



**Date: 5/20/24**  
**Account: 2410951**

**Note color for #2 Yellow same color as Jeter 7378**

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## Franklin County Municipal Court Custom End Tab File Folders & Labels

Date: 5/20/24  
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Model Number	Description	Qty	Price Per	Amount
J10307-03-FPGL CR/TR Environmental	<b>C</b> . Folders must be white stock tinted green. Label will have five (5) numeric color-coding positions and "25" year band colored to match #5. ** Barcode for each label required. Start number 70001 End number 73800	3,800	\$.50 each	\$1,900.00

**Delivery Dates: By December 2, 2024      Quantity – 3,800 Sequence: 70001-73800**

Item base construction:

1162-00	Qty 1	\$.30/each
1108-01 = \$.10 ea.	Qty 2	<u>\$.20/each</u> \$.50/each

JT1106M-06B13P1T-GL Expungement	<b>D</b> Folders must be white stock tinted orange. Label will have five (5) numeric color-coding positions and "25" year band colored to match #5. **Bar code on each label required, fastener in pos 1&3 Start number 50001 End number 56000	6,000	.50 each	\$3,000.00
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**Delivery Date: By December 2, 2024      Quantity – 6,000 Sequence: 50001-56000**

Item base construction:

1162-00	Qty 1	\$.30/each
1108-01 = \$.20 ea.	Qty 2	<u>\$.20/each</u> \$.50/each

**LABELS:**

<b>Model Number</b>	<b>Description</b>	<b>Qty</b>	<b>Price Per</b>	<b>Amount</b>
4025YB	TAB MATCH YR 2024 500/RL LT GREEN	5 Boxes	6.33	\$31.65

***Delivery Date:      By August 30, 2024      All Criminal/Traffic Labels***

***Total for Criminal/Traffic Division:              \$48,931.65***



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**LABELS & OUTGUIDES:**

4025YB	TAB MATCH YR 2025 500/RL	5	\$6.33	\$31.65
1283-G	TAB MATCH ALPHA G 500/ROLL	60	\$7.63	\$457.80
1283-F	TAB MATCH ALPHA F 500/ROLL	60	\$7.63	\$457.80
9520	RED LABELS	30	\$7.63	\$228.90

***Delivery Date: By August 30, 2024 All Civil Labels***

***Total for Civil Court Division: \$29,226.15***



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### Summary of Quote Cost:

Criminal/Traffic Division:	\$48,931.65
Civil Division:	<u>\$29,226.15</u>
<b><i>Total Municipal Court Clerk Cost:</i></b>	<b><i>\$78,157.80</i></b>



## Franklin County Municipal Court Custom End Tab File Folders & Labels

Date: 5/20/24

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### Standard Specs for Custom End Tab

#### File Folders:

Standard Specs for Custom End Tab File Folders:

Letter size, 12.25" x 9.5", side tab, file folders with a minimum caliper thickness of 11 pt. (10.5 pt. is not acceptable). Reinforced double ply side tab with a minimum 1.5" fold over and a 1" undercut. Top corners of the front and back panels must be rounded. File folders shall be scored with three (3) lines spaced 1/4" apart to allow for 3/4" expansion. Two (2) one inch (1") bonded fasteners factory applied, on alternating ends based on odd and even file numbers. One placed on inside center top front panel, and the other one placed on inside center top back panel. Alternating positions shall be; one placed on inside center bottom front panel, and the other one placed on inside center bottom back panel. Printing is required on front and back outside panels in black ink. For all of these folders, one (1) full strip wrap around, mylar or polypropylene overlay label must be attached to the file folder.

Strip labels must be lithographically printed to exacting specifications and colors must match the following Pantone or 4 color standards:

	Pantone	4 Color Process		Pantone	4 Color Process
0	1785C	Y6 R8	7	525C	R B8 K6
1	185C	Y8 R	8	5145C	K4 R4
**2	157C	Y8 R6	9	1815C	Y R K6
3	158C	Y R8	red	185C	Y8 R
4	361C	Y B			
5	350C	Y R8 B			
6	2995C	B			

\*\*Number 2 – change color to J-Series # 8 (Yellow) for Criminal/Traffic Files & Civil

#### Packaging:

These file folders shall be packed numerically, in quality boxes that are clearly labeled which indicate the applicable numeric sequence and the color of file folders enclosed. The weight of each box shall not exceed 50 pounds.



## Franklin County Municipal Court Custom End Tab File Folders & Labels

Date: 5/20/24

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### Delivery:

Delivery of the file folders detailed below shall be to 375 South High Street, inside the basement hallway with delivery dates, quantities and numerical sequence as follows:

August 30, 2024

All Criminal and Civil Labels

E - 5,000 (60001 – 65000)

December 2, 2024

A – 31,500 (100000 – 131,499)

B – 12,500 (00001 – 12500)

C – 3,800 (70001 – 73800)

D – 6,000 (50001 – 56000)

E – 32,500 (00001 – 32500)

F – 1,500 (60001 – 61500)

March 3, 2025

A – 31,500 (131500 – 162999)

B – 12,500 (12501 – 25000)

E – 32,500 (32501 – 65000)

### Criminal/Traffic

#### **A. Quantity: 63,000**

Folders must be white stock tinted powder blue.

Label will have six (6) numeric color-coding positions and “25” year band colored to match #5.

The numeric sequence for this classification of file folders Start number 100000 and End number 162999.

Bar code on each label.

#### **B. Quantity: 25,000**

Folders must be white stock tinted light gray.

Label will have five (5) numeric color-coding positions and “25” year band colored to match #5.

The numeric sequence for this classification of file folders Start number 00001 and End number 25000.

Bar code on each label.

#### **C. Quantity: 3,800**

Folders must be white stock tinted green.

Label will have five (5) numeric color-coding positions and “25” year band colored to match #5.

The numeric sequence for this classification of file folders Start number 70001 and End number 73800.

Bar code on each label.





## Franklin County Municipal Court Custom End Tab File Folders & Labels

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### D. Quantity: 7,000

Folders must be white stock tinted orange.

Label will have five (5) numeric color-coding positions and “25” year band colored to match #5.

The numeric sequence for this classification of file folders Start number 50001 and End number 57000.

Bar code on each label.

\*\*\*Add Fastener to left side of folder (# 3 Location).

Labels – Mylar or Polypropylene Coated

5 boxes      Year Labels 2025

### Civil

### E. Quantity: 5,000

Folders must be manila.

Label will have five (5) numeric color-coding positions and “24” year band colored Lt Green

The numeric sequence for this classification of file folders Start number 60001 and End number 65000. Bar code on each label.

### E Quantity: 65,000

Folders must be manila. Label will have five (5) numeric color-coding positions and “25” year band colored to #5

The numeric sequence for this classification of file folders Start number 00001 and End number 65000. Bar code on each label.

### F. Quantity: 1,500

Folders must be white stock tinted green. Barcode on each label

Label will have five (5) numeric color-coding positions and “25” year band colored to #5

The numeric sequence for this classification of file folders Start number 60001 and End number 61500.

Labels – Mylar or Polypropylene Coated

5 Boxes	4025YB	Year Labels 2025
60 Boxes	1283-G	Tab Match Alpha G
60 Boxes	1283-F	Tab Match Alpha F
30 Boxes	9520	Red Labels



**Important Notes:**

Folders are to be released per specification of the bid. Dock to dock delivery. No charge for freight.  
All folders on this order must be invoiced at the time of initial release. Invoice to reflect exact amount.  
This quotation is valid for 90 days

**Shipping & Delivery Instructions:** Ship per specifications to 375 South High St. inside the basement hallway. See Specifications.

*Terms and Conditions*

1. **Payment Terms:**  
Net 30 days
2. **Remittance Address:**  
**TAB Products / Jeter Systems / Ames**  
**24923 Network Place**  
  
**Chicago, IL 60673-1249**
3. **Damage in Transit:**  
Damage in transit must be reported to carrier and inspection requested within 15 days of delivery to your premises. Your cooperation will help us to promptly repair or replace damaged products and protect our mutual rights against the transportation company.
  - a. Examine cartons carefully before accepting delivery.
  - b. Note damage or shortage on freight bill or delivery receipts.
  - c. Unpack merchandise promptly to detect concealed damage; save cartons for inspection.
  - d. Notify TAB / Jeter immediately if any damage is noticed.
4. **Returns: Returned shipments must be pre-approved by TAB / Jeter.**
5. **Over-Run & Under-Run Policy:**  
We attempt to ship exact quantities as ordered; however, we reserve the right to over-ship or under-ship a maximum of 5% on custom-manufactured or printed products.

**Client Approval:**

By executing below, the customer certifies that the terms and conditions set forth above are correct and reflect the mutual agreement between TAB and the customer. TAB is hereby duly authorized to provide product and / or services as outlined above to the customer.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TAB/Jeter Contact:

Client Printed Name: \_\_\_\_\_

Brian McCann (440)-258-3566

Purchase Order Number: \_\_\_\_\_