

Bid #2017-009C Printing of Various Letterhead, Envelopes & Various Forms ESTIMATED USAGE

	<u>Item #1</u>	<u>Item #2</u>	<u>Item #3</u>	<u>Item #4</u>	<u>Item #5</u>	<u>Item #6</u>	<u>Item #7</u>
<u>Department</u>	<u>Letterhead/1,000</u>	<u>Letterhead/500</u>	<u>Letterhead/2nd</u>	<u>#10 Env./1,000</u>	<u>#10 Env./500</u>	<u>#10 Window</u>	<u>Business Cards</u>
Assessor				5,000		1,000	500
Building A	2,000			5,000			
Building B	2,000						
Min. Housing	1,000			5,000			
Zoning (4 Different Sets)	1,000			5,000			2,000
Canvasser		500				15,000	
Collector	2,000			10,000		10,000	500
Community Dev.	1,000		500	1,000			
Finance				3,000		15,000	
Treasury				3,000			
Fire			500	5,000			
(4 Different Sets)	6,000						
(13 Different Sets)							8,500
Human Svcs.	2,000			3,500			
Juvenile HB	1,000						
Pilgrim				2,000			
(4 Different Sets)	4,000						
Transwick	3,000			2,000			
(2 Different Sets)							1,000
Legislative							
(2 Different Sets)		1,000			1,000		1,000
Mayor	6,000			6,000			
Municipal Ct.				1,000		1,000	
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<u>Department</u>	<u>Letterhead/1,000</u>	<u>Letterhead/500</u>	<u>Letterhead/2nd</u>	<u>#10 Env./1,000</u>	<u>#10 Env./500</u>	<u>#10 Window</u>	<u>Business Cards</u>
Personnel				4,000		2000	1000
Police				25,000		5,000	
Public Works		500			500	500	500
Harbormaster						1,000	
Purchasing	1,000			1,000		2,000	
Sewer (6 Different Sets)	3,000			3,000		1,000	1500
Water				10,000			
Total	35,000	2,000	1,000	99,500	1,500	53,500	16,500
	<u>Item #8</u>	<u>Item #9</u>	<u>Item #10</u>	<u>Item #11</u>	<u>Item #12</u>	<u>Item #13</u>	<u>Item #14</u>
	<u>6 x 9 Catalog</u>	<u>Security Window</u>	<u>Letterhead 7 1/4 x 10 1/4</u>	<u>Envelopes For Item 10</u>	<u>Window Size 15/16 x 3 1/4 #10 Window</u>	<u>8 1/2 x 14 Astro Parchment Blue Ink</u>	<u>#10 Window w/ Red Return Stamp</u>
Mayor			9,000	9,000		500	
Treasury		1,000					
Collector					10,000		
Purchasing	1,000						
Assessor							4,000
Total	1,000	1,000	9,000	9,000	10,000	500	4,000

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	<u>Item #15</u>	<u>Item #16</u>	<u>Item #17</u>	<u>Item #18</u>	<u>Item #19</u>	<u>Item #20</u>	<u>Item #21</u>
	8 1/2 x 11 - White	8 1/2 x 11	#10 Envelope	11 x 17	#9 Envelope	5 x 8 Blue Card/	3 x 5 Green
	24 lb. bond	Printed Form	static return address	Blue Paper/Black Ink		One Side	Card/One Side
	Printed Report	1 Side/Folded	variable mailing address	Folded Half & Thirds			
	2 sided - black ink		black ink	2 Sided			
				variable address / merge			
				stuff in envelope			
Assessor (3 Different Sets)	6,000	1,200	600	4,000			
Water					5,000	500	
Total	<u>6,000</u>	<u>1,200</u>	<u>600</u>	<u>4,000</u>	<u>5,000</u>	<u>500</u>	<u>0</u>
	<u>Item #22</u>	<u>Item #23</u>	<u>Item #24</u>	<u>Item #25</u>	<u>Item #26</u>	<u>Item #27</u>	<u>Item #28</u>
	n/a	8 1/2 x 5 1/2	8 1/2 x 5 1/2	n/a	8 1/2 x 5 Card	4 x 6 Forms	n/a
		2 Part Form	2 Part Form/		One Side	3 part	
		Red Ink/2 Color	Black Ink/2 Color				
Assessor							
Human Services		3,000	3,000				
Sewer (6 Different Sets) (5 Different Colors)					5,000		
(2 Different Sets)						2,000	
(2 Different Sets)							
Red Ink/Lt.Yellow							1,000
Black Ink/Br.Yellow							500
Total	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>5,000</u>	<u>2,000</u>	<u>1,500</u>
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	<u>Item #29</u>	<u>Item #30</u>	<u>Item #31</u>	<u>Item #32</u>	<u>Item #33</u>	<u>Item #34</u>	<u>Item #35</u>
	8 1/2 x 11 1 Side/White	8 1/2 x 11 1 Side Color Paper	4 1/8 x 9 /12 Envelope	4 1/8 x 9 /12 Envelope Window	1 Side/White	3 1/2 x 8 Card 2 Side/White	3 x 6 1/2 Card 2 Side/Green, Red, White Paper
Police	2,000	2,000	25,000	5,000	2,000	1,000	1,000
	<u>2,000</u>	<u>2,000</u>	<u>25,000</u>	<u>5,000</u>	<u>2,000</u>	<u>1,000</u>	<u>1,000</u>
	<u>Item #36</u>	<u>Item #37</u>	<u>Item #38</u>	<u>Item #39</u>	<u>Item #40</u>		
	4 1/2 x 5 1/2 Pad 50 Sheets/Pad	Chief Letterhead	Chief Follow-Up Page	Chief Envelope	Overtime Form		
Police	600	3,000	1,000	1,000	20,000		
Total	600	3,000	1,000	1,000	20,000		
	<u>Item #41</u>	<u>Item #42</u>	<u>Item #43</u>	<u>Item #44</u>	<u>Item #45</u>	<u>Item #46</u>	<u>Item #47</u>
	8 1/2 x 11 Printed Form 1 Side/Color	8 1/2 x 11 Printed Form 1 Side/White	Brochures 2 Side/Bi-fold	8 1/2 x 11 Permits/2 part	8 1/2 x 11 Smoke Certificate 2 Part	8 1/2 x 11 Inspection Rpt. 2 Part	5 1/2 x 8 1/2 Pads 50 Sheets/Pad Color Paper
Fire	8,000	10,000	1,000	1,000	2,000	2,000	100
Total	8,000	10,000	1,000	1,000	2,000	2,000	100
	<u>Item #48</u>	<u>Item #49</u>					
	4 1/4 x 5 1/2 Pad 50 Sheets/Pad	3-Hole Punch					
Fire	100	2,000					
Total	100	2,000					