**PRODUCT DESCRIPTIONS AND EXCEPTIONS**

All bidders **must** fill out the manufacturer/model and packaging fields on the proposal page. Simply indicating “as specified” **will not** be considered.

If a bidder is basing his proposal on products other than what is specified in these bid documents and wishes the product he proposes to be considered as an "approved equal", he **must** submit on a separate sheet, in the **exact** format of the technical specifications contained herein, an item by item description of that which he proposes to substitute including any and all variations from or exceptions to the conditions and specifications of this bid. Failure to comply may result in rejection of bid.

**SECTIONS:**

The various sections listed herein are as follows:

Section I – Envelopes

Section II – Letter Sized Cardstock, Cover and Specialty paper

Section III – Legal Sized Cardstock, Specialty Business, Color and Index Paper

Section IV – Oversized Cardstock, Specialty Business, Color and Index Paper

Section VI – NCR Paper

Section VII – Map, Wide Format and Thermal Paper

Section VIII – Boxes, Chipboard, Tag

Section IX – Miscellaneous

Section X – Discount Rate for Items Not Listed Herein

**SECTION X - DISCOUNT RATE FOR ITEMS NOT LISTED HEREIN**

**ITEM 109 – PERCENTAGE OF DISCOUNT OFF LIST PRICE**

The County expects there may be a need for new Specialty Paper and Paper Products that are similar in nature but not already included in these specifications. For these unlisted items, the vendor shall offer a discount off of the then current list price. This percentage discount shall also be applied to all printing and cutting needs and shall be extended to all sizes and colors available from the manufacturer of the requested item.

This section shall be awarded to the vendors awarded any of the other sections. The County reserves the right to award multiple contracts for this section only.

The department shall request quotes from various awarded vendors to determine the lowest price before placing their order.

**EXAMPLES OF DIAGRAMS FOR PRINTING**

**ITEM #10 – 9 ½” x 9 ½” Square Envelopes**

**FRONT:**

****

**ITEM #10 – 9 ½” x 9 ½” Square Envelopes (Cont’d)**

**BACK:**

****

**ITEM #12 – 11 ½” x 14 ½”, 28 LB., Kraft Interoffice Envelopes, 8 Holes with String and Button Seal**

**FRONT/TOP**:



**BACK/TOP:**



**ITEM #13 - 10" x 10" Special Window Square Envelopes**

**FRONT:**

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