

**COUNTY OF ULSTER**

*JEN METZGER  
County Executive*



*ULSTER COUNTY PURCHASING DEPARTMENT  
ED JORDAN  
Director of Purchasing*

**CONTRACT AWARD INFORMATION**

**Title:** OFFICE FURNITURE – CATALOG BID

**Bid Number:** RFB-UC23-071

**Contract Period:** JANUARY 1, 2024 – DECEMBER 31, 2025  
(EXTENDABLE TO DECEMBER 31, 2028)

**Possible Extensions:** THREE (3) ADDITIONAL ONE (1) YEAR PERIODS

**Authorized Users:** COUNTY OF ULSTER DEPARTMENTS, POLITICAL  
SUBDIVISIONS, AND OTHERS AUTHORIZED BY LAW

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

**Submit Inquiries to:**

**Name:** Brenden Boughton

**Phone:** 845-340-3999

**Fax:** 845-340-3434

**Email:** [bbou@co.ulster.ny.us](mailto:bbou@co.ulster.ny.us)

**DESCRIPTION**

The purpose of this bid is to establish a price for the purchase of a full-line catalog offering of Office Furniture by all Ulster County Departments and others authorized by law.

<b>AWARDED VENDORS</b>	<b>NAME/ADDRESS/CONTACT</b>	<b>Phone/Fax/Email</b>
<b>AMERICAN PRINTING</b>	<b>SEE ATTACHED MEMO</b>	

# COUNTY OF ULSTER

## PURCHASING DEPARTMENT

100 DEVELOPMENT COURT  
KINGSTON, NEW YORK 12401  
(845) 340-3400/FAX (845) 340-3434

JEN METZGER  
Ulster County Executive

EDWARD M. JORDAN  
Director of Purchasing

PETER J. ESPOSITO  
Deputy Director of Purchasing



## MEMORANDUM

**DATE:** December 31, 2024

**MEMO TO:** All Departments

**FROM:** Brenden Boughton, Buyer

**RE:** **EXTENSION #B23-071 – Office Furniture Catalog**

Section 2 (Office Furniture) of RFB-UC23-071 has been extended with American Printing as indicated below. This contract is effective January 1, 2025 through December 31, 2025 and may be extended for three additional one-year terms. The following information applies to this contract:

**Contract #: B23-071**

**American Printing and Office Supplies Vendor #313**

867 Flatbush Road  
Kingston, NY 12401

**Ph. 888-336-4555, attn.: Jessica Kohler (Ext. 1100)**

Fax 845-336-7717

**FURNITURE CATALOG - Essendant/ [biggestbook.com](http://biggestbook.com)**

The American Printing & Office Supplies Catalog (Essendant) is available online at [biggestbook.com](http://biggestbook.com). Use [biggestbook.com](http://biggestbook.com) to locate, compare, review, evaluate, and obtain pricing for items.

Ordering and pricing procedures are explained on the following page. If you should have further questions please call the Brenden Boughton at the Purchasing Department at 340-3999. Thank you.

## **FURNITURE CATALOG AWARDED DISCOUNTS**

There are two (2) discount options for furniture – **ASSEMBLED (52%)** or **UNASSEMBLED (58.7%)**

1. **52% Discount – ASSEMBLED** - Within five (5) days of order, American Printing 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.
  2. **58.7% Discount – UNASSEMBLED** – American Printing will deliver items in original packaging. **NO ASSEMBLY, UNPACKING, OR INSTALLATION.**
- American Printing will call 24 hours in advance of delivery for an appointment if a call is requested by the ordering department on the purchase order.
  - Please provide contact information for scheduling delivery with American Printing.

## **GENERAL PROCEDURES/REQUIREMENTS**

- The List cost of each item must be shown on all requisitions for each line item. 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/SKU MUST be listed.
- Description of the item being ordered must be stated.
- Items not found in the online catalog (biggestbook.com) or large orders for any items should be forwarded to the purchasing department for purchasing from a NYS contract or a separate price quote.
- 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.

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December 13, 2024

Jessica Kohler  
American Printing & Office Supplies  
867 Flatbush Road  
Kingston, NY 12401

RE: RFB-UC24-071 OFFICE SUPPLIES AND FURNITURE CATALOG

Dear Ms. Kohler:

The contract between American Printing & Office Supplies and Ulster County for the above-referenced bid for Office Supplies and Furniture Catalog is due to expire on January 1, 2025.

As per the bid specifications, this contract may be extended by mutual agreement between Ulster County and American Printing & Office Supplies for four (4) additional one (1) year period(s) under identical conditions and discounts. Per the above, the County of Ulster wishes to exercise this option for Section Two -Furniture Lines and extend the contract for Section Two -Furniture Lines for an additional one (1) year term beginning January 1, 2025 and expiring on December 31, 2025. Ulster County will not be extending Section One – Office Supplies of RFB-UC23-071.

The certificates of insurance requested by the specifications are already on file with this office. American Printing's proof of NYS Disability expires before the beginning of the new contract term. Please be sure to send in updated certificates as they expire.

Please sign this letter below, indicating that you agree to accept this extension, and return it to our office at the above address.

If there are any questions, please contact Brenden Boughton in our office at (845) 340-3999.

Sincerely,

Ed Jordan  
Director of Purchasing

Ms. Jessica Kohler  
Date 12-16-24

EJ/bb

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PETER J. ESPOSITO  
Deputy Director of Purchasing



December 1, 2023

Jessica Kohler  
American Printing & Office Supplies  
867 Flatbush Road  
Kingston, NY 12401

RE: RFB-UC23-071 OFFICE SUPPLIES AND FURNITURE CATALOG

Dear Ms. Kohler:

We are pleased to inform you that you are the successful bidder for all sections in the above-mentioned bid for Ulster County. The award information is attached.

This bid award is effective from January 1, 2024 through December 31, 2024. The contract may be extended, by mutual agreement between the County and the vendor, for up to four (4) additional one (1) year periods under identical conditions and at the prices offered in the Bid Response.

The certificates of insurance requested by the specifications are already on file with this office. Please be sure to send in updated certificates as they expire.

Thank you for your interest and we look forward to continued business with you.

COUNTY OF ULSTER

Owner

By: Peter J. Esposito  
Peter J. Esposito  
Deputy Director of Purchasing

### ACCEPTANCE BY CONTRACTOR

Receipt of the above Notice of Award is hereby acknowledged

By: Jessica Kohler on this 4<sup>th</sup> day of December, 2023

By: Jessica Kohler Office Manager  
Print name Title