You are invited to bid on the following printing project:

Title: Business Cards

Quantity: 16 different cards total - 500 each of 11 cards and 1000 each of 5 cards

Size: 2" x 3.5" no bleed

Pages: prints one side

Color: 2/0, PMS 286 + black

Copy: Mac formatted PDF file

Stock: 80# Cougar opaque cover FSC white

Proofing: email digital proof for review and approvals

Finishing: trim to size

Packing: Pack each card individually in its own box suitable for reshipping

Delivery: Albany NY

Total Bid: $ 156.00 / 16 cards

Total bid must include ALL COSTS necessary or incidental to proper execution of the publication including FOB dock delivery to Mailroom.

* Pricing Assumes print-ready files

INVITATION FOR BIDS

BID DUE DATE: TIME:	TITLE: Fact Sheets INVITATION FOR BIDS NUMBER:
DIRECT QUESTIONS TO and RETURN COMPLETED BIDS TO:	

Name of Company Bidding:				**Bidder's Federal Tax Identification No.:**
Street	**City**	**State**	**Zip**	**County**

Is the above your company's principal place of place of business? _____ **Yes** _____ **No**
The term "principal place of business" is defined as follows:
A company's principal place of business is generally considered to be the enterprise's main office, where the regular meeting place of its board of directors occurs, and where a company's business is managed, conducted and directed, regardless of where the administrative departments or the physical property of the business are located. For purposes of determining the principal place of business, a foreign business enterprise's principal place of business is not necessarily the same as its state of incorporation. In sum, the determinate is where the actual "business" of the corporation takes place.

If the above address is <u>not</u> your principal place of business, indicate the full address of your principal place of business below:

If you are not bidding, place an "x" in the appropriate box and return this page only.

☐ WE ARE UNABLE TO BID AT THIS TIME BECAUSE_____.

☐ WE REQUEST REMOVAL OF OUR NAME FROM THE MAILING LIST FOR THIS TITLE.

Bidder's Signature: Title:	Printed or Typed Name: Date:
Phone : ( ) - ext ( ) Fax : ( ) - ext ( )	Toll Free Phone : ( ) - ext ( ) Toll Free Fax : ( ) - ext ( )
E-mail Address:	Company Web Site:

Address where print manufacturing is to be performed:

Preparatory: _____

Printing: _____

PRICE LIST

BIDDER: _____ Federal ID#: _____

ITEM: Fact Sheets

	Quantity	Unit Price	Total Price
PRINTING*:			
7 various 8.5" x 11" 4 color sheets	30,700 total	@ $ 94.68 /M	= $ 2906.68
PREPARATORY ITEMS:			
Assemble and output			= $ INC
Color proof	1 proof of 7 individual sheets		= $ INC
Author Alterations	1 hr		= $ 65.00
GRAND TOTAL BID for 30,700 sheets:			= $ 2971.68

*** PRINTING:** includes all production costs except preparatory, ie: includes but not limited to; paper, stripping, bindery, packing and all shipping.

PAPER: State manufacturer, brand name, weight and finish. Proposed stocks that are not at least equal to bid specifications will result in rejection of the bid proposal. Paper must be a mill brand and clearly specified below. An "as specified" response shall mean the exact paper listed in this bid.

Proposed Stock: _____

Do you guarantee delivery? YES or NO (circle one)

Authorized signature: _____

Name Date Phone

METHOD OF AWARD: Award will be made based upon the Grand Total bid from a qualified vendor with a proven ability to meet deadline.

**** GRAND TOTAL BID:** shall include ALL COSTS necessary or incidental to proper execution of the publication including FOB dock delivery to the Department, Scotia, NY. Any difference or additional costs must be clearly marked on this price list and extended into the grand total. The Department reserves the right to accept proposed deviations and/or qualifications that it determines are in the best interest of the State and to reject proposed deviations and/or qualifications which are considered not to be in the best interest of the State.

PAYMENT: Payment cannot be processed by State facilities until the contract items have been delivered in satisfactory condition. All materials (film, scans, photos, artwork, etc.) are the property of the Department and must be returned before payment will be processed. Payment will be based on any invoice used in the vendors normal course of business, however, such invoice must contain sufficient data including but not limited to, Contract No., description of material, quantity, unit and price per unit as well as the Federal ID number. Vendor is reminded that all items listed in the preparatory section are estimated quantities. Vendor may bill only for work actually rendered. Any

INVITATION FOR BIDS

BID DUE DATE: TIME:	TITLE: Brochure INVITATION FOR BIDS NUMBER:
DIRECT QUESTIONS TO and RETURN COMPLETED BIDS TO:	

Name of Company Bidding:				**Bidder's State Finance System Identification No.:**
Street	**City**	**State**	**Zip**	**County**

Is the above your company's principal place of place of business? _____ **Yes** _____ **No**

The term "principal place of business" is defined as follows:

A company's principal place of business is generally considered to be the enterprise's main office, where the regular meeting place of its board of directors occurs, and where a company's business is managed, conducted and directed, regardless of where the administrative departments or the physical property of the business are located. For purposes of determining the principal place of business, a foreign business enterprise's principal place of business is not necessarily the same as its state of incorporation. In sum, the determinate is where the actual "business" of the corporation takes place.

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☐ WE REQUEST REMOVAL OF OUR NAME FROM THE MAILING LIST FOR THIS TITLE.

Bidder's Signature: Title:	Printed or Typed Name: Date:
Phone : ( ) - ext ( ) Fax : ( ) - ext ( )	Toll Free Phone : ( ) - ext ( ) Toll Free Fax : ( ) - ext ( )
E-mail Address:	Company Web Site:

Address where print manufacturing is to be performed:

Preparatory: _____

Printing: _____

PRICE QUOTE

BIDDER:_____ FEDERAL ID#:_____

ITEM: Brochure

***PRINTING**(*includes all costs except preparatory, ie: paper, bindery, packing, shipping):

	Estimated Quantity	Unit Price	Total Price
4/4 color, 17" x 22" then folds	5M	$ 272 /m =	$ 1360
PREPARATORY:			
4C pages 17" x 22" - Process and output	2-4C pages	$_____pg =	$ INC
Color proof	1		$ INC
Authors Alterations	1 hr		$ 65
****GRAND TOTAL BID:**	5,000 brochures		$ 1425

*** PRINTING:** includes all production costs except preparatory, ie: includes but not limited to; paper, bindery, packing, shipping.

**** GRAND TOTAL BID:** shall include ALL COSTS necessary or incidental to proper execution of the publication including FOB inside dock delivery to the Department, Scotia, NY. Cost for output must include all handling and processing costs for assembling and the make ready of the files for printing. Any difference or additional costs must be clearly marked on this price list and extended into the grand total. The Department reserves the right to accept proposed deviations and/or qualifications that it determines are in the best interest of the State and to reject proposed deviations and/or qualifications which are considered not to be in the best interest of the State.

Do you guarantee delivery? YES or NO _____
circle one Authorized Signature Date

***** RECYCLED CERTIFICATION:** Please provide a mill letter or a Paper Manufacturer's Affidavit of Recycled Content for the proposed paper verifying post consumer fiber as defined by the Environmental Protection Agency (EPA)

PAPER: State manufacturer, brand name, weight and finish. Proposed stocks that are not at least equal to the bid specifications will result in rejection of the bid proposal. Paper must be a mill brand and clearly specified below.

Proposed 70# text:_____

Mill: _____***Recycled Content: _____

METHOD OF AWARD: Award will be made based upon the Grand Total bid from a qualified vendor with a proven ability to meet deadline.

INVITATION FOR BIDS

BID DUE DATE: TIME:	TITLE: POST CARD INVITATION FOR BIDS NUMBER:
DIRECT QUESTIONS TO and RETURN COMPLETED BIDS TO:	

Name of Company Bidding:				Bidder's Vendor Identification No.:
Street	City	State	Zip	County

Is the above your company's principal place of place of business? _____ **Yes** _____ **No**

The term "principal place of business" is defined as follows:

A company's principal place of business is generally considered to be the enterprise's main office, where the regular meeting place of its board of directors occurs, and where a company's business is managed, conducted and directed, regardless of where the administrative departments or the physical property of the business are located. For purposes of determining the principal place of business, a foreign business enterprise's principal place of business is not necessarily the same as its state of incorporation. In sum, the determinate is where the actual "business" of the corporation takes place.

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☐ WE ARE UNABLE TO BID AT THIS TIME BECAUSE_____.

☐ WE REQUEST REMOVAL OF OUR NAME FROM THE MAILING LIST FOR THIS TITLE.

Bidder's Signature: Title:	Printed or Typed Name: Date:
Phone : ( ) - ext ( ) Fax : ( ) - ext ( )	Toll Free Phone : ( ) - ext ( ) Toll Free Fax : ( ) - ext ( )
E-mail Address:	Company Web Site:

Address where print manufacturing is to be performed:

Preparatory: _____

Printing: _____

PRICE QUOTE

BIDDER:_____ SFS ID#:_____

ITEM: Postcard

***PRINTING** (*includes all costs except preparatory, ie: paper, bindery, packing, shipping):

	Estimated Quantity	Unit Price	Total Price
4/1 color, 5" x 7" flat full bleed	3.5M	$ 83.39 /m =	$ 291.87
PREPARATORY:			
4/1 color, 5" x 7" flat - Process and output			$ INC
Color proof	1		$ INC
Authors Alterations	1 hr		$ 65
****GRAND TOTAL BID:**	3,500 cards		$ 356.87

* **PRINTING:** includes all production costs except preparatory, ie: includes but not limited to; paper, bindery, packing, shipping.

** **GRAND TOTAL BID:** shall include ALL COSTS necessary or incidental to proper execution of the publication including FOB inside dock delivery Scotia, NY 12302. Cost for output must include all handling and processing costs for assembling and the make ready of the files for printing. Any difference or additional costs must be clearly marked on this price list and extended into the grand total. The Department reserves the right to accept proposed deviations and/or qualifications that it determines are in the best interest of the State and to reject proposed deviations and/or qualifications which are considered not to be in the best interest of the State.

Do you guarantee delivery? YES or NO _____
circle one Authorized Signature Date

Days required to prep, proof, print and deliver postcards: _____ days

PAPER: State manufacturer, brand name, weight and finish. Proposed stocks that are not at least equal to the bid specifications will result in rejection of the bid proposal. Paper must be a mill brand and clearly specified below.

Proposed 12pt C1S:_____

Mill: _____

Recycled Content: _____

METHOD OF AWARD: Award will be made based upon the Grand Total bid from a qualified vendor.

INVITATION FOR BIDS

BID DUE DATE: TIME:	TITLE: Guide INVITATION FOR BIDS NUMBER:
DIRECT QUESTIONS TO and RETURN COMPLETED BIDS TO:	

Name of Company Bidding:				Bidder's Federal Tax Identification No.:
Street	**City**	**State**	**Zip**	**County**

Is the above your company's principal place of place of business? _____ **Yes** _____ **No**
The term "principal place of business" is defined as follows:
A company's principal place of business is generally considered to be the enterprise's main office, where the regular meeting place of its board of directors occurs, and where a company's business is managed, conducted and directed, regardless of where the administrative departments or the physical property of the business are located. For purposes of determining the principal place of business, a foreign business enterprise's principal place of business is not necessarily the same as its state of incorporation. In sum, the determinate is where the actual "business" of the corporation takes place.

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☐ WE REQUEST REMOVAL OF OUR NAME FROM THE MAILING LIST FOR THIS TITLE.

Bidder's Signature: Title:	Printed or Typed Name: Date:
Phone : ( ) - ext ( ) Fax : ( ) - ext ( )	Toll Free Phone : ( ) - ext ( ) Toll Free Fax : ( ) - ext ( )
E-mail Address:	Company Web Site:

Address where print manufacturing is to be performed:

Preparatory: _____

Printing: _____

PRICE QUOTE

BIDDER:_____ FEDERAL ID#:_____

ITEM: Guide

***PRINTING**(*includes all costs except preparatory, ie: paper, bindery, packing, shipping):

	Estimated Quantity	Unit Price	Total Price
4/4 color, 8 3/8 x 10 ½, 20 pgs self cover	20M	$ 267 /m =	$ 5340
4/4 color, 8 3/8 x 10 ½, 20 pgs self cover	25M	$ 254 /m =	$ 6350
4/4 color, 8 3/8 x 10 ½, 20 pgs self cover	30M	$ 254 /m =	$ 7620

PREPARATORY:

4C pages - Assemble and output 8 3/8 x 10 ½ pages	20 4C pages	$_____ pg =	$ INC
Color proof	1		$ INC
Author Alterations	2	$ 65 hr =	$ 130

****GRAND TOTAL BID**

20,000 brochures	$ 5470
25,000 brochures	$ 6480
30,000 brochures	$ 7750

*** PRINTING:** includes all production costs except preparatory, ie: includes but not limited to; paper, bindery, packing, shipping.

**** GRAND TOTAL BID:** shall include ALL COSTS necessary or incidental to proper execution of the publication including FOB dock delivery to the Department. Any difference or additional costs must be clearly marked on this price list and extended into the grand total. The department reserves the right to accept proposed deviations and/or qualifications that it determines are in the best interest of the State and to reject proposed deviations and/or qualifications which are considered not to be in the best interest of the State.

Do you guarantee delivery? YES or NO _____
circle one Authorized Signature Date

Paper: State manufacturer, brand name, weight and finish. Proposed stocks that are not at least equal to the bid specifications will result in rejection of the bid proposal. Paper must be a mill brand and clearly specified below. An "as specified" response shall mean the exact paper listed in this bid.

Proposed Text: _____ Mill: _____