

STATE OF OKLAHOMA  
TULSA COUNTY  
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TULSA COUNTY

PURCHASING  
DEPARTMENT

2019 FEB 28 AM 11:44

# MEMO

MICHAEL WILLIS  
TULSA COUNTY CLERK

DATE: February 27, 2019  
FROM: Megan L. Blackford  
Assistant Purchasing Director  
TO: Board of County Commissioners  
SUBJECT: Addendum 1 – Paperstock for Printing



On February 25, 2019, the notice to bidders was mailed to solicit bids for Paperstock for Printing for all Tulsa County Departments. This bid is set to open on March 25, 2019, with bids to be received by the County Clerk's Office until March 22, 2019 at 4:00pm CST.

This addendum is to provide bid conditions and revised bid form with corrected formatting of specification's fillable fields.

This addendum is respectfully submitted for your approval.

MLB /arh

ORIGINAL: Michael Willis, County Clerk, for the March 4, 2019 agenda.

## **CONDITIONS**

### **Intent:**

To secure the lowest and best bid on **PAPERSTOCK FOR PRINTING** for the all Tulsa County departments. Bid to be effective for six (6) month period beginning April 9, 2019 through October 8, 2019.

### **General:**

The prices are to be quoted net, delivered freight prepaid to the Tulsa County Administrative Services department, 633 West Third, Tulsa, OK. Bidders are to offer one price and one item on the bid.

If a particular manufacturer's name or brand is specified, bids will be considered on other brands or products of **EQUAL** quality from other manufacturers on all items, the bidder shall clearly indicate the product or brand on which he is bidding so that the comparison can be made. If no brand name is designated on the specification sheet, bidders are to insert the brand quoted on the bid form.

**VENDORS MUST HAVE LOCAL DELIVERIES TO TULSA DAILY AND MUST BE ABLE TO DELIVER ORDERS WITHIN 48 HOURS AFTER ORDER IS PLACED.**

### **Prices:**

Bids submitted shall be a **FIRM** price per unit for all items on the attached list for a six (6) month period. If the bid awardee cannot adhere to his committed bid price, the purchasing agent shall re-advertise for bids or use the next ranking vendor that was established at the time of the bid award.

ADMINISTRATIVE SERVICES BID LIST PAPERSTOCK FOR PRINTING - SIX MONTH BID

	DESCRIPTION	BID UNIT	YEARLY USAGE	BID SUBMITTED	BRAND
1	BOND PAPER, 8 1/2 X 11, 20#, 05, WHITE (6800-001-0001)	1,000 SHTS	1,000,000		
2	BOND PAPER, 8 1/2 X 11, 24#, 05, WHITE (6800-001-0002)	1,000 SHTS	50,000		
3	BOND PAPER, 8 1/2 X 11, 20#, 05, COLOR (6800-001-0003)	1,000 SHTS	100,000		
4	BOND PAPER, 8 1/2 X 14, 20#, 05, WHITE (6800-001-0004)	1,000 SHTS	1,500,000		
5	BOND PAPER, 8 1/2 X 14, 24#, 05, WHITE (6800-001-0005)	1,000 SHTS	50,000		
6	BOND PAPER, 8 1/2 X 14, 20#, 05, COLOR (6800-001-0006)	1,000 SHTS	30,000		
7	BOND PAPER, 8 1/2 X 11, 20#, WHITE, 3 HOLE PUNCHED, NO MYLAR (6800-001-0007)	1,000 SHTS	125,000		
8	BOND PAPER, 25% COTTON, 8 1/2 X 11, 20#, WHITE (6800-001-0008)	1,000 SHTS	40,000		
9	BOND PAPER, 8 1/2 X 11, 24#, WHITE LASER PRINT (6800-001-0009)	1,000 SHTS	50,000		
10	BOND PAPER, 11 X 17, 20#, WHITE, 92 BRIGHT (6800-001-0085)	1,000 SHTS	20,000		
11	BOND PAPER, 25% COTTON, 17 1/2 X 22 1/2, 24#, WHITE (6800-001-0010)	1,000 SHTS	3,000		
12	OFFSET, 17 1/2 X 22 1/2, 50#, WHITE (SKID) (6800-001-0011)	1,000 SHTS	345,000		
13	OFFSET, 17 1/2 X 22 1/2, 70#, WHITE (6800-001-0012)	1,000 SHTS	23,000		
14	OFFSET, 19 X 25, 70#, WHITE (6800-001-0013)	1,000 SHTS	5,000		
15	OFFSET, 23 X 35, 70#, WHITE (6800-001-0014)	1,000 SHTS	10,000		

16	OFFSET, 23 X 35, 70#, COLOR (6800-001-0015)	1,000 SHTS	18,000		
17	TEXT, PARCHTONE, 23 X 35, 60#, COLORS (6800-001-0016)	1,000 SHTS	5,000		
18	PRESSURE SENSITIVE, 17 X 22, 60#, WHITE (6800-001-0017)	1,000 SHTS	1,500		
19	PRESSURE SENSITIVE, 17 X 22, WHITE, SATIN CLOTH, #362 (6800-001-0018)	1,000 SHTS	1,000		
20	CARBONLESS, CF, 8 1/2 X 11, WHITE (6800-001-0019)	1,000 SHTS	5,000		
21	CARBONLESS, CFB, 8 1/2 X 11, WHITE (6800-001-0020)	1,000 SHTS	10,000		
22	CARBONLESS, CB, 8 1/2 X 11, WHITE (6800-001-0021)	1,000 SHTS	20,000		
23	CARBONLESS, CF, 8 1/2 X 14, WHITE (6800-001-0022)	1,000 SHTS	5,000		
24	CARBONLESS, CFB, 8 1/2 X 14, WHITE (6800-001-0023)	1,000 SHTS	2,000		
25	CARBONLESS, CB, 8 1/2 X 14, WHITE (6800-001-0024)	1,000 SHTS	2,000		
26	CARBONLESS, CF, 8 1/2 X 11, COLOR (6800-001-0025)	1,000 SHTS	17,000		
27	CARBONLESS, CFB, 8 1/2 X 11, COLOR (680-001-0026)	1,000 SHTS	396,000		
28	CARBONLESS, CB, 8 1/2 X 11, COLOR (6800-001-0027)	1,000 SHTS	17,000		
29	CARBONLESS, CF, 8 1/2 X 14, COLOR (6800-001-0028)	1,000 SHTS	10,000		
30	CARBONLESS, CFB, 8 1/2 X 14, COLOR (6800-001-0029)	1,000 SHTS	20,000		
31	CARBONLESS, CB, 8 1/2 X 14, COLOR (6800-001-0030)	1,000 SHTS	10,000		

32	CARBONLESS, CF, 22 1/2 X 34 1/2, WHITE, TAG 7.5 PT. (6800-001-0031)	1,000 SHTS	5,000		
33	CARBONLESS, CF, 22 1/2 X 34 1/2, MANILA, TAG 7.5 PT. (6800-001-0032)	1,000 SHTS	5,000		
34	CARBONLESS, 2 PART, 8 1/2 X 11, CANARY-CF, WHITE-CB (6800-001- 0033)	1,000 SHTS	10,000		
35	CARBONLESS, 3 PART, 8 1/2 X 11, PINK- CF, CANARY-CFB, WHITE-CB (6800-001- 0034)	1,000 SHTS	70,000		
36	CARBONLESS, 2 PART, 8 1/2 X 14, CANARY-CF, WHITE-CB (6800-001- 0035)	1,000 SHTS	30,000		
37	CARBONLESS, 3 PART, 8 1/2 X 14, PINK- CF, CANARY-CFB, WHITE-CB (6800-001- 0036)	1,000 SHTS	25,000		
38	CARBONLESS, 4 PART, 8 1/2 X 11, GOLD-CF, PINK- CFB, CANARY- CFB, WHITE-CB (6800-001-0037)	1,000 SHTS	50,000		
39	CARBONLESS, 4 PART, 8 1/2 X 14, GOLD-CF, PINK- CFB, CANARY- CFB, WHITE-CB (6800-001-0038)	1,000 SHTS	30,000		
40	CARBONLESS, 5 PART, 8 1/2 X 11, GOLD-CF, PINK-CFB, CANARY-CFB, GREEN-CFB, WHITE-CB (6800-001- 0039)	1,000 SHTS	30,000		
41	CARBONLESS, 5 PART, 8 1/2 X 14, GOLD-CF, PINK-CFB, CANARY-CFB, GREEN-CFB, WHITE-CB (6800-001- 0040)	1,000 SHTS	25,000		
42	CARBONLESS, 8 1/2 X 14, 4 PART, STRAIGHT COLLATED, WHITE-CB, CANARY-CFB, PINK-CFB, GOLD-CF (6800-001-0041)	1,000 SHTS	30,000		
43	INDEX, 22 1/2 X 35, 110#, WHITE (6800- 001-0042)	1,000 SHTS	20,000		

44	INDEX, 22 1/2 X 35, 110#, COLOR (6800-001-0043)	1,000 SHTS	13,000		
45	COVER, 23 X 35, 65#, COLOR (6800-001-0044)	1,000 SHTS	19,000		
46	COVER, 23 X 35, 65#, WHITE, UNCOATED (6800-001-0069)	1,000 SHTS	5,000		
47	COVER, 25 X 38, 65#, WHITE, UNCOATED (6800-001-0070)	1,000 SHTS	5,000		
48	COVER, 23 X 35, 80#, WHITE, UNCOATED (6800-001-0071)	1,000 SHTS	5,000		
49	COVER, 25 X 38, 80#, WHITE, UNCOATED (6800-001-0072)	1,000 SHTS	5,000		
50	COVER, 23 X 35, 100#, WHITE, UNCOATED (6800-001-0073)	1,000 SHTS	5,000		
51	COVER, 25 X 38, 100#, WHITE UNCOATED (6800-001-0074)	1,000 SHTS	5,000		
52	COVER, 19 X 25, 80#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0045)	1,000 SHTS	5,000		
53	COVER, 20 X 26, 80#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0046)	1,000 SHTS	3,000		
54	COVER, 23 X 35, 80#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0047)	1,000 SHTS	5,000		
55	COVER, 25 X 38, 80#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0048)	1,000 SHTS	10,000		
56	COVER, 28 X 40, 80#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0049)	1,000 SHTS	3,000		
57	COVER, 23 X 35, 100#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0081)				
58	COVER, 25 X 38, 100#, WHITE, C2S, GLOSS ENDURANCE (6800-001-0084)				
59	BOOK WT., 19 X 25, 80#, WHITE, GLOSS ENDURANCE (6800-001-0050)	1,000 SHTS	5,000		

60	BOOK WT., 23 X 35, 80#, WHITE, GLOSS ENDURANCE (6800-001-0051)	1,000 SHTS	5,000		
61	BOOK WT., 25 X 38, 80#, WHITE, GLOSS ENDURANCE (6800-001-0052)	1,000 SHTS	5,000		
62	BOOK WT., 28 X 40, 80#, WHITE, GLOSS ENDURANCE (6800-001-0053)	1,000 SHTS	3,000		
63	BOOK WT., 25 X 38, 100#, WHITE, GLOSS ENDURANCE (6800-001-0082)				
64	ENVELOPE, #9, 24#, WHITE (6800-001-0054)	1,000 ENV.	40,000		
65	ENVELOPE, #9, 24#, WHITE, WINDOW (6800-001-0055)	1,000 ENV.	20,000		
66	ENVELOPE, #9, 24#, WHITE, WINDOW, SECURITY (6800-001-0083)				
67	ENVELOPE, #10, 24#, WHITE (6800-001-0056)	1,000 ENV.	400,000		
68	ENVELOPE, #10, 24#, WHITE, WINDOW (6800-001-0057)	1,000 ENV.	20,000		
69	ENVELOPE, #10, 24#, WHITE, 25% COTTON (6800-001-0058)	1,000 ENV.	40,000		
70	ENVELOPE, #10, 24#, BLUE (6800-001-0059)	1,000 ENV.	10,000		
71	ENVELOPE, #11, 24#, BROWN KRAFT (6800-001-0060)	1,000 ENV.	5,000		
72	ENVELOPE, #10-24#, WHITE, RIGHT WINDOW, SECURITY (6800-001-0061)	1,000 ENV.	15,000		
73	CHIPBOARD, 17 1/2 X 22 1/2 (6800-001-0062)	BUNDLE	20 BUNDLES		
74	CLING WRAP FILM, 18" (NO PERFORATION) (6800-001-0063)	FT/BOX	10 BOXES		
75	HEAT SHRINK WRAP, 18" CENTERFOLD, 75 GAUGE, CRYOVEC (6800-001-0064)	FT/BOX	10 BOXES		
76	BOXES, 17 1/2 X 11 1/4 X 12 (NO PRINTING) (6800-001-0065)	EACH	2,000		

77	BOXES, 11 1/4 X 8 5/8 X 9 (NO PRINTING) (6800-001-0066)	EACH	1,500	
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**NOTE:** When bidding colored stock, please specify colors.

**Yearly Usage:** quantities are estimated and are not a guarantee that

Administrative Services will purchase a pro-rated six months supply of an item. (2-2018)