



Department of Administrative Services Purchasing and Contracts

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Sabra Smith Newby, Chief Administrative Officer
Adleen B. Stidhum, Purchasing Administrator



CLARK COUNTY, NEVADA BID NO. 603249-14 ANNUAL REQUIREMENTS CONTRACT FOR PRINTED ENVELOPES

March 12, 2014

ADDENDUM NO. 1

INVITATION TO BID

1. The Bid opening date of March 26, 2014 at 3:00:00 p.m. **remains unchanged.**

BID FORM

2. **Discard** original Bid Form page IV-1 through IV-5 and **replace** with the attached Revised Bid Form pages IV-1 through IV-5. (Changes are identified in bold, see Bid Item Nos. 11-13, 15-22, and 25).

Should you have any questions, I can be reached at (702) 455-2729 or Chetanc@ClarkCountyNV.Gov.

ISSUED BY:

CHETAN CHAMPANERI
Purchasing Analyst

Attachment: Revised Bid Form, pages IV-1 through IV-5

cc: Craig Falkner, Finance
Yvonne Burger, Finance
Mike Ito, Finance

CLARK COUNTY, NEVADA

IV - BID FORM

BID NO. 603249-14
ANNUAL REQUIREMENTS CONTRACT FOR PRINTED ENVELOPES
REVISED PER ADDENDUM NO. 1

Name of Firm

This bid is submitted in response to COUNTY'S Invitation to Bid and is in accordance with all conditions and specifications in this document.

Item No.	Description	Estimated Annual Quantity (Per thousand)	X	Unit Price (Per thousand)	=	Extended Total
1	#10-24#, WHITE REGULAR PRINTED ENVELOPE, MINIMUM 84 BRIGHTNESS, PMS INK, PRINTS 1/0, 500 MINIMUM	600	X	\$	=	\$
2	#10-24#, WHITE WINDOW PRINTED ENVELOPE, MINIMUM 84 BRIGHTNESS, PMS INK, PRINTS 1/0, STANDARD RIGHT AND LEFT HAND WINDOW, 500 MINIMUM	600	X	\$	=	\$
3	#9-24#, WHITE REGULAR PRINTED ENVELOPE, MINIMUM 84 BRIGHTNESS, PMS INK, PRINTS 1/0, 500 MINIMUM	185	X	\$	=	\$
4	#6-3/4-24#, WHITE REGULAR PRINTED ENVELOPE, MINIMUM 84 BRIGHTNESS, PMS INK, PRINTS 1/1, 500 MINIMUM	100	X	\$	=	\$
5	#10-24#, STRATHMORE NATURAL REGULAR PRINTED ENVELOPE, 4-COLOR PROCESS, PRINTS 4/0 Wax free ink, MINIMUM ORDER 50,000	450	X	\$	=	\$
6	#10-24#, STRATHMORE NATURAL WINDOW PRINTED ENVELOPE, 4-COLOR PROCESS, PRINTS 4/0 Wax free ink, MINIMUM ORDER 50,000	225	X	\$	=	\$
7	28# CATALOG ENVELOPE, 6 X 9, WHITE OR BUFF, PMS INK, 1/0, 1,000 MINIMUM	120	X	\$	=	\$
8	28# CATALOG ENVELOPE, 9 X 12, WHITE OR BUFF, PMS INK, 1/0, 1,000 MINIMUM	30	X	\$	=	\$
9	28# CATALOG ENVELOPE, 9.5 X 12.5, WHITE OR BUFF, PMS INK, 1/0, 1,000 MINIMUM	15	X	\$	=	\$
10	28# CATALOG ENVELOPE, 10 X 13, WHITE OR BUFF, PMS INK, 1/0, 1,000 MINIMUM	15	X	\$	=	\$
11	#28 OR #32 MANILA CATALOG ENVELOPE WITH CLASP, 9 X 12, PMS INK, 1/0, 1,000 MINIMUM	20	X	\$	=	\$
12	#28 OR #32 MANILA CATALOG ENVELOPE WITH CLASP, 10 X 13, PMS INK, 1/0, 1,000 MINIMUM	10	X	\$	=	\$
13	#28 OR #32 MANILA CATALOG ENVELOPE WITH CLASP, 12 X 15.5, PMS INK, 1/0, 1,000 MINIMUM	5	X	\$	=	\$

Item No.	Description	Estimated Annual Quantity (Per thousand)	X	Unit Price (Per thousand)	=	Extended Total
14	#10-24 STANDARD WHITE WOVE ENVELOPE, 84 BRIGHTNESS, SPECIAL WINDOW POSITION, PMS INK, 1/0 (REFER TO SAMPLE ATTACHMENT 5) "MILL ITEM", 5,000 MINIMUM	40	X	\$	=	\$
15	IMPRINTS OF 4-COLOR ENVELOPE SHELLS, STOCK PROVIDE (#10-24 STRATHMORE), BOTH STANDARD & WINDOW, BLACK INK, 1/0, 500 MINIMUM	675	X	\$	=	\$
16	IMPRINTS OF FOILED ENVELOPE SHELLS, STOCK PROVIDED (#10-24 STRATHMORE), #10-24 STANDARD & WINDOW, PMS INK, 1/0, 500 MINIMUM	60	X	\$	=	\$
17	#10, 24# WHITE WOVE REGULAR, PMS INK, 1/1, 500 MINIMUM	50	X	\$	=	\$
18	#10, 24# WHITE WOVE STANDARD LEFT HAND WINDOW, PMS INK, 1/1, 500 MINIMUM	50	X	\$	=	\$
19	A2, 4 3/8 X 5 3/4, 24# WHITE WOVE REGULAR PRINTED ENVELOPES, PMS INK, 1/0, 250 MINIMUM	10	X	\$	=	\$
20	6 X 9.5, BOOKLET ENVELOPE, #24 WHITE WOVE , SPECIAL WINDOW, FLAP MUST BE MACHINE INSERTABLE, PMS INK, 1/0, "MILL ITEM" (REFER TO ATTACHMENT NO. 6), 5,000 MINIMUM	100	X	\$	=	\$
21	9 X 12, 24# WHITE WOVE PEEL AND SEAL CATALOG ENVELOPES, PMS INK, 1/0, 1,000 MINIMUM	20	X	\$	=	\$
22	10 X 13, #24 WHITE WOVE PEEL AND SEAL CATALOG ENVELOPES, PMS INK, 1,000 MINIMUM	20	X	\$	=	\$
23	#10, REGULAR, CLASSIC CREST WHITESTONE, PMS INK, 1/0, 500 MINIMUM	20	X	\$	=	\$
24	#10, STANDARD LEFT HAND WINDOW, CLASSIC CREST WHITESTONE, PMS INK, 1/0, 500 MINIMUM	20	X	\$	=	\$
25	6 X 9.5, BOOKLET ENVELOPE, 24# WHITE WOVE , SPECIAL WINDOW, FLAP MUST BE MACHINE INSERTABLE, PMS INK, 1/0, "MILL ITEM" (REFER TO ATTACHMENT NO.7), DIFFERENT WINDOW SIZE THAN ITEM #20, 5,000 MINIMUM	100	X	\$	=	\$
26	#10-24, WHITE WINDOW SECURITY ENVELOPE, MINIMUM 84 BRIGHTNESS, PMS INK, PRINTS 1/0, STANDARD RIGHT AND LEFT HAND SECURITY WINDOW, BLUE OR BLACK SECURITY TINT, (REFER TO ATTACHMENT NO. 8), 500 MINIMUM	50	X	\$	=	\$
GRAND TOTAL						\$

DELIVERY:

_____ business days (Maximum three (3) business days)

RECYCLED PRODUCTS:

The product that I am offering is considered a recycled product. Yes No

DISCOUNT TERMS OF PAYMENT:

_____% , _____ calendar days.

BIDDER'S LOCAL FACILITY

(If Bidder has multiple local facilities, please attach to bid submittal a list of this information for each facility)

CONTACT MANAGER OR ACCOUNT REPRESENTATIVE NAME

ADDRESS

CITY STATE, ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

HOURS AND DAYS OF OPERATION

ATTACHMENTS TO BID FORM

FAILURE TO SUBMIT REQUIRED ATTACHMENTS AS LISTED BELOW MAY RESULT IN REJECTION OF BID.

1. **Attachment 1**, Subcontractor Information, is attached.
2. **Attachment 4**, Distribution of Line Item Price
3. Disclosure of Ownership Form

Bidder is responsible to ascertain the number of Addenda issued and hereby acknowledges receipt of the following Addendum: **FAILURE TO ACKNOWLEDGE ALL ADDENDA ISSUED AND USE THE CORRECT BID FORM AS REQUIRED, MAY RESULT IN REJECTION OF BID.**

Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____
Addendum No. _____	Addendum No. _____	Addendum No. _____

Bidder hereby offers and agrees to furnish the material(s) and service(s) in compliance with all terms, conditions, specifications, and amendments in the Invitation to Bid and any written exceptions in the offer. We understand that the items in this Invitation to Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Clark County, Nevada.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

SIGNATURE OF AUTHORIZED REPRESENTATIVE	LEGAL NAME OF FIRM		
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE (PRINT OR TYPE)	ADDRESS OF FIRM		
PHONE NUMBER OF AUTHORIZED REPRESENTATIVE	CITY, STATE ZIP		
FAX NUMBER OF AUTHORIZED REPRESENTATIVE			
EMAIL ADDRESS	DATE		
BUSINESS LICENSE INFORMATION:			
CURRENT STATE	LICENSE NO.	ISSUE DATE:	EXPIRATION DATE:
CURRENT COUNTY:	LICENSE NO.	ISSUE DATE:	EXPIRATION DATE:
CURRENT CITY:	LICENSE NO.	ISSUE DATE:	EXPIRATION DATE:

FOR INFORMATIONAL PURPOSES ONLY:

The above referenced firm is a MBE WBE PBE SBE NBE LBE as defined below.

STATE OF NEVADA BUSINESSES

MINORITY OWNED BUSINESS ENTERPRISE (MBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

WOMEN OWNED BUSINESS ENTERPRISE (WBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE):

An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

SMALL BUSINESS ENTERPRISE (SBE):

An independent and continuing Nevada business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

NEVADA BUSINESS ENTERPRISE (NBE):

Any Nevada business which has the resources necessary to sufficiently perform identified County projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

BUSINESSES IN OTHER STATES

LARGE BUSINESS ENTERPRISE (LBE):

An independent and continuing business for profit which performs a commercially useful function and is not located in Nevada.