

COUNTY OF ULSTER

*Michael P. Hein
County Executive*



ULSTER COUNTY PURCHASING DEPARTMENT

*Robin L. Peruso, CPPB
Director of Purchasing*

CONTRACT AWARD INFORMATION

Title: *OFFICE SUPPLIES AND FURNITURE – CATALOG BID*
Bid No.: *RFB-UC12-90*
Contract Period: *JANUARY 1, 2013 – DECEMBER 31, 2016*
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 of a full-line catalog offering of Office Supplies and Office Furniture for procurement by all Ulster County Departments. Bids will be solicited as indicated in the Product Specifications by requesting a discount off the list price from the United Stationers Catalog, SP Richards Catalog, or equal, for various product lines as indicated on the bid sheet. **It is expected that the Awarded vendor will establish regular delivery routes and deliver promptly with company operated vehicles.**

| AWARDED VENDORS | VENDOR INFORMATION NAME/ADDRESS/CONTACT | <i>Phone/Fax/Email</i> |
|--|--|------------------------|
| Primary Vendor: AMERICAN PRINTING | SEE ATTACHED MEMO | |
| Primary Vendor: WB MASON INC. | SEE ATTACHED MEMO | |

COUNTY OF ULSTER

PURCHASING DEPARTMENT

310 FLATBUSH AVENUE
KINGSTON, NEW YORK 12401-2742
(845) 340-3400/FAX (845) 340-3434

MICHAEL P. HEIN
County Executive

ROBIN L. PERUSO, CPPB
Director of Purchasing



EDWARD M. JORDAN
Deputy Director of Purchasing

MEMORANDUM

DATE: December 20, 2012
MEMO TO: All Departments
FROM: James Werner,  Principal Buyer
RE: **NEW BID #12-90—Office Supplies and Furniture**

NEW VENDORS!
NEW DISCOUNTS!
\$40.00 MINIMUM ORDER

Two contracts have been awarded for office supplies and furniture as indicated below. These contracts are effective January 1, 2013 through December 31, 2013 and may be extended for three additional one-year terms. The following information applies to these contracts:

CATALOG BID- United Stationers Supply Catalog from American Printing

Contract #: **B12-90A**
American Printing and Office Supplies - Vendor #249

FURNITURE LINES - from the United Stationers Supply (American Printing) Catalog and the COE Distributors catalog

Contract #: **B12-90B**
W B Mason Co. - Vendor #12473

The new 2013 United Stationers Supply Catalog that is issued by American Printing will be delivered to each department through Central Services. This catalog pricing will remain in effect until replaced by a quarterly price guide or until the 2014 catalog is distributed. All contract discounts apply to the list prices in the catalog.

Remember to use this catalog when ordering specific contracted furniture items from WB Mason as well. WB Mason has also offered additional specific furniture lines available from the COE Distributors catalog.

Ordering and pricing procedures are explained in the following memo. Please note, there is another bid in place that should be consulted first for the 120 most popular Basic Office Supplies. Bid #12-12 with WB Mason can be ordered using the HTE contract system. If you should have further questions please call the Purchasing Department at 340-3400. Thank you.

CATALOG BID- United Stationers Supply Catalog by American Printing

Contract #: **B12-90A**

American Printing and Office Supplies Vendor #249

867 Flatbush Road

Kingston, NY 12401

Ph. 845-336-4555, order department, attn: Jessica

Fax 845-336-7717

The office catalog bid is awarded to **American Printing** and has been split into three categories, each with a different discount. These discounts will remain the same for the entire contract period but the contract allows quarterly changes to the catalog list price based on the nationally published quarterly pricing guides issued by United Stationers Supply. These price guides will be distributed to each department when applicable. Awarded separately to WB Mason were many of the most popular furniture lines from this same catalog.

- Vendor code #249 must be listed on all requisitions.
- A 2013 catalog will be delivered to each department through Central Services.
- The following items must be priced separately using the discounts shown;
 - **ITEM #1 - Office Supplies** and all catalog items except those listed below and excluding custom printed items, customized date stamps. This item INCLUDES all furniture lines in the catalog except those lines awarded to WB Mason - **Less 56%** (multiply catalog list by .44 to determine net cost).
 - **ITEM #2 - Ribbons, Toner and Printer Ink Cartridges** - **Less 34%** (multiply catalog list by .66 to determine net cost).
 - **ITEM #3 - All Electric Items with Power Cords**, Including appliances, audio-visual equipment, battery backups, copiers, fax machines, laminators, printers, projectors, shredders, televisions, typewriters, etc - **Anything with a power cord** - **Less 26%** (multiply catalog list by .74 to determine net cost).
- **Check the current quarterly price guide, if appropriate, to determine if the list price has changed and use the new list price for your calculation.**
- The List cost of each item minus discount, i.e., \$59.00 x .44 = \$25.96 must be shown on all requisitions for each line item (F8 comments). This allows Purchasing to verify that the current list price has been used, helps to ensure correct invoicing and avoids Change Orders.
- Catalog item number and page number must be listed.
- Description of the item being ordered must be stated.
- The following items must be requisitioned separately:
 - Copier Supplies and Toner not found in the USS catalog or large orders for these items should be purchased from a NYS contract or forwarded to purchasing for a separate price quote.
 - Special order and Custom printed items (stamps, forms, etc.)
- **All orders must be for at least \$40.00 minimum.**
- American Printing delivers with its own trucks within two days.
- Departments must inspect all orders immediately upon receipt and notify American Printing 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.

FURNITURE LINES from the United Stationers Supply Catalog and the COE Distributors catalog

Contract #: **B12-90B**

W B Mason Co. Vendor #12473

12 Jeanne Drive

Newburgh, NY 12550

Ph. 888-926-2766 ext 8908, order department, Tony

Fax 845-564-2459

Outside sales - Ph. 888-926-2766 ext 8086, Ken Schoefer

FURNITURE LINES consists of all items made by - **Alera, Bush, Global, Hon, Lesro, and Virco** that are found in the United Stationers Supply Catalog which is the same catalog supplied by American Printing. All other manufacturers and furniture items not listed here or below are part of the Catalog Bid and should be purchased from American Printing.

WB Mason has also offered the same discount on these additional lines available from the **COE Distributors** catalog – **ABCO, DMI, HPFI, Mayline, Office Source, Rudnick and Sentry.**

WB Mason will provide all items from the furniture lines listed above at **53.3% discount** from list. Within five (5) days of order, WB Mason will deliver all items, unpack, assemble if necessary, and install or place them as directed by the ordering department. All cartons and packing material will be removed.

- **FURNITURE LINES** listed above - **Less 53.3%** (multiply catalog list by .467 to determine net cost).
- Vendor code **#12473** must be listed on all requisitions.
- **Check the current quarterly price guide, if appropriate, to determine if the list price has changed and use the new list price for your calculation.**
- The List cost of each item minus discount, i.e., $\$59.00 \times .467 = \27.55 must be shown on all requisitions for each line item (F8 comments).
- The Catalog number and page number of the item must be listed.
- Description of the item being ordered must be stated.
- All Furniture will be delivered, assembled, set in place, and all packaging removed within five (5) days.
- WB Mason will call 24 hours in advance of delivery for an appointment if a call is requested by the ordering department on the purchase order.

NOTE: Only the specific lines listed above from the **COE Distributors** or **USS** catalog are part of this contract. All other items in that catalog are non-contract and not subject to this discount. Contact WB Mason for a price quote.

There are other furniture items in the United Stationers Supply Catalog but only those items made by the manufacturers listed above will be supplied by WB Mason All other items will be ordered from American Printing under the discount and terms of the Catalog Bid and will not be assembled or placed. Large furniture purchases may be quoted separately by purchasing, as required.