

Printing of Single Parts and Carbonless Fanapart Forms

RQID1300101 - Verification of Availability

Find attached the “**Scopes of Work**” and “**Special Requirements**” for an upcoming **Invitation to Bid (ITB)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

See **all sections and subsections** – Paying very close attention to all the requirements/special requirements for each. (While you are **not** quoting at this time, be mindful, your response strongly influences SBD’s determination as it relates to a potential **SBE Measure**). So please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (ITB)?
YES NO

Are you able to satisfy all the “scopes of work” of the attached documents (ITB)?
YES NO

Do you have prior experience consistent with the requirements of this ITB?
YES NO

.....
Are you able to meet the “Delivery” requirements of Section 2.8?
YES NO

Are you able to meet the “Back Order” requirements of Section 2.9?
YES NO

Are you able to meet the “Labor, Materials, and Equipment” requirements of Section 2.11?
YES NO

.....
Are you able to meet the “Recycled Materials” requirements of Section 2.15?
YES NO

Are you able to meet ALL the requirements of Sections 3.0 through 3.2.10?
YES NO

Are you able to meet the “Shipping Container” requirements of Section 3.2.11?
YES NO

Name of Firm: _____ SBE Exp. Date: _____

Owner's Name: _____ Signature: _____

Please respond by **10:00am, Monday April 15, 2013**. Any questions, feel free to contact me at the number below.

(Respond to the "**Verification**" "whether you are interested or not (choosing "**Yes**" or "**No**"), as this helps SBD in the determination of measures.

Regards,

Vivian O. Walters, Jr.
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SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

All invoices shall contain the following basic information:

- I. Vendor Information:
 - The name of the business organization as specified on the contract between Miami-Dade County and vendor
 - Date of invoice
 - Invoice number
 - Vendor's Federal Identification Number on file with Miami-Dade County
- II. County Information:
 - Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
 - Unit price of the goods, services or property provided
 - Extended total price of the goods, services or property
 - Applicable discounts
- IV. Goods or Services Provided per Contract:
 - Description
 - Quantity
- V. Delivery Information:
 - Delivery terms set forth within the Miami-Dade County Release Purchase Order
 - Location and date of delivery of goods, services or property

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Sherry Y. Crockett, CPPB, at (305) 375-4693 email – Crockett@miamidadegov.

2.8 DELIVERY SHALL BE () DAYS AFTER DATE OF ORDER

The vendor 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 vendor(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 vendor. In these cases, the vendor 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.

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

Should the vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

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

2.9 BACK ORDERS MUST BE FILLED WITHIN FIVE(5) CALENDAR DAYS

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the vendor's manufacturer or distributor; the vendor shall insure that such back orders are filled within five (5) calendar days from the initial scheduled delivery date for the item. The vendor 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 vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.10 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 this resolution, "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, vendors 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

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

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 Manager through the Director of Procurement Management. 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 vendor shall be given the opportunity to provide the information during the offer evaluation period. At such time, the vendor shall be given fifteen (15) calendar days to submit this information.

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

2.11 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor 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.

2.12 LOCAL OFFICE SHALL BE AVAILABLE

The vendor shall maintain an office within the geographic boundaries of Dade or Broward Counties, Florida. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

2.13 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.

2.14 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

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 vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

SECTION 2
SPECIAL CONDITIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

2.15 RECYCLED MATERIALS REQUIRED

This solicitation calls for the purchase of items that specify and require a stated degree of recycled material content. Vendors are required to submit, with their initial offer, a written certification attesting that the products or items offered by the vendor 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.

Recycling definitions:

For purposes of this solicitation, the following 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.

2.16 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.

SECTION 3
TECHNICAL SPECIFICATIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

3.0 SCOPE OF WORK

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.

3.1. PRINTING

Printing Carbonless Fanapart Black Print Sets

3.1.1 COPY

Bidders to include all prep charges, including blue print or brown line proofs when requested. Clear, sharp printing is required. 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.

3.1.2 PAPER

Carbonless Sets

- A. 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.
- B. Each set consists of a white sheet with other sheets being colored. The standard pre-collated order of colors.
- C. Last Part-Tag, when requested, shall be considered a non-pre-collated form set.

3.1.3 SPECIAL PAPER UPCHARGE

Bidders to indicate in proper spaces on Bid Proposal Form the cost per thousand for special paper up-charges.

3.1.4 NUMBERING

Missing numbers must be listed. Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. When multiple numbering appears on the forms, numbers must match on each individual form. RED INK (unless otherwise specified). Each printed numbers color shall be red on top sheet and black on copies.

3.1.5 MARGINAL LINE CHANGES

RED INK (unless otherwise specified)

3.1.6 PUNCH OR DRILL HOLES

Punch or drill holes shall be precise, clean-cut round holes. Indicate cost per thousand in the proposal form.

SECTION 3
TECHNICAL SPECIFICATIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

3.1.7 INK

Ink shall be Standard Black or Colored when requested.

3.1.8 PRICES

All prices shall be per thousand unless otherwise specified.

3.2 PRINTING

Printing of single Part Forms

3.2.1. COPY

Bidders to include all prep charges, including blueprint or brownline proof's when requested. The bidders' obligation in copy prep will require performance on mechanical art regardless of density, simplicity, complexity, etc.

3.2.2 PAPER

Shall be 20 lb. Bond paper

3.2.3 RECYCLED CONTENT

All printed forms except the 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.

3.2.4 SPECIAL PAPER UPCHARGE

Bidders must indicate in proper spaces on Bid Proposal Form the cost per thousand for special paper up-charges.

3.2.5 NUMBERING

Missing numbers must be listed. Where GUARANTEED numbering is requested there shall be NO MISSING NUMBERS. When multiple numbering appears on the forms, numbers must match on each individual form. RED INK (unless otherwise specified).

3.2.6 MARGINAL LINE CHANGES

RED INK (unless otherwise specified)

3.2.7 PUNCH OR DRILL HOLES

Holes must be precise, clean cut round holes. Indicate cost per thousand on the proposal form.

SECTION 3
TECHNICAL SPECIFICATIONS

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

3.2.8 INK

Ink must be Standard Black or Colored when requested.

3.2.9 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.

3.2.10 PACKING/MARKING

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

3.2.11 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.

**SECTION 4
BID SUBMITTAL FOR:**

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
FIRM NAME: _____

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

ITEM #1 SIZE: 4-1/2" X 5-1/2"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

1.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

1.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

1.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

1.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #2 SIZE: 5-1/2" X 8-1/2"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

2.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

2.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

2.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

2.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
 FIRM NAME: _____

ITEM #3 SIZE: 8-1/2" X 7"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

3.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

3.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

3.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

3.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #4 SIZE: 8-1/2" X 11"

PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

4.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

4.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

4.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

4.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
 FIRM NAME: _____

ITEM #5 SIZE: 8-1/2" X 14"

PRICE PER 1,000 BLACK PRINTED PRE-COLLATED CARBONLESS SETS
INCLUDES MARGINAL LINE CHANGES – RED INK, UP TO 4 LINES

5.A	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	2	\$	\$	\$	\$	\$	\$	\$	\$

5.B	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	3	\$	\$	\$	\$	\$	\$	\$	\$

5.C	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	4	\$	\$	\$	\$	\$	\$	\$	\$

5.D	Parts	1M	2M	3M	4M	25M	5M	10M	20M
	5	\$	\$	\$	\$	\$	\$	\$	\$

OPTIONS: For Items 1 – 5

SPECIAL PAPER UPCHARGES – PER 1,000

PRE-COLLATED- CARBONLESS FORMS – Per 1,000

A. Various Paper Stock

ITEM NO.	1.	2.	3.	4.	5.
CF105# TAG CF	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CB White	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CB Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CFB White	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CFB Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CF White	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CF Color	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

PRE-COLLATED- CARBONLESS FORMS – Per 1,000

ITEM NO.	1.	2.	3.	4.	5.
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	\$ _____ Flat				

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FIRM NAME: _____

B Punching- One (1) time charge

ITEM NO.	1.	2.	3.	4.	5.
1 or 2 round holes	\$ _____ Flat				
3 or 4 round holes	\$ _____ Flat				

C. Numbering

ITEM NO 1-5

One consecutive number printer in red ink or crash printed in the same position on all parts.
Missing numbers to be listed.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Two number in red or crash printed in the same position on all parts.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Guaranteed numbering-charge in addition to above, no missing numbers.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

D. Overprinting

Marginal Words (red ink)
 One up to four lines

ITEM NO.	1.	2.	3.	4.	5.
2PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3 PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4 PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5 PT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

1 or 2 lines (red or black screen)
 Part to part change (Each)

Add\$ _____ To Total OR \$ _____ Per M Sets
 Add\$ _____ To Total OR \$ _____ Per M Sets

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS

FIRM NAME: _____

PRINTING OF SINGLE PART FORMS (20 LB. BOND PAPER)

ITEM #6 SIZE: 4-1/4" X 5-1/2"
PRICE PER 1,000

6.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #7 SIZE: 5-1/4" X 8-1/2"
PRICE PER 1,000

7.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$		\$	\$	\$	\$	\$	\$	\$	\$

ITEM #8 SIZE: 8-1/2" X 7"
PRICE PER 1,000

8.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #9 SIZE: 8-1/2 X 11"
PRICE PER 1,000

9.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #10 SIZE: 8-1/2" X 14"
PRICE PER 1,000

10.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

ITEM #11 SIZE: 11" X 17"
PRICE PER 1,000

11.A	1M	2M	3M	4M	5M	6M	10M	20M	30M	40M
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

SECTION 4
 BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
 FIRM NAME: _____

OPTIONS: For Items 6-11

SINGLE PART FORMS (20 LB. BOND PAPER)

SPECIAL PAPER UPCHARGES – PER 1,000

Various Paper Stock:

ITEM NO	6.	7.	8.	9.	10.	11.
A. 24# Bond	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
B. 110# Index	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. 25% Reg. Paper	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
D. Color Paper	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Percentage of Recycled Content _____% _____% _____% _____% _____% _____%

E. 2-Sided printing

ITEM NO	6.	7.	8.	9.	10.	11.
	\$ _____ M					

F. Additional Plates

ITEM NO	6.	7.	8.	9.	10.	11.
	\$ _____ Flat					

G. Punching – One (1) time charge

ITEM NO	6.	7.	8.	9.	10.	11.
1 or 2 round holes	\$ _____ Flat					
3 or 4 round holes	\$ _____ Flat					

H. Numbering

ITEMS NO 6-11

One consecutive number printer in red ink or crash printed in the same position on all parts. Missing numbers to be listed.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Two number in red or crash printed in the same position on all parts.
 Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

Guaranteed numbering-charge in addition to above, no missing numbers.

Setup Charge \$ _____ + \$ _____ Per 1,000 Sets

SECTION 4
BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
FIRM NAME: _____

I. Overprinting

ITEMS NO 6-11

1 or 2 lines (red or black screen) Add\$ _____ To Total OR \$ _____ Per M Sets
Part to part change (Each) Add\$ _____ To Total OR \$ _____ Per M Sets

J. Ink

Two Colors
Black and one (1) PMS Color Add to total \$ _____
Two (2) PMS Colors (neither Black) Add to total \$ _____

K. Parchment

ITEMS NO	6.	7.	8.	9.	10.	11.
White	\$ _____ M					
Color	\$ _____ M					

L. 140 LB. Manila

ITEMS NO	6.	7.	8.	9.	10.	11.
	\$ _____ M					

M. Padding-

ITEMS NO	6.	7.	8.	9.	10.	11.
50 sheets per pad	\$ _____ M 100					
sheets per pad	\$ _____ M					

N. Folding -Per Part

ITEMS NO	6.	7.	8.	9.	10.	11.
	\$ _____ M					

O. Collating Per Part

ITEMS NO.	6.	7.	8.	9.	10.	11.
	\$ _____ M					

SECTION 4
BID SUBMITTAL FOR:

PRINTING OF SINGLE PART AND CARBONLESS FANAPART FORMS
FIRM NAME: _____

P. Stitching

ITEMS NO.	6.	7.	8.	9.	10.	11.
	\$_____M	\$_____M	\$_____M	\$_____M	\$_____M	\$_____M