

**COUNTY OF ULSTER**

*Michael P. Hein  
County Executive*



**ULSTER COUNTY PURCHASING DEPARTMENT**

**MARC RIDER**  
*Director of Purchasing*

**CONTRACT AWARD INFORMATION**

**Title: ULSTER COUNTY COPY PAPER**

**BID NUMBER: RFB-UC18-012**

**Contract Period: MARCH 1, 2018 – FEBRUARY 29, 2020**

**Authorized Users: ALL**

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

**Submit Inquiries to:**

**If you intend to piggyback off of this bid please contact Buyer first:**

**Name: MICHAEL MAPHIS**

**Phone: 845-340-3999**

**Fax: 845-340-3434**

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

**BID DESCRIPTION**

The purpose of this bid is to establish a price for the purchase of **High Speed Copy Paper, Virgin Stock, and Recycled Copy Paper, 30%, 50%, and 100% post-consumer recycled** for procurement by ALL Ulster County departments and other as authorized by law.

<b>VENDOR</b>	<b>VENDOR INFORMATION</b>	<b>Phone/Fax/Email</b>
<b>WB MASON</b>	<b>Courtney Kelly</b>	<b>Phone: (888) 926-2766 5138 Fax: (855) 233-7915 Courtney.kelly@wbmason.com</b>

# MEMORANDUM

**TO:** All Departments and Municipalities

**DATE:** January 24, 2019

**FROM:** Ulster County Purchasing Department

**RE:** RFB-UC18-012 ULSTER COUNTY COPY PAPER

**BID QUESTIONS:** Michael Maphis; Buyer (845) 340-3999 mmap@co.ulster.ny.us

**Effective March 1, 2018 through February 29, 2020:**

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## **WB Mason – RFB-UC18-012 – Brand: Mason Flagship**

### **White, 20 lb. high speed copy paper: Per Case**

<b>Size:</b>	<b>8.5" x 11"</b>	<b>8 1/2" x 14"</b>	<b>11" x 17"</b>
<b>PRICE:</b>	<b><u>\$22.83</u></b>	<b><u>\$32.41</u></b>	<b><u>\$26.88</u></b>
<b>Recycled:</b>	Mason 30% <u>\$26.27</u>	n/a	n/a
	Mason 50% <u>\$30.44</u>	n/a	n/a
	Mason 100% <u>\$31.66</u>	n/a	n/a

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### **67 lb. Vellum Bristol Cover stock: Per Case**

**Price:** Neenah  
\$30.64

**Colors:** Tan, Beige, Light Blue, Gold, Light Green, Light Grey and White

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### **Color, 20 lb. high speed copy paper: Per Ream**

<b>Price:</b>	Fireworx <u>\$3.17</u>	Fireworx <u>\$4.85</u>	Fireworx <u>\$7.60</u>
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**Color paper, (8 1/2" X 11", 8 1/2" x 14", 11" x 17") 20 lb. high speed copy paper Fireworx Brand colors listed below**

**COLORS:** Canary, Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, Light Grey & Light Blue

**DELIVERY:** 3 DAYS OR LESS

cc: Dept., File

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- 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 Contract B18-012 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.