



**Kenneth J. Jenkins**  
County Executive

Department of Finance

**Karin Hablow**  
Commissioner

**CONTRACT AWARD NOTIFICATION**

<b>TITLE:</b>	<b>CUSTOM PRINTED MULTIPLE PART CARBONLESS FORMS</b>
<b>CONTRACT NUMBER:</b>	<b>FILE PRICE RFB-WC-22053</b>
<b>CONTRACT PERIOD:</b> <b>EXTENSION #1</b> <b>EXTENSION #2</b> <b>EXTENSION #3</b>	FEBRUARY 28, 2022 THROUGH FEBRUARY 23, 2023 FEBRUARY 24, 2023 THROUGH FEBRUARY 23, 2024 FEBRUARY 24, 2024 THROUGH FEBRUARY 23, 2025 <b>FEBRUARY 24, 2025 THROUGH FEBRUARY 23, 2026</b>
<b>DATE OF ISSUE:</b>	JANUARY 10, 2023 JANUARY 18, 2024 JANUARY 14, 2025
<b>COUNTY DEPARTMENTS:</b>	<b>ALL DEPARTMENTS</b>
<b>SPECIFICATION REFERENCE:</b>	As Incorporated In The Invitation For Bids
<b>CONTRACTOR INFORMATION:</b>	<b>VC #728591</b> <b>CONCEPT PRINT</b> 40 Lydecker Street Nyack, NY 10960 Attn: Kerry Monahan Gaughan 845/353-4040 <a href="mailto:KERRY@CONCEPTPRINT.COM">KERRY@CONCEPTPRINT.COM</a>  TERMS 2% 10 NET30 FOB: Destination Delivery: 2 Weeks ARO

**Address Inquiries To:**

<b>County Departments &amp; Vendors</b>
Name: Ladia Montalvo Title: Senior Buyer Phone: 914-231-1174 Fax: 914-231-1546 E-mail: <a href="mailto:Lqm9@WestchesterCountyNY.Gov">Lqm9@WestchesterCountyNY.Gov</a>

**Description**

<b>EXTENSION #3</b> THIS FILE PRICE HAS BEEN EXTENDED FOR CUSTOM PRINTED MULTIPLE PART CARBONLESS FORMS. TO ORDER CARBONLESS FORMS YOU WILL BE REQUIRED TO ORDER THROUGH THE GRAPHICS DEPARTMENT USING A GRAPHICS REQUISITION AND TOGETHER WITH A SAMPLE OF THE FORM. ALL USING DEPARTMENTS ARE RESPONSIBLE FOR AUDITING THEIR INVOICES.
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**SIZE 8-1/2" x 11"**

Quote a price per M sets for all parts printed on white carbonless bond.

Quantity	2 Part Set	3 Part Set	4 Part Set	5 Part Set	6 Part Set
1,000	\$165/M	\$189.50/M	\$246/M	\$271/M	\$389/M
2,000	\$140.50/M	\$165/M	\$218/M	\$264/M	\$373/M
3,000	\$118/M	\$160.50/M	\$194/M	\$228/M	\$346/M
4,000	\$111.25/M	\$143.50/M	\$190/M	\$220/M	\$305/M
5,000	\$106M	\$141.75/M	\$188/M	\$210/M	\$252/M
10,000	\$99/M	\$129.95/M	\$174/M	\$205/M	\$249/M
20,000	\$95/M	\$120/M	\$169/M	\$185/M	\$229/M

**ADDITIONAL CHARGES FOR SIZE 8-1/2" x 11"**

Quantity	Numbering	Price Additional Per Ply for Printing One Color On 2nd Side	Price Additional Per Side for 2nd Color
1,000	\$40/M	\$80/M	\$55/M
2,000	\$20/M	\$60/M	\$35/M
3,000	\$18M	\$55/M	\$35/M
4,000	\$18/M	\$40/M	\$30/M
5,000	\$15/M	\$29/M	\$30/M
10,000	\$12/M	\$25/M	\$25/M
20,000	\$10/M	\$20/M	\$20/M

**Additional Charges for Size 8-1/2" x 11"**

**Price Additional for Colored Recycled Carbonless Bond**

Colored CB	\$1.00/M
Colored CFB	\$.60/M
Colored CF	\$.60/M
Shrink Wrapping	\$.15/Package
Plate Charges	\$30.00/plate

Always applies to front first part and any parts that are different than the front first part. A plate charge is also allowed for use of a second color. This charge does not apply to marginals.

**SIZE 8-1/2" x 14"**

Price per M sets for all parts printed on white carbonless bond

Quantity	2 Part Set	3 Part Set	4 Part Set	5 Part Set	6 Part Set
1,000	\$195/M	\$230/M	\$259/M	\$299/M	\$392/M
2,000	\$14.50/M	\$169/M	\$224/M	\$269/M	\$379/M
3,000	\$129.75/M	\$165.50/M	\$199.75/M	\$239/M	\$355/M
4,000	\$125.50/M	\$159/M	\$195/M	\$229/M	\$319/M
5,000	\$115/M	\$150/M	\$192/M	\$219/M	\$260/M
10,000	\$105M	\$130/M	\$186/M	\$214/M	\$254/M
20,000	\$98.50/M	\$125/M	\$174/M	\$189/M	\$232/M

## ADDITIONAL CHARGES FOR SIZE 8-1/2 X 14"

Quantity	Numbering	Price Additional Per Ply for Printing One Color On 2nd Side	Price Additional Per Side for 2nd Color
1,000	\$40/M	\$80/M	\$55/M
2,000	\$20/M	\$60/M	\$35/M
3,000	\$18/M	\$55/M	\$35/M
4,000	\$18/M	\$40/M	\$30/M
5,000	\$15/M	\$29/M	\$30/M
10,000	\$12/M	\$25/M	\$25/M
20,000	\$10/M	\$20/M	\$20/M

Additional Charges for Size 8-1/2" x 14"

### Price Additional for Colored Carbonless Bond

Colored CB	\$2.50/M
Colored CFB	\$3.00/M
Colored CF	\$2.50M
Shrink Wrapping	\$.40/Package
Plate Charges	\$50.00/Plate

(Always applies to front first part and any parts that are different than the front first part.  
A plate charge is also allowed for use of a second color. This charge does not apply to marginals.)

Guaranteed Delivery: 2WEEKS ARO

Brand Name of Proposed Recycled Carbonless Bond: EXCEL 1 NCR

Manufacturer: PIXELLE

## **SPECIFICATIONS**

### **ITEM**

Custom Printed Multiple Part Carbonless Forms

### **QUANTITY**

Minimum order shall be for 1,000 sets. The County reserves the right to negotiate pricing on less than 1000 sets.

### **NUMBER OF PARTS**

Two to six parts.

### **SIZE**

Size 8-1/2" x 11" and 8-1/2" x 14" torn out size. Approximately 8-1/2" x 11-3/4" and 8-1/2" x 14-3/4" overall size including snap out stub. Some forms may require printing in the snap out stub area. Fan-apart gluing at top edge is not acceptable. All forms must be produced using a snap out stub construction.

### **STOCK**

Chemical Transfer Carbonless Bond - black print - white and colors - Minimum of 15 lb. for CB parts; minimum of 14 lb. for CFB parts; minimum of 13 lb. for CF parts.

### **COPY**

Camera ready copy or negatives may or may not be furnished by agency. Marginals may be required on all parts. A plate charge shall be allowed for the front of the first part and all parts that are different than the front first part. A plate charge will also be allowed for the use of a second color. This plate charge does not apply to marginal changes. No additional charges shall be allowed for marginals.

### **PRESSWORK**

All forms will print in 1 or 2 colors 1 or 2 sides.

### **INK**

One or two colors plus red for marginals

NOTE: All lithographic inks used in the production of items under this contract must contain a minimum of 20% vegetable oil

### **NUMBERING**

Consecutive serial numbering in one position, starting from any given number, may be required. Numbers will print in black or red, as ordered. No additional charge will be allowed for numbering Part 1 in red. Crash numbering is acceptable. A list of any missing numbers or skips must be submitted with delivery of forms.

### **FASTENING**

Glued in top snap out stub area

### **PACKING**

Forms are to be packed in new corrugated cartons not exceeding 40 pounds gross. Mark all cartons on end with item, quantity and PO number. Some orders may require shrink wrapped bundles, and an additional charge shall be allowed for shrink wrapping.

### **PROOFS**

Two sets of proofs are required no later than 10 working days after receipt of order.

### **DELIVERY**

Delivery is required within 15 business days after proof OK. Shipments must be trackable—no Parcel Post.

## **PREPARATORY MATERIALS**

All mechanicals and negatives are or will become the property of Westchester County and are to be sent to the using agency upon completion of each order

### **PRICES FOR INTERMEDIATE QUANTITIES:**

On a quantity that is not set forth in the contract but falls between quantities listed, the difference between the next lowest and next highest contract price shall be pro-rated.

To determine intermediate quantity prices, the following method will be used. Assume the quantity ordered is 15,000 and assume the following prices have been established for quantities of 20,000 and 10,000:

Total Price for 20,000 = \$500.00

Total Price for 10,000 = \$350.00

To arrive at an intermediate per M price, the total price for 10,000 is subtracted from the total price for 20,000

$\$500.00 - \$350.00 = \$150.00$  this amount is divided by 10 (the difference between the quantities).

$\$150.00 \div 10 = \$15.00$  the intermediate Per M price is then \$15.00/M

The price for 15,000 is therefore \$425.00 which is calculated as follows:

Add the intermediate price of \$15.00 for each additional M to the 10,000 price

10M = \$350.00

11M = \$15.00 additional or \$365.00

12M = \$15.00 additional or \$380.00

13M = \$15.00 additional or \$395.00

14M = \$15.00 additional or \$410.00

15M = \$15.00 additional or \$425.00

Total for 15M= \$425.00

