



Office of the Town Clerk
Diane M. Wilhelm

Registrar of Vital Statistics

Records Management Officer

Marriage Officer

TO: Supervisor Jens-Smith, Councilpersons Wooten, Giglio, Hubbard, Kent, Maryann Tague

FROM: Julie O'Neill, Deputy Town Clerk

DATE: April 24, 2018

RE: Open Bid Report for Town Wide Printing

**4 bids were received and opened on April 24, 2018 at 2:00pm:
See attached**

**East End Printing Corp dba
Minuteman Press
42 W Main Street
Riverhead NY 11901
631 369-8700
riverhead@minutemanpress.com**

**Envelopes & Printed Products, Inc.
135 Fairview Avenue
Prospect Park NJ 07508
973 942-1232
Christopher Higgins
envelopro@aol.com**

**Lotus Events
PO Box 66
Hicksville NY 11802
516 710-5914
lotusevents@hotmail.com**

**WB Mason
90 Nicon Court
Hauppauge NY 11788
888 926-2766
daniel.ditaranto@wbmason.com**



TOWN OF RIVERHEAD

Laura Jens-Smith, Supervisor
200 Howell Avenue Riverhead,
New York 11901
631-727-3200

BID FOR: TOWN WIDE PRINTING 2018

EAST END Printing Corp DBA MINUTEMAN PRESS.
BIDDERS NAME

42 WEST MAIN ST.
BIDDERS ADDRESS

RIVERHEAD NY 11901
CITY, STATE, ZIP

4/24/18 (631) 369-8700 (631) 369-8733
DATE PHONE NUMBER FAX NUMBER

RIVERHEAD@MINUTEMANPRESS.COM
EMAIL ADDRESS

In compliance with your advertisement for bids to be opened on **APRIL 24, 2018** and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,



SIGNED BY



TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|-----------------------------|----------------|
| 1. | BUSINESS CARDS – 65 LB. 3-1/2" x 2" WHITE W/BLUE LETTERING“RIVERHEAD POLICE DEPARTMENT” | 500-1000 | 42.50 45.50 |
| 2. | BUSINESS CARDS , 65 LB. 3-1/2" x 2"; FIRE MARSHAL SEAL; COLORED SEAL, RED, YELLOW, BLUE GREEN | 500-1000 | 65.00 85.00 |
| 3. | BUSINESS CARDS; BLACK LETTERING, W/WHITE CARDSTOCK 65 LBS., GOLD RAISED POLICE DEPARTMENT DETECTIVE SEAL | 500-1000 | N/A |
| 4. | SAME AS ABOVE WITHOUT RAISED LETTERING | 500-1000 | 42.50 45.50 |
| 5. | BUSINESS CARDS, RIVERHEAD POLICE DEPARTMENT; COPE DIVISION; SEAL WHITE W/BLACK LETTERING; TOWN OF RIVERHEAD SEAL; CARDSTOCK | 500-1000 | 42.50 45.50 |
| 6. | BUSINESS CARDS – 65 LBS.; 3-1/2 X 2"; TOWN OF RIVERHEAD SEAL; CHAPERONE CARDS FOR RECREATION DEPARTMENT <i>full color 95 per MaryAnn</i> | 500-1000 | 65.00 85.00 |
| 7. | WHITE WITH BLUE LETTERING, WHITE GLOSS CARDSTOCK; 4 COLOR; TOWN OF RIVERHEAD SEAL; BLUE, GREEN, YELLOW, WHITE. | 500-1000 | 70.00 90.00 |
| 8. | NCR FORMS; 3 PART; WHITE, YELLOW GREEN; 8-1/2 X 11; TOWN OF RIVERHEAD POLICE DEPARTMENT IMPOUND RECEIPT' (NUMBERED) SEE ATTACHED; 2 PER PAGE; 52 PAGES PER BOOK | 10 Books = 1000 receipts | 296.31 |
| 9. | NCR FORMS; 3 PART; WHITE; YELLOW, PINK, 5-1/2 X 8-1/2; 50 PER BOOK, “ ACCIDENT EXCHANGE INFORMATION ” SEE ATTACHED | 500 | 200.14 |
| 10. | PADS, BLUE MEMO; INTER OFFICE COMMUNICATION ”; 50 PER BOOK, ATTACHED | 2000 | 118.14 |
| 11. | GOLD FOLDER; SIZE 11-3/4 X 9-1/2; “ DETECTIVE CASE FOLDER ”; BLACK INK | 500 | NA |
| 12. | GOLD FOLDER; SIZE 11-3/4" X 9-1/2"; “ DWI CASE FOLDER ”; BLACK INK | 1000 | NA |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|-----------------------------------|---------|
| 13. | "MEMO BOOK PAGES"; WHITE W/BLACK INK; 7000 EACH; SAMPLE ATTACHED | 500 7000 ^{qs} | 249.86 |
| 14. | PADS; RECEIPT; RIVERHEAD POLICE DETECTIVE DIVISION" NUMBERED, SAMPLE ATTACHED; NCR WHITE, YELLOW, PINK; 50 PER BOOK | per Mary Ann 1000 | 198.87 |
| 15. | ARREST CARDS; DOUBLE SIDED; WHITE W/BLACK INK; 1000 CARD STOCK; 5X8 | 1500 | 144.76 |
| 16. | "EXCUSED FROM DUTY" FORM; TOWN OF RIVERHEAD POLICE DEPARTMENT | 1000 | 683.73 |
| 17. | PADS; NCR 5 PLY; WHITE, GREEN, YELLOW, PINK, GOLD TOWN OF RIVERHEAD "POST ARRAIGNMENT CASH BAIL RECEIPT"; NUMBERED, BLACK INK; 25 PER BOOK | 5000 | 1588.40 |
| 18. | PADS, NCR 3 PLY; WHITE, PINK, YELLOW POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "DESK APPEARANCE TICKET"; NUMBERED, BLACK INK; 50 PER BOOK | 500 | 195.72 |
| 19. | NCR 4 PLY; GREEN, YELLOW, PINK, GOLD; POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "PRE ARRAIGNMENT CASH BAIL RECEIPT"; NUMBERED, BLACK INK; 25 PER BOOK | 1000 | N/A |
| 20. | 8-1/2 x 14 "TSLE&D CONTROL SHEET"; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 1500 | 110.31 |
| 21. | 8-1/2 x 14 "TOWN SUMMONS CONTROL SHEET"; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 2000 | 141.59 |
| 22. | BUILDING DEPT. INSPECTION FORMS"; 8-1/2 X 11 NCR; 2 FORMS WHICH WOULD NEED TO BE CUT OR SEPARABLE DOWN THE MIDDLE OR CONVERSELY 1 FORM | 500 | 69.54 |
| 23. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD VARIANCE"; BLACK INK | 1000 | NA |
| 24. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SITE PLAN"; BLACK INK | 500 | N/A |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|--------|
| 25. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SUB DIVISION"; BLACK INK | 1000 | N/A |
| 26. | NCR 3 PLY; WHITE, YELLOW, PINK; CODE ENFORCEMENT DIVISION, TOWN OF RIVERHEAD "CONSENT TO SEARCH"; BLACK INK | 500 | 159.80 |
| 27. | NCR 3 PLY; WHITE, YELLOW, PINK; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT; "COMPLAINT FORM"; BLACK INK | 500 | 159.80 |
| 28. | NCR 2 PLY; WHITE, YELLOW OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "RENTAL APPLICATION FLOOR PLAN REVIEW"; BLACK INK | 500 | 103.66 |
| 29A. | NCR 2 PLY WHITE ON WHITE; "TOWN OF RIVERHEAD-INVESTIGATION UNIT HOUSING INSPECTION REPORT"; 2 SIDED; BLACK & RED INK | 500 | 239.00 |
| 29B. | NCR 2 PLY; WHITE ON WHITE; "INVESTIGATION UNIT HOUSING INSPECTION REPORT ; TWO SIDED; BLACK & RED INK; BACK SIDE | 500 | |
| 30A. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK | 500 | |
| 30B. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK; BACK PAGE | 500 | 239.00 |
| 31. | 8-1/2 X 11 "TRI-FOLD TAX VOUCHERS"; INDICIA PRINTED ON DOCUMENT; "IMPORTANT TAX INFORMATION"; TOWN OF RIVERHEAD SEAL WATER-MARKED ON VOUCHER. | 6000 | N/A |
| 32. | 8-1/2 X 11 "TRI-FOLD VOUCHERS; PAYROLL/WATER BILLS"; INDICIA PRINTED ON DOCUMENT; TOWN OF RIVERHEAD SEAL; WATER-MARKED | 60,000 | N/A |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|--------|
| 33. | 8-1/2 X 11 "TOWN OF RIVERHEAD OFFICIAL CLAIM VOUCHER"; RED & BLACK INK <i>Single sheet</i> | 500 | 84.70 |
| | | 1000 | 157.69 |
| 34. | TOWN OF RIVERHEAD-SANITATION DEPARTMENT "REASON FOR NO PICKUP"; YELLOW STICKER; 4-1/2 X 5-1/2; 1000 | 500 | 253.36 |
| | | 1000 | 316.80 |
| 35. | TOWN OF RIVERHEAD "SOLID WASTE PERMIT"; RED STICKER W/WHITE LETTERING; 3-1/2 X 4-1/2 | 500 | 620.58 |
| 36. | TOWN OF RIVERHEAD "RESIDENTIAL YARD WASTE | 500 | 481.18 |
| 37. | 8-1/2 x 11 "RIVERHEAD RECYCLES"; WHITE STICKER W/BLUE LETTERING AND RECYCLE LOGO | 500 | 655.00 |
| 38. | "WATER ANNUAL REPORT" 11x17 Blue ink | 250 | 206.00 |
| 39. | "WATER DISTRICT NEWSLETTER" 11x17 Blue ink | 250 | 206.00 |
| 40. | "RIVERHEAD RECREATION DEPT. BEACH PERMITS" | | N/A |
| a. | "VEHICLE PARKING PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 9500 | N/A |
| b. | "BOAT LAUNCH PERMIT DECALS" WITH VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1000 | N/A |
| c. | "4 X 4 PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS. | 800 | N/A |
| d. | "EAST CREEK DOCKING FACILITY DECALS" WHITE MYLAR DECALS – NOT IN BOOKS | 150 | N/A |
| e. | "EAST CREEK DAILY BOAT RAMP HANG TAGS"-BOTH SIZE 3.25" X 7" 10 PT. CARDSTOCK HANG TAGS WITH A HOLOGRAM AREA STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1500 | N/A |
| f. | "NIGHT FISHING PERMIT HANG TAGS"- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 150 | N/A |
| g. | "SPECIAL EVENT PERMIT HANG TAGS"- SIZE 2.75" X 6" 10 PT. CARDSTOCK HANG TAGS – NOT IN BOOKS | 150 | N/A |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|--------|
| h. | "EAST CREEK DOCKING FACILITY HANG TAGS" (GUEST PASS)- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 200 | N/A |
| 43. | "BEACH ATTENDANT END OF SEASON EVALUATION FORM"; 3 PLY; NCR WHITE, YELLOW, PINK; 8-1/2" X 14" <i>Black ink</i> | 500 | 165.38 |
| 44. | "WATER SAFETY INSTRUCTOR EVALUATION FORM"; 3 PLY NCR; WHITE, YELLOW, PINK; 8-1/2" X 14" <i>Black ink</i> | 500 | 165.38 |
| 45. | "INDIVIDUAL ATTENDANT DEPOSIT RECORD"; 4 PLY NCR; WHITE, YELLOW, PINK, GOLD; 8-1/2" X 5-1/2"; 2-ON-A-PAGE <i>Black ink</i> | 500 | 121.98 |
| 46. | "LIFEGUARD END OF SEASON EVALUATION FORM"; 3 PLY NCR; WHITE YELLOW, PINK; 8-1/2" X 14". <i>Black ink</i> | 500 | 165.38 |
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After the award of the bid, the placing of an order by the Purchasing Agent of the Town of Riverhead, with the bidder for the supplies and/or services herein described, shall be deemed an acceptance of this proposal, and shall constitute a contract between the Town of Riverhead, and the bidder for supplying the supplies and/or services herein described in accordance with the terms of this proposal and at the prices named herein.

AUTHORIZED SIGNATURE 
PRINT NAME WILLIAM G. ATLAS
TITLE VP
DATE 4/24/18



TOWN OF RIVERHEAD

Laura Jens-Smith, Supervisor
200 Howell Avenue Riverhead,
New York 11901
631-727-3200

BID FOR: TOWN WIDE PRINTING 2018

Envelopes & Printed Products, Inc.

BIDDERS NAME

135 Fairview Ave

BIDDERS ADDRESS

Prospect Park, NJ 07508

CITY, STATE, ZIP

4/23/18

DATE

(973) 942-1232

PHONE NUMBER

(973) 942-5626

FAX NUMBER

enveloppro@aol.com

EMAIL ADDRESS

In compliance with your advertisement for bids to be opened on **APRIL 24, 2018** and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,

[Signature]
SIGNED BY

President + CEO

TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL | |
|--------|--|--------------------|---------------------------------|----------------------------------|
| 1. | BUSINESS CARDS – 65 LB. 3-1/2" x 2" WHITE W/BBLUE LETTERING“RIVERHEAD POLICE DEPARTMENT” | 500-1000 | <u>500</u> 28. ⁰⁰ | <u>1000</u> 34. ⁰⁰ |
| 2. | BUSINESS CARDS , 65 LB. 3-1/2" x 2"; FIRE MARSHAL SEAL; COLORED SEAL, RED, YELLOW, BLUE GREEN | 500-1000 | 38. ⁰⁰ | 44. ⁰⁰ |
| 3. | BUSINESS CARDS; BLACK LETTERING, W/WHITE CARDSTOCK 65 LBS., GOLD RAISED POLICE DEPARTMENT DETECTIVE SEAL | 500-1000 | 35. ⁰⁰ | 41. ⁰⁰ |
| 4. | SAME AS ABOVE WITHOUT RAISED LETTERING | 500-1000 | 34. ⁰⁰ | 40. ⁰⁰ |
| 5. | BUSINESS CARDS, RIVERHEAD POLICE DEPARTMENT; COPE DIVISION; SEAL WHITE W/BLACK LETTERING; TOWN OF RIVERHEAD SEAL; CARDSTOCK | 500-1000 | 28. ⁰⁰ | 34. ⁰⁰ |
| 6. | BUSINESS CARDS – 65 LBS.; 3-1/2 X 2"; TOWN OF RIVERHEAD SEAL; CHAPERONE CARDS FOR RECREATION DEPARTMENT | 500-1000 | 28. ⁰⁰ | 34. ⁰⁰ |
| 7. | WHITE WITH BLUE LETTERING, WHITE GLOSS CARDSTOCK; 4 COLOR; TOWN OF RIVERHEAD SEAL; BLUE, GREEN, YELLOW, WHITE. | 500-1000 | 58. ⁰⁰ | 78. ⁰⁰ |
| 8. | NCR FORMS; 3 PART; WHITE, YELLOW GREEN; 8-1/2 X 11; TOWN OF RIVERHEAD POLICE DEPARTMENT IMPOUND RECEIPT' (NUMBERED) SEE ATTACHED; 2 PER PAGE; 52 PAGES PER BOOK | | | |
| 9. | NCR FORMS; 3 PART; WHITE; YELLOW, PINK, 5-1/2 X 8-1/2; 50 PER BOOK, "ACCIDENT EXCHANGE INFORMATION" SEE ATTACHED | 500 | 295. ⁰⁰ | |
| 10. | PADS, BLUE MEMO; INTER OFFICE COMMUNICATION' ; 50 PER BOOK, ATTACHED | 2000 | 595. ⁰⁰ | |
| 11. | GOLD FOLDER; SIZE 11-3/4 X 9-1/2; "DETECTIVE CASE FOLDER" ; BLACK INK | 500 | 495. ⁰⁰ | |
| 12. | GOLD FOLDER; SIZE 11-3/4" X 9-1/2"; "DWI CASE FOLDER" ; BLACK INK | 1000 | 795. ⁰⁰ | |

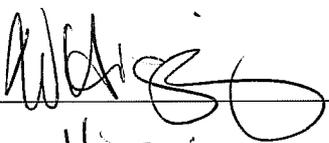
| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|--------------------|
| 13. | "MEMO BOOK PAGES" ; WHITE W/BLACK INK; 7000 EACH; SAMPLE ATTACHED | 500 | |
| 14. | PADS; RECEIPT; RIVERHEAD POLICE DETECTIVE DIVISION NUMBERED, SAMPLE ATTACHED; NCR WHITE, YELLOW, PINK; 50 PER BOOK | 1000 | |
| 15. | ARREST CARDS ; DOUBLE SIDED; WHITE W/BLACK INK; 1000 CARD STOCK; 5X8 | 1500 | 158. ⁰⁰ |
| 16. | "EXCUSED FROM DUTY" FORM; TOWN OF RIVERHEAD POLICE DEPARTMENT | 1000 | |
| 17. | PADS; NCR 5 PLY; WHITE, GREEN, YELLOW, PINK, GOLD TOWN OF RIVERHEAD "POST ARRAIGNMENT CASH BAIL RECEIPT" ; NUMBERED, BLACK INK; 25 PER BOOK | 5000 | |
| 18. | PADS, NCR 3 PLY; WHITE, PINK, YELLOW POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "DESK APPEARANCE TICKET" ; NUMBERED, BLACK INK; 50 PER BOOK | 500 | |
| 19. | NCR 4 PLY; GREEN, YELLOW, PINK, GOLD; POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "PRE ARRAIGNMENT CASH BAIL RECEIPT" ; NUMBERED, BLACK INK; 25 PER BOOK | 1000 | |
| 20. | 8-1/2 x 14 "TSLE&D CONTROL SHEET" ; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 1500 | 128. ⁰⁰ |
| 21. | 8-1/2 x 14 "TOWN SUMMONS CONTROL SHEET" ; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 2000 | 138. ⁰⁰ |
| 22. | BUILDING DEPT. INSPECTION FORMS "; 8-1/2 X 11 NCR; 2 FORMS WHICH WOULD NEED TO BE CUT OR SEPARABLE DOWN THE MIDDLE OR CONVERSELY 1 FORM | 500 | |
| 23. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD VARIANCE" ; BLACK INK | 1000 | |
| 24. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SITE PLAN" ; BLACK INK | 500 | |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|----------------------|
| 25. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SUB DIVISION"; BLACK INK | 1000 | |
| 26. | NCR 3 PLY; WHITE, YELLOW, PINK; CODE ENFORCEMENT DIVISION, TOWN OF RIVERHEAD "CONSENT TO SEARCH"; BLACK INK | 500 | 139. ⁰⁰ |
| 27. | NCR 3 PLY; WHITE, YELLOW, PINK; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT; "COMPLAINT FORM"; BLACK INK | 500 | 139. ⁰⁰ |
| 28. | NCR 2 PLY; WHITE, YELLOW OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "RENTAL APPLICATION FLOOR PLAN REVIEW"; BLACK INK | 500 | 92. ⁰⁰ |
| 29A. | NCR 2 PLY WHITE ON WHITE; "TOWN OF RIVERHEAD-INVESTIGATION UNIT HOUSING INSPECTION REPORT"; 2 SIDED; BLACK & RED INK | 500 | 229. ⁰⁰ |
| 29B. | NCR 2 PLY; WHITE ON WHITE; "INVESTIGATION UNIT HOUSING INSPECTION REPORT"; TWO SIDED; BLACK & RED INK; BACK SIDE | 500 | 229. ⁰⁰ |
| 30A. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK | 500 | 229. ⁰⁰ |
| 30B. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK; BACK PAGE | 500 | 229. ⁰⁰ |
| 31. | 8-1/2 X 11 "TRI-FOLD TAX VOUCHERS"; INDICIA PRINTED ON DOCUMENT; "IMPORTANT TAX INFORMATION"; TOWN OF RIVERHEAD SEAL WATER-MARKED ON VOUCHER. | 6000 | 2,774. ⁰⁰ |
| 32. | 8-1/2 X 11 "TRI-FOLD VOUCHERS; PAYROLL/WATER BILLS"; INDICIA PRINTED ON DOCUMENT; TOWN OF RIVERHEAD SEAL; WATER-MARKED | 60,000 | 3,960. ⁰⁰ |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|--------------------|
| 33. | 8-1/2 X 11 "TOWN OF RIVERHEAD OFFICIAL CLAIM VOUCHER"; RED & BLACK INK | 500 | 84. ⁰⁰ |
| 34. | TOWN OF RIVERHEAD-SANITATION DEPARTMENT "REASON FOR NO PICKUP"; YELLOW STICKER; 4-1/2 X 5-1/2; 1000 | 500 | |
| 35. | TOWN OF RIVERHEAD "SOLID WASTE PERMIT"; RED STICKER W/WHITE LETTERING; 3-1/2 X 4-1/2 | 500 | |
| 36. | TOWN OF RIVERHEAD "RESIDENTIAL YARD WASTE | 500 | |
| 37. | 8-1/2 x 11 "RIVERHEAD RECYCLES"; WHITE STICKER W/BLUE LETTERING AND RECYCLE LOGO | 500 | |
| 38. | "WATER ANNUAL REPORT" | 250 | 295. ⁰⁰ |
| 39. | "WATER DISTRICT NEWSLETTER" | 250 | 495. ⁰⁰ |
| 40. | "RIVERHEAD RECREATION DEPT. BEACH PERMITS" | | |
| a. | "VEHICLE PARKING PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 9500 | |
| b. | "BOAT LAUNCH PERMIT DECALS" WITH VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1000 | |
| c. | "4 X 4 PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS. | 800 | |
| d. | "EAST CREEK DOCKING FACILITY DECALS" WHITE MYLAR DECALS – NOT IN BOOKS | 150 | |
| e. | "EAST CREEK DAILY BOAT RAMP HANG TAGS"-BOTH SIZE 3.25" X 7" 10 PT. CARDSTOCK HANG TAGS WITH A HOLOGRAM AREA STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1500 | |
| f. | "NIGHT FISHING PERMIT HANG TAGS"- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 150 | |
| g. | "SPECIAL EVENT PERMIT HANG TAGS"- SIZE 2.75" X 6" 10 PT. CARDSTOCK HANG TAGS – NOT IN BOOKS | 150 | |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|--------------------|
| h. | "EAST CREEK DOCKING FACILITY HANG TAGS" (GUEST PASS)- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 200 | |
| 43. | "BEACH ATTENDANT END OF SEASON EVALUATION FORM"; 3 PLY; NCR WHITE, YELLOW, PINK; 8-1/2" X 14" | 500 | 189. ⁰⁰ |
| 44. | "WATER SAFETY INSTRUCTOR EVALUATION FORM"; 3 PLY NCR; WHITE, YELLOW, PINK; 8-1/2" X 14" | 500 | 189. ⁰⁰ |
| 45. | "INDIVIDUAL ATTENDANT DEPOSIT RECORD"; 4 PLY NCR; WHITE, YELLOW, PINK, GOLD; 8-1/2" X 5-1/2"; 2 ON A PAGE | 500 | 198. ⁰⁰ |
| 46. | "LIFEGUARD END OF SEASON EVALUATION FORM"; 3 PLY NCR; WHITE YELLOW, PINK; 8-1/2" X 14". | 500 | 189. ⁰⁰ |
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After the award of the bid, the placing of an order by the Purchasing Agent of the Town of Riverhead, with the bidder for the supplies and/or services herein described, shall be deemed an acceptance of this proposal, and shall constitute a contract between the Town of Riverhead, and the bidder for supplying the supplies and/or services herein described in accordance with the terms of this proposal and at the prices named herein.

AUTHORIZED SIGNATURE 
 PRINT NAME William Higgins
 TITLE President + CEO
 DATE 4/23/18



TOWN OF RIVERHEAD

Laura Jens-Smith, Supervisor
200 Howell Avenue Riverhead,
New York 11901
631-727-3200

BID FOR: TOWN WIDE PRINTING 2018

Lotus Events

BIDDERS NAME

PO Box 66, Hicksville NY 11802

BIDDERS ADDRESS

Hicksville, NY 11802

CITY, STATE, ZIP

4/20/18 (516) 710-5914 (516) 977-3115

DATE PHONE NUMBER FAX NUMBER

lotusevents@hotmail.com

EMAIL ADDRESS

In compliance with your advertisement for bids to be opened on **APRIL 24, 2018** and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,

M. Level

SIGNED BY

President

TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|--------|
| 1. | BUSINESS CARDS – 65 LB. 3-1/2" x 2" WHITE W/BBLUE LETTERING"RIVERHEAD POLICE DEPARTMENT" | 500-1000 | 42.- |
| 2. | BUSINESS CARDS , 65 LB. 3-1/2" x 2"; FIRE MARSHAL SEAL; COLORED SEAL, RED, YELLOW, BLUE GREEN | 500-1000 | 50 - |
| 3. | BUSINESS CARDS; BLACK LETTERING, W/WHITE CARDSTOCK 65 LBS., GOLD RAISED POLICE DEPARTMENT DETECTIVE SEAL | 500-1000 | 50 - |
| 4. | SAME AS ABOVE WITHOUT RAISED LETTERING | 500-1000 | 50 - |
| 5. | BUSINESS CARDS, RIVERHEAD POLICE DEPARTMENT; COPE DIVISION; SEAL WHITE W/BLACK LETTERING; TOWN OF RIVERHEAD SEAL; CARDSTOCK | 500-1000 | 42 - |
| 6. | BUSINESS CARDS – 65 LBS.; 3-1/2 X 2"; TOWN OF RIVERHEAD SEAL; CHAPERONE CARDS FOR RECREATION DEPARTMENT | 500-1000 | 42 - |
| 7. | WHITE WITH BLUE LETTERING, WHITE GLOSS CARDSTOCK; 4 COLOR; TOWN OF RIVERHEAD SEAL; BLUE, GREEN, YELLOW, WHITE. | 500-1000 | 68.- |
| 8. | NCR FORMS; 3 PART; WHITE, YELLOW GREEN; 8-1/2 X 11; TOWN OF RIVERHEAD POLICE DEPARTMENT IMPOUND RECEIPT' (NUMBERED) SEE ATTACHED; 2 PER PAGE; 52 PAGES PER BOOK | | |
| 9. | NCR FORMS; 3 PART; WHITE; YELLOW, PINK, 5-1/2 X 8-1/2; 50 PER BOOK, " ACCIDENT EXCHANGE INFORMATION " SEE ATTACHED | 500 | 2875.- |
| 10. | PADS, BLUE MEMO; INTER OFFICE COMMUNICATION "; 50 PER BOOK, ATTACHED | 2000 | 1750 - |
| 11. | GOLD FOLDER; SIZE 11-3/4 X 9-1/2; " DETECTIVE CASE FOLDER "; BLACK INK | 500 | 215 - |
| 12. | GOLD FOLDER; SIZE 11-3/4" X 9-1/2"; " DWI CASE FOLDER "; BLACK INK | 1000 | 405 - |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|------------------------|
| 13. | "MEMO BOOK PAGES"; WHITE W/BLACK INK; 7000 EACH; SAMPLE ATTACHED | 500 sets | No Bid |
| 14. | PADS; RECEIPT; RIVERHEAD POLICE DETECTIVE DIVISION" NUMBERED, SAMPLE ATTACHED; NCR WHITE, YELLOW, PINK; 50 PER BOOK | 1000 | 3350. - |
| 15. | ARREST CARDS; DOUBLE SIDED; WHITE W/BLACK INK; 1000 CARD STOCK; 5X8 | 1500 | 120. - |
| 16. | "EXCUSED FROM DUTY" FORM; TOWN OF RIVERHEAD POLICE DEPARTMENT | 1000 | 185 - |
| 17. | PADS; NCR 5 PLY; WHITE, GREEN, YELLOW, PINK, GOLD TOWN OF RIVERHEAD "POST ARRAIGNMENT CASH BAIL RECEIPT"; NUMBERED, BLACK INK; 25 PER BOOK | 5000 | 43,500. - |
| 18. | PADS, NCR 3 PLY; WHITE, PINK, YELLOW POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "DESK APPEARANCE TICKET"; NUMBERED, BLACK INK; 50 PER BOOK | 500 | 3750. - ^{MBL} |
| 19. | NCR 4 PLY; GREEN, YELLOW, PINK, GOLD; POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "PRE ARRAIGNMENT CASH BAIL RECEIPT"; NUMBERED, BLACK INK; 25 PER BOOK | 1000 | 4650 - ^{MBL} |
| 20. | 8-1/2 x 14 "TSLE&D CONTROL SHEET"; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 1500 sets | 26,250 - |
| 21. | 8-1/2 x 14 "TOWN SUMMONS CONTROL SHEET"; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 2000 sets | 31,000 - |
| 22. | BUILDING DEPT. INSPECTION FORMS"; 8-1/2 X 11 NCR; 2 FORMS WHICH WOULD NEED TO BE CUT OR SEPARABLE DOWN THE MIDDLE OR CONVERSELY 1 FORM | 500 | 75. - |
| 23. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD VARIANCE"; BLACK INK | 1000 | 2225. - |
| 24. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SITE PLAN"; BLACK INK | 500 | 1175. - |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|---------|
| 25. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SUB DIVISION"; BLACK INK | 1000 | 2225. - |
| 26. | NCR 3 PLY; WHITE, YELLOW, PINK; CODE ENFORCEMENT DIVISION, TOWN OF RIVERHEAD "CONSENT TO SEARCH"; BLACK INK | 500 | 95. - |
| 27. | NCR 3 PLY; WHITE, YELLOW, PINK; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT; "COMPLAINT FORM"; BLACK INK | 500 | 95. - |
| 28. | NCR 2 PLY; WHITE, YELLOW OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "RENTAL APPLICATION FLOOR PLAN REVIEW"; BLACK INK | 500 | 65. - |
| 29A. | NCR 2 PLY WHITE ON WHITE; "TOWN OF RIVERHEAD-INVESTIGATION UNIT HOUSING INSPECTION REPORT"; 2 SIDED; BLACK & RED INK | 500 | 195. - |
| 29B. | NCR 2 PLY; WHITE ON WHITE; "INVESTIGATION UNIT HOUSING INSPECTION REPORT ; TWO SIDED; BLACK & RED INK; BACK SIDE | 500 | 195. - |
| 30A. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK | 500 | 195. - |
| 30B | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK; BACK PAGE | 500 | 195. - |
| 31. | 8-1/2 X 11 "TRI-FOLD TAX VOUCHERS"; INDICIA PRINTED ON DOCUMENT; "IMPORTANT TAX INFORMATION"; TOWN OF RIVERHEAD SEAL WATER-MARKED ON VOUCHER. | 6000 | No Bid |
| 32. | 8-1/2 X 11 "TRI-FOLD VOUCHERS; PAYROLL/WATER BILLS"; INDICIA PRINTED ON DOCUMENT; TOWN OF RIVERHEAD SEAL; WATER-MARKED | 60,000 | No Bid |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|--------|
| 33. | 8-1/2 X 11 "TOWN OF RIVERHEAD OFFICIAL CLAIM VOUCHER"; RED & BLACK INK | | |
| 34. | TOWN OF RIVERHEAD-SANITATION DEPARTMENT "REASON FOR NO PICKUP"; YELLOW STICKER; 4-1/2 X 5-1/2; 1000 | 500 | 420 - |
| 35. | TOWN OF RIVERHEAD "SOLID WASTE PERMIT"; RED STICKER W/WHITE LETTERING; 3-1/2 X 4-1/2 | 500 | 1036 - |
| 36. | TOWN OF RIVERHEAD "RESIDENTIAL YARD WASTE | 500 | 1036 - |
| 37. | 8-1/2 x 11 "RIVERHEAD RECYCLES"; WHITE STICKER W/BLUE LETTERING AND RECYCLE LOGO | 500 | 1283 - |
| 38. | "WATER ANNUAL REPORT" | 250 | 361 - |
| 39. | "WATER DISTRICT NEWSLETTER" | 250 | 361 - |
| 40. | "RIVERHEAD RECREATION DEPT. BEACH PERMITS" | | |
| a. | "VEHICLE PARKING PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 9500 | No Bid |
| b. | "BOAT LAUNCH PERMIT DECALS" WITH VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1000 | No Bid |
| c. | "4 X 4 PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS. | 800 | No Bid |
| d. | "EAST CREEK DOCKING FACILITY DECALS" WHITE MYLAR DECALS - NOT IN BOOKS | 150 | No Bid |
| e. | "EAST CREEK DAILY BOAT RAMP HANG TAGS"-BOTH SIZE 3.25" X 7" 10 PT. CARDSTOCK HANG TAGS WITH A HOLOGRAM AREA STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1500 | No Bid |
| f. | "NIGHT FISHING PERMIT HANG TAGS"- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 150 | No Bid |
| g. | "SPECIAL EVENT PERMIT HANG TAGS"- SIZE 2.75" X 6" 10 PT. CARDSTOCK HANG TAGS - NOT IN BOOKS | 150 | No Bid |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|--------|
| h. | "EAST CREEK DOCKING FACILITY HANG TAGS" (GUEST PASS)- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 200 | No Bid |
| 43. | "BEACH ATTENDANT END OF SEASON EVALUATION FORM"; 3 PLY; NCR WHITE, YELLOW, PINK; 8-1/2" X 14" | 500 | 115 - |
| 44. | "WATER SAFETY INSTRUCTOR EVALUATION FORM"; 3 PLY NCR; WHITE, YELLOW, PINK; 8-1/2" X 14" | 500 | 115 - |
| 45. | "INDIVIDUAL ATTENDANT DEPOSIT RECORD"; 4 PLY NCR; WHITE, YELLOW, PINK, GOLD; 8-1/2" X 5-1/2"; 2 ON A PAGE | 500 | 75 - |
| 46. | "LIFEGUARD END OF SEASON EVALUATION FORM"; 3 PLY NCR; WHITE YELLOW, PINK; 8-1/2" X 14". | 500 | 115 - |
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After the award of the bid, the placing of an order by the Purchasing Agent of the Town of Riverhead, with the bidder for the supplies and/or services herein described, shall be deemed an acceptance of this proposal, and shall constitute a contract between the Town of Riverhead, and the bidder for supplying the supplies and/or services herein described in accordance with the terms of this proposal and at the prices named herein.

AUTHORIZED SIGNATURE *Nicholas Leach*

PRINT NAME Nicholas Leach

TITLE President

DATE 4/20/18



TOWN OF RIVERHEAD

Laura Jens-Smith, Supervisor
200 Howell Avenue Riverhead,
New York 11901
631-727-3200

BID FOR: TOWN WIDE PRINTING 2018

W.B.Mason Co. Inc.

BIDDERS NAME

90 Nicon Court

BIDDERS ADDRESS

Hauppauge, NY. 11788

CITY, STATE, ZIP

April 19, 2018 (888) 926-2766 (866) 857-7997

DATE PHONE NUMBER FAX NUMBER

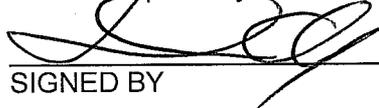
daniel.ditaranto@wbmason.com

EMAIL ADDRESS

In compliance with your advertisement for bids to be opened on **APRIL 24, 2018** and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,


SIGNED BY

Senior V.P.

TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|---|
| 1. | BUSINESS CARDS – 65 LB. 3-1/2" x 2" WHITE W/BBLUE LETTERING“RIVERHEAD POLICE DEPARTMENT” | 500-1000 | \$ 62.42 500 QTY \$ 66.51 1000 QTY |
| 2. | BUSINESS CARDS , 65 LB. 3-1/2" x 2"; FIRE MARSHAL SEAL; COLORED SEAL, RED, YELLOW, BLUE GREEN | 500-1000 | \$ 22.07 500 QTY \$ 24.93 1000 QTY |
| 3. | BUSINESS CARDS; BLACK LETTERING, W/WHITE CARDSTOCK 65 LBS., GOLD RAISED POLICE DEPARTMENT DETECTIVE SEAL | 500-1000 | \$ 70.05 500 QTY \$ 73.40 1000 QTY |
| 4. | SAME AS ABOVE WITHOUT RAISED LETTERING | 500-1000 | \$ 70.05 500 QTY \$ 73.40 1000 QTY |
| 5. | BUSINESS CARDS, RIVERHEAD POLICE DEPARTMENT; COPE DIVISION; SEAL WHITE W/BLACK LETTERING; TOWN OF RIVERHEAD SEAL; CARDSTOCK | 500-1000 | \$ 38.14 500 QTY \$ 42.23 1000 QTY |
| 6. | BUSINESS CARDS – 65 LBS.; 3-1/2 X 2"; TOWN OF RIVERHEAD SEAL; CHAPERONE CARDS FOR RECREATION DEPARTMENT | 500-1000 | \$ 38.14 500 QTY \$ 42.23 1000 QTY |
| 7. | WHITE WITH BLUE LETTERING, WHITE GLOSS CARDSTOCK; 4 COLOR; TOWN OF RIVERHEAD SEAL; BLUE, GREEN, YELLOW, WHITE. | 500-1000 | \$ 133.21 500 QTY \$ 157.53 1000 QTY |
| 8. | NCR FORMS; 3 PART; WHITE, YELLOW GREEN; 8-1/2 X 11; TOWN OF RIVERHEAD POLICE DEPARTMENT IMPOUND RECEIPT' (NUMBERED) SEE ATTACHED; 2 PER PAGE; 52 PAGES PER BOOK | | No BID |
| 9. | NCR FORMS; 3 PART; WHITE; YELLOW, PINK, 5-1/2 X 8-1/2; 50 PER BOOK, “ ACCIDENT EXCHANGE INFORMATION ” SEE ATTACHED | 500 | \$ 129.00 |
| 10. | PADS, BLUE MEMO; INTER OFFICE COMMUNICATION ”; 50 PER BOOK, ATTACHED | 2000 | No BID |
| 11. | GOLD FOLDER; SIZE 11-3/4 X 9-1/2; “ DETECTIVE CASE FOLDER ”; BLACK INK | 500 | \$ 438.88 |
| 12. | GOLD FOLDER; SIZE 11-3/4" X 9-1/2"; “ DWI CASE FOLDER ”; BLACK INK | 1000 | \$ 702.22 |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|--|
| 13. | "MEMO BOOK PAGES" ; WHITE W/BLACK INK; 7000 EACH; SAMPLE ATTACHED | 500 | NO BID |
| 14. | PADS; RECEIPT; RIVERHEAD POLICE DETECTIVE DIVISION " NUMBERED, SAMPLE ATTACHED; NCR WHITE, YELLOW, PINK; 50 PER BOOK | 1000 | \$289.54 |
| 15. | ARREST CARDS ; DOUBLE SIDED; WHITE W/BLACK INK; 1000 CARD STOCK; 5X8 | 1500 | \$155.38 |
| 16. | "EXCUSED FROM DUTY" FORM; TOWN OF RIVERHEAD POLICE DEPARTMENT | 1000 | NO BID |
| 17. | PADS; NCR 5 PLY; WHITE, GREEN, YELLOW, PINK, GOLD TOWN OF RIVERHEAD "POST ARRAIGNMENT CASH BAIL RECEIPT" ; NUMBERED, BLACK INK; 25 PER BOOK | 5000 | NO BID |
| 18. | PADS, NCR 3 PLY; WHITE, PINK, YELLOW POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "DESK APPEARANCE TICKET" ; NUMBERED, BLACK INK; 50 PER BOOK | 500 | NO BID |
| 19. | NCR 4 PLY; GREEN, YELLOW, PINK, GOLD; POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "PRE ARRAIGNMENT CASH BAIL RECEIPT" ; NUMBERED, BLACK INK; 25 PER BOOK | 1000 | \$317.51 |
| 20. | 8-1/2 x 14 "TSLE&D CONTROL SHEET" ; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 1500 | NO BID |
| 21. | 8-1/2 x 14 "TOWN SUMMONS CONTROL SHEET" ; BLACK INK; 500 SINGLE SHEETS; 20# PAPER | 2000 | NO BID |
| 22. | BUILDING DEPT. INSPECTION FORMS "; 8-1/2 X 11 NCR; 2 FORMS WHICH WOULD NEED TO BE CUT OR SEPARABLE DOWN THE MIDDLE OR CONVERSELY 1 FORM | 500 | NO BID |
| 23. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD VARIANCE" ; BLACK INK | 1000 | \$\$\$ \$9,750.00-MP \$\$\$ |
| 24. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SITE PLAN" ; BLACK INK | 500 | \$4,875.00 |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|------------|
| 25. | 24" x 36" POSTER BOARD "OFFICIAL NOTICE TOWN OF RIVERHEAD SUB DIVISION"; BLACK INK | 1000 | \$9,750.00 |
| 26. | NCR 3 PLY; WHITE, YELLOW, PINK; CODE ENFORCEMENT DIVISION, TOWN OF RIVERHEAD "CONSENT TO SEARCH"; BLACK INK | 500 | \$137.21 |
| 27. | NCR 3 PLY; WHITE, YELLOW, PINK; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT; "COMPLAINT FORM"; BLACK INK | 500 | \$137.21 |
| 28. | NCR 2 PLY; WHITE, YELLOW OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "RENTAL APPLICATION FLOOR PLAN REVIEW"; BLACK INK | 500 | \$106.10 |
| 29A. | NCR 2 PLY WHITE ON WHITE; "TOWN OF RIVERHEAD-INVESTIGATION UNIT HOUSING INSPECTION REPORT"; 2 SIDED; BLACK & RED INK | 500 | \$224.07 |
| 29B. | NCR 2 PLY; WHITE ON WHITE; "INVESTIGATION UNIT HOUSING INSPECTION REPORT"; TWO SIDED; BLACK & RED INK; BACK SIDE | 500 | \$224.07 |
| 30A. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK | 500 | \$224.07 |
| 30B. | NCR 2 PLY; WHITE ON WHITE; "INTERIOR INSPECTION SHEET"; TWO SIDED; BLACK & RED INK; BACK PAGE | 500 | \$224.07 |
| 31. | 8-1/2 X 11 "TRI-FOLD TAX VOUCHERS"; INDICIA PRINTED ON DOCUMENT; "IMPORTANT TAX INFORMATION"; TOWN OF RIVERHEAD SEAL WATER-MARKED ON VOUCHER. | 6000 | No BID |
| 32. | 8-1/2 X 11 "TRI-FOLD VOUCHERS; PAYROLL/WATER BILLS"; INDICIA PRINTED ON DOCUMENT; TOWN OF RIVERHEAD SEAL; WATER-MARKED | 60,000 | No BID |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|---|--------------------|-----------------|
| 33. | 8-1/2 X 11 "TOWN OF RIVERHEAD OFFICIAL CLAIM VOUCHER"; RED & BLACK INK | 500 | \$49.93 500 QTY |
| 34. | TOWN OF RIVERHEAD-SANITATION DEPARTMENT "REASON FOR NO PICKUP"; YELLOW STICKER; 4-1/2 X 5-1/2; 1000 | 500 | NO BID |
| 35. | TOWN OF RIVERHEAD "SOLID WASTE PERMIT"; RED STICKER W/WHITE LETTERING; 3-1/2 X 4-1/2 | 500 | NO BID |
| 36. | TOWN OF RIVERHEAD "RESIDENTIAL YARD WASTE | 500 | NO BID |
| 37. | 8-1/2 x 11 "RIVERHEAD RECYCLES"; WHITE STICKER W/BLUE LETTERING AND RECYCLE LOGO | 500 | \$269.62 |
| 38. | "WATER ANNUAL REPORT" | 250 | \$329.55 |
| 39. | "WATER DISTRICT NEWSLETTER" | 250 | \$135.88 |
| 40. | "RIVERHEAD RECREATION DEPT. BEACH PERMITS" | | NO BID |
| a. | "VEHICLE PARKING PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 9500 | NO BID |
| b. | "BOAT LAUNCH PERMIT DECALS" WITH VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1000 | NO BID |
| c. | "4 X 4 PERMIT DECALS" WHITE VOID MYLAR DECALS STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS. | 800 | NO BID |
| d. | "EAST CREEK DOCKING FACILITY DECALS" WHITE MYLAR DECALS – NOT IN BOOKS | 150 | NO BID |
| e. | "EAST CREEK DAILY BOAT RAMP HANG TAGS"-BOTH SIZE 3.25" X 7" 10 PT. CARDSTOCK HANG TAGS WITH A HOLOGRAM AREA STAPLED IN BOOKS OF 10 WITH FRONT & BACK COVERS | 1500 | NO BID |
| f. | "NIGHT FISHING PERMIT HANG TAGS"- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 150 | NO BID |
| g. | "SPECIAL EVENT PERMIT HANG TAGS"- SIZE 2.75" X 6" 10 PT. CARDSTOCK HANG TAGS – NOT IN BOOKS | 150 | \$79.55 |

| ITEM # | DESCRIPTION | QUANTITY PER ORDER | TOTAL |
|--------|--|--------------------|----------|
| h. | "EAST CREEK DOCKING FACILITY HANG TAGS" (GUEST PASS)- SIZE 2.75" X 6" 20 MIL COMPOSITE (DURABLE HANG TAG MATERIAL) WITH ABRASIVE INK WRITE-IN AREAS (NOT IN BOOKS) | 200 | No Bid |
| 43. | "BEACH ATTENDANT END OF SEASON EVALUATION FORM"; 3 PLY; NCR WHITE, YELLOW, PINK; 8-1/2" X 14" | 500 | \$153.70 |
| 44. | "WATER SAFETY INSTRUCTOR EVALUATION FORM"; 3 PLY NCR; WHITE, YELLOW, PINK; 8-1/2" X 14" | 500 | \$153.70 |
| 45. | "INDIVIDUAL ATTENDANT DEPOSIT RECORD"; 4 PLY NCR; WHITE, YELLOW, PINK, GOLD; 8-1/2" X 5-1/2"; 2 ON A PAGE | 500 | \$333.40 |
| 46. | "LIFEGUARD END OF SEASON EVALUATION FORM"; 3 PLY NCR; WHITE YELLOW, PINK; 8-1/2" X 14". | 500 | \$153.70 |
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After the award of the bid, the placing of an order by the Purchasing Agent of the Town of Riverhead, with the bidder for the supplies and/or services herein described, shall be deemed an acceptance of this proposal, and shall constitute a contract between the Town of Riverhead, and the bidder for supplying the supplies and/or services herein described in accordance with the terms of this proposal and at the prices named herein.

AUTHORIZED SIGNATURE  _____
PRINT NAME Daniel Orr Jr.
TITLE Senior V.P.
DATE April 19, 2018