

COUNTY OF ULSTER

*Michael P. Hein
County Executive*



ULSTER COUNTY PURCHASING DEPARTMENT

*Marc Rider
Director of Purchasing*

CONTRACT AWARD INFORMATION

Title: *BASIC OFFICE SUPPLIES LIST*
Bid No.: *RFB-UC15-009*
Contract Period: *MARCH 1, 2015 – FEBRUARY 28, 2017*
Authorized Users: *COUNTY OF ULSTER DEPARTMENTS, POLITICAL
SUBDIVISIONS AND OTHERS AUTHORIZED BY LAW*
View Specifications at: *<http://www.hudsonvalleybidsystem.com/>*

Submit Inquiries to:

Name: *JAMES WERNER, PRINCIPAL BUYER*
Phone: *845-340-3408*
Fax: *845-340-3434*
Email: *jwer@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 or political subdivision.

SEE ATTACHED LIST

AWARDED VENDORS	VENDOR INFORMATION ADDRESS/CONTACT	<i>Phone/Fax</i>
Primary Vendor: WB MASON CO. INC.	ORDERS TO; TONY WB MASON CO. 12 JEANNE DRIVE NEWBURGH, NY 12550	Ph. 888-926-2766 x8908 Fax 845-564-2459

COUNTY OF ULSTER

PURCHASING DEPARTMENT
244 FAIR STREET – 3RD Floor, PO Box 1800
KINGSTON, NEW YORK 12401
(845) 340-3400/FAX (845) 340-3434

MICHAEL P. HEIN
County Executive

MARC RIDER
Director of Purchasing



EDWARD M. JORDAN, CPPB
Deputy Director of Purchasing

MEMORANDUM

DATE: February 29, 2016
MEMO TO: All Departments
FROM: James Werner, Principal Buyer
RE: Bid #16-034 – BASIC OFFICE SUPPLIES LIST
Contract Term - March 1, 2016 through February 28, 2017

NEW CONTRACT!
NEW PRICES!
\$40.00 MINIMUM ORDER

NEW!! - **BASIC OFFICE SUPPLIES- NEW PRICES ATTACHED**

This is a new contract with WB Mason with all new pricing!

Contract #: **B16-034**
W B Mason Co. Vendor #532
12 Jeanne Drive, Newburgh, NY 12550
Ph. 888-926-2766 ext 8908, order department, Tony
Fax 845-564-2459 or Fax 855-233-7915
Outside sales - Ph. 888-926-2766 ext 8086, Ken Schoefer

All of the items on the attached list are in stock at WB Mason and can be ordered using the New World requisition process.

This Basic Office Supplies List contains the most frequently ordered office supplies at large discounts. The list includes pens, batteries, file folders, Brother Fax toner, as well as many other popular items. This List should be checked for an item before ordering from the catalog bid. A copy of the Basic Office supplies List is attached.

Note: This contract is intended for the larger County departments. Each order to WB Mason must be at least \$40.00. It is not cost effective for the County or WB Mason to process smaller purchase orders. Small departments that may have trouble meeting the minimum order will be better served by using the Ulster County office supply catalog contract with American Printing which offers a discount of up to 56% from list price on a much larger choice of products.

- WB Mason will deliver with their own truck within two business days.
- **All orders must be for at least \$40.00 minimum.**

*"All ordering Departments/Agencies will be required to order a **minimum of \$40.00 per delivery** whenever possible. At the discretion of the Vendor, a "**small order charge**" of **not more than \$5.00** may be added to orders that do not meet the \$40.00 minimum requirement. However, before the vendor can assess a small order charge, the ordering department **must be notified** and given the opportunity to increase their order or avoid the charge in some other way."*

- Departments must inspect all orders immediately upon receipt and notify WB Mason of any damage or mistakes within ten days. A 10% restocking charge may apply to items that have been ordered in error by the department and returned. Items must be returned in original cartons in resalable condition.
- 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, 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 Contact **B16-034** from the drop down list. Click "SELECT" to bring up all 120 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 and you are DONE!

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

BASIC OFFICE SUPPLIES LIST

REV
1/13/16

W.B. MASON Vendor #532

UC16-034

NOTICE: - YOU MUST USE UC16-034 TO GET THE CORRECT PRICING!

MARCH 1, 2016 - FEBRUARY 28, 2017

ITEM #	DESCRIPTION	MFG. PART NUMBER	UOM	2016 PRICES
1	PAPER ADD/CALC ROLL 2.25 X 150', PKG/3	UNV35720	PKG/3	\$0.95
2	BATTERY ALKALINE AA - 12/PK	DURMN15RT12Z	PK/12	\$7.11
3	BATTERY ALKALINE AAA - 12/PK	DURMN24RT12Z	PK/12	\$8.85
4	BATTERY, 9V, PKG OF 2	DURMN1604B2Z	PK/2	\$6.12
5	BINDER, 3 RING, 1IN. BLACK	AVE03301	EA	\$0.91
6	BINDER, 3 RING, 2IN. BLACK	AVE03501	EA	\$1.90
7	BINDER, 3 RING, 3IN. BLACK	AVE03602	EA	\$3.27
8	BINDER DIVIDER TABS, SET OF A-Z	AVE11306	SET	\$2.72
9	BINDER INDEX TABS, 5 TAB CLEAR	AVE11466	SET	\$0.34
10	CALCULATOR, HAND HELD, SOLAR, VICTOR	VCT700	EA	\$4.42
11	CLIP, PAPER STD NO 1 GEM, PKG OF 1000	UNV72210	PK/1000	\$0.92
12	CLIP, PAPER JUMBO GEM, PKG OF 1000	UNV72220	PK/1000	\$2.98
13	CLIPS, BINDER SMALL 5/16-3/8" CAPACITY	UNV10200	BX/12	\$0.21
14	CLIPS, BINDER MEDIUM 5/8" CAPACITY	UNV10210	BX/12	\$0.45
15	CLIPS, BINDER LARGE 1" CAPACITY	UNV10220	BX/12	\$1.02
16	CLIPBOARD LETTER SIZE 9X12.5 BROWN	UNV40304	EA	\$0.77
17	CORRECTION FLUID, BIC - NO SUB	<u>BIC WOFWB12WE NO SUB</u>	EA	\$0.76
18	CORRECTION TAPE DISPENSER, WHITE- NO SUB	<u>BIC WOTAPP11 NO SUB</u>	EA	\$1.02
19	ENV CLASP KRAFT 28LB 6.5 X 9.5	QUA 37863	BX/100	\$5.82
20	ENV CLASP KRAFT 28LB 9 X 12	QUA37890	BX/100	\$4.73
21	ENV CLASP KRAFT 28LB 10 X 13	QUA 37897	BX/100	\$5.64
22	ENV INTEROFFICE 28 LB 10 X 13	QUA 63561	BX/100	\$13.15
23	ENV BUSINESS 24LB #10 WHITE	UNV 35210	BX/500	\$7.09
24	ERASER WEDGE, PENCIL TOP, BX/144	PAP73015	BX/144	\$5.43
25	FAX PRINT CARTRIDGE, BROTHER - NO SUB	BRT PC201	EA	\$21.63
26	FAX TONER, BROTHER- NO SUB	BRT TN430	EA	\$43.78
27	FAX TONER, BROTHER- NO SUB	BRT TN460	EA	\$59.23
28	FAX DRUM, BROTHER, MFC8600- NO SUB	BRT DR400	EA	\$117.94
29	FILE WALLET W/CORD, LTR 2" EXP	SMD 77243	EA	\$1.17
30	FILE WALLET W/CORD, LGL 2" EXP	SMD 77245	EA	\$1.29

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31	FILE WALLET W/CORD LGL 5.25 EXP	SMD 71189	EA	\$3.24
32	FILE FOLDER, MANILA, LEGAL, 1/3 CUT	UNV 15113	BX/100	\$7.31
33	FILE FOLDER, MANILA, LTR, 1/3 CUT	UNV12113	BX/100	\$5.53
34	FILE FOLDER, MANILA, LTR, 1/2 CUT	UNV12112	BX/100	\$6.28
35	FILE FOLDER, MANILA, LTR, STRAIGHT	UNV12110	BX/100	\$6.28
36	FILE FOLDER, STR CUT, LETTER, BLUE	PFX152-BLUE	BX/100	\$21.81
37	FILE FOLDER, STR CUT, LETTER, PINK	PFX152-PIN	BX/100	\$21.81
38	FILE FOLDER, STR CUT, LETTER, RED	PFX152-RED	BX/100	\$21.81
39	FILE FOLDER, STR CUT, LETTER, GRN	PFX152-BGR	BX/100	\$21.81
40	FILE FOLDER LABEL, WHITE PKG/248	UNV60101	PK	\$1.29
41	FILE FOLDER LABEL, RED PKG/252	AVE05201	PK	\$1.53
42	FOLDER 6 SECTION PRESBRD, LTR RED	UNV1027	BX/10	\$15.42
43	FOLDER, GRN HANGING FILE, LTR 1/5 TAB	UNV14115	BX/25	\$5.13
44	FOLDER, GRN HANGING FILE, LGL 1/3 TAB	UNV14213	BX/25	\$6.54
45	HIGHLIGHTER FLOURESCENT BLUE	AVE 24016	PKG/12	\$3.97
46	HIGHLIGHTER FLOURESCENT GREEN	AVE 24020	PKG/12	\$3.97
47	HIGHLIGHTER FLOURESCENT PINK	AVE 24010	PKG/12	\$3.97
48	HIGHLIGHTER FLOURESCENT YELLOW	AVE 24000	PKG/12	\$3.97
49	HIGHLIGHTER FLOUR. YELLOW, JUMBO	UNV18861	DZ	\$5.93
50	INDEX CARD RULED 1 SIDE 3X5 WHT	UNV47210	PK/100	\$0.41
51	INDEX CARD RULED 1 SIDE 4X6 WHT	UNV47230	PK/100	\$0.62
52	INDEX CARD RULED 1 SIDE 5X8 WHT	UNV47250	PK/100	\$1.13
53	LABELS, LASER PRINTER, 1 1/3 X 4, 14/SHT	AVE 30602	BX/100	\$6.18
54	LABELS, LASER PRINTER, 1 X 2 5/8, 30/SHT	AVE 30600	BX/100	\$6.18
55	LABELS, LASER PRINTER, 1 X 2 5/8, 30/SHT	AVE 30606	BX/250	\$13.34
56	MARKER BULLET TIP PERMANENT BLACK	AVE 24878	DZ	\$5.60
57	MARKER FINE PT SHARPIE BLACK	UNV07071	DZ	\$3.02
58	MESSAGE PAD, PINK, PAD OF 50, 4.25"	UNV48023	DZ	\$2.17
59	PAD RULED GLUE TOP 8.5X11 WHT	UNV20630	DZ	\$6.43
60	PAD RULED GLUE TOP 8.5X11 YELLOW	UNV10630	DZ	\$6.43

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61	PAD RULED PERF 5 X 8 YELLOW	UNV46200	DZ	\$3.19
62	PAD RULED PERF 8.5 X 14 YELLOW LEGAL	UNV40000	DZ	\$7.71
63	PAD SCRATCH 100/PD 4 X 6 WHT	UNV35614	DZ	\$3.37
64	PEN FELT TIP, FINE POINT, BLACK	LMK11201	DZ	\$1.82
65	PEN FELT TIP, FINE POINT, RED	LMK11207	DZ	\$1.82
66	PEN BALL PT FLEXGRIP MED BLK ,RET - NO SUB	PAP9530131	DZ	\$8.93
67	PEN BALL PT FLEXGRIP MED BLACK- NO SUB	PAP9630131	DZ	\$8.93
68	PEN BALL PT FLEXGRIP MED BLUE- NO SUB	PAP9610131	DZ	\$8.93
69	PEN BALL PT FLEXGRIP MED RED- NO SUB	PAP9620131	DZ	\$8.93
70	PEN STICK BALLPOINT, FINE, BLACK-NO SUB	PAP3381131	DZ	\$1.28
71	PEN STICK BALLPOINT, FINE, BLUE-NO SUB	PAP3361131	DZ	\$1.28
72	PEN STICK BALLPOINT, MED, BLACK-NO SUB	PAP3331131	DZ	\$1.28
73	PEN STICK BALLPOINT, MED, BLUE-NO SUB	PAP3311131	DZ	\$1.28
74	PEN STICK BALLPOINT, MED, RED-NO SUB	PAP3321131	DZ	\$1.28
75	PEN ROLLER BALL FINE PT, BLACK	UNV29010	DZ	\$3.39
76	PEN ROLLER BALL, ACID FREE, BOLD PT, BLACK	PIL26067	EA	\$1.44
77	PEN ROLLER BALL, RET., G2 GEL FINE BLACK	UNV39912	DZ	\$4.81
78	PEN ROLLER BALL, RET., G2 GEL FINE BLUE	UNV39913	DZ	\$4.81
79	PEN ROLLER BALL, TRIUMPH RET. GEL FINE, RED	UNV39319	DZ	\$6.48
80	PEN ROLLER BALL, TRIUMPH RET. GEL MED, RED	UNV39712	DZ	\$5.92
81	PEN ROLLER BALL J-ROLLER, GEL MED BLACK	ZEB 43110	DZ	\$8.18
82	PEN ROLLER BALL JIMNIE GEL MED, BLACK - NO SL	ZEB 44110	DZ	\$9.85
83	PEN ROLLER BALL JIMNIE GEL MED BLACK - GENERIC	UNV39510	DZ	\$4.31
84	PEN ROLLER BALL JIMNIE GEL MED, BLUE	ZEB 44120	DZ	\$8.45
85	PEN ROLLER BALL JIMNIE GEL MED, RED	ZEB 44130	DZ	\$8.45
86	PEN UNIBALL VISION 5MM SUPER FINE BLK	SAN69000	EA	\$1.62
87	PEN UNIBALL VISION 5MM SUPER FINE RED	SAN69022	EA	\$1.62
88	PEN UNIBALL VISION 8MM FINE BLACK	SAN61231	EA	\$1.62
89	PEN BALLPOINT RETRACTABLE, FINE BLACK	PIL30000	DZ	\$10.18
90	PEN BALLPOINT RETRACTABLE, FINE BLUE	PIL30001	DZ	\$10.18

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91	PENCIL MECH #2 W/ERASER NON-REFILL	PAP3030131	DZ	\$0.98
92	PENCIL #2, 1 DOZEN/PACKAGE	UNV55520	PKG/12	\$0.52
93	POST IT NOTES, MEMO CUBE, 3X3 ASST	MMM2027RCR	EA	\$3.39
94	POST IT NOTES, YELLOW, 3 X 3	UNV35668	DZ	\$2.04
95	POST IT NOTES, YELLOW, 3 X 5	MMM 6559YW	DZ	\$4.10
96	PUNCH 3 HOLE FIXED BLACK	UNV74323	EA	\$3.19
97	PUSH PINS PLASTIC CLEAR	UNV31304	BX/100	\$0.67
98	RECIPT BOOK, CARBONLESS	TOP 46808	EA	\$8.22
99	RIBBON,TYPEWRITER, IBM WHEELWRITER	DPSR5110	EA	\$4.12
100	RIBBON, TYPEWRITER, IBM CORRECTION	DPSR5111	EA	\$4.17
101	RUBBER BAND #117, 7" 1LB BX	UNV01117	EA	\$2.05
102	RUBBER BAND #18 1LB BX	UNV00118	EA	\$2.05
103	RUBBER BAND #32 1LB BX	UNV00132	EA	\$2.05
104	RULER, WOODEN BEVEL 12"	ACM 05221	EA	\$0.26
105	SCISSORS STRAIGHT 8"	FSK 01005709	EA	\$0.72
106	STAPLE REMOVER	UNV10700	EA	\$0.77
107	STAPLER, DESKTOP PAPER PRO, 25 sheets BLK	ACI 1110	EA	\$16.12
108	STAPLER, DESKTOP PAPER PRO,25 sheets BLUE	ACI 1118	EA	\$16.12
109	STAPLER, LIGHT DUTY DESK BLACK	SWI 54501	EA	\$2.71
110	STAPLES, STD 210 FOR SWI 54501 BX/5M	BOS SBS1914CP	BX/5M	\$0.69
111	STAPLES, PREM 210 FOR SWI 54501 BX/5M	SWI35450	BX/5M	\$1.82
112	STAPLER, HEAVY DUTY FOR UP TO 60 SHEETS	BOS03201	EA	\$14.37
113	STAPLES, 3/8" HD FOR BOS-03201 BX/1000	SWI35318	EA	\$3.78
114	STENO BOOK GREGG RULED 80 SHT 6 X 9	UNV96920	EA	\$0.97
115	SURGE PROTECTOR, COMPUTER 6 OUTLET -7'	KMW62147	EA	\$17.37
116	TAPE, PACKAGE SEALING 2" X 60 YD ROLL	DUC HP260C	EA	\$2.58
117	TAPE, SCOTCH, 3/4" X 1296" ROLL EACH	UNV83436	EA	\$0.72
118	TAPE, SCOTCH, 1" X 1296" ROLL EA	MMM 81011296	EA	\$2.98
119	TAPE DISPENSER, DESK, BLACK	UNV15001	EA	\$1.28
120	WASTEBASKET , PLASTIC 28 QT BLACK	RCP295600BK	EA	\$4.30