

CITY SCHOOL DISTRICT OF NEW ROCHELLE
PURCHASING DEPARTMENT
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801

AWARD BOOK
NOTICE TO BIDDERS No. 4472-18

PRINTING SERVICES-DISTRICT WIDE July 5, 2018 THROUGH July 4, 2019

COMPANY NAME & ADDRESS

CONTACT NAME AND EMAIL

Minuteman Press
1299 North Avenue
New Rochelle, NY 10801

Frank
914-576-0335
mmpnewroc@aol.com

Phoenix Business Products
305 Suburban Avenue
Deer Park, NY 11729

Michael Romano
631-667-9500
mromano@pbp-inc.com

Atlas Envelope Co.
14-19 128th Street
College Point, NY 11356

Eric Wald
718-661-1920
ericwald@atlasenvelope.com

Envelopes and Printed Products, Inc.
135 Fairview Avenue
Prospect Park, NJ 07508

William Higgins
973-942-1232
envelopro@aol.com

LoWest Direct, Inc.
114 Hanson Lane
New Rochelle, NY 10804

Ken Walsh
914-772-2524
lowestdirect@optonline.net

The Mines Press
231 Croton Avenue,
Cortlandt Manor, NY 10567

800-447-6788

Begonia Marketing and Advertising, Inc.
1075 Portion Road Unit 20
Farmingdale, NY 11738

631-942-8853
info@begoniamarketing.com

Shopsmart
1520 Front Street
Yorktown Heights, NY 10598

914-962-3871
info@chasepress.com

ITEM	QTY.	UNIT	DESCRIPTION	VENDOR	PRICE
	see below		ENVELOPES, #10 (size 4 1/8 x 9 1/2) white wove, sub. 24, standard commercial grade business envelope, full size gummed v-flaps, first quality only. TYPESET - Times New Roman (small caps). PROOFS may be required. Imprinted with return address; 2, 3 or 4 lines as per samples. Each school/department will place their own individual orders throughout the full term of this contract. (Some may actually be camera ready copy.) Note: There may be 20 (more or less) different "ship to" locations with varying quantities ordered. (District-wide, we will order approximately 100,000 of this size envelope.) Please quote pricing per the following individual "quantity" breakdowns. Do not combine items for pricing. Price all individually.		
1	1,000	ea	ENVELOPES, #10	ATLAS	34
2	2,000	ea	ENVELOPES, #10	ATLAS	68
3	2,500	ea	ENVELOPES, #10	ATLAS	82.5
4	3,000	ea	ENVELOPES, #10	ATLAS	90
5	4,000	ea	ENVELOPES, #10	ATLAS	116
6	5,000	ea	ENVELOPES, #10	ATLAS	125
7	7,500	ea	ENVELOPES, #10	ATLAS	180
8	10,000	ea	ENVELOPES, #10	ATLAS	225
9	15,000	ea	ENVELOPES, #10	ATLAS	330
10	20,000	ea	ENVELOPES, #10	ATLAS	420
11	25,000	ea	ENVELOPES, #10	ATLAS	500
12	30,000	ea	ENVELOPES, #10	ATLAS	585
13	60,000	ea	ENVELOPES, #10	ATLAS	1035
14	20,000	ea	ENVELOPES, #10 Imprinted with return address as above and Indicia-right top corner. As per sample.	ATLAS	420
	see below		ENVELOPES, #10 SINGLE-WINDOWS, LEFT-SIDE POSITION (size 4 1/8" x 9 1/2") white wove, sub. 24, standard commercial grade business envelope, full size gummed v-flaps, first quality only. TYPESET - Times New Roman (small caps). PROOFS may be required. (District-wide, we may order approximately 30,000). Please quote pricing per the following quantity breakdown: Do NOT combine items for pricing. Price all individually.		
15	10,000	ea	ENVELOPES, #10 Window	PHOENIX	250
16	20,000	ea	ENVELOPES, #10 Window	PHOENIX	430

17	10,000	ea	ENVELOPES, #10 SPECIAL NOTES-SELF SEALING ONLY- white wove, sub. 24, SINGLE-WINDOW LEFT SIDE commercial grade business envelope, first quality only as per sample. Imprinted with 4 lines return address. Proofs required.	PHOENIX	340
	see below		ENVELOPES, #6-3/4 (SIZE 3-5/8 x 6-1/2) white wove, sub. 24, standard commercial grade business envelope, full size gummed v-flaps, first quality only. TYPESET-Times New Roman (small caps). Proofs will be required. District-wide, we may order approximately 8,500 of this envelope). Please quote pricing per the following quantity breakdown: Do NOT combine items for pricing. Price all individually.		
18	1,000	ea	ENVELOPES, #6-3/4	ENVELOPE & PRINT	30
19	2,000	ea	ENVELOPES, #6-3/4	ENVELOPE & PRINT	64
20	2,500	ea	ENVELOPES, #6-3/4	ENVELOPE & PRINT	74
21	5,000	ea	ENVELOPES, #6-3/4	ENVELOPE & PRINT	130

	see below		WHITE WOVE ENVELOPES , heavy weight sub 28, gummed flap imprinted as per sample. First quality only.		
22	2,500	ea	White Wove size 9" x 12"	ATLAS	148.75
23	1,000	ea	White Wove size 9" x 12"	ATLAS	89
24	2,500	ea	White Wove size 9" x 6"	ATLAS	130
25	2,500	ea	White Wove size 9 1/2" x 6 1/2"	ATLAS	171
26	2,500	ea	White Wove size 11-12" x 14-1/2"	ATLAS	342.5
27	1,000	ea	White Wove size 12" x 15-1/2"	ATLAS	176
			VARIOUS SCHOOLS/DEPARTMENTS		
28	1,000	ea	BUSINESS CARDS , standard size, raised black ink, gold seal, white stock. To be ordered by the various schools and departments during the full term of this contract. Minimum order 1,000 per name. Some may be camera ready, however most cards will require TYPESETTING/PROOF . Special note: we may order cards with various logos. No additional charges to be billed for choice of logo. As per sample.	MINUTEMAN	33
29	1,000	ea	BUSINESS CARDS , standard size, raised PURPLE ink, with school seal. See sample for stock. TYPESETTING/PROOF. Submit sample of purple ink colors available with your bid.	MINUTEMAN	40
	see below		40- WEEK ATTENDANCE RECORD CARDS FOR 2018-2019 White card stock, size 8-1/2" x 7", Black ink, 2-sided print. This card will be ordered individually by schools. Various quantities are required at various locations; this item to be awarded as a lot to one vendor however, orders will be generated at different times. TYPESET/PROOF . Quote price per each unit. Do NOT combine quantities . As per sample.		
30	100	ea	40-Week Cards per above description	ENVELOPE & PRINT	24
31	150	ea	40-Week Cards per above description	ENVELOPE & PRINT	26
32	250	ea	40-Week Cards per above description	ENVELOPE & PRINT	32
33	350	ea	40-Week Cards per above description	ENVELOPE & PRINT	36
34	700	ea	40-Week Cards per above description	ENVELOPE & PRINT	46

35	800	ea	40-Week Cards per above description	ENVELOPE & PRINT	54
36	3,000	ea	REQUISITION PURCHASE ORDER FORMS , approximately 7" x 8 1/2", 3-part NCR perforated at top, numbered in RED beginning with number 10000. Shrink wrapped 200 forms per package, total of 50 packages. As per sample	PHOENIX	265
			SPECIAL NOTE: Special delivery instructions for the following items. Broken down by specific quantities delivered to 7 various elementary schools. When purchase orders are prepared by the Assistant Superintendent's Office, a list of all schools will be provided. Please be sure to quote on these specific items with delivery to 7 "ship to" school locations. (Items may be lot awarded in this grouping)		
37	4,000*	ea	CUSTOM REPORT CARD ENVELOPE , size 9" x 12", WHITE stock gummed flap on 12" side. Imprinted on front as per sample. Sample must be reviewed. INK: Black, CAMERA READY As per sample DELIVERY: 7 SCHOOLS	ATLAS	296
38	1,000*	ea	ENVELOPE , Same envelope description as above: in Spanish CAMERA READY As per sample. DELIVERY: 7 SCHOOLS	PHOENIX	95
39	200	ea	CUSTOM KINDERGARTEN REPORT CARD ENVELOPE , size 9" x 12", WHITE stock gummed flap on 12" side. Imprinted on front as per sample. Sample must be reviewed. INK: Black, TYPESET As per sample DELIVERY: WARD ELEMENTARY SCHOOL	MINUTEMAN	40
40	100	ea	CUSTOM KINDERGARTEN REPORT CARD ENVELOPES , size 9" x 12", WHITE stock gummed flap on 12" side. Imprinted on front in SPANISH as per sample. Sample must be reviewed. INK: Black, TYPESET As per sample DELIVERY: WARD ELEMENTARY SCHOOL	MINUTEMAN	35
41	1,000	ea	CUSTOM REPORT CARD ENVELOPES - Grades 1-5 , size 9" x 12", WHITE stock gummed flap on 12" side. Imprinted on front as per sample. Sample must be reviewed. INK: Black, TYPESET As per sample DELIVERY: WARD ELEMENTARY SCHOOL	MINUTEMAN	98
42	200	ea	CUSTOM REPORT CARD ENVELOPE, Grades 1-5 , size 9" x 12", WHITE stock gummed flap on 12" side. Imprinted on front in SPANISH as per sample. Sample must be reviewed. INK: Black, TYPESET As per sample DELIVERY: WARD ELEMENTARY SCHOOL	MINUTEMAN	40
43	1,000*	ea	K-5 CUMULATIVE PARENT-TEACHER form, Size: 8 1/2" x 11" WHITE Card Stock, Ink: black, 2-sided print, TYPESET for clarity. As per sample. DELIVERY: City Hall District Office only.	MINUTEMAN	80

44	4,500*	ea	GRADE LEVEL LEARNING OUTCOMES brochure. Size to be 11" x 17", Stock: white 24# bond, TRIFOLDED . The master to be sent to printer electronically. This printing will be for every grade adding up to the approximate total of 4,500. Shrink wrap in packages of 100. As per samples. DELIVERY: 7 schools.	MINUTEMAN	325
45	1,000	ea	GRADE LEVEL LEARNING OUTCOMES brochure, Spanish. Same description as above. As per samples. DELIVERY: 7 schools.	MINUTEMAN	85
			SUPERINTENDENT'S OFFICE/PUBLIC INFORMATION		
			Special Note: Superintendent's items MAY be awarded as a LOT to one vendor to insure deliveries to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503-or- MAY BE awarded individually on a line-by-line or by grouped basis, whichever is in the best interest of the district for the most economical purchase. Vendors are NOT to group items in their pricing. Please price individually. Digital artwork will be supplied by district by 1st week of July . Delivery Date required by: 1st week of August . All cartons must be marked with identification of contents and vendor to attach samples where appropriate. Extremely time sensitive. Please do not bid if you cannot meet this deadline. To save time, vendor should provide samples with their bid of similar print work for evaluation. All student mailings are on an extremely tight schedule and vendor's ability to meet our deadlines is extremely important! Delivery to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503 and Public Information Office .		
46	15,000	ea	CALENDAR: (B & W) INK: Black STOCK: Cover 1/1 8pt c2s white; Inside - 60# smooth white offset FINISHED SIZE: fold to 8.5 x 11 WIRE SADDLE STITCHES: 2 HOLE PUNCH: 3/16" Single Top Center PRINT: - 2 sides - 28 inside numbered pages, and 2-sided cover PROOF PRINT REQUIRED DELIVERY: 7,500 copies to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503,, 7,500 to Public Information, 2nd floor, 515 North Ave., New Rochelle	PHOENIX	3975
47	20,000	ea	CODE OF CONDUCT -Summary, White (student version) INK: Black STOCK: Self cover 20# smooth white offset FINISHED SIZE: fold to 5.5 x 8.5 SADDLE STITCHES: 2 PRINT - 2 - 32 "pages" (8 leafs - 8.5 x 11) Bundle: 100s/Box 500 - Cover sample on outside of boxes.		2470

			DELIVERY: 8,000 to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503 , 12,000 to Public Information, 2nd fl, 515 North Ave., New Rochelle	PHOENIX	
48	20,000	ea	Same description as above item. (Conduct - Summary) PRINT - 36 "pages" (9 leafs - 8.5 x 11)	PHOENIX	2840
49	20,000	ea	Same description as above item. (Conduct - Summary) PRINT - 40 "pages" (10 leafs - 8.5 x 11)	PHOENIX	3170
50	20,000	ea	Same description as above item. (Conduct - Summary) PRINT - 44"pages" (11 leafs - 8.5 x 11)	PHOENIX	3375
51	5,000	ea	CODE OF CONDUCT -Summary, Gold (Spanish version) INK: Black STOCK: Self cover 20# smooth gold offset FINISHED SIZE: fold to 5.5 x 8.5 SADDLE STITCHES: 2 PRINT - 2 - 32 "pages" (8 leaf - 8.5 x 11) Bundle: 100s/Box 500 - Cover sample on outside of boxes. DELIVERY: 2,000 to D84 3,000 to Public Information, 2nd fl, 515 North Ave., New Rochelle	PHOENIX	1120
52	5,000	ea	Same description as above item. (Conduct - Gold) PRINT - 36 "pages" (9 leafs - 8.5 x 11)	PHOENIX	1250
53	5,000	ea	Same description as above item. (Conduct - Gold) PRINT - 40 "pages" (10 leafs - 8.5 x 11)	PHOENIX	1300
54	5,000	ea	Same description as above item. (Conduct - Gold) PRINT - 44"pages" (11 leafs - 8.5 x 11)	PHOENIX	1400
55	8,000	ea	PRIVACY LETTER, 6-page master INK: Black STOCK: White - 25% cotton FINISHED SIZE: 8.5 x 11 flat PRINT: - 2 sides - 5 pages - 8.5 x 11 - 3 leafs. COLLATE STAPLE:1 staple top left corner DELIVERY: Entire quantity to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503.	PHOENIX	1190

56	2,500	ea	<p>PRIVACY LETTER 6-page master (Spanish version) INK: Black STOCK: White - 25% cotton FINISHED SIZE: 8.5 x 11 flat PRINT: - 2 sides - 5 pages - 8.5 x 11 - 3 leafs. COLLATE STAPLE: 1 staple top left corner DELIVERY: Entire quantity to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503,</p>	PHOENIX	475
57	8,000	ea	<p>MISCELLANEOUS LETTER, 1-PAGE master INK: Black STOCK: 20# smooth WHITE offset FINISHED SIZE: 8.5 x 11 flat PRINT: 1-side-1-page 8.5 x 11 DELIVERY: 1 location - TBD No sample.</p>	PHOENIX	200
58	8,000	ea	<p>MISCELLANEOUS FLYER, 1-PAGE MASTER INK: Black STOCK: 20# smooth COLOR offset FINISHED SIZE: 8.5 x 11 flat PRINT: 2-sided-1-page 8.5 x 11 DELIVERY: 1 location - TBD No sample.</p>	PHOENIX	200
59	8,000	ea	<p>NUTRITION LETTER-COLOR-4 PAGE MASTER (Health Services) INK: Black STOCK: 20# smooth COLOR offset FINISHED SIZE: 8.5 x 11 flat FINISHING: Single staple- top left corner PRINT: 2-sheets, 2 sides, 4 pages master, 8.5 x 11 DELIVERY: Entire quantity to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, No sample.</p>	PHOENIX	750
60	8,000	ea	<p>Flat White Mailing Envelope-White INK: Black STOCK: White-9x12 Finished Size- flat PRINT - 1 side-CSDNR Return address and Indicia. Must be typeset with correct Permit No. DELIVERY: Entire quantity to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, As per sample.</p>	PHOENIX	575
			<p>SPECIAL NOTE - TURN-A-ROUND TIME: All Newsletters are to have a maximum 6 business days "or less" production time from final approval. No exception. Please <u>do not</u> bid on the newsletters if you cannot meet this deadline.</p>		

	see below		SCHOOL NEWSLETTER, 2-COLOR INK: Black & Pantone PMS Violet STOCK: 60# Smooth White Offset 11 x 17 FOLDS: 8.5 x 11 FINISHED to 3.5 x 8.5 PROOF Required DELIVERY: 32,000 to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503 , 2,000 to Public Information Office. As per sample.		
			CHOICE OF FOLLOWING QUANTITIES		
61	34,000	ea	PRINT - 4 numbered pages version	LOWEST	1955
62	34,000	ea	PRINT - 8 numbered pages version	LOWEST	2970
63	34,000	ea	PRINT - 12 numbered pages version	LOWEST	3600
64	34,000	ea	PRINT - 16 numbered pages version	LOWEST	4225
	see below		DELIVERY: 43,000 to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503 , 2,000 to Public Information Office, same as above item, increased quantity.	LOWEST	2250
65	45,000	ea	PRINT - 4 numbered pages version-Budget	LOWEST	3735
66	45,000	ea	PRINT - 8 numbered pages version-Budget	LOWEST	4500
67	45,000	ea	PRINT - 12 numbered pages version-Budget	LOWEST	5310
68	45,000	ea	PRINT - 16 numbered pages version	LOWEST	1955
69	1,000	sheets	Superintendent's Letterhead: Typeset as per sample, black ink, white paper, size 8 1/2" x 11", Laser Print Guaranteed, Commodore Bond, Rag Content. 500 sheets/box	ENVELOPE & PRINT	72
			CLERK & SECRETARY		
70	1,000	ea	ENVELOPE, #10 , size 4 1/2" x 9 1/2" as per sample. Linen stock must match sample. Imprinted on back flap, two lines.	ENVELOPE & PRINT	129
			BUSINESS OFFICE		
71	10,000		TRAVEL REQUEST forms, 8-1/2" x 11" , 2-part NCR, glued at top. Stock - Both pages white. As per sample. Must be TYPSET to reflect noted changes: II. D. Copy 2 to Department of Human Resources. See sample! Proof Required!	PHOENIX	390

72	150		AGREEMENT between THE CITY SCHOOL DISTRICT OF NEW ROCHELLE and the NEW ROCHELLE ADMINISTRATIVE AND SUPERVISORY ASSOCIATION , booklet, 8-1/2" x 11", 20lb. Stock, yellow cover & back. Inside, white. Black ink, 2-staples, left side. 26 pages, 22 being of text, 4 of numerical charts, 2-sided print. Must see sample. Master-Hard Copy. Proof Required!	MINUTEMAN	175
73	3,000		AGREEMENT between THE CITY SCHOOL DISTRICT OF NEW ROCHELLE and the NEW ROCHELLE FEDERATION OF UNITED SCHOOL EMPLOYEES LOCAL 280 booklet, 8-1/2" x 5-1/2", 20lb. Stock, yellow cover & back. Inside, white stock . Black ink, Perfect binding. Approx. 126 pages, combination of text and numerical charts 2-sided print. Must see sample. Master-Hard Copy! Proof Required!	PHOENIX	3300
	see below		BUDGET BOOK 8 1/2 x 11" booklet, 65 insert pages, 20# white bond paper, black ink double sided print and 15 insert pages 20# white bond paper, black ink one sided. 15 insert pages, 20# colored bond paper, black ink double sided print. Perfect bound with partial wrap around cover, clear, poly, front cover and hunter green, poly back cover with spine wrap, no imprint on front or back. PROOF WILL BE REQUIRED. This is a time sensitive document which may require more than one proof. To deliver to 515 North Avenue, New Rochelle, NY 10801, Standard Delivery time must be indicated on proposal.		
74	200	ea	BUDGET BOOK as per the above	LOWEST	1044
75	300	ea	BUDGET BOOK as per the above	LOWEST	1686
76	400	ea	BUDGET BOOK as per the above	LOWEST	2040
77	500	ea	BUDGET BOOK as per the above	LOWEST	2330
78	200	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print	LOWEST	1084
79	300	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print	LOWEST	1701
80	400	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print	LOWEST	2112
81	500	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print	LOWEST	2500
			LINES 82-89 ARE TO BE QUOTED FOR ABOVE LINE ITEMS PLUS UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF		
82	200	ea	BUDGET BOOK as per the above UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	1900

83	300	ea	BUDGET BOOK as per the above UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	3000
84	400	ea	BUDGET BOOK as per the above UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	3572
85	500	ea	BUDGET BOOK as per the above UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	4150
86	200	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	1950
87	300	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	3105
88	400	ea	BUDGET BOOK- with additional 1-5 pages 20# white pages black ink double sided print UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	3760
89	500	ea	BUDGET BOOK with additional 1-5 pages 20# white pages black ink double sided print UP CHARGE FOR 3 DAY RUSH TURN AROUND FROM APPROVAL OF PROOF	LOWEST	4460
			TREASURER		
	see below		ENVELOPES, CUSTOM PAYROLL (size 4 1/8 x 9 1/2) white wove, sub. 24, WINDOW SIZE: 4x1, WINDOW POSITION: 1 5/6" from left edge, 1" from bottom, security tint on the inside, flap at bottom, first quality only. TYPESET - Blank ink return address upper left corner as per sample. PROOFS may be required. Imprinted with return address; 2, 3 or 4 lines as per samples. Over underrun of 10% or less. To deliver to 515 North Avenue, New Rochelle, NY 10801, Delivery time must be indicated on proposal. Production time to be no more than 3 weeks from receipt of order.		
90	24,000	ea	CUSTOM PAYROLL ENVELOPES	ATLAS	352
91	48,000	ea	CUSTOM PAYROLL ENVELOPES	ATLAS	1392
			STUDENT SUPPORT SERVICES		
92	500 ea		MONARCH ENVELOPES , to match above letterhead, approx. size: 7-1/2" x 3-7/8" 2- Line return address on back flap, raised black ink. Stock: Linen, as per sample.	ENVELOPE & PRINT	149
			ISAAC E. YOUNG MIDDLE SCHOOL		
			Various print jobs consisting of a variety of pages and quantities will be ordered. All masters will be given to printer electronically. Booklets to be printed 2-sided and 2 staples in center of folded 11" x 17" WHITE		

			20# stock, Black ink. (Items to be lot awarded in the following grouping.)		
93	500	ea	ELA Grade 6 - Book 1, 28 page master, 7 leafs	MINUTEMAN	205
94	500	ea	ELA Grade 6 - Book 2, 24 page master, 6 leafs	MINUTEMAN	180
95	500	ea	ELA Grade 7 - Book 1, 28 page master, 7 leafs	MINUTEMAN	205
96	500	ea	ELA Grade 7 - Book 2, 24 page master, 6 leafs	MINUTEMAN	180
97	500	ea	ELA Grade 8 - Book 1, 28 page master, 7 leafs	MINUTEMAN	205
98	500	ea	ELA Grade 8 - Book 2, 24 page master, 6 leafs	MINUTEMAN	180
99	425	ea	MATH Grade 6 - Book 1, 24 page master, 6 leafs	MINUTEMAN	153
100	425	ea	MATH Grade 6 - Book 2, 16 page master, 4 leafs	MINUTEMAN	111
101	425	ea	MATH Grade 7 - Book 1, 26 page master, 7 leafs	MINUTEMAN	175
102	425	ea	MATH Grade 7 - Book 2, 16 page master, 4 leafs	MINUTEMAN	111
103	425	ea	MATH Grade 8 - Book 1, 28 page master, 7 leafs	MINUTEMAN	175
104	425	ea	MATH Grade 8 - Book 2, 20 page master, 5 leafs	MINUTEMAN	135
			ALBERT LEONARD MIDDLE SCHOOL		
105	550	ea	ELA Grade 6 - Book 1, 28 page master, 7 leafs	MINUTEMAN	226
106	550	ea	ELA Grade 6 - Book 2, 24 page master, 6 leafs	MINUTEMAN	198
107	550	ea	ELA Grade 7 - Book 1, 28 page master, 7 leafs	MINUTEMAN	226
108	550	ea	ELA Grade 7 - Book 2, 24 page master, 6 leafs	MINUTEMAN	198
109	550	ea	ELA Grade 8 - Book 1, 28 page master, 7 leafs	MINUTEMAN	226
110	550	ea	ELA Grade 8 - Book 2, 24 page master, 6 leafs	MINUTEMAN	198

111	550	ea	MATH Grade 6 - Book 1, 24 page master, 6 leafs	MINUTEMAN	198
112	550	ea	MATH Grade 6 - Book 2, 16 page master, 4 leafs	MINUTEMAN	143
113	550	ea	MATH Grade 7 - Book 1, 26 page master, 7 leafs	MINUTEMAN	226
114	550	ea	MATH Grade 7 - Book 2, 16 page master, 4 leafs	MINUTEMAN	143
115	550	ea	MATH Grade 8 - Book 1, 28 page master, 7 leafs	MINUTEMAN	226
116	550	ea	MATH Grade 8 - Book 2, 20 page master, 5 leafs	MINUTEMAN	171
			END OF LOT AWARD THIS GROUP		
			SPECIAL EDUCATION DEPARTMENT		
117	150	ea	SPECIAL EDUCATION DISTRICT PLAN 8 1/2 x 11" booklet, approximately 180 pages, 20# white bond paper, black ink, double sided print. Title page to be #20 Purple stock. Perfect bound with partial wrap around cover, clear poly front cover and black poly back cover with spine wrap, no imprint on front or back. PROOF WILL BE REQUIRED. To deliver to 515 North Avenue, New Rochelle, NY 10801, Standard Delivery time must be indicated on proposal.	MINUTEMAN	1750
			CENSUS OFFICE		
118	5,000	ea	NONFACTORY EMPLOYMENT CERTIFICATE card , Approximate size: 3 3/4" x 5", blue, salmon or green card stock, Black ink, 2-sided print, TYPESET/PROOF. Please do not shoot poor quality master as "camera ready". NOTE: card to be center scored to facilitate folding. Back of card to be printed exactly as sample so that when card is folded, it must not have "printing" on the "fold". Print-line on back of card to be fully legible when card is folded. Shrink wrapped most economical way in packages of 500.	MINUTEMAN	175
			CILA		
119	1,000	ea	DUAL LANGUAGE PROGRAM BROCHURE One page, two-sided, one color print and tri-folded. **Permit 1334 Indicia needs to be dropped into the artwork. Sample sent electronically.	ENVELOPE & PRINT	149
120	1,000		DUAL LANGUAGE PROGRAM FLYER , 8-1/2" x 11", white 24lb stock, 2-sided print. Electronic Master. (To be color Xeroxed) Be sure to use paper that will not "bleed thru". As per sample.	MINUTEMAN	150

121	1,600	ea	CLASSROOM INTERVENTION TIER 1 PLANNING SHEET: 1 Side, electronic master, black ink, white 20# stock 8 1/2" x 11". See sample. Delivery to 10 locations: 400 to NRHS, 250 to ALMS, 250 to IEYMS, 100 to each of 7 elementary schools. Shrink wrap most economical way. Locations listed in Special Requirements.	MINUTEMAN	40
122	1,600		INTERVENTION CONTACT LOG: 2 Sided, electronic master, black ink, white 20# stock 8 1/2" x 11". See sample. Delivery to 10 locations: 400 to NRHS, 250 to ALMS, 250 to IEYMS, 100 to each of 7 elementary schools. Shrink wrap most economical way. Locations listed in Special Requirements.	MINUTEMAN	70
123	700		TIER 2 (TARGETED) INTERVENTION REQUEST - ELEMENTARY: 2 Sided, electronic master, black ink, white 20# stock 8 1/2" x 11". See sample. Delivery: 100 to each of 7 elementary schools. Shrink wrap most economical way. Locations listed in Special Requirements.	MINUTEMAN	32
124	900		TIER 2 (TARGETED) INTERVENTION REQUEST - SECONDARY: 2 Sided, electronic master, black ink, white 20# stock 8 1/2" x 11". See sample. Delivery: 400 to NRHS, 250 to ALMS and 250 to IEYMS. Shrink wrap most economical way. Locations listed in Special Requirements.	MINUTEMAN	40
125	5,000	ea	ELEMENTARY SCHOOL OFFICE CARD, 4" X 6" yellow card stock, black ink, 2-sided print. Camera ready. Shrink wrapped most economical way in packages of 500.	MINUTEMAN	120
126	2,500	ea	EMERGENCY EARLY DISMISSAL form, (ENGLISH version), 4-part NCR. Perforated left side stub; finish form size approx. 5 1/2" x 8", WHITE stock, red & black ink. Wrapped in packages of 100. (Red sequential number designation on each page.) TYPESET & PROOF As per sample. Delivered to ALMS	PHOENIX	265
127	200	ea	EMERGENCY EARLY DISMISSAL form, (SPANISH version), 4-part NCR. Perforated left side stub; finish form size approx. 5 1/2" x 8", WHITE stock, red & black ink. Wrapped in packages of 100. (Red sequential number designation on each page.) TYPESET & PROOF As per sample. Delivered to ALMS	PHOENIX	85
128	1,000	ea	INDIVIDUAL READING RECORD CARD, overall size approximately 12" x 19 3/4". Scored "off center" to form a 1-inch margin heading on the 12" side. Folded, printed 2-sided, with a 6" pocket on inside. Camera Ready. Sample must be reviewed. Stock: WHITE. Must match paper stock. Ink: Black. Shrink wrapped in pkgs. of 100. As per sample.	BEGONIA	600
129	1,000	ea	STANDARDIZED TESTING RECORD CARD, overall size approximately 17" x 11". Folded in half. 2-sided print. Camera Ready. Sample must be reviewed. Must match paper stock. STOCK: WHITE. INK: BLACK. Shrink wrapped in pks. Of 100. As per sample.	PHOENIX	85

130	1,000	ea	PERMANENT RECORD FOLDER, W/POLY POCKET FRONT AND BACK. Overall size approximately 11-3/4" x 19-1/4". Printing inside only-2 sides. Folder scored and folded with tab as per sample. Sample must be reviewed. STOCK: WHITE, INK: BLACK, (50 folders per box). Do not shoot sample-poor quality. TYPESET & PROOF for clarity. Plastic - pocket weight must match sample on hand.	BEGONIA	900
			HEALTH SERVICES DEPT - ADMINISTRATION		
136	2,000	ea	TEMPORARY EXCUSE FROM PHYSICAL EDUCATION slips, WHITE stock, 5 1/2" X 4 1/4". Ink: blk, 1-sided print, Padded most economical way with cardboard backing. As per sample.	MINUTEMAN	30
137	2,000	ea	COME TO HEALTH OFFICE slip, YELLOW stock, 4-1/4"x2-3/4", Black, 1-side print. Padded most economical way with cardboard backing. Camera ready, as per sample.	MINUTEMAN	30
138	10,000	ea	EMERGENCY CARDS , GREEN cardstock, 1/0 black ink, size: 4" x 5-1/2" (size must be accurate), 2-side print. <u>Typeset and proof required</u> . Shrink wrap most economical way. As per sample. DELIVERY: 5,000 to New Rochelle High School, 265 Clove Road, 5,000 to Health Services, 515 North Avenue, New Rochelle Text changed on side one. Text added to second side in Spanish. See sample	MINUTEMAN	155
139	2,500	ea	EMERGENCY INFORMATION CARD (Trinity School) , 5" x 8" YELLOW card stock, ink: black, 2-sided print, Poor quality sample along with some edit, must be typeset, shrink wrap most economical way.	MINUTEMAN	89
140	3,000	ea	HEALTH OFFICE REFERRAL SLIP , YELLOW stock, 4-1/4" x 5-1/2", 1-side print. Ink: black, Padded most economical way with cardboard backing. Camera ready. As per sample.	MINUTEMAN	45
141	3,000	ea	DENTAL HEALTH CERTIFICATE , 3-1/2" x 5" WHITE card stock. Ink: black, 2-sided print, CAMERA READY, shrink wrap most economical way. As per sample.	PHOENIX	60
142	3,000	ea	EMERGENCY CARD , SALMON card stock, size 5" x 8", ink: black, 2-side print, shrink wrap most economical way. Camera ready, as per sample.	PHOENIX	110
143	2,000	ea	SPORT CARD , 5" x 8" WHITE card stock, ink: black, 1-side print, camera ready. Shrink wrap most economical way. As per sample.	MINUTEMAN	55
144	2,000	ea	SUMMARY OF IMMUNIZATIONS card, 5" x 8" WHITE card stock, ink: black, 2-sided print, Camera ready as per sample, shrink wrap most economical way.	MINUTEMAN	70
145	3,000	ea	EMERGENCY CALLS card, 5-1/2" x 8-1/2" WHITE card stock, ink: black, 2-sided print. Side 1 -English/Side 2-Spanish. Shrink wrap most economical way. Typeset to include cell phone # in English and Spanish as per sample.	MINUTEMAN	90
147	1,000	ea	INTERVAL ATHLETIC HISTORY SP3 form, 8-1/2" x 11", WHITE stock, sub.20, black ink, 1-side print. Camera Ready. Shrink wrap most economical way. As per sample.	MINUTEMAN	25

149	1,000	ea	C.S.E. MEDICAL REPORT FOR COMMITTEE form, 8-1/2" x 11", stock: 20# WHITE, ink: black. Camera Ready, 1-side print. Shrink wrap most economical way. As per sample.	MINUTEMAN	25
150	3,000	ea	HEALTH APPRAISAL form, 8-1/2" x 11", WHITE stock, black ink, 2-sided print. Forms padded. Note: Be sure to use paper stock that will not "bleed thru". Shrink wrap most economical way. Camera Ready as per sample	MINUTEMAN	135
152	3,000	ea	ANNUAL HEALTH EXAMINATION RECORD card, approx. size 8" x 9-1/8" WHITE card stock. Black ink, 2-sided print, TYPESET/PROOF Please does not shoot poor quality master as "camera ready". NOTE: card to be centered scored to facilitate folding. Back of card to be printed exactly as sample so that when card is folded, print will be readable as per sample. IMPORTANT: when card is folded, it must not have "printing" on the "fold". Print line space on back of card to be fully legible when card is folded. Shrink wrapped in pks. of 100.	MINUTEMAN	225
153	1,000	sets	SCHOOL HEALTH HISTORY form, 8-1/2" x 11", WHITE 20# stock, ink: black, 4 - 2-sided pages (8 total) print - stapled top left corner. Master to be sent electronically. Note: Be sure to use paper that will not "bleed thru". Sets shrink- wrapped most economical way. PROOF REQUIRED. As per sample H-17	MINUTEMAN	115
154	2,000	ea	ATHLETIC HEALTH HISTORY form, 8-1/2" x 11", WHITE 20# stock, ink: black, 2-sided print. Note: Be sure to use paper that will not "bleed thru". Forms padded and shrink wrapped most economical way. Camera ready as per sample SP2	MINUTEMAN	95
155	4,000	ea	NRHS COME TO OFFICE slip, 2-part NCR Stock: Blue. 8-1/2" x 3-1/2". NOT padded-Individual sets, camera ready as per sample. Shrink wrap most economical way.	PHOENIX	210
			MISCELLANEOUS MEDICAL NOTIFICATION LETTERS: 8 1/2" x 11" white 2-# stock, black ink, typeset and proof required. Quote prices based on page breakdown below.		
156	1,000		1 page - 2-sided, 1 leaf	MINUTEMAN	40
157	1,000		4 page - 2-sided, stapled top-left corner, 2 leaves	MINUTEMAN	86
158	1,000		6 page - 2-sided, stapled top-left corner, 3 leaves	MINUTEMAN	129
159	1,000		8 page - 2-sided, stapled top-left corner, 4 leaves	MINUTEMAN	167
160	1,000		10 page - 2-sided, stapled top-left corner, 5 leaves	MINUTEMAN	212
			MAGNET OFFICE		

161	33,000	ea	MAGNET OFFICE OPEN HOUSE BROCHURE , Number of originals: 2, Printing: 2-sided, Finished Size: 8 1/2" x 11", Paper Description: 67 lb. vellum stock, Paper Color: TBD (pastel), Ink Color: black, Services: Fold to #10 size, Art: camera ready art, electronic master. Delivery: 32,500 pieces to be delivered to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, remaining 500 to be delivered to Magnet Office, 515 North Avenue, 2nd Floor, New Rochelle, NY 10801. Master to be sent electronically, PROOF IS REQUIRED - DEADLINE FOR PRINTING - NOVEMBER 2018. Updated data for brochure to be available late August, 2018.	ENVELOPE & PRINT	1998
162	1000	ea	MAGNET APPLICATION 2018 (ENGLISH) - Number of originals: 1, Printing: One-sided, Finished Size: 5 1/2" x 8 1/2", Paper Description: 3-Part NCR form, Paper Color: white/yellow/pink, Ink Color: black, Services: glued top, Art: Camera ready art, electronic master, Delivery: Magnet Office, 515 North Avenue, 2nd Floor, and New Rochelle, N.Y. 10801. PROOF IS REQUIRED - DEADLINE FOR PRINTING - NOVEMBER 2018. Updated data to be available late August, 2018.	MINUTEMAN	85
163	1000	ea	MAGNET APPLICATION 2016 (SPANISH) - Number of originals: 1, Printing: One-sided, Finished Size: 5 1/2" x 8 1/2", Paper Description: 3-Part NCR form, Paper Color: white/yellow/pink, Ink Color: black, Services: glued top, Art: Camera ready art, electronic master, Delivery: Magnet Office, 515 North Avenue, 2nd Floor, New Rochelle, N.Y. 10801. PROOF IS REQUIRED - DEADLINE FOR PRINTING - NOVEMBER 2018. Updated data to be available late August, 2018.	MINUTEMAN	85
			NEW ROCHELLE HS - MAIN OFFICE		
164	20,000	ea	DISMISSED FORMS - 2 1/2" x 3 1/2", 2-part NCR. Ink: Black, paper, white or green as specified, camera ready, shrink-wrapped bundles of 100, as per sample.	PHOENIX	295
165	15,000	ea	MISCELLANEOUS SLIPS , approx. size 4" x 3 1/2", WHITE OR PASTEL stock. Black ink, 1-sided print. Padded; glued at top side, most economical way. Camera ready as per sample. 50 Sheets to a pad.	MINUTEMAN	140
166	10,000	ea	WEEKLY PROGRESS cards, size 8 1/2" x 5 1/2" PINK card stock, INK: black, 1-sided print. CAMERA READY or electronic file available. Wrapped in pkgs. of 100. As per sample.	PHOENIX	200
167	20,000	ea	DAILY PROGRESS REPORTS cards, size 8-1/2" x 5-1/2", yellow card stock. Ink: black, 1-sided print. Camera ready, as per sample. Wrapped in pkgs. of 100.	PHOENIX	370
168	20,000	ea	TARDY CARD , size 3 1/4" x 8 1/4" YELLOW card stock, INK: Black, 1-sided print, (Center Perforations), wrapped in pkgs. Of 100. CAMERA READY As per sample.	PHOENIX	305
169	20,000	ea	ABSENCE ADMIT form, 2-page NCR, perforated, finished size: 5 1/2" x 3". STOCK: color WHITE, INK: Black. Wrapped in pks. Of 100. CAMERA READY. As per sample.	PHOENIX	295

170	250	ea	LAMINATED POCKET FOLDERS with imagery on cover. 9" x 12" with two 4" pockets with business card slits in the right pocket. Stock: silver 200 lb UV-coated, glossy card stock. Purple and white design on cover as well as black and white photo inserted on cover. Sample provided for bidding purposes, will send cover art separately for more concise, better color.	MINESPRESS	735
171	500	ea	LAMINATED POCKET FOLDERS with imagery on cover. 9" x 12" with two 4" pockets with business card slits in the right pocket. Stock: silver 200 lb UV-coated, glossy card stock. Purple and white design on cover as well as black and white photo inserted on cover. Sample provided for bidding purposes, will send cover art separately for more concise, better color.	BEGONIA	500
172	3,300	ea	STUDENT-PARENT HANDBOOK 2018-2019 8 1/2" x 11", finished size; approx. 44 text pages-white off set 50# stock . Contains additional 12 pages-purple offset 50# stock inserted in center of booklet. Orientation, landscape. Cover - 80# glossy cover printed both sides, front and back. Center hole punched. 2 saddle stitch. Printed 2-sided. Master to be provided electronically - Word document. District will NOT PAY EXTRA for file conversion for any other program. Must match sample. Blueprint required. DELIVERY: To Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, As per sample.	PHOENIX	2335
173	3,300	ea	STUDENT PROGRAM GUIDE 2018-2019 8 1/2" x 11" finished size; approx. 68 text pages, white offset 50# stock . Cover - 80 lb glossy front & back. Printed 2-sided. Master to be provided electronically, estimated January. Word Document. District will NOT PAY EXTRA for file conversion. INK: Black, cover: as per sample. Orientation - portrait. 2 saddle stitch. Blueprint required. DELIVERY to High School. As per sample.	PHOENIX	2490
			NEW ROCHELLE HS - THE HUGUENOT HERALD		
174	1,500	ea	4-page Newspaper	PHOENIX	690
175	1,500	ea	6-page Newspaper	PHOENIX	860
176	1,500	ea	8-page Newspaper	PHOENIX	945
177	1,500	ea	10-page Newspaper	PHOENIX	1200
178	1,500	ea	12-page Newspaper	PHOENIX	1625
179	300	ea	OPUS MAGAZINE booklets, finished size: 8 1/2 x 5 1/2. Cover: 60# white glossy stock Text: white pages, black ink. Master 56-60 pages 8-1/2x11, plus cover, Print: 2-sided Saddle stitch -2. Vendor will be expected to work closely with school staff/students to facilitate book. Must match sample stock & quality. As per sample.	MINUTEMAN	485

180	3,100	ea	COMMENCEMENT EXERCISES BOOK - 2019. Approximately 12 full pages 8 1/2" x 11" folded in half, 2 staples, and print 2-sided. PAPER STOCK: WHITE, INK: PURPLE. Master provided already in booklet format. (Electronic master will be in WORD format. No extra charge to be billed for file conversion if needed. Master will be submitted approximately mid-May, 2019. Needed by: June 6, 2019. As per sample. Blue print required. Bid Note: Master has not been completed to date.	PHOENIX	995
181		per page	Additional cost per page if necessary - up to a maximum of 6 additional pages	PHOENIX	0
			NEW ROCHELLE HIGH SCHOOL - GUIDANCE DEPT		
182	250	ea	PROFILE FOLDER , approx. overall offset size 15 1/4" x 17 1/4", open student folder, 2-sided print, two color black & PMS purple ink w/press perforation. Die cut for 4" fold-up flap. FOLDED to 8 5/8" x 11 1/4" size. New statistics will be provided; extensive typesetting, corrections or changes may be required. Vendor will be expected to work closely with high school guidance department staff to facilitate this job. Stock: 70# white stock. MUST MATCH SAMPLE in stock and quality of folder. TYPESET on all pages & PROOFS required.	PHOENIX	675
183	500	ea	PROFILE FOLDER , approx. overall offset size 15 1/4" x 17 1/4", open student folder, 2-sided print, two color black & PMS purple ink w/press perforation. Die cut for 4" fold-up flap. FOLDED to 8 5/8" x 11 1/4" size. New statistics will be provided; extensive typesetting, corrections or changes may be required. Vendor will be expected to work closely with high school guidance department staff to facilitate this job. Stock: 70# white stock. MUST MATCH SAMPLE in stock and quality of folder. TYPESET on all pages & PROOFS required.	PHOENIX	779
184	1,200	ea	COLLEGE DECISION HANDBOOK , 8 1/2" X 11" final trim size. Perfect bound, white stock, black ink. PERFORATED tear-out pages. Approx. Up to 130 pages, 65 leafs. Cover front/back purple stock, black ink. Text: 50 lb white offset. Ink: black 1/1 Cover: 4 pages, 80 lb purple cover uncoated, INK: 1/0 Master to be provided electronically: Word, Microsoft Publisher or Power Point. Some pages are 2-sided, some pages single sided and need to be perforated, (Exact breakdown not detailed.) Proof will be required.	BEGONIA	4500
			NRHS ATHLETICS DEPARTMENT-STEVE YOUNG		
185	2,000	ea	ACADEMIC PROGRESS CHECK-UP form, YELLOW card stock, black ink, 8 1/2" x 5 1/2", Camera ready. 1-side print. As per sample.	MINUTEMAN	60
			NRHS CONTINUING EDUCATION		

186	100,000	ea	FALL/SPRING CONTINUING EDUCATION BROCHURE STOCK - White 60# Offset as per sample, sheets collated, print 2 sided to form 20-page brochure, 8 1/2" x 11" sheets folded to finished size 5.5" x 8.5". Screens/halftones; base bid on average 1 photo per page. Printer shall have 200 dot half tone capabilities; shall use 150 line halftone screen for photos. 2 staples. Master to be provided to printer in digital format. Delivery of folded print work to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, Deadline for finished product to be delivered to Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, no later than July 16, 2018 . Corporate Mailing and Fulfillment Solutions, Corp., 239 Lindbergh Place, Building 4, 2nd Floor, Paterson, NJ 07503, needs to deliver finished product to post office no later than July 31, 2018 .	LOWEST	8250
			ISAAC E. YOUNG & ALBERT LEONARD MIDDLE SCHOOLS		
187	1	lot	CORRIDOR PASS , approx. size 5" x3 1/2", YELLOW stock. Black ink, 1-sided print. 100 sheets per pad, 30 pads per lot , pads glued at top side, most economical way. Camera Ready. As per sample.	MINUTEMAN	35
188	1,500	ea	ATTENDANCE OFFICE cards, 5" x 8" white cardstock, black ink, 1-sided print. TYPESET CHANGES . As per sample. IMPORTANT NOTE: Item required by August 1, 2016 .	MINUTEMAN	50
189	3,500	ea	MINOR INCIDENT REPORT 4 Part NCR, 8 1/2" x 5 1/2", Black Ink, Edge Glued, Changes made - must be TYPESET -Margin Words - (Words On Bottom For Distribution) - WHITE-PARENT, YELLOW-ADMINISTRATOR, PINK-TEACHER GREEN-COUNSELOR . NOTE: All Margin Words will appear on each page as per sample.	PHOENIX	185
190	2,500	ea	ADMINISTRATIVE OFFICE REFERRAL FORM 3 Part NCR, perforated 8 1/2" x 11", Black Ink, Changes made-must be TYPESET - Margin Words - (Words On Bottom For Distribution) - White-Administrator, Yellow-Counselor, Pink-Teacher . NOTE: All Margin Words to be typeset, Various Samples	PHOENIX	250
191	2,000	ea	WEEKLY PERFORMANCE REPORT FORM 3 Part NCR perforated 6" X 5", Black Ink, Edge Glued, - Margin Words - (Words On Center Bottom For Distribution) - White-Administrator, Yellow-Counselor, and Pink-Teacher . NOTE: All Margin Words to be typeset	PHOENIX	200
192	2,000	ea	CLASS ATTENDANCE REPORT FORM 2 Part NCR, perforated 7 1/2" x 9", Black Ink,	PHOENIX	190
193	15,000	ea	ALBERT LEONARD MIDDLE SCHOOL EMERGENCY CONTACT & MEDICAL INFORMATION FORM: 8 1/2" x 11", 2-sided print, black ink on three-hole-punched blue card stock	PHOENIX	995
194	10000	ea	2" x 4" Green Card Stock, 2-sided printing, black ink, shrink wrapped most economical way. As per Sample	PHOENIX	110
			ENGLISH LANGUAGE DEPARTMENT		

195	15,000	sets	Photo Copying Of LINED PAPER FOR WRITING - 4-Page sets, No typesetting, black ink, 2-sided print, 8 1/2" x 11 white or pastel stock, copied and assembled with one staple top corner, shrink-wrapped in packages of 100	BEGONIA	1700
			MISCELLANEOUS PHOTO COPYING		
196	200	ea	Each Single sheet, white or pastel, black ink only, one sided print, stapled or 3-hole punched	MINUTEMAN	7
197	200	ea	Each Single sheet, white or pastel, black ink only, two-sided print, stapled or 3-hole punched	MINUTEMAN	13
198	200	ea	Each Single sheet, white or pastel, color copy, one sided print, stapled or 3-hole punched	MINUTEMAN	25
199	200	ea	Each Single sheet, white or pastel, color copy, two-sided print, stapled or 3-hole punched	MINUTEMAN	37.5
200	200	ea	Each Single sheet card stock, white or pastel, black ink only, one sided print, stapled or 3-hole punched	MINUTEMAN	20
201	200	ea	Each Single sheet card stock, white or pastel, black ink only, two-sided print, stapled or 3-hole punched	MINUTEMAN	27.5
202	200	ea	Each Single sheet card stock, white or pastel, color copy, one sided print, stapled or 3-hole punched	MINUTEMAN	44
203	200	ea	Each Single sheet card stock, white or pastel, color copy, two-sided print, stapled or 3-hole punched	MINUTEMAN	64
			POSTERS		
204	30-50	ea	Classroom Posters: 26" x 34", Glossy Paper, Color	SHOPSMART	15
205	30-50	ea	Classroom Posters: 26" x 34", Glossy Paper, Black & white	SHOPSMART	15
206	50-200	ea	Classroom Posters 11" x 17" , 100# Stock, coated cover, Color	MINUTEMAN	0.25
207	50-100	ea	Classroom Posters 11" x 17" Laminated (color printing)	MINUTEMAN	1.3
208	50-100	ea	Classroom Posters 11" x 17" Laminated (black & white printing)	MINUTEMAN	1.15
			VARIOUS CUSTOM PROMOTIONAL ITEMS		
209	MIN 200		QUOTES REQUIRED PER EACH ORDER INDICATING <u>MARK-UP OF WHOLESALE PRICE OR DISCOUNT OFF RETAIL PRICE</u> IN ADDITION TO SET-UP CHARGE FOR PRINTING. PLEASE INDICATE MARK-UP OR DISCOUNT!	MINUTEMAN	20%

