



COUNTY OF ERIE
DIVISION OF PURCHASE
***** MEMORANDUM *****

TO: All Requisitioners
 FROM: Lorraine M. Kolb, Buyer
 DATE: January 1, 2021
 SUBJECT: Bid # 220360-005 "PRINTED ENVELOPES"



The bid for printed envelopes has been **awarded** for a 6-month period to Buffalo Envelope. The following information will assist you in processing your requirements. **Award is for the period of January 1, 2021 through June 30, 2021. Pricing attached.**

Bid #	220360-005
Vendor Regular & Window Envelopes	Buffalo Envelope Co. 2914 Walden Ave Depew NY 14043
	Vendor # 108893
Contact	Marcy Reamsnyder, Account Manager Telephone #: 716-686-0100 Ext. 256 Fax #: 716-686-9005
Material Group:	310
Purchase Group:	005
Terms:	Net 30
Delivery:	5-7 Days ARO

PLEASE SUBMIT TWO (2) SAMPLES OF EACH ENVELOPE TO PURCHASE WITH REQUISITION NUMBER WRITTEN ON SAMPLE.

The Post Office has requested that a room number is included on the return address on the address line: example, 95 Franklin Street Room 1400 (to enable to automate their pre-sorting operation and make it more efficient). Commissioner of Public Works (in charge of the mail room) needs to approve the room numbers that are used before the envelopes are printed.

lmk

PRICING FOR #6-3/4 ENVELOPES

ORDER CHARGE QTY.	REGULAR ENVELOPE BID PRICE PER "T"	EST. NO. OF ORDERS	STANDARD WINDOWS BID PRICE PER "T"	EST. NO. OF ORDERS	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP PER "T" FOR TINT
5 T	32.55	-0-	37.65	-0-	50.00	8.00
10 T	28.50	1	33.60	2	25.00	5.00
15 T	27.27	1	32.30	-0-	20.00	4.00
20 T	25.65	-0-	30.65	-0-	15.00	3.00
25 T	24.21	-0-	29.19	-0-	10.00	3.00
50 T	20.75	-0-	25.74	-0-	10.00	3.00
100 T	19.39	-0-	24.37	1	5.00	3.00

NAME OF BIDDER Buffalo Envelope

PRICING FOR #9 ENVELOPES

ORDER CHARGE QTY.	REGULAR ENVELOPE BID PRICE PER "T"	EST. NO. OF ORDERS	STANDARD WINDOWS BID PRICE PER "T"	EST. NO. OF ORDERS	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP PER "T" FOR TINT
2.5 T	41.74	-0-	43.84	-0-	50.00	10.00
5 T	31.92	5	34.02	-0-	40.00	8.00
10 T	28.06	10	30.16	-0-	30.00	8.00
15 T	26.95	-0-	29.05	-0-	25.00	7.00
20 T	26.16	-0-	28.26	-0-	20.00	6.00
25 T	25.20	6	27.30	2	15.00	5.00
50 T	21.46	1	23.56	1	10.00	4.00
75 T	20.81	2	22.91	-0-	7.50	3.00
100 T	19.06	-0-	21.16	-0-	5.00	2.00
200 T	18.21	-0-	20.31	-0-	2.50	2.00
300 T	17.64	-0-	19.74	2	2.00	2.00
500 T	16.54	-0-	18.64	-0-	1.00	2.00

NAME OF BIDDER Buffalo Envelope

PRICING FOR #10 ENVELOPES

ORDER CHARGE QTY.	REGULAR ENVELOPE BID PRICE PER "T"	EST. NO. OF ORDERS	STANDARD WINDOWS BID PRICE PER "T"	EST. NO. OF ORDERS	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP PER "T" FOR TINT
2.5 T	44.99	13	47.22	1	50.00	10.00
5 T	32.82	7	37.36	1	40.00	8.00
10 T	30.14	16	33.06	3	30.00	8.00
15 T	29.51	1	31.90	-0-	25.00	7.00
20 T	28.88	3	31.33	3	20.00	6.00
25 T	28.28	5	28.27	3	15.00	5.00
50 T	24.55	2	26.65	2	10.00	4.00
75 T	23.61	1	24.99	-0-	7.50	3.00
100 T	22.21	3	23.61	-0-	5.00	2.50
200 T	20.48	1	22.52	-0-	2.50	2.00
250 T	19.70	-0-	21.24	-0-	2.00	2.00
400 T	18.89	-0-	20.93	2	1.50	2.00
500 T	18.13	-0-	20.18	-0-	1.00	1.00

NAME OF BIDDER Buffalo Envelope