



**Office of the Town Clerk**  
*Diane M. Wilhelm*

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Registrar of Vital Statistics

Records Management Officer

Marriage Officer

**TO:** Supervisor Walter, Councilpersons Dunleavy, Wooten, Giglio, Hubbard, Maryann Tague

**FROM:** Julie O'Neill, Deputy Town Clerk

**DATE:** May 9, 2016

**RE:** Open Bid Report for Town Wide Printing

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1 bid was received and opened on May 9, 2016 at 2:05pm:  
See attached

Rydin Decal  
700 Phoenix Lake Avenue  
Streamwood IL 60107  
800 448-1991 X456  
[lmowers@rydin.com](mailto:lmowers@rydin.com)



TOWN OF RIVERHEAD  
 SEAN M. WALTER, SUPERVISOR  
 200 HOWELL AVENUE RIVERHEAD, NY 11901  
 PHONE: 631-727-3200

BID NAME: TOWNWIDE PRINTING 2016

BID #16-0009-PR

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Rydin Decal  
 BIDDERS NAME

700 Phoenix Lake Avenue  
 BIDDERS ADDRESS

Streamwood, IL 60107  
 CITY, STATE, ZIP

5-5-16 (800) 448-1991 (ext. 456)  
 DATE PHONE NUMBER

EMAIL ADDRESS: 1mowers@rydin.com

In compliance with your advertisement for bids to be opened on MAY 9<sup>TH</sup>, 2016 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.

(THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID)

Respectfully submitted,  
Sam Mowers  
 SIGNED BY

Sr. Bid account Rep.  
 TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

PRICING SHEET	500	1000	2500	5000	10000 +
<b>BUSINESS CARDS - 65LB 3 1/2" X 2"</b>	No BID				
1 WHITE W/BLUE LETTERING RIVERHEAD POLICE DEPARTMENT	↓	↓	↓	↓	↓
2 WHITE W/BLUE LETTERING; FIRE MARSHAL SEAL; COLORED SEAL; RED, YELLOW, BLUE, GREEN.					
3 WHITE WITH BLUE LETTERING; WHITE GLOSS CARDSTOCK; 4 COLOR TOWN OF RIVERHEAD SEAL; BLUE, GREEN, YELLOW, WHITE.					
4 BLACK LETTERING; WHITE CARDSTOCK, GOLD RAISED POLICE DEPARTMENT DETECTIVE SEAL					
5 SAME AS #4 ABOVE WITHOUT RAISED LETTERING					
6 WHITE W/BLACK LETTERING; TOWN OF RIVERHEAD SEAL; CARDSTOCK					
7 WHITE W/BLUE LETTERING; TOWN OF RIVERHEAD SEAL; CARDSTOCK; CHAPERONE CARDS FOR RECREATION DEPT.					
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 to a book, "ACCIDENT EXCHANGE INFORMATION" see attached					
10 NCR FORMS 3 PLY, ENVELOPE W/RETURN ADDRESS "PARKING TICKETS" (directions on back of pink copy)pre numbered					
11 PADS; NCR BOOKS 2 part pink & yellow; cardboard backing; 25 per book; "TOWN CODE APPEARANCE TICKET"; pre numbered					
12 PADS; BLUE MEMO ; "INTER OFFICE COMMUNICATION"; 50 per book; attached					
13 GOLD FOLDER - size 11 3/4 x 9 1/2; "DETECTIVE CASE FOLDER"; black ink					
14 GOLD FOLDER; size 11 3/4" x 9 1/2"; "DWI CASE FOLDER"; black ink					
15 MEMO BOOK PAGES - WHITE W/BLACK INK, 7000 EACH; SAMPLE ATTACHED					
16 PADS; RECEIPT - RIVERHEAD POLICE - DETECTIVE DIVISION - numbered; sample attached; NCR white, yellow pink; 50 per book					
17 ARREST CARDS; double sided; white w/black ink; 1000 card stock; 5x8					
18 PADS; "RECEIPT" RIVERHEAD POLICE, RIVERHEAD, NY 8 1/2 x 11- 4 per page; numbered NCR 2 ply white-yellow; 200 per book					
19 PADS; NCR 5 PLY; white, green, yellow, pink, gold TOWN OF RIVERHEAD "POST ARRAIGNMENT CASH BAIL RECEIPT"; numbered; black ink; 25 per book					
20 PADS; NCR 3 PLY; white, pink, yellow-POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "DESK APPEARANCE TICKET"; numbered; black ink; 50 per book.					

PRICING SHEET	500	1000	2500	5000	10000 +
NCR 4 PLY; Green, yellow, pink, gold; POLICE DEPARTMENT, TOWN OF RIVERHEAD, NY "PRE ARRAIGNMENT CASH BAIL 21 RECEIPT"; numbered; black ink; 25 per book	No	BID	→		

PRICING SHEET		500	1000	2500	5000	10000 +
22	8 1/2 X 14- "TSLE&D CONTROL SHEET"; black ink; 500 single sheets	NO BID				
23	8 1/2 x 14 "TOWN SUMMONS CONTROL SHEET"; black ink; 500 single sheets					
24	14" X 22" Poster board "OFFICIAL NOTICE TOWN OF RIVERHEAD SUBDIVISION"; black ink					
25	13" x 20" Poster board "OFFICIAL NOTICE TOWN OF RIVERHEAD SITE PLAN"; black ink					
26	13" x 20" Poster board "OFFICIAL NOTICE TOWN OF RIVERHEAD VARIANCE"; black ink					
27	NCR 3 PLY; white, yellow, pink; CODE ENFORCEMENT DIVISION; TOWN OF RIVERHEAD "CONSENT TO SEARCH"; black ink					
28	NCR 3 PLY; white yellow,pink; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT; "COMPLAINT FORM"; black ink					
29	NCR 3 PLY; white, yellow, pink; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "INVESTIGATION REPORT"; black ink					
30	NCR 3 PLY; white, yellow, pink; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "FILE NOTES"; black ink					
31	NCR 2 PLY; white, yellow; OFFICE OF THE TOWN ATTORNEY/INVESTIGATION UNIT "RENTAL APPLICATION FLOOR PLAN REVIEW"; black ink					
32	NCR 2 PLY white on white;" TOWN OF RIVERHEAD- INVESTIGATION UNIT- HOUSING INSPECTION REPORT"; two sided; black & red ink					
32 a	NCR 2 PLY; white on white; "INTERIOR INSPECTION SHEET"; two sided; black & red ink; back side					
33	NCR 2 PLY; white on white; "INTERIOR INSPECTION SHEET"; two sided; black & red ink					
33 a	NCR 2 PLY; white on white; "INTERIOR INSPECTION SHEET"; two sided; black & red ink; back page					
34	8 1/2 x 11 "TRI-FOLD TAX VOUCHERS"; indicia printed on document; "IMPORTANT TAX INFORMATION"; TOWN OF RIVERHEAD SEAL WATER MARKED ON VOUCHER.					
35	8 1/2 X 11 "TRI-FOLD VOUCHERS; PAYROLL/WATER BILLS"; indicia printed on document; TOWN OF RIVERHEAD SEAL; WATERMARKED ON VOUCHER					
36	8 1/2 X 11 "TOWN OF RIVERHEAD OFFICIAL CLAIM VOUCHER"; red & black ink					
37	TOWN OF RIVERHEAD - SANITATION DEPARTMENT "REASON FOR NO PICKUP"; yellow sticker; 4 1/2 x 5 1/2; 1000	✓	✓	✓	✓	✓
38	TOWN OF RIVERHEAD - "SOLID WASTE PERMIT"; red sticker w/white lettering; 3 1/2 x 4 1/2;	230 <sup>00</sup>	340 <sup>00</sup>	465 <sup>00</sup>	640 <sup>00</sup>	960 <sup>00</sup>
39	TOWN OF RIVERHEAD - "RESIDENTIAL YARD WASTE"; green sticker w/black lettering; 750	283 <sup>00</sup>	444 <sup>00</sup>	577 <sup>50</sup>	765 <sup>00</sup>	1100 <sup>00</sup>

PRICING SHEET		500	1000	2500	5000	10000 +
40	8 1/2 x 11 "RIVERHEAD RECYCLES"; white sticker w/blue lettering and recycle logo; 1000	\$432.50	\$663.00	\$1192.50	\$2040.00	\$3630.00

# Option # 1: White Vinyl

PRICING SHEET		500	1000	2500	5000	10000 +
41	8 1/2 x 11 TOWN OF RIVERHEAD "PURCHASE ORDER"; 2 part carbonless; white & yellow	NO BID				
42	11X17 Paper; "WATER ANNUAL REPORT"; 2000 copies	↓	↓	↓	↓	↓
43	"WATER DIST. NEWSLETTER"; 2000 COPIES	↓	↓	↓	↓	↓
44	"RIVERHEAD RECREATION DEPARTMENT - BEACH PERMITS"					
a	RESIDENT PARKING; colors to be determined each season; sticker; book, 500 books, 10 stickers per book for a total of 5,000. Each sticker to be "Voidable" when peeled off; Cover & back two staples, perforated & numbered; separate price for each additional book beyond 500.	1085 <sup>50</sup>	1261 <sup>00</sup>	1807 <sup>50</sup>	2645 <sup>00</sup>	4160 <sup>00</sup>
b	SENIOR RESIDENT PARKING; Colors to be determined each season; sticker; book, 400 books, 10 stickers per book for a total of 4,000. Each sticker to be "Voidable" when peeled off; cover & back two staples, perforated & numbered; separate price for each additional book beyond 400.	1085 <sup>50</sup>	1261 <sup>00</sup>	1807 <sup>50</sup>	2645 <sup>00</sup>	4160 <sup>00</sup>
c	NON-RESIDENT PARKING; Colors to be determined each season; sticker; book, 100 books, 1 sticker per book for a total of 100. Each sticker to be "Voidable" when peeled off; cover & back two staples, perforated and numbered; separate price for each additional book beyond 100.	1085 <sup>50</sup>	1261 <sup>00</sup>	1807 <sup>50</sup>	2645 <sup>00</sup>	4160 <sup>00</sup>
d	NON-RESIDENT BOAT RAMP; Colors to be determined each season, sticker; book, 90 books, 5 stickers per book for total of 450. Each sticker to be "Voidable" when peeled off; cover & back 2 staples, perforated & numbered; separate price for each additional book beyond 450.	1085 <sup>50</sup>	1261 <sup>00</sup>	1807 <sup>50</sup>	2645 <sup>00</sup>	4160 <sup>00</sup>
e	DOCKING PERMIT; Colors to be determined each season; sticker; roll, 150 each; individual rolls; roll format or individual stickers with no stubs, fronts, backs or staples. Stickers must be numbered.	NO BID	BID	→	→	→
f	DAILY NON-RESIDENT PARKING PERMIT; green w/black lettering; cardstock; book; 1000; 100 per book; 10 permits per book	NO BID	BID	→	→	→
g	RIVERFRONT; Colors to be determined each season; cardstock; book, 10 books, 10 permits per book for a total of 100. Cover & back 2 staples, perforated and numbered.	NO BID	BID	→	→	→
h	OPERATION ON SOUND BEACHES: Colors to be determined each season; sticker; book, 80 books, 10 stickers per book for a total of 800. Each sticker to be "Voidable" when peeled off; cover & back 2 staples, perforated & numbered; separate price for each additional book beyond 800.	1085 <sup>50</sup>	1261 <sup>00</sup>	1807 <sup>50</sup>	2645 <sup>00</sup>	4160 <sup>00</sup>
45	BEACH ATTENDANT END OF SEASON EVALUATION FORM: 3 ply NCR (white, yellow, pink) 8.5" x 14"	NO BID				
46	WATER SAFETY INSTRUCTOR EVALUATION FORM: 3 ply NCR; (white, yellow, pink) 8.5" x 14"	↓	↓	↓	↓	↓
47	INDIVIDUAL ATTENDANT DEPOSIT RECORD: 4 ply NCR (white, yellow, pink, gold) 8.5" x 5.5"; 2 on a page	↓	↓	↓	↓	↓
48	LIFEGUARD END OF SEASON EVALUATION FORM: 3 ply NCR (white, yellow, pink) 8.5" x 14"	↓	↓	↓	↓	↓
49	SKATE PARK REG. & WAIVER; 2 ply NCR; white on white	↓	↓	↓	↓	↓
50	PURCHASE ORDERS SINGLE PLY WHITE PAPER	↓	↓	↓	↓	↓

# Option # 2: 3M Destructible Vinyl

PRICING SHEET		500	1000	2500	5000	10000 +
41	8 1/2 x 11 TOWN OF RIVERHEAD "PURCHASE ORDER"; 2 part carbonless; white & yellow	NO BID	NO BID	NO BID	NO BID	NO BID
42	11X17 Paper; "WATER ANNUAL REPORT"; 2000 copies	↓	↓	↓	↓	↓
43	"WATER DIST. NEWSLETTER"; 2000 COPIES	↓	↓	↓	↓	↓
44	"RIVERHEAD RECREATION DEPARTMENT - BEACH PERMITS"					
a	RESIDENT PARKING; colors to be determined each season; sticker; book, 500 books, 10 stickers per book for a total of 5,000. Each sticker to be "Voidable" when peeled off.; Cover & back two staples, perforated & numbered; separate price for each additional book beyond 500.	1403 <sup>50</sup>	1897 <sup>00</sup>	3397 <sup>50</sup>	5690 <sup>00</sup> 9990 <sup>00</sup>	
b	SENIOR RESIDENT PARKING; Colors to be determined each season; sticker; book, 400 books, 10 stickers per book for a total of 4,000. Each sticker to be "Voidable" when peeled off; cover & back two staples, perforated & numbered; separate price for each additional book beyond 400.	1403 <sup>50</sup>	1897 <sup>00</sup>	3397 <sup>50</sup>	5690 <sup>00</sup> 9990 <sup>00</sup>	
c	NON-RESIDENT PARKING; Colors to be determined each season; sticker; book, 100 books, 1 sticker per book for a total of 100. Each sticker to be "Voidable" when peeled off; cover & back two staples, perforated and numbered; separate price for each additional book beyond 100.	1403 <sup>50</sup>	1897 <sup>00</sup>	3397 <sup>50</sup>	5690 <sup>00</sup> 9990 <sup>00</sup>	
d	NON-RESIDENT BOAT RAMP; Colors to be determined each season, sticker; book, 90 books, 5 stickers per book for total of 450. Each sticker to be "Voidable" when peeled off; cover & back 2 staples, perforated & numbered; separate price for each additional book beyond 450.	1403 <sup>50</sup>	1897 <sup>00</sup>	3397 <sup>50</sup>	5690 <sup>00</sup> 9990 <sup>00</sup>	
e	DOCKING PERMIT; Colors to be determined each season; sticker; roll, 150 each; individual rolls; roll format or individual stickers with no stubs, fronts, backs or staples. Stickers must be numbered.	NO BID				→
f	DAILY NON-RESIDENT PARKING PERMIT; green w/black lettering; cardstock; book; 1000; 100 per book; 10 permits per book	NO BID				→
g	RIVERFRONT; Colors to be determined each season; cardstock; book, 10 books, 10 permits per book for a total of 100. Cover & back 2 staples, perforated and numbered.	NO BID				→
h	OPERATION ON SOUND BEACHES: Colors to be determined each season; sticker; book, 80 books, 10 stickers per book for a total of 800. Each sticker to be "Voidable" when peeled off; cover & back 2 staples, perforated & numbered; separate price for each additional book beyond 800.	1403 <sup>50</sup>	1897 <sup>00</sup>	3397 <sup>50</sup>	5690 <sup>00</sup> 9990 <sup>00</sup>	
45	BEACH ATTENDANT END OF SEASON EVALUATION FORM: 3 ply NCR (white, yellow, pink) 8.5" x 14"	NO BID	NO BID	NO BID	NO BID	NO BID
46	WATER SAFETY INSTRUCTOR EVALUATION FORM: 3 ply NCR; (white, yellow, pink) 8.5" x 14"	↓	↓	↓	↓	↓
47	INDIVIDUAL ATTENDANT DEPOSIT RECORD: 4 ply NCR (white, yellow, pink, gold) 8.5" x 5.5"; 2 on a page	↓	↓	↓	↓	↓
48	LIFEGUARD END OF SEASON EVALUATION FORM: 3 ply NCR (white, yellow, pink) 8.5" x 14"	↓	↓	↓	↓	↓
49	SKATE PARK REG. & WAIVER; 2 ply NCR; white on white	↓	↓	↓	↓	↓
50	PURCHASE ORDERS SINGLE PLY WHITE PAPER	↓	↓	↓	↓	↓