

**Michelle Gilchrist**

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**From:** Michelle Gilchrist  
**Sent:** Friday, February 12, 2010 3:57 PM  
**Subject:** BID RESULTS - IFB #2010-02-ADM - Business Cards  
**Attachments:** 2010-02-ADM Bus Cards IFB.pdf

Bid results:

Company	\$/box
Allegra Print & Imaging	\$ 17.49
Complemar	\$ 19.25
Dupli Envelope & Graphics	\$ 22.25
Brigar X-press Solutions	\$ 29.00
Symphony Printing	\$ 29.50
Ten Graphics	\$ 31.50
GraphiColor	\$ 32.00
CF Group	\$ 46.10

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**From:** Michelle Gilchrist  
**Sent:** Thursday, January 14, 2010 4:12 PM  
**Subject:** Bid Opportunity - IFB #2010-02-ADM - Business Cards

New York State Insurance Fund (NYSIF) is seeking bids from vendors for the printing of NYSIF's business cards. Detailed specifications, requirements, and contract terms and conditions can be found in the attached Invitation for Bids (IFB).

**MANDATORY REQUIREMENTS:**

1. Bidder must have an online ordering system that has been utilized by outside customers for at least one (1) year.
2. System must allow for 'locked' layouts, only allowing users to enter personalized (text) information into templates.
3. System must allow for online creation, editing, and proof approval.
4. System must be capable of accepting requests from approximately 15-20 staff, and routing the requests (proofs) to a single person for approval before processing. Approver must be able to make changes to the text.
5. Bidder must be legally authorized to do business in New York State.

You may also obtain a copy of the IFB from NYSIF's website at [www.nysif.com/procurement](http://www.nysif.com/procurement).

Thank you!

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NYSIF is committed to achieving the statewide goal of increasing opportunities for New York State Minority and Women-owned Business Enterprises (MWBE). Any firm that feels it may meet the state requirements for certification is also encouraged to visit the NYS Economic Development website at <http://www.nylovesmwbe.ny.gov> for more information about the program and how to apply for certification.