NYSID
Preferred Source Solutions

Ronald P. Romano
President and Chief Executive Officer

CORPORATE OFFICES
11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

NEW YORK CITY SALES OFFICE
352 Seventh Avenue, Suite 201, New York, NY 10001
Phone: (212) 889-6618 Fax: (212) 545-1316

November 6th, 2013

Mr. Joseph Better, Contract Management Specialist
New York State Office of General Services
New York State Procurement
38th Floor – Corning Tower - Empire State Plaza
Albany, NY 12242

Dear Mr. Better:

Re: Digital Printing Application

The following information is provided pursuant to our meeting with OGS/NYSPro on Tuesday, November 5th, to further clarify the responsibilities of individuals with disabilities providing Digital Printing services at our member agencies and corporate partners' facilities. In selecting prospective corporate partners to become Associate Members of NYSID, organizations are sought that are socially conscious and subscribe to the mission of empowering individuals with disabilities through employment. As previously stated in our application four of the five proposed corporate partners, which are also NYS businesses, have worked with community based rehabilitation programs for employment outreach. One partner in particular, Camelot Print and Copy Center, already employs 10 individuals with disabilities, two of whom are service disabled veterans, at their facility that perform a wide array of services relative to Digital Printing.

Some of the individuals with disabilities working at our prospective corporate partners have been trained to operate digital printing equipment to generate printed materials in accordance to customer specifications. In meeting differing customer demands machine operators will need to change many variables in the set-up of the equipment such as dimension, color or contrast. Printed materials are checked randomly by the operator to ensure proper quality levels and compliance to customer specifications.

Other individuals with disabilities employed at corporate partners' facilities have been trained to operate bindery machines. These operators load, operate and maintain machines that perform a wide array of binding functions including, but not limited to, saddle stitching, perfect binding, spiral binding and/or wire binding of documents, reports or booklets. Among other responsibilities of a bindery machine operator are folding, cutting and collating and that a machine is loaded with the appropriate size and type of paper and provide quality control by reviewing final products. These workers possess computer skills that are required to select paper type, binding requirements and other specifications.

Workers are often cross trained to develop multiple skills in the industry. Lastly, workers at the facility will prepare completed digital printing for shipping to the customer. Having Digital Printing added to the List of Preferred Source will continue to promote job creation for individuals with disabilities throughout New York State.

Also included with this submission is pricing submitted to NYSID by Camelot Print and Copy Center for three Digital Printing contracts with the NYS Office of the Attorney General (OAG), SUNY Albany and the SUNY Research Foundation awarded them pursuant to a competitive bid. A comparison of this competitively let pricing correlates to the Hudson Valley/Capital District on the price list included with our original application and, once again substantiates the competitiveness of our pricing. Our submitted pricing has fared favorably and fallen within statutory thresholds when compared to NYS Print Shops, GSA contracts, the state's Quick Copy and Duplicating contract as well as competitively contracts.

This additional information further substantiates that the application to have Digital Printing added to the List of Preferred Source Offerings was submitted by NYSID in accordance to statutory guidelines thus validating OGS' recommendation to the Procurement Council for approval of this application. Therefore, we anticipate the October 30, 2013 motion to table the Digital Printing submission will be removed and the application will be put to a vote at the November 26, 2013 Council Meeting with OGS' recommendation for approval.

Feel free to contact me should you have any questions.

Sincerely,

Ronald P. Romano
President and Chief Executive Officer

Cc: Anne Phillips
Don Greene
Christine Irvine
Enc.

NYSID/Commercial Vendor Digital Comaprisons

	NYSID-Hudson Valley/Capital District	SUNY Albany	OAG	SUNY PDP-Research Foundation	NYSID's Image Savings-SUNY Albany	NYSID's Image Savings-OAG	NYSID's Image Savings-SUNY PDP
B/W 50# 8.5 x 11 1-Sided							
up to 250 copies	0.0212			0.035			0.0138
up to 500 copies	0.0200			0.035			0.0150
up to 1,000 copies	0.0177	0.019		0.035	0.0013		0.0173
up to 5,000 copies	0.0177			0.035			0.0173
up to 10,000 copies	0.0015			0.035			0.0335
up to 15,000 copies	0.0154			0.035			0.0196
up to 20,000 copies	0.0154		0.027	0.035		0.0116	0.0196
B/W 50# 8.5 x 11 2-Sided							
up to 250 copies	0.0332			0.035			0.0018
up to 500 copies	0.0252			0.035			0.0098
up to 1,000 copies	0.0252	0.0376		0.035	0.0124		0.0098
up to 5,000 copies	0.0240			0.035			0.0110
up to 10,000 copies	0.0240			0.035			0.0110
up to 15,000 copies	0.0229			0.035			0.0121
up to 20,000 copies	0.0217			0.035			0.0133
Color 60# Color 8.5 x 11 1-Sided							
up to 250 copies	0.1830			0.45			0.2670
up to 500 copies	0.1601			0.39			0.2299
up to 1,000 copies	0.1258	0.29		0.29	0.1642		0.1642
up to 5,000 copies	0.0915			0.29			0.1985
up to 10,000 copies	0.0915			0.29			0.1985
up to 15,000 copies	0.0915						
up to 20,000 copies	0.0800		0.14			0.0600	

NYSID/Commercial Vendor Digital Comaprisons

	NYSID-Hudson Valley/Capital District	SUNY Albany	OAG	SUNY PDP-Research Foundation	NYSID's Image Savings-SUNY Albany	NYSID's Image Savings-OAG	NYSID's Image Savings-SUNY PDP
Color 60# Color 8.5 x 11 2-Sided							
up to 250 copies	0.2973			0.45			0.1527
up to 500 copies	0.2516			0.39			0.1384
up to 1,000 copies	0.2173			0.29			0.0727
up to 5,000 copies	0.1601			0.29			0.1299
up to 10,000 copies	0.1258			0.29			0.1642
up to 15,000 copies	0.1258						
up to 20,000 copies	0.1201						
B/W 50# 11 x 17 1-Sided							
up to 250 copies	0.0252						
up to 500 copies	0.0252						
up to 1,000 copies	0.0229	0.038			0.0151		
up to 5,000 copies	0.0229						
up to 10,000 copies	0.0229						
up to 15,000 copies	0.0217						
up to 20,000 copies	0.0217						
B/W 50# 11 x 17 2-Sided							
up to 250 copies	0.0457						
up to 500 copies	0.0457						
up to 1,000 copies	0.0446						
up to 5,000 copies	0.0446						
up to 10,000 copies	0.0435						
up to 15,000 copies	0.0435						
up to 20,000 copies	0.0423						

NYSID/Commercial Vendor Digital Comaprisons

	NYSID-Hudson Valley/Capital District	SUNY Albany	OAG	SUNY PDP-Research Foundation	NYSID's Image Savings-SUNY Albany	NYSID's Image Savings-OAG	NYSID's Image Savings-SUNY PDP
Color 60# Color 11 x 17 1-Sided							
up to 250 copies	0.2516			1.29			1.0384
up to 500 copies	0.2058			1.09			0.8842
up to 1,000 copies	0.1601			0.89			0.7299
up to 5,000 copies	0.1372			0.89			0.7528
up to 10,000 copies	0.1144			0.89			0.7756
up to 15,000 copies	0.1067						
up to 20,000 copies	0.0995						
Color 60# Color 11 x 17 2-Sided							
up to 250 copies	0.3431			1.28			0.9369
up to 500 copies	0.2973			1.09			0.7927
up to 1,000 copies	0.2516			0.89			0.6384
up to 5,000 copies	0.1830			0.89			0.7070
up to 10,000 copies	0.1555			0.89			0.7345
up to 15,000 copies	0.1441						
up to 20,000 copies	0.1349						

Sample NYSID Pricing for Digital Printing

Central/Western NY			Central/Capital Region			Hudson Valley/Capital District			NYC	
Description	Qty	Cost/Piece	Description	Qty	Cost/Piece	Description	Qty	Cost/Piece	Description	Cost/Piece
black			black			black			black	
1 side			1 side			1 side			1 side	
8.5 x 11			8.5 x 11			8.5 x 11			8.5 x 11	
50# text	250	0.0650	50# text	250	0.0600	50# text	250	0.0212	50# text	0.0218
	500	0.0650		500	0.0380		500	0.0200		0.0206
	1000	0.0550		1000	0.0210		1000	0.0177		0.0182
	5000	0.0300		5000	0.0195		5000	0.0177		0.0182
	10000	0.0275		10000	0.0175		10000	0.0154		0.0159
	15000	0.0200		15000	0.0163		15000	0.0154		0.0159
	20000	0.0200		20000	0.0157		20000	0.0154		0.0159
black			black			black			black	
2 side			2 side			2 side			2 side	
8.5 x 11			8.5 x 11			8.5 x 11			8.5 x 11	
50# text	250	0.1100	50# text	250	0.0900	50# text	250	0.0332	50# text	0.0342
	500	0.1100		500	0.0570		500	0.0252		0.0260
	1000	0.1000		1000	0.0315		1000	0.0252		0.0260
	5000	0.0575		5000	0.0290		5000	0.0240		0.0247
	10000	0.0525		10000	0.2620		10000	0.0240		0.0247
	15000	0.0400		15000	0.0244		15000	0.0229		0.0236
	20000	0.0375		20000	0.0235		20000	0.0217		0.0224
black			black			black			black	
1 side			1 side			1 side			1 side	
11x17			11x17			11x17			11x17	
50# text	250	0.1100	50# text	250	0.1200	50# text	250	0.0252	50# text	0.0260
	500	0.1100		500	0.0760		500	0.0252		0.0260
	1000	0.1000		1000	0.0420		1000	0.0229		0.0236
	5000	0.0575		5000	0.0390		5000	0.0229		0.0236
	10000	0.0525		10000	0.0350		10000	0.0229		0.0236
	15000	0.0450		15000	0.0326		15000	0.0217		0.0224
	20000	0.0450		20000	0.0314		20000	0.0217		0.0224
black			black			black			black	
2 side			2 side			2 side			2 side	
11x17			11x17			11x17			11x17	
50# text	250	0.1500	50# text	250	0.1800	50# text	250	0.0457	50# text	0.0471
	500	0.1500		500	0.1140		500	0.0457		0.0471
	1000	0.1500		1000	0.0630		1000	0.0446		0.0459
	5000	0.0750		5000	0.0590		5000	0.0446		0.0459
	10000	0.0750		10000	0.0525		10000	0.0435		0.0448
	15000	0.0700		15000	0.0489		15000	0.0435		0.0448
	20000	0.0700		20000	0.0471		20000	0.0423		0.0436
4 color			4 color			4 color			4 color	
1 side			1 side			1 side			1 side	
8.5 x 11			8.5 x 11			8.5 x 11			8.5 x 11	
60# text	250	0.4900	60# text	250	0.1950	60# text	250	0.1830	60# text	0.1885
	500	0.3900		500	0.1550		500	0.1601		0.1649
	1000	0.2900		1000	0.1350		1000	0.1258		0.1296
	5000	0.1400		5000	0.0950		5000	0.0915		0.0942
	10000	0.1350		10000	0.0895		10000	0.0915		0.0942
	15000	0.1200		15000	0.0795		15000	0.0915		0.0942
	20000	0.1100		20000	0.0650		20000	0.0800		0.0824
4 color			4 color			4 color			4 color	
2 side			2 side			2 side			2 side	
8.5 x 11			8.5 x 11			8.5 x 11			8.5 x 11	
60# text	250	0.9000	60# text	250	0.2930	60# text	250	0.2973	60# text	0.3062
	500	0.8000		500	0.2340		500	0.2516		0.2591
	1000	0.7500		1000	0.2030		1000	0.2173		0.2238
	5000	0.2100		5000	0.1425		5000	0.1601		0.1649
	10000	0.2000		10000	0.0950		10000	0.1258		0.1296
	15000	0.1900		15000	0.0850		15000	0.1258		0.1296
	20000	0.1850		20000	0.0800		20000	0.1201		0.1237
4 color			4 color			4 color			4 color	
1 side			1 side			1 side			1 side	
11x17			11x17			11x17			11x17	
60# text	250	0.7900	60# text	250	0.3900	60# text	250	0.2516	60# text	0.2591
	500	0.5500		500	0.3100		500	0.2058		0.2120
	1000	0.4900		1000	0.2700		1000	0.1601		0.1649
	5000	0.1400		5000	0.1900		5000	0.1372		0.1413
	10000	0.1300		10000	0.0990		10000	0.1144		0.1178
	15000	0.1200		15000	0.0790		15000	0.1067		0.1099
	20000	0.1100		20000	0.0590		20000	0.0995		0.1025

Central/Western NY			Central/Capital Region			Hudson Valley/Capital District			NYC	
Description	Qty	Cost Per Piece	Description	Qty	Cost Per Piece	Description	Qty	Cost Per Piece	Description	Cost Per Piece
4color			4color			4color			4color	
2 side			2 side			2 side			2 side	
11x17			11x17			11x17			11x17	
60# text	250	1.5000	60# text	250	0.5850	60# text	250	0.3431	60# text	0.3534
	500	1.0000		500	0.4650		500	0.2973		0.3062
	1000	0.8500		1000	0.4050		1000	0.2516		0.2591
	5000	0.2800		5000	0.2850		5000	0.1830		0.1885
	10000	0.2600		10000	0.1485		10000	0.1555		0.1602
	15000	0.2400		15000	0.1185		15000	0.1441		0.1484
	20000	0.2200		20000	0.0885		20000	0.1349		0.1389

The prices in the Albany/Hudson Valley down to NYC will be less then those of Central/Western/and Northern NY. The difference in price is mainly do to volume of each vendor. Those vendors who do a higher overall business will get better deals on equipment, lease agreements, maintenance agreements and even paper. Since these are the main divers in cost those members that have the higher volume will be able to offer better pricing. Our pricing in the Capital District took into account the OGS quick copy and printing contract that is currently out and is within market of that contract.

Digital Add on Services

Black Digital Printing- additional price per 100 sheets	
8.5 x 11	
60# white opaque	$2.03
65# white cover	$2.35
65# color cover	$2.60
8.5 x 14	
50# white text	$0.35
60# white opaque	$2.74
65# white cover	$3.18
65# color cover	$3.51
11 x 17	
60# white opaque	$4.06
65# white cover	$4.70
65# color cover	$5.20
Color Digital Printing- additional price per 100 sheets	
8.5 x 11	$2.35
65# white cover	$2.60
65# color cover	$11.43
80# white gloss text	$12.57
80# white gloss cover	
8.5 x 14	$2.74
60# white opaque	$3.18
65# white cover	$3.51
65# color cover	$12.57
80# white gloss text	$18.29
80# white gloss cover	
11 x 17	$4.06
60# white opaque	$4.70
65# white cover	$5.20
65# color cover	$12.57
80# white gloss text	$18.29
Finishing options:	$5/m sheets
Drilling - 3 hole std	$8/m
Letter fold	$.15/set
Banding	$.25/set
Shrink wrap	$.30/set
Saddle/Edge stitch	$.95/book
Punching Sheets & Plasic Comb Bind	$1.25/set
up to 25 sheets	$1.49/set
up to 100 sheets	$1.74/set
up to 150 sheets	$1.99/set
Punching Sheets & Plastic Spiral	$1.25/set
up to 25 sheets	$1.49/set
up to 100 sheets	$1.99/set
Vello Bind	$1.25/set
up to 25 sheets	$1.49/set
up to 100 sheets	$1.74/set
up to 150 sheets	$1.99/set
up to 200 sheets	
	$.10/piece
Inserting	$.99 per 8.5x11
Laminating	.19 each
Tabs - stock b/w	.25 each
Tabs - Custom b/w	

ARTICLE II – SERVICES

2.1 The Contractor will provide the required services as described in Section II.2 - Service Requirements (Detailed Specifications) of the Invitation for Bid (IFB) #09-003, opened April 23, 2009, for the following location(s): Albany.

2.2 The CONTRACTOR shall refrain from performing work outside of the scope of this Agreement unless such work is authorized as such, as indicated in Article IV of this Agreement.

ARTICLE III – COSTS AND REIMBURSEMENT

3.1 The estimated total cost of this Agreement shall be $266,900.00. A Supplemental Agreement will be required in the event of any increase in the amount, subject to the approval of the Office of the State Comptroller.

3.2 The CONTRACTOR shall be compensated in accordance with the following rates, after properly completed invoices are submitted to the OAG as follows:

		Unit Price	Unit Basis
A.	**Black & White Copies**		
1.	Light Copying	$ .027	per copy
2.	Medium Copying	$ .085	per copy
3.	Heavy Copying	$ .17	per copy
4.	11 x 17 (all above conditions)	$ .08	per copy
5.	Oversized	$ .29	per square foot
6.	Transparencies	$ 2.00	each
7.	From Slides	$ 4.00	copy per slide
B.	**Color Copies**		
1.	Light Copying	$ .14	per copy
2	Medium Copying	$ .16	per copy
3.	Heavy Copying	$ .25	per copy
4.	11 x 17	$ .39	per copy
5.	Oversized	$ 2.50	per square foot
6.	Transparencies	$ 3.00	each
7.	From Slides	$ 5.00	copy per slide
C.	**Miscellaneous Copying**		
1.	Binding: comb, spiral, velo, tape	$ 1.25	per bind
2.	Tabs: custom, numeric or exhibit	$ .29	per tab
3.	Page Punching (comb, spiral, two (2) or three (3) hole, velo)	$ .008	per page
4.	Cardstock Copies	$ .07	per sheet
5.	Bates Numbering/Labeling	$ .065	per page
6.	Audiotape	$ 4.99	per tape
7.	Videotape Duplicating	$14.99	per tape
8.	CD/DVD Duplicating	$10.00	per CD/DVD
9.	Cancellation or "Kill" Charges	$ No charge	per job
10.	X-ray Copies	$10.00	per copy
11.	Binders (any size	$ 5.00	each
12.	Folders (two-pocket	$ .50	each
13.	Foam Core	$ 2.99	per square foot
14.	Surface	$ 1.00	per square foot
D.	**Prep Work** (if required)		
1.	Light Copying	$ No charge	per job
2.	Medium Copying	$ No charge	per job
3.	Heavy Copying	$ No charge	per job

Typical Printing Reproduction Package for Construction Projects
Project # QS800484 Bids Due By 2:30 p.m. on 7/29/09

Blackline Print Copies:
Bidder shall provide a blackline white-print copy service on an as-needed basis, including pick- up and delivery to Service Building A. Blackline white-prints shall be made from existing drawings that will be in new condition and machine-feedable.

Standard size: 24" X 36"
Oversize: 36" X 60"

Unit Prices:

8 ½" X 11" 20lb. Single-sided copies .019 EA.
8 ½" X 11" 20 lb. Double-sided copies .0188 EA.
8 ½" X 14" 20 lb. Single-sided .022 EA.
11" X 17" 20 lb. Single-sided .038 EA.
40-50lb. colored cover stock .05 EA.
8 ½" X 11" heavy duty clear overlay .30 EA.
8 ½" X 11" color copies .29 EA.
Collate and bind manuals with plastic comb binding .99 EA. (based on 250 pg. Manual)
Collate and bind drawings with staples and paper-edge binding .25 EA.
Blackline white-print on 20 lb. paper "D" size (24" X 36") prints .33 EA.
Blackline white-print on 20 lb. Paper "E" size (30" X 42") prints .48 EA.
Blackline white-print on 20 lb. Paper "Oversize" (36" x 60") .75 EA.

Sample 1

Total cost for fifteen (15) 250 page project manuals mixed single and double sided originals (approximately 15% is double sided in one section) on 20lb. white paper, manuals to be collated and comb bound with stock paper back cover 40-50lb. black and heavy duty clear cover. Unit Price is to include pick up, delivery and distribution, and distribution to contractors via the voucher exchange system. Based on the unit prices entered above.

Sample 2

Total cost for 15 drawing packages including collating and bond with staples and paper edge binding, blackline white-print on 20 lb. bond paper 10 "D" size (24" X 36") prints. Unit Price is to include pick-up and delivery and distribution to contractors via the voucher exchange system, per the rates outlined in the above chart.

Sample 3
Cost for reproducing existing blackline white-prints from unit price chart above.

Ownership
The University at Albany owns all media and materials supplied to produce the orders. These materials should be returned with the completed orders.

Award

SUNY PDP – Paid by The Research Foundation

SUMMARY SHEET EXHIBIT E

Black Ink Copies:

24/60# White Paper, 8.5 x 11: Specify Brands of Paper used:

LOT #1: 1 side			LOT #2: 2 side		
Up to 500 copies	$ .035	Per copy	Up to 500 copies	$ .035	Per copy
1,000 copies	$ .025	Per copy	1,000 copies	$ .035	Per copy
5,000 copies	$ .035	Per copy	5,000 copies	$ .035	Per copy
10,000 copies	$ .035	Per copy	10,000 copies	$ .035	Per copy
15,000 copies	$ .035	Per copy	15,000 copies	$ .035	Per copy
20,000 copies	$ .035	Per copy	20,000 copies	$ .035	Per copy
25,000 copies	$ .035	Per copy	25,000 copies	$ .035	Per copy
50,000 copies	$ .035	Per copy	50,000 copies	$ .023	Per copy
Over 50,000 copies	$ .035	Per copy	Over 50,000 copies	$ .035	Per copy
TOTAL Lot #1			TOTAL Lot #2		

24/60# Color Paper, 8.5 x 11: Specify Brands of Paper used:

LOT #3: 1 side			LOT #4: 2 side		
Up to 500 copies	$ .035	Per copy	Up to 500 copies	$ .035	Per copy
1,000 copies	$ .025	Per copy	1,000 copies	$ .035	Per copy
5,000 copies	$ .035	Per copy	5,000 copies	$ .035	Per copy
10,000 copies	$ .035	Per copy	10,000 copies	$ .025	Per copy
15,000 copies	$ .035	Per copy	15,000 copies	$ .024	Per copy
20,000 copies	$ .035	Per copy	20,000 copies	$ .023	Per copy
25,000 copies	$ .035	Per copy	25,000 copies	$ .035	Per copy
50,000 copies	$ .035	Per copy	50,000 copies	$ .035	Per copy
Over 50,000 copies	$ .035	Per copy	Over 50,000 copies	$ .035	Per copy
TOTAL Lot #3			TOTAL Lot #4		

White Card Stock, 8.5 x 11: Specify Brands of Paper used:

LOT #5: 1 side			LOT #6: 2 side		
Up to 500 copies	$ .10	Per copy	Up to 500 copies	$ .15	Per copy
1,000 copies	$ .15	Per copy	1,000 copies	$ .15	Per copy
5,000 copies	$ .15	Per copy	5,000 copies	$ .15	Per copy
10,000 copies	$ .15	Per copy	10,000 copies	$ .15	Per copy
15,000 copies	$ .15	Per copy	15,000 copies	$ .15	Per copy
20,000 copies	$ .15	Per copy	20,000 copies	$ .15	Per copy
25,000 copies	$ .15	Per copy	25,000 copies	$ .15	Per copy
50,000 copies	$ .15	Per copy	50,000 copies	$ .15	Per copy
Over 50,000 copies	$ .15	Per copy	Over 50,000 copies	$ .15	Per copy
TOTAL Lot #5			TOTAL Lot #6		

Color Card Stock, 8.5 x 11: Specify Brands of Paper used:

LOT #7:			LOT # 8:		
Up to 500 copies $	.15	Per copy	Up to 500 copies $	.15	Per copy
1,000 copies $	.15	Per copy	1,000 copies $	.15	Per copy
5,000 copies $	.15	Per copy	5,000 copies $	.15	Per copy
10,000 copies $	.15	Per copy	10,000 copies $	.10	Per copy
15,000 copies $	.15	Per copy	15,000 copies $	.15	Per copy
20,000 copies $	.15	Per copy	20,000 copies $	.15	Per copy
25,000 copies $	.15	Per copy	25,000 copies $	.15	Per copy
50,000 copies $	.15	Per copy	50,000 copies $	.15	Per copy
Over 50,000 copies $	.15	Per copy	Over 50,000 copies $	.15	Per copy
TOTAL Lot #7			TOTAL Lot #8		

20# White Paper, 8.5 x 14: Specify Brands of Paper used:

LOT #9:			LOT # 10:		
1 side			2 side		
Up to 500 copies $	.075	Per copy	Up to 500 copies $	.075	Per copy
1,000 copies $	.075	Per copy	1,000 copies $	.075	Per copy
5,000 copies $	.075	Per copy	5,000 copies $	.075	Per copy
10,000 copies $	.075	Per copy	10,000 copies $	.075	Per copy
15,000 copies $	.075	Per copy	15,000 copies $	.075	Per copy
20,000 copies $	.075	Per copy	20,000 copies $	.075	Per copy
25,000 copies $	.075	Per copy	25,000 copies $	.075	Per copy
50,000 copies $	.075	Per copy	50,000 copies $	.075	Per copy
Over 50,000 copies $	.075	Per copy	Over 50,000 copies $	.075	Per copy
TOTAL Lot #9			TOTAL Lot #10		

20# White Paper, 11 x 17: Specify Brands of Paper used:

LOT # 11:			LOT # 12:		
1 side			2 side		
Up to 500 copies $	.25	Per copy	Up to 500 copies $	.25	Per copy
1,000 copies $	.25	Per copy	1,000 copies $	.25	Per copy
5,000 copies $	.25	Per copy	5,000 copies $	.25	Per copy
10,000 copies $	.25	Per copy	10,000 copies $	.25	Per copy
15,000 copies $	.25	Per copy	15,000 copies $	.25	Per copy
20,000 copies $	.25	Per copy	20,000 copies $	.25	Per copy
25,000 copies $	.25	Per copy	25,000 copies $	.25	Per copy
50,000 copies $	.25	Per copy	50,000 copies $	.25	Per copy
Over 50,000 copies $	.25	Per copy	Over 50,000 copies $	.25	Per copy
TOTAL Lot #11			TOTAL Lot #12		

Color Ink Copies:

28# White Paper, 8.5 x 11: Specify Brands of Paper used:

LOT # 13:			LOT # 14:		
1 side			2 side		
Up to 100 copies $	.49	Per copy	Up to 100 copies $	.49	Per copy
250 copies $	.45	Per copy	250 copies $	.45	Per copy
500 copies $	.39	Per copy	500 copies $	.39	Per copy
1,000 copies $	.29	Per copy	1,000 copies $	.29	Per copy
5,000 copies $	.29	Per copy	5,000 copies $	.29	Per copy
Over 5,000 copies $	.29	Per copy	Over 5,000 copies $	.29	Per copy
TOTAL Lot #13			TOTAL Lot #14		

28# White Paper, 11 x 17: Specify Brands of Paper used:

LOT # 15:			LOT # 16:		
1 side			2 side		
Up to 100 copies	$ 1.39	Per copy	Up to 100 copies	$ 1.69	Per copy
250 copies	$ 1.19	Per copy	250 copies	$ 1.29	Per copy
500 copies	$ 1.09	Per copy	500 copies	$ 1.09	Per copy
1,000 copies	$ .89	Per copy	1,000 copies	$ .89	Per copy
5,000 copies	$ .89	Per copy	5,000 copies	$ .89	Per copy
Over 5,000 copies	$ .89	Per copy	Over 5,000 copies	$ .89	Per copy
TOTAL Lot #15			TOTAL Lot #16		

80# Cover, 8.5 x 11: Specify Brands of Paper used:

LOT # 17:			LOT # 18:		
1 side			2 side		
Up to 100 copies	$ .29	Per copy	Up to 100 copies	$ .59	Per copy
250 copies	$ .29	Per copy	250 copies	$ .49	Per copy
500 copies	$ .39	Per copy	500 copies	$ .39	Per copy
1,000 copies	$ .39	Per copy	1,000 copies	$ .39	Per copy
5,000 copies	$ .39	Per copy	5,000 copies	$ .39	Per copy
Over 5,000 copies	$ .39	Per copy	Over 5,000 copies	$ .39	Per copy
TOTAL Lot #17			TOTAL Lot #18		

TOTAL LOTS 1-18 _____

TABS:

LOT # 19:

TABS Bank 5
Printed 1 side, one color
Size 8.5 x 11 w/ 1.5" tab extension

100 tabs	$	.48	Per tab
250 tabs	$	.48	Per tab
500 tabs	$	.15	Per tab
1,000 tabs	$	.15	Per tab
5,000 tabs	$	.48	Per tab
Over 5,000 tabs	$	.48	Per tab

TOTAL Lot #19

LOT # 20:

TABS Bank 5
Printed 2 sides one color
Size 8.5 x 11 w/ 1.5" tab extension

100 tabs	$	.89	Per tab
250 tabs	$	.79	Per tab
500 tabs	$	.69	Per tab
1,000 tabs	$	.69	Per tab
5,000 tabs	$	.69	Per tab
Over 5,000 tabs	$	.69	Per tab

TOTAL Lot #20

LOT # 21:

TABS Bank 8
Printed 1 side, one color
Size 8.5 x 11 w/ 1.5" tab extension

100 tabs	$	2.25	Per tab
250 tabs	$	1.99	Per tab
500 tabs	$	1.75	Per tab
1,000 tabs	$	1.49	Per tab
5,000 tabs	$	1.49	Per tab
Over 5,000 tabs	$	1.49	Per tab

TOTAL Lot #21

LOT # 22:

TABS Bank of 8
Printed 2 sides one color
Size 8.5 x 11 w/ 1.5" tab extension

100 tabs	$	3.49	Per tab
250 tabs	$	3.29	Per tab
500 tabs	$	3.19	Per tab
1,000 tabs	$	2.99	Per tab
5,000 tabs	$	2.99	Per tab
Over 5,000 tabs	$	2.99	Per tab

TOTAL Lot #22

LOT # 23:

TABS Bank 5
UNPRINTED
Size 8.5 x 11 w/ 1.5" tab extension

100 tabs	$	.45	Per tab
250 tabs	$	.39	Per tab
500 tabs	$	.39	Per tab
1,000 tabs	$	.39	Per tab
5,000 tabs	$	.39	Per tab
Over 5,000 tabs	$	.39	Per tab

TOTAL Lot #23

LOT # 24:

TABS Bank 8
UNPRINTED
Size 8.5 x 11 w/ 1.5" tab extension

100 tabs	$	.79	Per tab
250 tabs	$	.69	Per tab
500 tabs	$	.59	Per tab
1,000 tabs	$	.59	Per tab
5,000 tabs	$	.59	Per tab
Over 5,000 tabs	$	.59	Per tab

TOTAL Lot #24

LOT # 25:

BLEEDING TABS
Finished size 8.5" x 11"

100 tabs	$	2.99	Per tab
250 tabs	$	2.99	Per tab
500 tabs	$	2.69	Per tab
1,000 tabs	$	2.69	Per tab
5,000 tabs	$	2.69	Per tab
Over 5,000 tabs	$	2.69	Per tab

TOTAL Lot #25

FINISHING OPERATIONS:

Collating Sheets	(8.5 x 11 or 8.5 x 14")	$	NIC	Per/M Sheets
	11 x 17	$	NIC	Per/M Sheets
Stapling Collated Sets	1 position	$	NIC	Per/Set
	2 position	$	1.00	Per/Set
Folding		$	10.00	Per/M Sheets
Hole Punch (2-3 Holes)		$	8.50	Per/M Sheets
Cutting		$	10.00	Per/M Sheets
Shrink Wrapping		$	1.00	Per/Set
Plastic Comb (GBC) Binding includes cost to punch and bind	up to 25 sheets	$	4.25	Per/Set
	26-100	$	4.99	Per/Set
	100-160	$	5.99	Per/Set
	161-200	$	6.99	Per/Set
Spiral Wire (Wire-O) Binding includes cost to punch and bind	up to 25 sheets	$	1.25	Per/book
	26-100	$	2.99	Per/book
	100-160	$	4.99	Per/book
	161-200	$	6.99	Per/book
Tape Binding/Fastback Binding includes cost to punch and bind	up to 25 sheets	$	1.99	Per/book
	26-100	$	1.99	Per/book
	100-160	$	2.99	Per/book
	161-200	$	2.99	Per/book
Clear Transparency No Printing 8.5 x 11, for use with covers of books	8.5 x 11	$	2.00	Each
			Back Ring	D Ring
Binders 3 ring size: 10 1/4" x 11 1/2" White/Black	1/2" capacity	$	2.99	Each
	1" capacity	$	5.00	Each
	1 1/2" capacity	$	6.50	Each
	2" capacity	$	8.50	Each
	2 1/2" capacity	$	15.00	Each
	3" capacity	$	3.99	Each 12.19
File Conversion Conversion/ File Set-up fees/per file			30.00	Per File
Insert of material into front sleeve on binder		$	NIC	Each
Insert of materials into provided binders/folders		$	.02	Each
Insert PDP supplied material into binders/folders		$	.35	Each
Hand collating of printed materials		$	.50	Each
Inserting of copies into front cover sleeve of binders		$	NIC	Each
Printing of labels for binders		$	.50	Each
Adhering labels on binder (1 or 2 positions)		$	.30	Each
Affixing raised seals		$	3.00	Each
Placing sticky flags (Post-it Notes) on pages in binder		$	1.00	Each