

## Printing of Stationery for Various County Departments

## \*\*\* Printing of Stationery for Various County Departments awarded to Formost Graphic Communications \*\*\*

Department Item No. / Description	Approx. Usage	Formost Graphic Communications Gaithersburg, MD	KM Printing, LLC Owings Mills, MD
<b>FIRST DELIVERY (ITEMS 1-23)</b>			
<b>1 <u>Agricultural Center</u></b>			
1a Letterhead	500	\$50.00	\$42.00
1b Envelopes - non-fiber/regular grade "Return Service Req"	500	\$35.00	\$36.00
<b>2 <u>Rural Heritage Museum</u></b>			
2a Letterhead	500	\$50.00	\$42.00
2b Envelopes - non-fiber/regular grade "Return Service Req"	1,500	\$75.00	\$78.00
<b>3 <u>Board of Zoning Appeals</u></b>			
3a Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$80.00	\$75.00
3b Window Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$85.00	\$96.00
<b>4 <u>Budget &amp; Finance</u></b>			
4a Letterhead	500	\$50.00	\$42.00
4b #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	\$395.00	\$410.00
4c Window Envelopes - non-fiber/regular grade "Return Service Req"	10,000	\$415.00	\$585.00
4d Window Envelopes - non-fiber/regular grade pre-sorted postage paid	10,000	\$415.00	\$585.00
<b>5 <u>Coordinating Committee</u></b>			
5a Letterhead	500	\$50.00	\$42.00
5b Envelopes - to match letterhead "Return Service Req"	500	\$50.00	\$36.00
<b>6 <u>Office of the County Attorney</u></b>			
6a Letterhead	1,000	\$90.00	\$45.00
6b Envelopes - to match letterhead "Return Service Req"	1,000	\$90.00	\$59.00

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Department Item No. / Description	Approx. Usage	Formost Graphic Communications Gaithersburg, MD	KM Printing, LLC Owings Mills, MD
<b>7 <u>County Commissioners</u></b>			
7a Letterhead	1,000	\$90.00	\$45.00
7b Envelopes - to match letterhead "Return Service Req"	1,000	\$90.00	\$59.00
<b>8 <u>Office of Community Grant Management</u></b>			
8a Letterhead	3,000	\$225.00	\$90.00
8b Envelopes - to match letterhead "Return Service Req"	4,000	\$145.00	\$109.00
<b>9 <u>Division of Emergency Services</u></b>			
9a Window Envelopes - non-fiber/regular grade "Address Service Req"	1,000	\$55.00	\$60.00
<b>10 <u>Division of Engineering and Construction Management</u></b>			
10a Letterhead	1,000	\$90.00	\$45.00
10b Envelopes - to match letterhead "Address Service Req"	1,000	\$90.00	\$59.00
<b>11 <u>Highway Department</u></b>			
11a Envelopes - non-fiber/regular grade "Return Service Req"	500	\$35.00	\$36.00
11b Window Envelopes - non-fiber/regular grade "Return Service Req"	500	\$40.00	\$60.00
<b>12 <u>Department of Human Resources</u></b>			
12a Letterhead	3,000	\$225.00	\$90.00
12b Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$80.00	\$85.00
<b>13 <u>Department of Recreation and Fitness</u></b>			
13a Letterhead	500	\$50.00	\$42.00
13b Envelopes - non-fiber/regular grade "Return Service Req"	2,500	\$90.00	\$95.00
13c Window Envelopes - non-fiber/regular grade "Return Service Req"	1,500	\$78.00	\$72.00

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Department Item No. / Description	Approx. Usage	Formost Graphic Communications Gaithersburg, MD	KM Printing, LLC Owings Mills, MD
<b>14 <u>Narcotics Task Force</u></b>			
14a Letterhead	1,500	\$135.00	\$78.00
14b Envelopes - non-fiber/regular grade "Return Service Req"	500	\$35.00	\$36.00
<b>15 <u>Department of Parks &amp; Facilities</u></b>			
15a Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$50.00	\$59.00
15b Window Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$60.00	\$60.00
<b>16 <u>Permitting Department</u></b>			
16a Envelopes - non-fiber/regular grade "Return Service Req"	3,000	\$105.00	\$109.00
16b Window Envelopes - non-fiber/regular grade "Return Service Req"	3,000	\$115.00	\$116.00
16c Envelopes - non-fiber/regular grade pre-sorted postage paid	1,500	\$75.00	\$72.00
16d Window Envelopes - non-fiber/regular grade pre-sorted postage paid	1,500	\$78.00	\$72.00
<b>17 <u>Plan Review Department</u></b>			
17a Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$50.00	\$59.00
17b Window Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$55.00	\$60.00
17c Envelopes - non-fiber/regular grade pre-sorted postage paid	1,000	\$50.00	\$59.00
17d Window Envelopes - non-fiber/regular grade pre-sorted postage paid	1,000	\$55.00	\$60.00
<b>18 <u>Department of Planning &amp; Zoning</u></b>			
18a Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$80.00	\$85.00
<b>19 <u>Division of Public Works</u></b>			
19a Letterhead	1,000	\$90.00	\$45.00
19b Envelopes - to match letterhead "Return Service Req"	1,000	\$90.00	\$59.00

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Department Item No. / Description	Approx. Usage	Formost Graphic Communications Gaithersburg, MD	KM Printing, LLC Owings Mills, MD
<b>20 <u>Purchasing Department</u></b>			
20a Letterhead	500	\$50.00	\$42.00
20b Envelopes - to match letterhead "Return Service Req"	500	\$50.00	\$36.00
<b>21 <u>Office of the State's Attorney</u></b>			
21a Letterhead	2,000	\$160.00	\$85.00
21b Window Envelopes - non-fiber/regular grade "Return Service Req"	5,000	\$195.00	\$95.00
<b>22 <u>Transit Department</u></b>			
22a Envelopes - non-fiber/regular grade "Return Service Req"	500	\$35.00	\$60.00
<b>23 <u>Weed Control</u></b>			
23a Envelopes - to match letterhead "Return Service Req"	1,000	\$90.00	\$59.00

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Department Item No. / Description	Approx. Usage	Formost Graphic Communications Gaithersburg, MD	KM Printing, LLC Owings Mills, MD
<b>SECOND DELIVERY (ITEMS 24 - 26)</b>			
<b>24 <u>Budget &amp; Finance (SECOND Delivery)</u></b>			
24a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	\$395.00	\$335.00
24b Window Envelopes - non-fiber/regular grade "Return Service Req"	10,000	\$415.00	\$585.00
24c Window Envelopes - non-fiber/regular grade pre-sorted postage paid	10,000	\$415.00	\$585.00
<b>25 <u>Circuit Court, Assignment Clerk</u></b>			
25a Window Envelopes, non-fiber/regular grade, peel and seal	6,000	\$575.00	\$620.00
<b>26 <u>Division of Emergency Services</u></b>			
26a Window Envelopes - non-fiber/regular grade pre-sorted postage paid	6,000	\$220.00	\$226.00
<b>THIRD DELIVERY (ITEM 27)</b>			
<b>27 <u>Budget &amp; Finance (THIRD Delivery)</u></b>			
27a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	\$395.00	\$335.00
27b Window Envelopes - non-fiber/regular grade "Return Service Req"	5,000	\$210.00	\$420.00
27c Window Envelopes - non-fiber/regular grade pre-sorted postage paid	5,000	\$210.00	\$420.00
<b>Total of all items (1-27) above</b>		<b>\$7,851.00</b>	<b>\$8,052.00</b>

## Printing of Stationery for Various County Departments

## \*\*\* Printing of Stationery for Various County Departments awarded to Formost Graphic Communications \*\*\*

Department Item No. / Description	Approx. Usage	Triangle Press Inc. Harrisburg, PA	Toyo Inc. dba Postnet Hyattsville, MD
<b>FIRST DELIVERY (ITEMS 1-23)</b>			
<b>1 <u>Agricultural Center</u></b>			
1a Letterhead	500	\$132.00	\$225.00
1b Envelopes - non-fiber/regular grade "Return Service Req"	500	\$136.00	\$185.00
<b>2 <u>Rural Heritage Museum</u></b>			
2a Letterhead	500	\$132.00	\$185.00
2b Envelopes - non-fiber/regular grade "Return Service Req"	1,500	\$183.00	\$405.00
<b>3 <u>Board of Zoning Appeals</u></b>			
3a Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$201.00	\$420.00
3b Window Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$212.00	\$420.00
<b>4 <u>Budget &amp; Finance</u></b>			
4a Letterhead	500	\$132.00	\$185.00
4b #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	\$514.00	\$1,400.00
4c Window Envelopes - non-fiber/regular grade "Return Service Req"	10,000	\$635.00	\$1,200.00
4d Window Envelopes - non-fiber/regular grade pre-sorted postage paid	10,000	\$635.00	\$6,000.00
<b>5 <u>Coordinating Committee</u></b>			
5a Letterhead	500	\$132.00	\$225.00
5b Envelopes - to match letterhead "Return Service Req"	500	\$136.00	\$185.00
<b>6 <u>Office of the County Attorney</u></b>			
6a Letterhead	1,000	\$193.00	\$220.00
6b Envelopes - to match letterhead "Return Service Req"	1,000	\$161.00	\$280.00

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Department Item No. / Description	Approx. Usage	Triangle Press Inc. Harrisburg, PA	Toyo Inc. dba Postnet Hyattsville, MD
<b>7 <u>County Commissioners</u></b>			
7a Letterhead	1,000	\$193.00	\$220.00
7b Envelopes - to match letterhead "Return Service Req"	1,000	\$161.00	\$280.00
<b>8 <u>Office of Community Grant Management</u></b>			
8a Letterhead	3,000	\$402.00	\$570.00
8b Envelopes - to match letterhead "Return Service Req"	4,000	\$305.00	\$600.00
<b>9 <u>Division of Emergency Services</u></b>			
9a Window Envelopes - non-fiber/regular grade "Address Service Req"	1,000	\$166.00	\$270.00
<b>10 <u>Division of Engineering and Construction Management</u></b>			
10a Letterhead	1,000	\$193.00	\$220.00
10b Envelopes - to match letterhead "Address Service Req"	1,000	\$161.00	\$280.00
<b>11 <u>Highway Department</u></b>			
11a Envelopes - non-fiber/regular grade "Return Service Req"	500	\$136.00	\$185.00
11b Window Envelopes - non-fiber/regular grade "Return Service Req"	500	\$140.00	\$180.00
<b>12 <u>Department of Human Resources</u></b>			
12a Letterhead	3,000	\$402.00	\$570.00
12b Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$201.00	\$420.00
<b>13 <u>Department of Recreation and Fitness</u></b>			
13a Letterhead	500	\$132.00	\$225.00
13b Envelopes - non-fiber/regular grade "Return Service Req"	2,500	\$220.00	\$600.00
13c Window Envelopes - non-fiber/regular grade "Return Service Req"	1,500	\$190.00	\$405.00

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Department Item No. / Description	Approx. Usage	Triangle Press Inc. Harrisburg, PA	Toyo Inc. dba Postnet Hyattsville, MD
<b>14 <u>Narcotics Task Force</u></b>			
14a Letterhead	1,500	\$242.00	\$480.00
14b Envelopes - non-fiber/regular grade "Return Service Req"	500	\$136.00	\$185.00
<b>15 <u>Department of Parks &amp; Facilities</u></b>			
15a Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$161.00	\$340.00
15b Window Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$166.00	\$270.00
<b>16 <u>Permitting Department</u></b>			
16a Envelopes - non-fiber/regular grade "Return Service Req"	3,000	\$246.00	\$720.00
16b Window Envelopes - non-fiber/regular grade "Return Service Req"	3,000	\$261.00	\$630.00
16c Envelopes - non-fiber/regular grade pre-sorted postage paid	1,500	\$183.00	\$1,035.00
16d Window Envelopes - non-fiber/regular grade pre-sorted postage paid	1,500	\$190.00	\$1,125.00
<b>17 <u>Plan Review Department</u></b>			
17a Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$161.00	\$340.00
17b Window Envelopes - non-fiber/regular grade "Return Service Req"	1,000	\$166.00	\$270.00
17c Envelopes - non-fiber/regular grade pre-sorted postage paid	1,000	\$161.00	\$690.00
17d Window Envelopes - non-fiber/regular grade pre-sorted postage paid	1,000	\$166.00	\$750.00
<b>18 <u>Department of Planning &amp; Zoning</u></b>			
18a Envelopes - non-fiber/regular grade "Return Service Req"	2,000	\$201.00	\$680.00
<b>19 <u>Division of Public Works</u></b>			
19a Letterhead	1,000	\$193.00	\$220.00
19b Envelopes - to match letterhead "Return Service Req"	1,000	\$161.00	\$280.00



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<b>20 <u>Purchasing Department</u></b>			
20a Letterhead	500	\$132.00	\$225.00
20b Envelopes - to match letterhead "Return Service Req"	500	\$136.00	\$185.00
<b>21 <u>Office of the State's Attorney</u></b>			
21a Letterhead	2,000	\$293.00	\$440.00
21b Window Envelopes - non-fiber/regular grade "Return Service Req"	5,000	\$356.00	\$850.00
<b>22 <u>Transit Department</u></b>			
22a Envelopes - non-fiber/regular grade "Return Service Req"	500	\$136.00	\$185.00
<b>23 <u>Weed Control</u></b>			
23a Envelopes - to match letterhead "Return Service Req"	1,000	\$161.00	\$280.00

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<b>SECOND DELIVERY (ITEMS 24 - 26)</b>			
<b>24 <u>Budget &amp; Finance (SECOND Delivery)</u></b>			
24a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	\$514.00	\$1,800.00
24b Window Envelopes - non-fiber/regular grade "Return Service Req"	10,000	\$635.00	\$1,700.00
24c Window Envelopes - non-fiber/regular grade pre-sorted postage paid	10,000	\$635.00	\$6,400.00
<b>25 <u>Circuit Court, Assignment Clerk</u></b>			
25a Window Envelopes, non-fiber/regular grade, peel and seal	6,000	\$626.00	\$1,200.00
<b>26 <u>Division of Emergency Services</u></b>			
26a Window Envelopes - non-fiber/regular grade pre-sorted postage paid	6,000	\$403.00	\$3,900.00
<b>THIRD DELIVERY (ITEM 27)</b>			
<b>27 <u>Budget &amp; Finance (THIRD Delivery)</u></b>			
27a #9 Envelopes - non-fiber/regular grade "Treasurer's Office"	10,000	514	\$1,800.00
27b Window Envelopes - non-fiber/regular grade "Return Service Req"	5,000	368	\$850.00
27c Window Envelopes - non-fiber/regular grade pre-sorted postage paid	5,000	368	\$3,250.00
<b>Total of all items (1-27) above</b>		<b>\$14,607.00</b>	<b>\$47,640.00</b>