



PURCHASING AND CENTRAL SERVICES
Telephone No.: (845) 808-1088 Fax No.: (845) 808-1914

Contract Award Notification

Title: PRINTING SERVICES FOR PUTNAM COUNTY BOARD OF ELECTIONS

Contract Period: August 15, 2018 – August 14, 2020
2, 1-year extensions

Bid Opening Date: August 8, 2018

BID No: RFB-20-18

Authorized User: County Agencies, All Political Subdivisions

Description: PRINTING OF ELECTION SUPPLIES

Contractor Information: PHOENIX GRAPHICS, INC.
1525 EMERSON STREET
ROCHESTER, NY 14606

PURCHASING AGENT: Alex Mazzotta **DATE:** 8/9/2018

DEPARTMENT HEAD: Anthony J. Scannapieco **DATE:** 8/10/18

DEPARTMENT HEAD: Catherine Crist **DATE:** 8/13/18

COUNTY EXECUTIVE: Wayne Allen **DATE:** 8-14-18

				Phoenix Graphics 1525 Emerson Street Rochester, NY 14606		
LINE	DESCRIPTION	YEARLY EST. USAGE	UNIT TYPE	PER UNIT \$		EXTENDED COST (Estimated Yearly Usage x Unit)
1	Special Paper Ballots-Numbered 8 1/2" x 11" Special Fold Party Colors	200 (2 Units)	100	\$145.00	\$145.00/100	\$290.00
2	Special Presidential Envelope Stock Brown #9-Green Ink	50 EVERY FOUR (4) YEARS (1 Unit)	50	\$2.00 (each)	\$100.00/50	\$100.00
3	Absentee Ballot Envelope #10 Regular White Envelope, Black Ink	4000 (4 Units)	1,000	\$140.00	\$140.00/1,000	\$560.00
4	Absentee Return Mail Envelope #11 Regular White Envelope, Black Ink	4000 (4 Units)	1,000	\$140.00	\$140.00/1,000	\$560.00
5	Absentee Ballot Mailing Envelope #12 White Envelope, Black Ink	4000 (4 Units)	1,000	\$140.00	\$140.00/1,000	\$560.00
6	Special Ballot Envelope-Inspector #10 White Envelope, Purple Ink	500 (5 Units)	100	\$100.00	\$100.00/100	\$500.00
7	Military Absentee Envelopes (Set of Three) Envelopes White - Brown Ink, Ballot-#10, Return #11, Mailing #12	200 (2 Units)	100	\$200.00	\$200.00/100	\$400.00
8	Special Federal Absentee Envelopes (Set of Three) Envelopes White - Blue Ink Ballot-#10, Return #11, Mailing #12	100 (1 Unit)	100	\$200.00	\$200.00/100	\$200.00

LINE	DESCRIPTION	YEARLY EST. USAGE	UNIT TYPE	PER UNIT \$		EXTENDED COST (Estimated Yearly Usage x Unit)
9	Affidavit Ballot Envelope 9 x 12 - Opens on 9" side Gummed-With Flap Two Sided-One Side English/One Side Spanish Packaged in sets of 100 White Envelope with Black Ink	1000 (1 Unit)	1,000	\$225.00	\$225.00/1,000	\$225.00
10	New York State Proposal Pamphlets-English & Spanish 8 1/2 x 11 or 8 1/2 x 14 60 lb. Paper Two-Sided Tri-Fold	1000 (1 Unit)	1,000	\$225.00	\$225.00/1,000	\$225.00
10 a	New York State Ballet Proposal Multi-Page Booklets-English & Spanish Generic Format using NY State Board Certification, 16 Page, 5.5" x 8.5"-1 Color on 50# Offset.	50 (1 Unit)	50	\$10.00 (each booklet)	\$500.00/50	\$500.00
11	Voter Cards-English X-Heavy Stock Two-Sided Perforated (4) Black Ink	5000 (5 Units)	1,000	\$125.00	\$125.00/1,000	\$625.00
11 a	Voter Cards-Spanish X-Heavy Stock Two-Sided Perforated (4) Black Ink	50 (1 Unit)	50	\$8.00	\$400.00/50	\$400.00

LINE	DESCRIPTION	YEARLY EST. USAGE	UNIT TYPE	PER UNIT \$		EXTENDED COST (Estimated Yearly Usage x Unit)
12	Transfer Notice Card NCOA Heavy Stock Two-Sided Perforated (2) Black Ink	500 (5 Unit)	100	\$125.00/c	\$125.00/100	\$625.00
13	Transfer Notice Card-English Heavy Stock Two-Sided Perforated (2) Black Ink	2000 (2 Unit)	1,000	\$450.00/m	\$450/1,000	\$900.00
14	Confirmation Notice Cards NCOA-English Index Card Stock Black Ink	1000 (1 Unit)	1,000	\$495.00	\$495.00/1,000	\$495.00
15	Confirmation Notice Cards Index Card Stock Black Ink	2000 (2 Units)	1,000	\$495.00	\$495.00/1,000	\$990.00
16	Registration Form Imprinting of County Address	3000 (3 Units)	1,000	\$95.00	\$95.00/1,000	\$285.00
17 a	Party Stickers (Registration Forms)-English Blue Ink approximate size 2 1/4" x 1 3/4" Crack and Peel Labels	4,000 (Every 4 year) (4 Units)	1,000	.15 each sticker	\$150.00/1,000	\$600.00
17 b	Party Stickers (Confirmation Cards)-English Black Ink approximate size 3" x 1 1/2" Crack and Peel Labels	4,000 (Every 4 year) (4 Units)	1,000	0.15 each sticker	\$150/1,000	\$600.00
17 c	Party Stickers (Affidavit Envelopes)-English Black Ink approximate size 7 1/2" x 13/16" Crack and Peel Labels	2,000 (Every 4 years) (2 Units)	1,000	0.20 each sticker	\$200/1,000	\$400.00

LINE	DESCRIPTION	YEARLY EST. USAGE	UNIT TYPE	PER UNIT \$		EXTENDED COST (Estimated Yearly Usage x Unit)
18 a	Party Stickers (Registration Forms)- <u>Spanish</u> Blue Ink approximate size 2 1/4" x 1 3/4" Crack and Peel Labels	500 (1 Unit)	500	1.25 each sticker	\$625.00/500	\$625.00
18 b	Party Stickers (Affidavit Envelopes)- <u>Spanish</u> Black Ink approximate size 7 1/2" x 13/16" Crack and Peel Labels	150 (1.5 Units)	100	1.50 each sticker	\$150.00/100	\$225.00
19	Book of Blank Numbered and Stubbed Ballots-Imagecast, NY State 6210 Compliant ballots-8 1/2" x 18" 1" perforation at top Stapled-80 # paper-10 to a book	1 Book (1 Unit)	PER BOOK	\$50.00/book	\$50.00/book	\$50.00

GRAND TOTAL

\$10,940.00