

02/24/2023

To whom it may concern:

Enclosed are two bid sheets.

The first bid sheet (Labeled "#1") is reflective of the original Official Bid Sheet posted with the original announcement. The envelope quantities on that Bid Sheet document are listed as:

#10 - 2,000,000 (annually)

9x12 - 20,000 (annually)

However, on February 7th, 2023, an Addendum was issued for the Bid Solicitation, revising the specifications of section 2.5.I.2 to reflect quarterly amounts of:

#10 - 5,000 (**or 20,000 annually**)

9x12 - 500,000 (**or 2,000,000 annually**)

To ensure that the correct information was provided on the submitted Bid Sheet, I have provided two Bid Price Sheets which reflect each set of quantities, respectfully. *Please be advised that the price per envelope does not vary despite the quantity of envelopes ordered.* Either bid is a correct and current reflection of the price per envelope.

I sent an email on Friday, 02/24/23 for clarification but haven't gotten a response just yet. I didn't want to risk waiting any longer and perhaps delaying the delivery of my Bid Response, so I chose to provide a bid for each circumstance.

I hope this is acceptable – thank you for your understanding!

Sierra Laurent – Owner
AFFINITY SERVICES LLC

OFFICIAL BID PRICE SHEET

710-23-0043 Envelopes

All costs **must** be included in the unit price. Quantities are estimated for bidding purposes only. Quantities may increase or decrease.

Table 1 - will be considered in low price determination. Enter the unit price (per thousand) for each item. The extended amounts and the grand total will autopopulate.

| ITEM | DESCRIPTION | ESTIMATED ANNUAL QUANTITY | UNIT PRICE (Per Thousand (M)) | EXTENDED AMOUNT |
|-------------|-----------------|---------------------------|----------------------------------|-----------------|
| 1 | #10 All Purpose | 2,000,000 | \$120.00 | \$240,000.00 |
| 2 | 9 X 12 Envelope | 20,000 | \$210.00 | \$4,200.00 |
| GRAND TOTAL | | | | \$244,200.00 |

Table 2 - will not be considered in low price determination.

| DESCRIPTION | ORDERING QTY BREAKS | UNIT PRICE (per thousand) |
|-----------------|-----------------------|---------------------------|
| #10 All Purpose | 1 - 499,999 | \$120.00 |
| | 500,000 - 999,999 | \$120.00 |
| | 1,000,000 - 1,499,999 | \$120.00 |
| | 1,500,000 - 1,999,999 | \$120.00 |
| 9 x 12 | 1 - 4,999 | \$210.00 |
| | 5,000 - 9,999 | \$210.00 |
| | 10,000 - 14,999 | \$210.00 |
| | 15,000 - 19,999 | \$210.00 |

Paper Stock Brand(s):

Yatai Paper Industry Co.

BID PRICE SHEET #1

AFFINITY SERVICES, LLC
1008 GRAND TETON DR – BENTON, AR 72019

OFFICIAL BID PRICE SHEET

710-23-0043 Envelopes

All costs **must** be included in the unit price. Quantities are estimated for bidding purposes only. Quantities may increase or decrease.

Table 1 - will be considered in low price determination. Enter the unit price (per thousand) for each item. The extended amounts and the grand total will autopopulate.

| ITEM | DESCRIPTION | ESTIMATED ANNUAL QUANTITY | UNIT PRICE (Per Thousand (M)) | EXTENDED AMOUNT |
|------|-----------------|---------------------------|----------------------------------|---------------------|
| 1 | #10 All Purpose | 20,000 | \$120.00 | \$2,400.00 |
| 2 | 9 X 12 Envelope | 2,000,000 | \$210.00 | \$420,000.00 |
| | | | GRAND TOTAL | \$422,400.00 |

Table 2 - will not be considered in low price determination.

| DESCRIPTION | ORDERING QTY BREAKS | UNIT PRICE (per thousand) |
|-----------------|-----------------------|---------------------------|
| #10 All Purpose | 1 - 499,999 | \$120.00 |
| | 500,000 - 999,999 | \$120.00 |
| | 1,000,000 - 1,499,999 | \$120.00 |
| | 1,500,000 - 1,999,999 | \$120.00 |
| 9 x 12 | 1 - 4,999 | \$210.00 |
| | 5,000 - 9,999 | \$210.00 |
| | 10,000 - 14,999 | \$210.00 |
| | 15,000 - 19,999 | \$210.00 |

Paper Stock Brand(s):

Yatai Paper Industry Co.

BID PRICE SHEET #2

AFFINITY SERVICES, LLC
1008 GRAND TETON DR - BENTON, AR 72014

**Justification of prices quoted:
#10 Envelopes**

AFFINITY SERVICES LLC manufactures envelopes to specification and thereby is not a third-party or wholesale distributor of a particular brand or company. The ability to manufacture allows for us to meet the specific needs of our customers while offering competitive product pricing.

We identified 2 vendors offering the exact specifications as requested, for the #10 envelope. No other vendors were found to offer this exact model, therefore only 2 are used to provide price justification.

1. Staples.com – LUX #10 All Purpose Window

Model: WS-3133-250 MOISTURE ACTIVATED GUMMED Window Size: 4 1/8 x 9 1/21

\$52.49 / 250 pieces (\$0.209 each)*

2. Quill.com – LUX Security Tinted #10 Window Envelope

Model: WS-3133-1K MOISTURE ACTIVATED GUMMED Window Size: 4 1/8 x 9 1/21

\$144.99 / 1000 pieces (\$0.145 each)*

**Prices are reflective of the item cost only and does not include shipping charges.*

BID OFFER:

1. AFFINITY SERVICES LLC - 9 x 12 Booklet Envelopes w/Security Tint

Model: AS912 MOISTURE ACTIVATED GUMMED Window Size: 4 1/8 x 9 1/21

\$120 / 1000 pieces (\$0.120 each)

Bid price includes shipping

**Justification of prices quoted:
9x12 Envelopes**

AFFINITY SERVICES LLC manufactures envelopes to specification and thereby is not a third-party or wholesale distributor of a particular brand or company. The ability to manufacture allows for us to meet the specific needs of our customers while offering competitive product pricing.

Below you will find comparable pricing from 3 other vendors for the 9x12 envelopes. Please be advised that the exact envelope requested in the Bid Solicitation could not be found during product research – these prices reflect envelopes with a smaller-than-desired window, or none at all.

1. QualityForms.com – 9 x 12 Booklet White Blank, Window Envelopes

SKU: BKBP20 MOISTURE ACTIVATED GUMMED **Window Size: 1 3/4 x 4 1/2**

\$139.12 / 200 pieces (\$0.695 each)*

2. Envelopes.com – 9 x 12 Open End Window Envelope - 28lb. White w/ Security Tint

SKU: 1590-200 MOISTURE GLUE **Window Size: 1 1/2 x 4**

\$1538.95 / 5000 pieces (\$0.310 each)*

3. Walmart.com - LUX 9 x 12 Booklet Envelopes 500/Pack White w/Security Tint (49783-500)

Model: 49783-500 MOISTURE GLUE **Window Size: NONE**

\$109.31 / 500 pieces (\$0.218 each)*

**Prices are reflective of the item cost only and does not include shipping charges.*

BID OFFER:

1. AFFINITY SERVICES LLC - 9 x 12 Booklet Envelopes w/Security Tint

Model: AS912 MOISTURE ACTIVATED GUMMED SEAL **Window Size: 2.875"x4.5"**

\$210 / 1000 pieces (\$0.210 each)

Bid price includes shipping