

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New  OTR  Sole Source  Bid Waiver  Emergency Previous Contract/Project No. Contract FB-00010  
 Re-Bid  Other LIVING WAGE APPLIES: NO

Requisition No./Project No.: ROID1400112 TERM OF CONTRACT 5 YEARS WITH OTR N/A

Requisition /Project Title: Carbonless Fanapart Forms

Description: The purpose of this solicitation is to establish a contract for the purchase of single part and multi part carbonless fanapart printed forms in conjunction with the County's needs on an as needed when needed basis.

Issuing Department: Clerk of Courts Contact Person: Sherry Crockett Phone: 305-375-4693

Estimate Cost: \$515,000.00

Funding Source: Proprietary Revenue and Stormwater Utility

**ANALYSIS**

<b>Commodity Codes:</b> 966-12					
Contract/Project History of previous purchases three (3) years Check here <b>N/A</b> if this is a new contract/purchase with no previous history.					
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>		
<b>Contractor(s):</b>	Tiger Business Forms, Inc. Suncoast Marketing, Inc.				
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>	\$153,750.00				
<b>Comments:</b>	[REDACTED]				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b><u>RECOMMENDATIONS</u></b>					
	Set-aside	Sub-contractor goal	Bid preference	Selection factor	
<b>SBE</b>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<b>Basis of recommendation:</b>					
[REDACTED]					
Signed: <i>Sherry Y. Crockett, CPOB</i>			Date sent to SBD: 6/10/14		
			Date returned to DPM: [REDACTED]		

Revised April 2005

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**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE:**

The purpose of this solicitation is to establish a contract for the purchase of single part and multi part carbonless fanapart printed forms for various County departments on an as needed basis.

**2.2 TERM OF CONTRACT:**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's ISD/Procurement Management Services, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth month of the contract term.

Prior to completion of each one (1) year period during the contract term, the County will consider adjustment to prices based on the Producer Price Index (PPI) for Commodity code 09-37 commercial printing as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. It is the awarded Bidders responsibility to request any pricing adjustment under this provision. For adjustments to be effective it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received after ninety (90) days from the expiration of the then current date/year may not be considered. If no adjustment request is received from the awarded Bidder, the County will assume that the awarded Bidder has agreed that the next year term will be without any price adjustment.

**2.3 METHOD OF AWARD:**

Award of this contract will be made to the lowest priced Bidder, described herein as the "Primary" awarded Bidder for the requested services. The County reserves the right to award contracts to the second and third lowest priced Bidders as "Secondary" and "Tertiary" awarded Bidders respectively. A bidder shall offer **UNIT** prices for all items to be considered for an award. If a bidder fails to submit an offer for all items, its offer may be rejected. ***For evaluation purposes only, the responsive and responsible Bidder offering the lowest price in the aggregate (when all items are totaled) for each item quantity of 10,000 (10K) will be designated as the Primary awarded Bidder.*** The second and third lowest priced responsive and responsible Bidders in the aggregate (when all items are totaled) for each item quantity of 10,000 (10K) will be designated as the Secondary and Tertiary awarded Bidders.

While the County will award to multiple bidders to assure availability, the Primary awarded Bidder shall have the primary responsibility to deliver under the contract and the Secondary and Tertiary awarded Bidders shall have the responsibility to deliver under this contract in the event that the Primary and/or Secondary awarded Bidders respectively, cannot fulfill their contractual obligations. This multiple award does not exempt awarded Bidders from fulfilling their contractual obligations. An awarded Bidder that fails to perform in accordance

with contract requirements may be terminated in accordance with paragraph 1.25 of the General Terms and Conditions, and/or charged re-procurement costs.

### **2.3.1 MINIMUM REQUIREMENTS:**

2.3.1.1 Bidder shall maintain an office within the geographical boundaries of Dade, Broward, or Palm Beach Counties, Florida. Bidder shall provide contact name, address, phone number and email address.

2.3.1.2 Bidder must provide at least three (3) references, preferably from large commercial business and/or government agencies, for which the Bidder has performed printing of single part and multi part carbonless forms that are similar in nature to services specified in Section 3. The references must include the company name, contact person, address, telephone number and email address. The County reserves the right to contact the references.

### **2.4 DELIVERY:**

The awarded Bidder shall make deliveries within fifteen (15) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the awarded Bidder(s), except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the awarded Bidder. In these cases, the awarded Bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Certain County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization. The awarded Bidder shall maintain a copy of the authorization. If the awarded Bidder is in doubt about any aspect of material pick-up, awarded Bidder shall contact the appropriate user department to confirm the authorization.

### **2.5 BACK ORDERS:**

If the awarded Bidder cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the awarded Bidder's manufacturer or distributor; the awarded Bidder shall ensure that such back orders are filled within five (5) calendar days from the initial scheduled delivery date for the item. The awarded Bidder shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another Bidder, and charge the awarded Bidder under this contract for any directly associated re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.6 ENVIRONMENTALLY ACCEPTABLE PACKAGING**

Effective June 16, 1992, all contracts in excess of ten thousand (\$10,000) dollars will be affected by Resolution Number R738-92 amending Miami-Dade County Administrative Order 3-2 (relating to the procurement of goods and services).

As a waste management alternative, and as an additional means of reducing the volume and toxicity of waste and by-products entering Florida's solid waste stream, Miami-Dade County has instituted the following policy with regard to source reduction.

In order to discourage excessive packaging of a product solely for marketing purposes and to encourage packaging for purposes of ensuring durability, re-usability and recyclability. No goods shall be purchased if the goods constitute less than 90 percent (by volume) of the item being purchased or if the goods contains more than 10 percent package and packing material (by volume). No packaging shall be purchased which is not environmentally acceptable packaging.

For purposes of meeting the requirements of resolution #R717-12, "Environmentally Acceptable" shall be defined as; any item that is returnable for reuse or recycling, or which is recyclable.

In order to insure compliance with this resolution, Bidders shall indicate in the space provided on the Bid/Proposal Submission Form or elsewhere as required by this solicitation, the method to be used for returning packaging materials to the distributor in conjunction with this solicitation and/or by completing the General Services Certification of Recycled Product Content Form indicating the ability of the materials to be recycled through existing recycling collection programs.

Appeals for waiver of these requirements may be made in writing to the County Mayor through the Director of Internal Services Department. No waiver shall be effective unless approved by a majority vote of the Board of County Commissioners. Offers failing to provide this information may result in being declared non-responsive, however the Bidder shall be given the opportunity to provide the information during the offer evaluation period. At such time, the Bidder shall be given fifteen (15) calendar days to submit this information.

Bidders wishing to obtain a copy of the complete resolution should contact The Clerk of the Board at 305-375-5126.

**2.9 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the awarded Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

**2.10 OVER-RUNS OR UNDER-RUNS:**

Over-runs or under-runs shall constitute an acceptable delivery provided that such over-runs or under-runs shall not exceed ten percent (10%) of the quantity ordered. Payment for these acceptable over-runs or under-runs shall be charged or credited to the County proportionately.

**2.11 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION:**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the Primary awarded Bidder to obtain a price quote for the similar items. If there are multiple awarded Bidders on the contract, the County representative may also obtain price quotes from these awarded Bidders. The County reserves the right to award these similar items to the primary awarded Bidder, another awarded Bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

**2.12 RECYCLED MATERIALS REQUIRED**

This solicitation calls for the purchase of items that specify and require a stated degree of recycled material content. Bidders are required to submit, with their initial offer, a written certification attesting that the products or items offered by the contain the minimum percentage of post-consumer recovered material as defined by the United States Environmental Protection Agency (EPA), or, for commodities not so covered, the minimum percentage of post-consumer recovered materials established by other cognizant regulatory agencies.

For purposes of this solicitation, the following recycling definitions shall apply:

- a. **"Recovered Materials"** shall be defined as any waste material or by-products that have been recovered or diverted from solid waste.
- b. **"Recycled Product"** shall be defined as any product which is in whole or in part composed of recovered materials.
- c. **"Recyclable Product"** shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- d. **"Waste Reducing Products"** shall be defined as any product which will result in less waste generated due to its use rather than another product designed to serve the same function with an greater waste generation rate. This shall include, but not be limited to those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

**2.13 SAMPLES MAY BE REQUIRED DURING EVALUATION**

After the County opens the Bid Proposals, the Bidders may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the Bidder of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the Bidder's

name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the Bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the Bidder's proposal for that item(s); provided however, that in the event of a group or aggregate award, the Bidder's proposal will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples any certifiable laboratory for analysis. Any costs for testing shall be borne by Bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the Bidder during the contract period shall conform to the sample submitted. The Bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

**2.14 MIAMI-DADE COUNTY LIVING WAGE:**

Bidders providing a covered service are advised that the provisions of Section 2-8.9 of the Code of Miami-Dade County, (Code) as amended by Ordinance [Governing Legislation], will apply to any contract(s) awarded pursuant to this solicitation. . By submitting a bid or executing a contract pursuant to these specifications, the Bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at [http://library.municode.com/HTML/10620/level3/PTIICOOR\\_CH2AD\\_ARTIINGE.html#PTIICOOR\\_CH2AD\\_ARTIINGE\\_S2-8.9LIWAORCOSECOEM](http://library.municode.com/HTML/10620/level3/PTIICOOR_CH2AD_ARTIINGE.html#PTIICOOR_CH2AD_ARTIINGE_S2-8.9LIWAORCOSECOEM)

**2.15 ESTIMATED QUANTITIES:**

Estimated quantities are based on per item and do not represent total order of quantities listed for each item.

**NOTE:**

**Previous bid is being rejected and is being re-solicited under this solicitation.**

**3.0 SCOPE OF WORK**

To provide single part and multi part carbonless fanapart printed forms for various County departments, on an as needed basis. Various forms to be printed include probation order, cancellation of order to take into custody, exemplification, exhibit list, residential eviction summons, notice of default, memorandum costs, case history, checklists for clerks review and audit of initial and annual guardianship reports, traffic violations and storm water billing.

**3.1 DESCRIPTION OF ITEMS**

Each item described herein in Section 3.2, shall consist of the following:

- a. Size of the form
- b. Parts of form to be printed = 2,3,4 and 5 part for **Items 1-5** and Single part for **Items 6-11**
- c. Quantities K= 1,000: 1K, 2K, 3K, 4K, 5K, 10K, 20K, and 25K for **Items 1-5** 1K, 2K, 3K, 4K, 5K, 10K, 20K, 30K and 40K for **Items 6-11**
- d. **UNIT PRICE** = is based on each form for all items

**3.2 PRINTED FORMS**

Awarded Bidders shall print single part and multi part carbonless forms to include any possible request for hole punching, multi-color inks, numbering, padding, 2-sided printing and folding. The forms to be printed are as follows:

Item 1 – Form size 4-1/2" X 5-1/2" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 2 – Form size 5-1/2" X 8-1/2" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 3 – Form size 8-1/2" X 7" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 4 – Form size 8-1/2" X 11" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 5 – Form size 8-1/2" X 14" black printed pre-collated carbonless sets includes marginal line changes – red ink up to 4 lines. Forms to be printed in 2, 3, 4 and 5 part.

Item 6 – Form size 4-1/4" X 5-1/12" single part.

Item 7 – Form size 5-1/4" X 8-1/12" single part.

Item 8 – Form size 8-1/2" X 7" single part.

Item 9 – Form size 8-12" X 11" single part.

Item 10 – Form size 8-1/2" X 14" single part.

Item 11 – Form size 11" X 17" single part.

**3.3. COPY**

Bidders proposed pricing shall include all prep charges, including blueprint or brown line proofs when requested. The Bidders obligation in copy prep will require performance on mechanical art regardless of density, simplicity, complexity, etc. Clear, sharp printing is required. The County shall provide the awarded Bidder the copy of the various forms. All mechanical art shall be supplied by the County and shall be the property of Miami-Dade County and as such must be returned with the product.

**3.4. PAPER**

Single and multi-part forms shall be 20 lb. bond paper. Carbonless sets all copies must be between 14 lbs. and 17 lbs. (15 # CB, 17 # CFB, and 15 # CF) unless otherwise specified. Then, it shall be considered non-pre-collated. Each set shall consist of a white sheet with other sheets being colored. The standard pre-collated order of colors. Last Part-Tag, when requested, shall be considered a non-pre-collated form set.

**3.5. RECYCLED CONTENT**

All printed forms except the no carbon required (NCR) supplied under this solicitation shall consist of a minimum of 10% recycled content. All Bidders responding to this solicitation shall certify the minimum, if not the exact, recycled content used to print the forms proposed for this bid. The County strives to use recyclable materials when possible to minimize the environmental impacts associated with products purchased by Miami-Dade County Departments.

**3.6. SPECIAL PAPER UPCHARGE**

Bidders must indicate in proper spaces on the Optional Items/Services Pricing Form the cost per thousand for special paper up-charges.

**3.7. NUMBERING**

Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. Missing numbers must be listed. When multiple numbering appears on the forms,

numbers must match on each individual form. Numbers shall be in RED INK (unless otherwise specified). Each printed numbers color shall be red on top sheet and black on copies.

**3.8 MARGINAL LINE CHANGES**

RED INK (unless otherwise specified).

**3.9 PUNCH OR DRILL HOLES**

Punch or drill holes must be precise, clean cut round holes.

**3.10 INK**

Ink must be Standard Black or Colored when requested.

**3.11 BOOKED FORMS**

Tag covers on wrap-around and open end covers, must be 140 lb manila tag. Books must be stitched with at least two (2) wire staples depending on the size of the form. All booked or padded set to have chipboard backing.

**3.12 PACKING/MARKING**

Internal Packing clear shrink wrap or box (label contents) per request on orders placed. There shall be no UP CHARGES for type of internal packing as requested with order.

**3.13 SHIPPING CONTAINERS**

Corrugated Containers shall have a bursting strength of 275 P.S.I. minimum. Contents of containers must be labeled. No carton/contents to weigh more than 40 lbs.

**3.14 OPTIONAL ITEMS/SERVICES**

The County, at its sole discretion may request optional items and services related to printing, these include but are not limited to, different paper stock, various ink colors, hole punching, numbering, overprinting, two-sided printing, additional plates etc. However, the bidders are not required to fill out the Pricing for Optional Items/Services Form attached hereto. Pricing for Optional Items/Services will not be utilized for evaluation purposes.

**Requirements Checklist**

**Bidder:** \_\_\_\_\_

**FEIN:** \_\_\_\_\_

A. Requirements for

<u>Paragraphs</u>	<u>Requirement</u>	<u>Initial As Completed</u>
2.3.1.1	Bidder shall maintain an office within the geographical boundaries of Dade, Broward or Palm Beach Counties, Florida. Bidder Shall provide contact name, address, phone number and email address.	_____
2.3.1.2	Bidder shall provide at least three (3) references, preferably from large commercial businesses and/or governmental agencies for which the Bidder has performed printing of single part and multi part carbonless forms that are similar in nature to services specified in Section 3. The references must include the company name, contact person, address, telephone number and email address.	_____
	<ul style="list-style-type: none"> <li>i. Company Name</li> <li>ii. Address</li> <li>iii. Customer contact person/title</li> <li>iv. Phone number</li> <li>v. Email address</li> </ul>	_____
	Bidder attached an excel version of the pricing form ( <i>Bidders are <b>required</b> to submit an electronic version of the Price Proposal in Microsoft Excel format utilizing the provided Pricing Form</i> )	_____

**Failure to provide these documents as requested may render the proposal non-responsive**

Company Information

Contact Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

References:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Customer contact person/title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Customer contact person/title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Customer contact person/title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**SOLICITATION TITLE: CARBONLESS FANAPART FORMS**  
**SOLICITATION NO.: FB-00091**

**FIRM NAME:** \_\_\_\_\_

**PRICE PROPOSAL**

Bidder shall offer **UNIT** prices for each form for all items to be considered for an award. If a bidder fails to submit an offer for all items, its offer may be rejected. For evaluation purposes only, the responsive and responsible Bidder offering the lowest price in the aggregate (when all items are totaled) for each item quantity of 10,000 (10K) will be designated as the Primary awarded Bidder.

**ITEM #1**

FORM SIZE: 4-1/2" X 5-1/2"

Line Item	Form Type	Estimated Quantities	Unit Price
1.A.1	2-part	1,000	
1.A.2	2-part	2,000	
1.A.3	2-part	3,000	
1.A.4	2-part	4,000	
1.A.5	2-part	5,000	
1.A.6	2-part	10,000	
1.A.7	2-part	20,000	
1.A.8	2-part	25,000	
1.B.1	3-part	1,000	
1.B.2	3-part	2,000	
1.B.3	3-part	3,000	
1.B.4	3-part	4,000	
1.B.5	3-part	5,000	
1.B.6	3-part	10,000	
1.B.7	3-part	20,000	
1.B.8	3-part	25,000	
1.C.1	4-part	1,000	
1.C.2	4-part	2,000	
1.C.3	4-part	3,000	
1.C.4	4-part	4,000	
1.C.5	4-part	5,000	
1.C.6	4-part	10,000	
1.C.7	4-part	20,000	
1.C.8	4-part	25,000	
1.D.1	5-part	1,000	

1.D.2	5-part	2,000	
1.D.3	5-part	3,000	
1.D.4	5-part	4,000	
1.D.5	5-part	5,000	
1.D.6	5-part	10,000	
1.D.7	5-part	20,000	
1.D.8	5-part	25,000	

**ITEM #2**

FORM SIZE: 5-1/2" X 8-1/2"

Line Item	Form Type	Estimated Quantities	Unit Price
2.A.1	2-part	1,000	
2.A.2	2-part	2,000	
2.A.3	2-part	3,000	
2.A.4	2-part	4,000	
2.A.5	2-part	5,000	
2.A.6	2-part	10,000	
2.A.7	2-part	20,000	
2.A.8	2-part	25,000	
2.B.1	3-part	1,000	
2.B.2	3-part	2,000	
2.B.3	3-part	3,000	
2.B.4	3-part	4,000	
2.B.5	3-part	5,000	
2.B.6	3-part	10,000	
2.B.7	3-part	20,000	
2.B.8	3-part	25,000	
2.C.1	4-part	1,000	
2.C.2	4-part	2,000	
2.C.3	4-part	3,000	
2.C.4	4-part	4,000	
2.C.5	4-part	5,000	
2.C.6	4-part	10,000	
2.C.7	4-part	20,000	
2.C.8	4-part	25,000	
2.D.1	5-part	1,000	
2.D.2	5-part	2,000	
2.D.3	5-part	3,000	

2.D.4	5-part	4,000	
2.D.5	5-part	5,000	
2.D.6	5-part	10,000	
2.D.7	5-part	20,000	
2.D.8	5-part	25,000	

**ITEM #3**

FORM SIZE: 8-1/2" X 7"

Line Item	Form Type	Estimated Quantities	Unit Price
3.A.1	2-part	1,000	
3.A.2	2-part	2,000	
3.A.3	2-part	3,000	
3.A.4	2-part	4,000	
3.A.5	2-part	5,000	
3.A.6	2-part	10,000	
3.A.7	2-part	20,000	
3.A.8	2-part	25,000	
3.B.1	3-part	1,000	
3.B.2	3-part	2,000	
3.B.3	3-part	3,000	
3.B.4	3-part	4,000	
3.B.5	3-part	5,000	
3.B.6	3-part	10,000	
3.B.7	3-part	20,000	
3.B.8	3-part	25,000	
3.C.1	4-part	1,000	
3.C.2	4-part	2,000	
3.C.3	4-part	3,000	
3.C.4	4-part	4,000	
3.C.5	4-part	5,000	
3.C.6	4-part	10,000	
3.C.7	4-part	20,000	
3.C.8	4-part	25,000	
3.D.1	5-part	1,000	
3.D.2	5-part	2,000	
3.D.3	5-part	3,000	
3.D.4	5-part	4,000	
3.D.5	5-part	5,000	

3.D.6	5-part	10,000	
3.D.7	5-part	20,000	
3.D.8	5-part	25,000	

**ITEM #4**

FORM SIZE: 8-1/2" x 11"

Line Item	Form Type	Estimated Quantities	Unit Price
4.A.1	2-part	1,000	
4.A.2	2-part	2,000	
4.A.3	2-part	3,000	
4.A.4	2-part	4,000	
4.A.5	2-part	5,000	
4.A.6	2-part	10,000	
4.A.7	2-part	20,000	
4.A.8	2-part	25,000	
4.B.1	3-part	1,000	
4.B.2	3-part	2,000	
4.B.3	3-part	3,000	
4.B.4	3-part	4,000	
4.B.5	3-part	5,000	
4.B.6	3-part	10,000	
4.B.7	3-part	20,000	
4.B.8	3-part	25,000	
4.C.1	4-part	1,000	
4.C.2	4-part	2,000	
4.C.3	4-part	3,000	
4.C.4	4-part	4,000	
4.C.5	4-part	5,000	
4.C.6	4-part	10,000	
4.C.7	4-part	20,000	
4.C.8	4-part	25,000	
4.D.1	5-part	1,000	
4.D.2	5-part	2,000	
4.D.3	5-part	3,000	
4.D.4	5-part	4,000	
4.D.5	5-part	5,000	
4.D.6	5-part	10,000	
3.D.7	5-part	20,000	

4.D.8	5-part	25,000	

**ITEM #5**

FORM SIZE: 8-1/2" x 14"

Line Item	Form Type	Estimated Quantities	Unit Price
5.A.1	2-part	1,000	
5.A.2	2-part	2,000	
5.A.3	2-part	3,000	
5.A.4	2-part	4,000	
5.A.5	2-part	5,000	
5.A.6	2-part	10,000	
5.A.7	2-part	20,000	
5.A.8	2-part	25,000	
5.B.1	3-part	1,000	
5.B.2	3-part	2,000	
5.B.3	3-part	3,000	
5.B.4	3-part	4,000	
5.B.5	3-part	5,000	
5.B.6	3-part	10,000	
5.B.7	3-part	20,000	
5.B.8	3-part	25,000	
5.C.1	4-part	1,000	
5.C.2	4-part	2,000	
5.C.3	4-part	3,000	
5.C.4	4-part	4,000	
5.C.5	4-part	5,000	
5.C.6	4-part	10,000	
5.C.7	4-part	20,000	
5.C.8	4-part	25,000	
5.D.1	5-part	1,000	
5.D.2	5-part	2,000	
5.D.3	5-part	3,000	
5.D.4	5-part	4,000	
5.D.5	5-part	5,000	
5.D.6	5-part	10,000	
5.D.7	5-part	20,000	
5.D.8	5-part	25,000	

**ITEM #6**

FORM SIZE: 4-1/2" x 5-1/2"

Line Item	Form Type	Estimated Quantities	Unit Price
6.A.1	1-part	1,000	
6.A.2	1-part	2,000	
6.A.3	1-part	3,000	
6.A.4	1-part	4,000	
6.A.5	1-part	5,000	
6.A.6	1-part	6,000	
6.A.6	1-part	10,000	
6.A.7	1-part	20,000	
6.A.8	1-part	30,000	
6.A.9	1-part	40,000	

**ITEM #7**

FORM SIZE: 5-1/4" x 8-1/2"

Line Item	Form Type	Estimated Quantities	Unit Price
7.A.1	1-part	1,000	
7.A.2	1-part	2,000	
7.A.3	1-part	3,000	
7.A.4	1-part	4,000	
7.A.5	1-part	5,000	
7.A.6	1-part	6,000	
7.A.6	1-part	10,000	
7.A.7	1-part	20,000	
7.A.8	1-part	30,000	
7.A.9	1-part	40,000	

**ITEM #8**

FORM SIZE: 8-1/2" x 7"

Line Item	Form Type	Estimated Quantities	Unit Price
8.A.1	1-part	1,000	
8.A.2	1-part	2,000	
8.A.3	1-part	3,000	
8.A.4	1-part	4,000	
8.A.5	1-part	5,000	
8.A.6	1-part	6,000	

8.A.6	1-part	10,000	
8.A.7	1-part	20,000	
8.A.8	1-part	30,000	
8.A.9	1-part	40,000	

**ITEM #9**

FORM SIZE: 8-1/2" X 11"

Line Item	Form Type	Estimated Quantities	Unit Price
9.A.1	1-part	1,000	
9.A.2	1-part	2,000	
9.A.3	1-part	3,000	
9.A.4	1-part	4,000	
9.A.5	1-part	5,000	
9.A.6	1-part	6,000	
9.A.6	1-part	10,000	
9.A.7	1-part	20,000	
9.A.8	1-part	30,000	
9.A.9	1-part	40,000	

**ITEM #10**

FORM SIZE: 8-1/2" X 14"

Line Item	Form Type	Estimated Quantities	Unit Price
10.A.1	1-part	1,000	
10.A.2	1-part	2,000	
10.A.3	1-part	3,000	
10.A.4	1-part	4,000	
10.A.5	1-part	5,000	
10.A.6	1-part	6,000	
10.A.6	1-part	10,000	
10.A.7	1-part	20,000	
10.A.8	1-part	30,000	
10.A.9	1-part	40,000	

**ITEM #11**

FORM SIZE: 11" X 17"

Line Item	Form Type	Estimated Quantities	Unit Price
11.A.1	1-part	1,000	
11.A.2	1-part	2,000	
11.A.3	1-part	3,000	

11.A.4	1-part	4,000	
11.A.5	1-part	5,000	
11.A.6	1-part	6,000	
11.A.6	1-part	10,000	
11.A.7	1-part	20,000	
11.A.8	1-part	30,000	
11.A.9	1-part	40,000	

**OPTIONAL ITEMS/SERVICES PRICE FORM**

*Pricing for Optional Items/Services will not be utilized for evaluation purposes.*

**BIDDER:** \_\_\_\_\_

1. **OPTIONAL ITEMS/SERVICES: FOR ITEMS 1 - 5**  
 Special paper upcharges - per 1,000  
 Pre-collated carbonless forms - per 1,000

**A. VARIOUS PAPER STOCK**

	Description	CF-105# TAG CF	CB White	CB Color	CFB White	CFB Color	CF White	CF Color
ITEM No. 1	Price/1,000	\$	\$	\$	\$	\$	\$	\$
ITEM No. 2	Price/1,000	\$	\$	\$	\$	\$	\$	\$
ITEM No. 3	Price/1,000	\$	\$	\$	\$	\$	\$	\$
ITEM No. 4	Price/1,000	\$	\$	\$	\$	\$	\$	\$
ITEM No. 5	Price/1,000	\$	\$	\$	\$	\$	\$	\$

**B. PRE-COLLATED-CARBONLESS FORMS**

	Description	Non Pre-Collated Forms Per Part	Various color ink. Ea. Add. Color	Padding-50 sheets per pad	Padding 100 sheets per pad	2 Sided printing - per part	Additional Plates
ITEM No. 1	Price/1,000	\$	\$	\$	\$	\$	\$ _____ Flat
ITEM No. 2	Price/1,000	\$	\$	\$	\$	\$	\$ _____ Flat
ITEM No. 3	Price/1,000	\$	\$	\$	\$	\$	\$ _____ Flat
ITEM No. 4	Price/1,000	\$	\$	\$	\$	\$	\$ _____ Flat
ITEM No. 5	Price/1,000	\$	\$	\$	\$	\$	\$ _____ Flat

C. Punching- One (1) time charge		
	1 or 2 round holes	3 or 4 round holes
ITEM No. 1	\$ _____ Flat	\$ _____ Flat
ITEM No. 2	\$ _____ Flat	\$ _____ Flat
ITEM No. 3	\$ _____ Flat	\$ _____ Flat
ITEM No. 4	\$ _____ Flat	\$ _____ Flat
ITEM No. 5	\$ _____ Flat	\$ _____ Flat

D. Numbering (for Items 1-5)		Service Charge	Price per 1,000 Set
ITEM No. 1	One consecutive number printer in red ink or crash printed in the same position on all parts. Missing numbers to be listed.	\$ _____	\$ _____
Item No. 2	Two number in red or crash printed in the same position on all parts.	\$ _____	\$ _____
Item No. 3	Guaranteed numbering-charge in addition to above, no missing numbers.	\$ _____	\$ _____

E. Overprinting Marginal Words (red ink)					
	Description	2PT	3PT	4PT	5PT
ITEM No. 1	Price/1,000	\$ _____	\$ _____	\$ _____	\$ _____
ITEM No. 2	Price/1,000	\$ _____	\$ _____	\$ _____	\$ _____
ITEM No. 3	Price/1,000	\$ _____	\$ _____	\$ _____	\$ _____
ITEM No. 4	Price/1,000	\$ _____	\$ _____	\$ _____	\$ _____
ITEM No. 5	Price/1,000	\$ _____	\$ _____	\$ _____	\$ _____

F. Overprinting (Items 6-11)	Add to Total	Total per 1,000
1 or 2 lines (red or black screen)	\$ _____	\$ _____
Part to part change (Each)	\$ _____	\$ _____

**II. OPTIONAL ITEMS/SERVICES: For Items 6-11**  
 Single part forms (20 lb. Bond paper) Special paper upcharges – per 1,000

A. Various Paper Stock						
ITEM No. 6	Description	24# Bond	110# Index	25% Reg. Paper	Color Paper	Percentage % of Recycled Content
ITEM No. 6	Price/1,000	\$ _____	\$ _____	\$ _____	\$ _____	% _____

ITEM No. 7	Price/1,000	\$	\$						
ITEM No. 8	Price/1,000	\$	\$					%	
ITEM No. 9	Price/1,000	\$	\$					%	
ITEM No. 10	Price/1,000	\$	\$					%	
ITEM No. 11	Price/1,000	\$	\$					%	

B. 2-Sided printing	
Description	2 Sided Printing
ITEM No. 6	Price/1,000 \$
ITEM No. 7	Price/1,000 \$
ITEM No. 8	Price/1,000 \$
ITEM No. 9	Price/1,000 \$
ITEM No. 10	Price/1,000 \$
ITEM No. 11	Price/1,000 \$

C. Additional Plates	
	Additional Plates
ITEM No. 6	\$ _____ Flat
ITEM No. 7	\$ _____ Flat
ITEM No. 8	\$ _____ Flat
ITEM No. 9	\$ _____ Flat
ITEM No. 10	\$ _____ Flat
ITEM No. 11	\$ _____ Flat

D. Punching - One (1) time charge		
	1 or 2 round holes	3 or 4 round holes
ITEM No. 6	\$ _____ Flat	\$ _____ Flat
ITEM No. 7	\$ _____ Flat	\$ _____ Flat
ITEM No. 8	\$ _____ Flat	\$ _____ Flat
ITEM No. 9	\$ _____ Flat	\$ _____ Flat
ITEM No. 10	\$ _____ Flat	\$ _____ Flat
ITEM No. 11	\$ _____ Flat	\$ _____ Flat

E. Numbering (for items 6-11)			
Item No.	Description	Service Charge	Price per 1,000 Set
ITEM No. 1	One consecutive number printer in red ink or crash printed in the same position on all parts. Missing numbers to be listed.	\$	\$
Item No. 2	Two number in red or crash printed in the same position on all parts.	\$	\$
Item No. 3	Guaranteed numbering-charge in addition to above, no missing numbers.	\$	\$

F. Overprinting (Items 6-11)	Add to Total	Total per 1,000
1 or 2 lines (red or black screen)	\$	\$

Part to part change (Each)      \$      \$

G. Ink	Add to Total
Two Colors Black and one (1) PMS ColorBlack and one (1) PMS Color	\$
Two (2) PMS Colors (neither Black)	\$

H. Parchment		
Description	White	Color
ITEM No. 6	Price/1,000	\$
ITEM No. 7	Price/1,000	\$
ITEM No. 8	Price/1,000	\$
ITEM No. 9	Price/1,000	\$
ITEM No. 10	Price/1,000	\$
ITEM No. 11	Price/1,000	\$

I. 140 lb. Manila		
Description	140 lb. Manila	
ITEM No. 6	Price/1,000	\$
ITEM No. 7	Price/1,000	\$
ITEM No. 8	Price/1,000	\$
ITEM No. 9	Price/1,000	\$
ITEM No. 10	Price/1,000	\$
ITEM No. 11	Price/1,000	\$

J. Padding		
Description	50 Sheets per Pad	100 Sheets per Pad

L. Collating Per Part		
Description	Collating per Part	
ITEM No. 6	Price/1,000	\$
ITEM No. 7	Price/1,000	\$
ITEM No. 8	Price/1,000	\$
ITEM No. 9	Price/1,000	\$
ITEM No. 10	Price/1,000	\$
ITEM No. 11	Price/1,000	\$

M. Stitching		
Description	Stitching	
ITEM No. 6	Price/1,000	\$
ITEM No. 7	Price/1,000	\$
ITEM No. 8	Price/1,000	\$
ITEM No. 9	Price/1,000	\$
ITEM No. 10	Price/1,000	\$
ITEM No. 11	Price/1,000	\$

ITEM No. 6	Price/1,000	\$	\$
ITEM No. 7	Price/1,000	\$	\$
ITEM No. 8	Price/1,000	\$	\$
ITEM No. 9	Price/1,000	\$	\$
ITEM No. 10	Price/1,000	\$	\$
ITEM No. 11	Price/1,000	\$	\$

K. Folding - Per Part			
	Description	Folding per Part	
ITEM No. 6	Price/1,000	\$	
ITEM No. 7	Price/1,000	\$	
ITEM No. 8	Price/1,000	\$	
ITEM No. 9	Price/1,000	\$	
ITEM No. 10	Price/1,000	\$	
ITEM No. 11	Price/1,000	\$	