



## Department of Finance

Bureau of Purchase & Supplies  
148 Martine Ave., Room 713  
White Plains, NY 10601  
(914) 231-1872  
[www.westchestergov.com](http://www.westchestergov.com)

### CONTRACT AWARD NOTICE

TITLE:	<b>PRINTING OF BUSINESS CARDS</b>	
CONTRACT NUMBER:	<b>BPS FILE PRICE RFB-WC-24176</b> (PREVIOUS RFB-WC-23234)	
CONTRACT PERIOD: <b>EXTENSION #1</b>	JUNE 14, 2024 THROUGH JUNE 13, 2025 <b>JUNE 14, 2025 THROUGH JUNE 13, 2026</b>	
DATE OF ISSUE:	JUNE 6, 2024 April 9, 2025	
COUNTY DEPARTMENTS:	ALL	
SPECIFICATION REFERENCE:	As Incorporated In The Invitation for Bids	
CONTRACTOR INFORMATION:	<b>VC #728234</b> <b>ENVELOPES &amp; PRINTED PRODUCTS</b> 135 Fairview Avenue Prospect Park, NJ 07508 CONTACT: Chris Higgins ENVELOPRO@AOL.COM PHONE: 973-942-1232  <b>FOR ORDERS UNDER \$50.00 A SHIPPING CHARGE MAY BE ADDED. NOT TO EXCEED \$8.00</b>	
	TERMS: 2% NET 30 DELIVERY 5 DAYS ARO FOB DESTINATION ORDERS OVER \$50.00	

### ADDRESS INQUIRIES TO:

Name: Ladia Montalvo  
Title: Senior Buyer  
Phone: 914-231-1174  
Fax: 914-231-1546  
E-mail: [Lqm9@WestchesterContyNY.Gov](mailto:Lqm9@WestchesterContyNY.Gov)

### DESCRIPTION

#### EXTENSION #1

THIS FILE PRICE IS FOR THE PRINTING AND DELIVERY OF BUSINESS CARDS FOR THE COUNTY OF WESTCHESTER. DEPARTEMENTS ARE TO PLACE ORDERS DIRECTLY WITH VENDOR, BYEMAIL OR FAX.

This file price is for printing and purchase of business cards with the vendor listed below.  
Please direct all orders and correspondence to the address and contact listed below.

Please use the appropriate form for your department. County Executive, County Clerk, Board of Legislators, District Attorney, and Westchester County Departments have their own form. This form is to be filled appropriately, faxed, e-mailed or mailed to the vendor. In addition, you may send a photocopy of your current business card {if available} with the request. Forms must be legible. Submit GAX payment directly to the Finance Department after receipt of invoice.

Any questions regarding the ordering process contact to Ladia Montalvo at 914-231-1174 or  
[LQM9@WESTCHESTERCOUNTYNY.GOV](mailto:LQM9@WESTCHESTERCOUNTYNY.GOV)

### **BUSINESS CARDS –COUNTY CLERK, DISTRICT ATTORNEY’S OFFICE AND WESTCHESTER COUNTY DEPARTMENTS**

Paper Stock: 80# Cover, White, minimum brightness 95, (ROYAL SUNDANCE PC100 WHITE, 100#  
100% post-consumer Size: 2" X 3-1/2"

#### **FLAT LETTERING**

250	\$23.50 PER LOT
500	\$27.50 PER LOT
1000	\$41.50 PER LOT
2000	\$69.50 PER LOT

#### **RAISED LETTERING**

250	\$31.50 PER LOT
500	\$36.50 PER LOT
1000	\$49.50 PER LOT
2000	\$84.50 PER LOT

PERCENTAGE INCREASE FOR A SECOND COLOR + 15%

### **BUSINESS CARDS - PART 2 – COUNTY EXECUTIVE OFFICE**

PAPER STOCK - SIZE: 2" X 3-1/2" 100# COVER, PC100 WHITE ROYAL SUNDANCE LINEN

WESTCHESTER COUNTY LOGO PMS 3292; BLACK FLAT LETTERING. BACK OF CARD FOUR MEDIA LOGOS, CMYK AND WESTCHESTER COUNTY LOGO, PMS 3292. PRICE TO INCLUDE THE COUNTY LOGO OR ANY OTHER LOGO OR INDICIA THAT IS REQUIRED.

**FRONT:** COUNTY LOGO PMS 3292  
BLACK LETTERING FLAT  
NAME AND TITLE BLACK BOLD

**BACK:** MEDIA LOGOS CMYK  
COUNTY LOGO PMS 3292  
CARD: 2 X 3-1/2  
MANUFACTURER: CLASSIC  
WEIGHT: 100# COVER  
FINISH: LINEN  
PAPER MILL: ROYAL SUNDANCE

### **Back of card with new layout of the 4 social media links**

- [Facebook.com/WestchesterCountyNY.Gov](https://www.facebook.com/WestchesterCountyNY.Gov)
- [Twitter.com/WestchesterCountyNY.Gov](https://twitter.com/WestchesterCountyNY.Gov)
- [Westchester County Government](http://www.WestchesterCountyGovernment.com)
- Visit Our Channel: Official Westchester Gov Videos

**LOTS OF**

250	\$42.00 PER LOT	250	\$54.00 PER LOT
500	\$45.00 PER LOT	500	\$59.00 PER LOT
1000	\$64.00 PER LOT	1000	\$84.00 PER LOT
2000	\$99.00 PER LOT	2000	\$124.00 PER LOT

**BUSINESS CARDS - PART 3 – BOARD OF LEGISLATORS****STYLE #1**PAPER STOCK: **100# ROYAL SUNDANCE LINEN, PC WHITE, AT LEAST 30% POST-CONSUMER RECYCLED**SIZE: **2" X 3-1/2"**INKS: **2/0 & TIGHT REGISTRATIONS (PMS: PANTONE 654 CVU; PANTONE 654 CVU (15%); PANTONE 1655 CVU)**BLEEDS: **3 SIDES****STYLE #2      **DOUBLE SIDED WITH QR CODE****PAPER STOCK: **100# ROYAL SUNDANCE LINEN, WHITE, AT LEAST 30% POST-CONSUMER RECYCLED**SIZE: **2" X 3-1/2"**INKS: **1/0 BLUE**BLEEDS: **NONE****STYLE #1****COLORED BUSINESS CARDS**

500      \$39.00 PER LOT

1,000    \$46.00 PER LOT

**STYLE #2****BLUE & WHITE BUSINESS CARDS**

500      \$59.00 PER LOT

1,000    \$74.00 PER LOT

**PART 4 - FOUR COLOR BUSINESS CARDS**PAPER STOCK: **80# COVER, WHITE, MINIMUM BRIGHTNESS 95, (NEENAH, ENVIRONMENT, PCI00, FSC 100% POST CONSUMER FIBER OR EQUAL) SIZE: 2" X 3-1/2".**

FOUR COLORS - PRICE TO INCLUDE THE COUNTY LOGO OR ANY OTHER SECONDARY LOGO OR INDICIA THAT IS REQUIRED.

**FLAT LETTERING**

250      \$29.00 PER LOT

500      \$34.00 PER LOT

1000    \$39.00 PER LOT

2000    \$49.00 PER LOT

**RAISED LETTERING**

250 \$29.00 PER LOT

500 \$34.00 PER LOT

1000 \$39.00 PER LOT

2000 \$49.00 PER LOT