



STATE OF NEW YORK
DEPARTMENT OF TAXATION AND FINANCE
Office of Budget & Management Analysis
Bureau of Fiscal Services
Building 9, Room 234
W.A. Harriman Campus
Albany, NY 12227

Patricia Mitchell, Chief Financial Officer
Eric Mostert, Assistant Director, Budget & Accounting Services
Catherine Golden, Assistant Director, Procurement Services

January 10, 2011

**Amendment 1 – Amendment to Invitation for Bid (IFB) #10-36,
DTF- 998.5 Double Window Envelope**

The Department is amending the IFB for the following:

- The bid due date on pages 1&2 has been amended to Monday, January 24, 2011.
- The bid opening date on pages 1&2 has been amended to Tuesday, January 25, 2011.
- Scope, page 3 should read “The contract will be to purchase an estimated total of 8,000,000 DTF 998.5 Double Window Envelopes over the contract term. It is estimated that there will be four orders of 2,000,000 ea. NOTE: There may be text revisions between run; therefore, contractor is cautioned not to print the entire estimated quantity of envelopes in advance.”
- Pricing Page 13 –Item should read four orders of 2,000,000 ea.
- Replacement Pricing Page 13 has been attached to this Document and must be submitted by Monday, January 24, 2011.

All requirements and conditions of the IFB remain as indicated.

PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX

⇒ ⇒ ⇒ ⇒ ⇒ ⇒

Bidder

<u>Item</u>	<u>Estimated Quantity</u>	<u>Price Per M</u>	<u>Grand Total</u>
DTF-998.5 (1/93) Printed Double Window Envelope Four orders of 2,000,000 ea.	8,000,000	\$ _____	\$ _____
Guaranteed Delivery:		_____ working days after OK'd proof	
Type of Flap:		_____ Executive Style _____ Standard	
Sub. Weight and Recycled Paper Stock proposed:		_____	
Manufacturer of Paper:		_____	
Post Consumer Content:		_____ %	
Proposed Window Material:		_____	
City and State of Plant where envelopes will be produced:		_____	
Does bidder offer electronic access ordering (EDI)?		_____ YES _____ NO	

NOTE WELL!

Bidders are advised to verify that their proposed stock(s) meet bid specifications before submitting their bid. Proposed stocks that are not at least equal to the reference(s) in the specifications or contain less than the specified minimum recycled post consumer content (when required) will result in rejection of the bid.

If proposing other than referenced brands, bid MUST show proposed brand and mill. If bidder states, "as specified", it is understood that the referenced brands will be furnished.