACK INK - DOUBLE SIDED CARD STOCK SO10	SHERIFF	100	\$ <u>NO BID</u> /100

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
15	IT IS A PLEASURE TO SEND CARD SIZE: 5" X 3" WHITE BACKGROUND RED/BLACK INK CARD STOCK	SHERIFF	200	\$ _____ NO BID _____ /100
16	PUTNAM COUNTY SHERIFF'S DEPT. SORC 8 VEHICLE CHECKED CARD SIZE: 4 1/2" X 8" CARD STOCK COLOR TO BE DECIDED	SHERIFF	12 DOZ.	\$ _____ NO BID _____ /DOZEN \$ _____ NO BID _____ /100
1	SOCIAL SERVICES CASH RECEIPTS SIZE: 6 1/2 X 3 1/2 3-PART CARBONLESS SETS PADDED - 25 RECEIPTS/PAD STARTING NUMBER: STARTING NUMBER TO BE GIVEN AT TIME OF ORDER	DSS	100/Pads per Year	\$ _____ NO BID _____ /Per 50 Pads \$ _____ NO BID _____ /Per 100 Pads
2	DRINKING DRIVING PROGRAM - BOOK SIZE: 8 1/2 X 11 DOUBLE SIDED - 175 PAGES PERFECT BOUND FRONT AND BACK COVERS - CARD STOCK 20 LB PAPER FOR INSIDE PRINTED IN BLACK/WHITE ***MUST SEND PROOF FOR APPROVAL PRIOR TO PRINTING ORDER	DDP	500/YEAR	COURIER PRINTING \$ _____ 515.00 _____ /100 \$ _____ 1,680.00 _____ /500
3	WORKFORCE APPOINTMENT CARDS SIZE: 3 1/2 X 2 (BUSINESS CARD SIZE) DOUBLE SIDED RAISED BLACK LETTERING	WIA	1,000	\$ _____ NO BID _____ /500 \$ _____ NO BID _____ /1000
4	SECURITY CHECK ENVELOPES W/ WINDOW-LEFT PRINTED RETURN ADDRESS SIZE: 9 1/2 X 4 E-Z SEAL - FLIP N FOLD	DSS	6,000/Year	LASER PRINT \$ _____ 95.00 _____ /500 AMERICAN DIVERSITY \$ _____ 124.00 _____ /1000 AMERICAN DIVERSITY \$ _____ 389.00 _____ /5000
5	PUTNAM COUNTY VOUCHER-OVERTIME/TEMPORARY SIZE: 8 1/2 X 11 NCR PAPER-3 PART-TWO COLOR INK	DSS	6,000/YEAR	LASER PRINT \$ _____ 150.00 _____ /500 LASER PRINT \$ _____ 210.00 _____ /1000 AMERICAN DIVERSITY \$ _____ 515.00 _____ /5000
6	"FIRST RESPONDERS CHECKLIST" SIZE: 7 1/4" X 5 1/2" CARD STOCK 2-SIDED MULTI-COLORED	CAC	1,000/YEAR	\$ _____ NO BID _____ /500 \$ _____ NO BID _____ /1000
7	"CONSCIOUS FATHERING" SIZE: 8" 1/2" X 11" FOLDED IN HALF TO 5 1/2" X 8 1/2" NUMEROUS COLORS AND SHADINGS BOOKLET FOLDED IN HALF AND STAPLED ON "BINDING"	CAC	500/YEAR	\$ _____ NO BID _____ /100
8	RECEIPT BOOK-PUTNAM COUNTY DDP 6 3/4" X 8 1/2" 2 PART -3 RECEIPTS TO A PAGE/55 PAGES PER BOOK TOTAL OF 165 RECEIPTS PER BOOK NUMBERED WITH COMPANY NAME/ADDRESS	DDP	12 BOOKS/YEAR	\$ _____ NO BID _____ /BOOK \$ _____ NO BID _____ /10 BOOKS
9	EMPLOYMENT ASSESSMENT FORM SIZE: 8 1/2" X 5 1/2" THREE PART NCR PAPER	DSS	3,000/YEAR	AMERICAN DIVERSITY \$ _____ 92.00 _____ /1,000
10	REDI-REFERENCE GUIDE BOOKLET SIZE: 8 1/2" X 14" DOUBLE SIDED-FOLDED IN HALF BLACK INK 20 LB PAPER	DSS	5,000/YEAR	\$ _____ NO BID _____ /1,000 \$ _____ NO BID _____ /5,000
11	"CHILDREN'S EXPO..." 5 3/4 X 8 SMOOTH COVER CARD STOCK 80 LB MORE THAN THREE COLORS ONE SIDED	CAC ALL PRICES TO	2,000/YEAR INCLUDE SHIPPING	\$ _____ NO BID _____ /500 \$ _____ NO BID _____ /1000 \$ _____ NO BID _____ /2000

REFERENCE NUMBER	DESCRIPTION	USING DEPT.	YEARLY ESTIMATED USAGE	PRICE PER UNIT
	SOCIAL SERVICES (Continued)			
12	"DADS ONLY PARENTING" SIZE: 11" x 17" POSTER-100 LB GLOSS FULL COLOR WITH SHADING 1 SIDED NO BORDER	CAC	200/YEAR	COURIER PRINTING \$ _____ 216.00 /100 \$ _____ 319.00 /250
13	NYS CHILDREN'S ALLIANCE INFORMATION CARD LAMINATED CARD STOCK DOUBLE SIDED SIZE: 5 1/2" x 8 1/2" MORE THAN THREE COLORS	CAC	2,000/YEAR	\$ _____ NO BID _____ /500 \$ _____ NO BID _____ /1000 \$ _____ NO BID _____ /2000
	YOUTH BUREAU			
1	TEEN HELP CARDS SIZE: 3 1/2" X 2" SOME REVISIONS REQUIRED TYPESETTING REQUIRED BLACK IMAGE IS OKAY COLOR - CARD STOCK-VARIES YEAR TO YEAR DOUBLE SIDED	YOUTH BUREAU	5000, - 10,000	\$ _____ NO BID _____ /1000 \$ _____ NO BID _____ /5000 \$ _____ NO BID _____ /10,000

DESCRIPTION	PRICE PER UNIT
<p style="text-align: center;">BUSINESS CARDS</p> <p>WHITE WITH BLACK LETTERING - (RAISED)</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>BROWN INK PRICE PER 500</p>
	<p>\$ _____ 35.00</p> <p>\$ _____ 3.50</p>
<p>WHITE WITH BLACK LETTERING - (FLAT)</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>BROWN INK</p>
	<p>\$ _____ 30.00</p> <p>\$ _____ 3.50</p>
<p>WHITE WITH BLACK LETTERING - (FLAT)</p> <p>DOUBLE-SIDED</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>BROWN INK</p>
	<p>\$ _____ 45.00</p> <p>\$ _____ 3.50</p>
<p>TWO-COLOR LETTERING - (FLAT)</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>BROWN INK</p>
	<p>\$ _____ 44.00</p> <p>\$ _____ 3.50</p>
<p>TWO-COLOR LETTERING (RAISED)</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>BROWN INK</p>
	<p>\$ _____ 44.00</p> <p>\$ _____ 3.50</p>
<p>THREE-COLOR LETTERING (FLAT)</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>COURIER PRINTING</p>
	<p>\$ _____ 49.00</p> <p>\$ _____ INCLUDED</p>
<p>THREE-COLOR LETTERING (RAISED)</p> <p style="text-align: right;">Typesetting Per Line</p>	<p>COURIER PRINTING</p>
	<p>\$ _____ 59.00</p> <p>\$ _____ INCLUDED</p>
<p style="text-align: center;">POSTERS</p> <p>OVERSIZED - 11 X 17</p>	<p style="text-align: center;">EACH</p> <p>\$ _____ NO BID</p>

DESCRIPTION	PRICE PER UNIT
<p style="text-align: center;">NCR</p> <p style="text-align: center;">2-PART - 8 1/2 X 7</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">PRICE PER 1,000</p> <p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 70.00</p> <p>\$ _____ 122.00</p>
<p style="text-align: center;">2-PART - 8 1/2 X 11</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 84.00</p> <p>\$ _____ 168.00</p>
<p style="text-align: center;">2-PART - 8 1/2 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 67.00</p> <p>\$ _____ 113.00</p>
<p style="text-align: center;">2-PART - 5 1/2 X 8 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 67.00</p> <p>\$ _____ 113.00</p>
<p style="text-align: center;">2-PART - 4 1/4 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 56.00</p> <p>\$ _____ 114.00</p>
<p style="text-align: center;">2-PART - 4 1/4 X 6 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 56.00</p> <p>\$ _____ 113.00</p>
<p style="text-align: center;">2-PART - 8 1/2 X 6 7/8</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 75.00</p> <p>\$ _____ 142.00</p>

DESCRIPTION	PRICE PER UNIT
<p style="text-align: center;">NCR</p> <p style="text-align: center;">3-PART - 8 1/2 X 7</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">PRICE PER 1,000</p> <p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 94.00</p> <p>\$ _____ 161.00</p>
<p style="text-align: center;">3-PART - 8 1/2 X 11</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 118.00</p> <p>\$ _____ 177.00</p>
<p style="text-align: center;">3-PART - 8 1/2 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 85.00</p> <p>\$ _____ 119.00</p>
<p style="text-align: center;">3-PART - 5 1/2 X 8 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 85.00</p> <p>\$ _____ 119.00</p>
<p style="text-align: center;">3-PART - 4 1/4 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 69.00</p> <p>\$ _____ 129.00</p>
<p style="text-align: center;">3-PART - 4 1/4 X 6 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 71.00</p> <p>\$ _____ 133.00</p>
<p style="text-align: center;">3-PART - 8 1/2 X 6 7/8</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 98.00</p> <p>\$ _____ 108.00</p>

DESCRIPTION	PRICE PER UNIT
<p>NCR</p> <p>4-PART - 8 1/2 X 7</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>PRICE PER 1,000</p> <p>AMERICAN DIVERSITY</p> <p>\$ _____ 123.00</p> <p>\$ _____ 189.00</p>
<p>4-PART - 8 1/2 X 11</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>AMERICAN DIVERSITY</p> <p>\$ _____ 165.00</p> <p>\$ _____ 254.00</p>
<p>4-PART - 8 1/2 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>AMERICAN DIVERSITY</p> <p>\$ _____ 104.00</p> <p>AMERICAN DIVERSITY</p> <p>\$ _____ 175.00</p>
<p>4-PART - 5 1/2 X 8 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>AMERICAN DIVERSITY</p> <p>\$ _____ 104.00</p> <p>AMERICAN DIVERSITY</p> <p>\$ _____ 175.00</p>
<p>4-PART - 4 1/4 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>AMERICAN DIVERSITY</p> <p>\$ _____ 76.00</p> <p>\$ _____ 138.00</p>
<p>4-PART - 4 1/4 X 6 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>AMERICAN DIVERSITY</p> <p>\$ _____ 85.00</p> <p>\$ _____ 142.00</p>
<p>4-PART - 8 1/2 X 6 7/8</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p>AMERICAN DIVERSITY</p> <p>\$ _____ 123.00</p> <p>\$ _____ 194.00</p>

DESCRIPTION	PRICE PER UNIT
<p style="text-align: center;">NCR</p> <p style="text-align: center;">5-PART - 8 1/2 X 7</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">PRICE PER 1,000</p> <p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 142.00</p> <p>\$ _____ 218.00</p>
<p style="text-align: center;">5-PART - 8 1/2 X 11</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 189.00</p> <p>\$ _____ 237.00</p>
<p style="text-align: center;">5-PART - 8 1/2 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 118.00</p> <p>\$ _____ 199.00</p>
<p style="text-align: center;">5-PART - 5 1/2 X 8 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 118.00</p> <p>\$ _____ 199.00</p>
<p style="text-align: center;">5-PART - 4 1/4 X 5 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 89.00</p> <p>\$ _____ 142.00</p>
<p style="text-align: center;">5-PART - 4 1/4 X 6 1/2</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 107.00</p> <p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 177.00</p>
<p style="text-align: center;">5-PART - 8 1/2 X 6 7/8</p> <p>One Color Ink - Black</p> <p>Two Color Ink</p>	<p style="text-align: center;">AMERICAN DIVERSITY</p> <p>\$ _____ 142.00</p> <p>\$ _____ 227.00</p>

DESCRIPTION	PRICE PER UNIT
<p style="text-align: center;">ENVELOPES</p> <p># 10 REGULAR ENVELOPES - COMMERCIAL FLAP (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 42.00 /500
	\$ _____ 63.00 /1000
<p># 10 REGULAR- ENVELOPES - COMMERCIAL FLAP SELF SEALING (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 68.00 / 500
	\$ _____ 83.00 /1000
<p># 10 REGULAR ENVELOPES - COMMERCIAL FLAP TWO-COLOR INK (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 92.00 /500
	\$ _____ 110.00 /1000
<p>#10 SELF-SEALING WINDOW WHITE BUSINESS ENVELOPES TWO-COLOR INK (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 115.00 /500
	\$ _____ 137.00 /1000
<p>#10 SIMPLE-SEALING WINDOW WHITE BUSINESS ENVELOPES TWO-COLOR INK (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 105.00 /500
	\$ _____ 134.00 /1000
<p>#10 WINDOW ENVELOPES - COMMERCIAL FLAP (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 48.00 /500
	\$ _____ 67.00 /1000
<p>#10 SELF-SEALING WINDOW WHITE BUSINESS ENVELOPES (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 69.00 /500
	\$ _____ 88.00 /1000
<p>#10 SIMPLE SEAL WINDOW WHITE BUSINESS ENVELOPES (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 57.00 /500
	\$ _____ 86.00 /1000
<p>#11 REGULAR ENVELOPES - COMMERCIAL FLAP (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 61.00 /500
	\$ _____ 87.00 /1000
<p>#11 WINDOW ENVELOPES - COMMERCIAL FLAP (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 66.00 /500
	\$ _____ 97.00 /1000
<p>#10 REGULAR ENVELOPES FINE LINEN- IVORY 24 LB. (Price to Include Envelope and Printing of Return Address)</p>	AMERICAN DIVERSITY
	\$ _____ 54.00 /500
	\$ _____ 77.00 /1000

DESCRIPTION	PRICE PER UNIT
<p align="center">BROWN KRAFT ENVELOPES</p> <p>BROWN KRAFT CLASP ENVELOPES - 7 1/2 X 10 1/2</p> <p align="center">(Price to Include Envelope and Printing of Return Address)</p>	<p>\$ _____ NO BID /500</p> <p>\$ _____ NO BID /1,000</p>
<p>BROWN KRAFT CLASP ENVELOPES - 10 1/2 X 7 1/2</p> <p>GUMMED FLAP</p> <p align="center">(Price to Include Envelope and Printing)</p>	<p>\$ _____ NO BID /500</p> <p>\$ _____ NO BID /1,000</p>
<p>BROWN KRAFT CLASP ENVELOPES - 9 X 12</p> <p align="center">(Price to Include Envelope and Printing of Return Address)</p>	<p align="center">AMERICAN DIVERSITY</p> <p>\$ _____ 151.00 / 500</p> <p>\$ _____ 179.00 /1000</p>
<p>BROWN KRAFT ENVELOPES - 9 X 12</p> <p>GUMMED FLAP</p> <p align="center">(Price to Include Envelope and Printing)</p>	<p align="center">AMERICAN DIVERSITY</p> <p>\$ _____ 102.00 /500</p> <p>\$ _____ 123.00 /1000</p>
<p>BROWN KRAFT CLASP ENVELOPES - 10 X 13</p> <p align="center">(Price to Include Envelope and Printing of Return Address)</p>	<p align="center">AMERICAN DIVERSITY</p> <p>\$ _____ 167.00 /500</p> <p>\$ _____ 221.00 /1000</p>
<p>BROWN KRAFT ENVELOPES - 10 X 13</p> <p>GUMMED FLAP</p> <p align="center">(Price to Include Envelope and Printing)</p>	<p align="center">AMERICAN DIVERSITY</p> <p>\$ _____ 105.00 /500</p> <p>\$ _____ 149.00 /1000</p>
<p>BROWN KRAFT CLASP ENVELOPES - 10 X 15</p> <p align="center">(Price to Include Envelope and Printing of Return Address)</p>	<p align="center">AMERICAN DIVERSITY</p> <p>\$ _____ 205.00 /500</p> <p>\$ _____ 329.00 /1000</p>
<p>BROWN KRAFT ENVELOPES - 10 X 15</p> <p>GUMMED FLAP</p> <p align="center">(Price to Include Envelope and Printing)</p>	<p align="center">AMERICAN DIVERSITY</p> <p>\$ _____ 123.00 /500</p> <p>\$ _____ 172.00 /1000</p>
<p>BROWN KRAFT CLASP ENVELOPES - 10 X 15 1/2</p> <p align="center">(Price to Include Envelope and Printing of Return Address)</p>	<p>\$ _____ NO BID /500</p> <p>\$ _____ NO BID /1,000</p>
<p>BROWN KRAFT ENVELOPES - 10 X 15 1/2</p> <p>GUMMED FLAP</p> <p align="center">(Price to Include Envelope and Printing)</p>	<p>\$ _____ NO BID /500</p> <p>\$ _____ NO BID /1,000</p>

DESCRIPTION	PRICE PER UNIT
<p>LETTERHEAD</p> <p>25% COTTON FIBRE BOND, LIGHT COCKLE, 24 LB SIZE: 8 1/2 X 11</p> <p style="text-align: center;">(Price to Include Logo and Printing)</p>	<p>\$ NO BID /500</p> <hr/> <p>\$ NO BID /1,000</p>
<p>FINE LINEN PAPER - IVORY</p> <p>SIZE: 8 1/2 X 11 24 LB.</p> <p style="text-align: center;">(Price to Include Logo and Printing)</p>	<p>\$ NO BID /500</p> <hr/> <p>\$ NO BID /1,000</p>
<p>25% COTTON FIBRE BOND, LIGHT COCKLE, 24 LB</p> <p>SIZE: 8 1/2 X 11 LIGHT COCKLE FINISH - RED/BLACK LOGO</p>	<p>\$ NO BID /500</p> <hr/> <p>\$ NO BID /1,000</p>
<p>25% COTTON FIBRE BOND, LIGHT COCKLE, 24 LB</p> <p>SIZE: 8 1/2 X 11 LIGHT COCKLE FINISH - RED/BLACK LOGO WITH WATERMARK</p>	<p>\$ NO BID /500</p> <hr/> <p>\$ NO BID /1,000</p>
<p>25% COTTON FIBRE BOND, LIGHT COCKLE, 24 LB</p> <p>SIZE: 8 1/2 X 11 LIGHT COCKLE FINISH - BLUE/BLACK LOGO</p>	<p>\$ NO BID /500</p> <hr/> <p>\$ NO BID /1,000</p>
<p>PADS</p> <p>PADS - FROM THE DESK OF OR OTHER VERBIAGE (Name to be filled in) SIZE: 5 1/2 x 8 1/2 BOUND 1 COLOR WITH BLACK LETTERING PRINTED ON ONE SIDE 50 SHEETS PER PAD</p>	<p>AMERICAN DIVERSITY</p> <p>\$ 43.00 PER 10 PADS</p>

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

Print Name:

Name of person responsible for this solicitation

By signing this solicitation, I acknowledge that I have downloaded, read, and accept Appendix A-General Terms and Conditions for this solicitation

Signature:

Email Address:

Direct Phone Number:

Fax Number:

I acknowledge the receipt of

addendums

Date:
