

Item Specification
Envelopes

Bid No: 4090

From: **03/29/2024**

02/01/2024

To: **03/28/2025**

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Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
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22416 PART A -- FOR DELIVERY TO THE MCPS
SUPPLY & PROPERTY MANAGEMENT
WAREHOUSE ONLY

22928 Envelopes, Interdept. 4 1/2 x10 3/8, Brown kraft
07-21-182 sub-28, ungummed flap, printed both sides with the
wording "TO" on first line "LOCATION" on second
line. Sufficient spacing of lines to permit at least 26
routings, 100/box. Box to be labeled for contents.
(Pallet)

30 Box

As: National; Williamhouse; Quality Park P263262

of Boxes/ Case: _____

22929 Envelopes, Recycled, Interdept. 4 1/2 x 10 3/8.
07-21-182 Brown kraft sub-28, ungummed flap. Printed both
sides with the wording "TO" on first line
"LOCATION" on second line. Sufficient spacing of
lines to permit at least 26 routings. 100/box. Box to
be labeled for contents.
(Pallet)

60 Box

Recycled content:
State % of post consumer: _____
State % of pre consumer: _____

of Boxes/ Case: _____

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
07-21-185	22930	Envelopes, Interdept. 9 1/2 x 12 1/2. Brown kraft sub-28, string-button style. "BOARD OF EDUCATION MONTGOMERY COUNTY" to be printed on both sides with wording "NAME" on the first line and "SCHOOL" on the second line. Sufficient spacing of lines to permit no less than 72 routings. No less than 3 holes in the envelope to prevent any contents being left in the envelope. Box to be labeled for contents. (Pallet)	200	Box				
As Westvaco; National # of Boxes/ Case: _____								

07-21-185	22931	Envelopes, Recycled, Interdept. 9 1/2 x12 1/2. Brown kraft sub-28, string-button style. "BOARD OF EDUCATION MONTGOMERY COUNTY" to be printed on both sides with wording "NAME" on the first line and "SCHOOL" on the second line. Sufficient spacing of lines to permit no less than 72 routings. No less than 3 holes in the envelope to prevent any contents being left in the envelope. 100/box. Box to be labeled for contents. (Pallet)	200	Box				
Recycled content: State % of post consumer: _____ State % of pre consumer: _____ # of Boxes/ Case: _____								

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
07-21-188	22932	Envelopes, Interdept. 12 x 15 1/2. Brown kraft sub-28 string button style. "BOARD OF EDUCATION MONTGOMERY COUNTY" to be printed on both sides with the wording "NAME" on the first line and "SCHOOL" on the second line. Sufficient spacing of lines to permit no less than 84 routings. No less than 3 holes in envelope to prevent any contents being left in envelope. 100/box. Box to be labeled for contents. (Pallet)	120	Box				
As National; Westvaco								
# of Boxes/ Case: _____								

07-21-188	22933	Envelopes, Recycled, Interdept. 12 x15 1/2. Brown kraft sub-28 string button style. "BOARD OF EDUCATION MONTGOMERY COUNTY" to be printed on both sides with the wording "NAME" on the first line and "SCHOOL" on the second line. Sufficient spacing of lines to permit no less than 84 routings. No less than 3 holes in envelope to prevent any contents being left in envelope. 100/box. Box to be labeled for contents. (Pallet)	120	Box				
Recycled content:								
State % of post consumer: _____								
State % of pre consumer: _____								
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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
07-21-194	22934	Envelopes, 5 1/2 x 8 1/4 brown kraft, 28#, flap shall be gummed with metal clasp. Seams to be extra wide and heavily gummed for greater security. 100/box. Box to be labeled for contents. (Pallet)	100	Box				
		As National; Westvaco, double envelope						
		# of Boxes/ Case: _____						
07-21-194	22935	Envelopes, Recycled, 5 1/2 x8 1/4, brown kraft, 28#, flap shall be gummed with metal clasp. Seams to be extra wide and heavily gummed for greater security. 100/box. Box to be labeled for contents. (Pallet)	100	Box				
		Recycled content: State % of post consumer: _____ State % of pre consumer: _____						
		# of Boxes/ Case: _____						
07-21-197	22936	Envelopes, kraft, 6 1/2 x 9 1/2, metal clasp 28# substance wide flaps and reinforced seams heavily glued. Flap to be heavily gummed to insure greater security. 100/box. Box to be labeled for contents. (Pallet)	2000	Box				
		As National 63; Westvaco; Quality Park 37863						
		# of Boxes/ Case: _____						

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
07-21-197	22937	Envelopes, Recycled, kraft 6 1/2 x 9 1/2, metal clasp 28# substance wide flaps and reinforced seams heavily gummed to insure greater security. 100/box. Box to be labeled for contents. (pallet)	2000	Box				
Recycled content: State % of post consumer: _____ State % of pre consumer: _____ # of Boxes/ Case: _____								
07-21-200	22938	Envelopes, kraft 9 1/2"x12 1/2". End opening metal clasp gummed (heavily) flap 28# substance wide flaps and reinforced seams heavily glued. 100/box. Box to be labeled for contents. (Pallet)	2000	Box				
As Westvaco; National 93; Quality Park 37893 # of Boxes/ Case: _____								
07-21-200	22939	Envelopes, Recycled, kraft 9 1/2"x12 1/2". End opening metal clasp gummed (heavily) flap 28# substance wide flaps and reinforced seams heavily glued. 100/box. Box to be labeled for contents. (Pallet)	2000	Box				
Recycled content: State % of post consumer: _____ State % of pre consumer: _____ # of Boxes/ Case: _____								

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
22940 07-21-206		Envelopes, kraft 12 x 15 1/2 28# metal clasp gummed flap. 100/box. Box to be labeled for contents. (Pallet)	300	Box				
As National 110; Westvaco; Quality Park 37910								
# of Boxes/ Case: _____								
22941 07-21-206		Envelopes, Recycled, kraft 12 x15 1/2, metal clasp gummed flap, 28#. 100/box. Box to be labeled for contents. (Pallet)	300	Box				
Recycled content:								
State % of post consumer: _____								
State % of pre consumer: _____								
# of Boxes/ Case: _____								
22942 07-21-209		Envelopes, 3 5/8 x6 1/2, plain size #6 3/4, 20#, white woven paper with a smooth writing surface for pen or pencil. To have wide strong seams and heavily gummed flaps. 500/box. Box to be labeled for contents. (Pallet)	150	Box				
As: Westvaco 10106; Quality Park 90970								
# of Boxes/ Case: _____								

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
07-21-209	22943	Envelopes, Recycled, 3 5/8 x 6 1/2, plain size #6 3/4, 20#, white woven paper with a smooth writing surface for pen or pencil. To have wide strong seams and heavily gummed flaps. 500/box. Box to be labeled for contents. (Pallet)	150	Box				
Recycled content: State % of post consumer: _____ State % of pre consumer: _____ # of Boxes/ Case: _____								
07-21-212	22944	Envelopes, 4 1/8 x 9 1/2, plain, size #10, white woven paper, 20# with a smooth writing surface for pen or pencil. To have wide strong seams and heavily gummed flaps. 500/box. Box to be labeled for contents. (Pallet)	2000	Box				
As: Baltimore Envelope; Westvaco 10116; Quality Park 90920 # of Boxes/ Case: _____								
07-21-212	22945	Envelopes, Recycled, 4 1/8 x 9 1/2, plain size #10, 20#, white woven paper with a smooth writing surface for pen or pencil. To have wide strong seams and heavily gummed flaps. 500/box. Box to be labeled for contents. (Pallet)	2000	Box				
Recycled content: State % of post consumer: _____ State % of pre consumer: _____ # of Boxes/ Case: _____								

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
07-21-235	29552	Envelopes, window 4 1/8 x 9 1/2, transparent poly window, 24 lb 500/bx, 5 bx/ctn	60	Ctn				
		As: Westvaco 10408; Williamhouse, Quality Park 90921						
		Recycled content: State % of post consumer: _____ State % of pre consumer: _____						
		# of Boxes/ Case: _____						
<hr/>								
	22417	PART B -- FOR DELIVERY TO THE MCPS PRINT SHOP @ LINCOLN CENTER ONLY						
<hr/>								
	32340	Envelope, #10, White, Round Flap, Gummed. 500/B:	100	Box				
		As Quill; National; Print Master						
		*Sample Required						
<hr/>								
	32341	Envelope, #10, White, Window, Round Flap, Gummed 500/BX	100	Box				
		As Quill; National; Print Master; Signet						
		*Sample Required						
<hr/>								
	32342	Envelope, #9, White, Round Flap, Gummed. 500/BX	100	Box				
		As: Signet; National; Quill						
		*Sample Required						

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32404		Envelopes, 9 x 12, Brown Kraft 28#, Catalog, Gummed Flap. 250/bx As: National; Quality Park; Quill; Print Master *Sample Required.	5	Box				
32405		Envelopes, 9 1/2 X 12 1/2, Brown Kraft, 28#, Catalog, Gummed Flap. 250/bx As: National; Kentwove; Quality Park *Sample Required.	10	Box				
32406		Envelopes, 10 X 13, Brown Kraft, 28#, Catalog, Gummed Flap 500/bx As: National; Quality Park 41665 *Sample Required.	50	Box				
32407		Envelopes, 9 1/2 x 12 1/2, White, 28#, Catalog, Gummed Flap 250/BX As: Quality Park; National; Williamhouse *Sample Required.	5	Box				
32408		Envelopes, 9 x 12, White, 28#, Catalog, Gummed Flap 250/bx As: National; Quality Park 41486 *Sample Required.	5	Box				

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32409		Envelopes, Brown Kraft, Catalog, 6 1/2 x 9 1/2, 28#, Heavily Gummed Flap. 500/bx As: National; Kentwove; Quality Park *Sample Required.	10	Box				
32410		Envelopes, 10 X 13 , White, 28#, Catalog, Gummed Flap 500/bx As: National; Globe-Weis; Quality Park *Sample Required.	50	Box				
33057		Envelope, White, #9 (3 7/8 X 8 7/8) 20#; Gummed Flap; Wide, Heavily Glued Seams. 500/Bx As Quality Park; Quill; National; Print Master *Sample Required	100	Box				
33059		Envelope, White, 9 x 12, Catalog, 28#, Peel & Seal 250/Bx As: National; Kentwove *Sample Required.	5	Box				
33060		Envelope, White, 10 x 13, 28#, Catalog, Peel & Seal. 500/Bx As: National; Kentwove; Signet *Sample Required.	50	Box				
43900		#10 White Envelope, Peel and Seal		Case				

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
	43901	Envelope Window White #10, Peel and Seal		Case				
	43902	Envelope Catalog White 9.5"x 12.5" Peel and Seal		Box				

37 Items Sort Seq: Document Sequence No. within Group Number