

COUNTY OF ULSTER

Michael P. Hein
County Executive



ULSTER COUNTY PURCHASING DEPARTMENT

Marc Rider
Director of Purchasing

CONTRACT AWARD INFORMATION

Title: COPY PAPER
Bid No.: RFB-UC16-012
Contract Period: MARCH 1, 2016 – FEBRUARY 28, 2017
Authorized Users: COUNTY OF ULSTER DEPARTMENTS, POLITICAL
SUBDIVISIONS AND OTHERS AUTHORIZED BY LAW

View Specifications at: <http://www.empirestatebidsystem.com/>

Submit Inquiries to:

Name: NICHOLAS IOANNA, BUYER
Phone: 845-340-3999
Fax: 845-340-3434
Email: nioa@co.ulster.ny.us

BID DESCRIPTION

The purpose of this bid is to establish a price for the purchase and prompt delivery of small quantities of a specific list of basic, high volume office supplies to be ordered, as needed, by any Ulster County department.

BID AWARD CONTRACT #	VENDOR INFORMATION NAME/ADDRESS/CONTACT	Phone/Fax/Email
Primary Vendor: WB MASON CO.	ORDERS TO; TONY WB MASON CO. 12 JEANNE DRIVE NEWBURGH, NY 12550	Ph. 888-926-2766 ext 8908 Fax 845-564-2459
PAPER MART INC.	PAPER MART INC. 151 RIDGEDALE AVENUE EAST HANOVER, NJ 07936	Phone: 800-524-0031 ext 223 Fax: 973-884-1982

MEMORANDUM

TO: All Departments and Municipalities

DATE: February 17, 2016

FROM: Ulster County Purchasing Department

RE: Copy Paper, RFB-UC16-012

- Items should be ordered as a "Contract Requisition" by following the Instructions below:

To create a "contract" requisition start by choosing "NEW" on the Requisition List screen. Enter only the vendor name, WB Mason or Paper Mart, then click the ICON to the right of the vendor name box. Choosing this ICON will bring you to the "Contract Items" screen where you can now choose Contract B15-002 from the drop down list. Click "SELECT" to bring up all contract items with their corresponding descriptions, part numbers and pricing.

The default G/L assigned by New World MUST be changed on EVERY item. To accomplish this for all items on your requisition easily, click on the tab marked "Item Detail", go to "Use Defaults" and choose "Use Override Values". This will make it easier to add your correct G/L account number in the next step.

Click back to the "Requisition" tab and complete "Description" and "Form Type" and enter your G/L account at this time. This will change the default G/L on every item to your chosen G/L unless you specifically change it in a particular item detail screen.

Next, choose the items you intend to order by placing a check mark in the box next to EVERY item that you will be ordering. If you do not choose every item at this time New World will not give you access to go back and automatically pull in additional contract items later. You can change the default quantity on each item to the desired Quantity at this time as well. Click on SAVE/MAINTAIN.

You will now see the full description and price for every item that you had checked. Click on "Item List" and make sure every item that you need is listed with the correct order quantity.

NOTE: You can change the quantities after you bring them into your requisition if necessary.

<u>Item #</u>	<u>Description</u>	<u>Brand</u>	<u>Part No.</u>	<u>Case Price</u>	<u>Vendor</u>
8	8-1/2" x 11", 20 lb., 3-Hole Punching - CARTON	PAPERLINE	5501020	\$33.60	PAPER MART
10	8-1/2" x 14", 20 lb. 500 sheets per ream, 10 reams/cs.- color 20 lb. (Ivory, Buff, Lilac, Salmon, Cherry, Light Grey, Light Blue, Canary, Goldenrod, Green & Pink)	DOMTAR	5117	\$48.25	PAPER MART
11	11" x 17", 20 lb. 500 sheets per ream, 5 reams/cs.- color 20 lb. (Ivory, Buff, Lilac, Salmon, Cherry, Light Grey, Light Blue, Canary, Goldenrod, Green & Pink)	DOMTAR	5117	\$37.95	PAPER MART
12	8-1/2" x 11", 67 lb. Vellum Bristol cover, Colors 250 sheets/ream, 8 reams/case	EARTHCHOICE	7709	\$30.25	PAPER MART
14	8-1/2" x 11" - 80 lb. cover, photo white, 250 sheets/ream, 8 reams/case	FINCH	5797010	\$57.12	PAPER MART
16	11" x 17" - 28 lb. text, photo white, 500 sheets/ream, 4 reams/case	FINCH	5791030	\$51.76	PAPER MART
17	11" x 17" - 80 lb. cover, photo white, 250 sheets/ream, 4 reams/case	FINCH	5797020	\$65.88	PAPER MART
1	8-1/2" x 11", 500 sheets per ream, 10 reams/cs., 20 lb.	MASON	WBM21200	\$23.37	WB MASON
2	8-1/2" x 11", 20 lb, RECYCLED 30% , 10 reams/case	MASON	WBM20030	\$26.59	WB MASON
3	8-1/2" x 11", 20 lb, RECYCLED 50% , 10 reams/case	A. EAGLE	EAGL31500501	\$31.69	WB MASON
4	8-1/2" x 11", 20 lb, RECYCLED 100% , 10 reams/case	A. EAGLE	EAGL31550501	\$32.79	WB MASON
5	8-1/2" x 14", 500 sheets per ream, 10 reams/cs., 20 lb.	MASON	WBM24200	\$32.97	WB MASON
6	11" x 17", 500 sheets per ream, 5 reams/cs., 20 lb.	MASON	WBM28110	\$26.76	WB MASON

7	8-1/2" x 11", 500 sheets per ream, 10 reams/cs., 24 lb.	BOISE	CASCC2241	\$33.50	WB MASON
9	8-1/2" x 11", 20 lb. 500 sheets per ream, 10 reams/cs.- color 20 lb. (Ivory, Buff, Lilac, Salmon, Cherry, Light Grey, Light Blue, Canary, Goldenrod, Green & Pink)	BOISE	CAS MP 2201 XX	\$32.90	WB MASON
13	8-1/2" x 11", 28 lb. text, photo white, 500 sheets/ream, 8 reams/case	MASON	MYP 88811	\$45.76	WB MASON
15	8-1/2" x 14", 28 lb. text, photo white, 500 sheets/ ream, 8 reams/case	HAMMERMILL	HAM102475	\$77.44	WB MASON