

COUNTY OF ULSTER

*Patrick K. Ryan
County Executive*



ULSTER COUNTY PURCHASING DEPARTMENT

*EDWARD JORDAN
Director of Purchasing*

CONTRACT AWARD INFORMATION

Title: ULSTER COUNTY COPY PAPER

BID NUMBER: RFB-UC22-012

Contract Period: MARCH 1, 2020 – FEBRUARY 29, 2021

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: FIONA BOHAN

Phone: 845-340-5574

Fax: 845-340-3434

Email: fboh@co.ulster.ny.us

BID DESCRIPTION

The purpose of this bid is to establish a price for the purchase of **High Speed Recycled Copy Paper, 30%, 50%, and 100% post-consumer recycled** for procurement by ALL Ulster County departments and other as authorized by law. *Pricing via NYS OGS Group 50211 – Award 23078*

VENDOR	VENDOR INFORMATION	Phone/Fax/Email
WB MASON	Leanne Wood	Phone: (508) 436-5722 Leanne.wood@wbmason.com

MEMORANDUM

TO: All Departments and Municipalities

DATE: February 7, 2020

FROM: Ulster County Purchasing Department

RE: RFB-UC22-012 ULSTER COUNTY COPY PAPER

BID QUESTIONS: Fiona Bohan; Buyer

(845) 334-5574

fboh@co.ulster.ny.us

Effective March 1, 2022 through August 31, 2022:

WB Mason – NYS OGS – Brand: Mason Flagship

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

Size:	8.5" x 11"	8 1/2" x 14"	11" x 17"	8.5"x11" 3 hole punched
Recycled:	Mason 30%	Mason 30%	Mason 30%	Mason 30%
	<u>\$40.10</u>	<u>\$53.99</u>	<u>\$42.40</u>	<u>\$42.40</u>
	Mason 100%	Mason 100%	Mason 100%	Mason 100%
	<u>\$47.06</u>	<u>\$62.94</u>	<u>\$49.36</u>	<u>\$49.36</u>

DELIVERY: 30 DAYS OR LESS

MEMORANDUM

TO: All Departments and Municipalities

DATE: April 30, 2022

FROM: Ulster County Purchasing Department

RE: RFB-UC22-012 ULSTER COUNTY COPY PAPER

- 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 B22-012 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.