

**COUNTY OF ULSTER**

*Michael P. Hein  
County Executive*



**ULSTER COUNTY PURCHASING DEPARTMENT**

*Ed Jordan  
Director of Purchasing*

**CONTRACT AWARD INFORMATION**

**Title:** OFFICE SUPPLIES AND FURNITURE – CATALOG BID

**Bid Number:** RFB-UC18-068

**Contract Period:** JANUARY 1, 2019 – DECEMBER 31, 2019  
(EXTENDABLE TO DECEMBER 31, 2023)

**Possible Extensions:** FOUR (4) ADDITIONAL ONE-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:** Peter Esposito

**Phone:** 845-334-5575

**Fax:** 845-340-3434

**Email:** [pesp@co.ulster.ny.us](mailto:pesp@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 Supplies and Office Furniture by all Ulster County Departments and others authorized by law. 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	NAME/ADDRESS/CONTACT	Phone/Fax/Email
AMERICAN PRINTING	SEE ATTACHED MEMO	

# COUNTY OF ULSTER

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

MICHAEL P. HEIN  
County Executive

EDWARD M. JORDAN  
Director of Purchasing



DEAN RYLEWICZ  
Deputy Director of Purchasing

## MEMORANDUM

**DATE:** December 17, 2018  
**MEMO TO:** All Departments  
**FROM:** Pete Esposito, Buyer

**AMERICAN PRINTING**  
**NEW DISCOUNTS!**  
**\$40.00 MINIMUM ORDER**

**RE: NEW BID #18-068 – Office Supplies and Furniture Catalog**

A new contract has been awarded to American Printing for office supplies and furniture as indicated below. This contract is effective January 1, 2019 through December 31, 2019 and may be extended for four additional one-year terms. The following information applies to this contract:

**Contract #: B18-068**

**American Printing and Office Supplies Vendor #313**  
867 Flatbush Road  
Kingston, NY 12401  
Ph. 888-336-4555, order department, attn.: Jessica  
Fax 845-336-7717

**SECTION ONE CATALOG BID - American Printing (SP Richards) Catalog**

**SECTION TWO FURNITURE LINES – American Printing (SP Richards) Catalog**

The new 2019 American Printing & Office Supplies Catalog will be delivered to each department by American Printing delivery service. This catalog pricing will remain in effect until replaced by a quarterly price guide or until the 2020 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 Listed in Section Two from American Printing as well.**

Ordering and pricing procedures are explained on the following page. If you should have further questions please call the Purchasing Department at 340-3400. Thank you.

## **SECTION ONE - CATALOG ITEMS – SP Richards Supply Catalog by American Printing**

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 American Printing. These price guides will be distributed to each department when applicable. Awarded separately to American Printing were many of the most popular furniture lines from this same catalog – refer to SECTION TWO.

- Vendor code #313 must be listed on all requisitions.
- A 2019 catalog will be delivered to each department by American Printing.
- 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 itemized in Section Two - 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 24%** (multiply catalog list by .76 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 requisition.
- 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 and page number must be listed.
- Description of the item being ordered must be stated.
- The following items must be requisitioned separately:
  - Items not found in the catalog or large orders for any items should be forwarded to the purchasing department for purchasing from a NYS contract or 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, usually the next business day after receipt of order.
- 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.

**SECTION TWO - FURNITURE LINES from the SP Richards Supply Catalog by American Printing**

**FURNITURE LINES** consists of all items made by - **Alera, Basyx, DMI, Global, Hon, Lesro, Lorell, Mayline, Safo and Virco** that are found in the **American Printing Catalog**. All other manufacturers and furniture items not listed here are part of Section One and should be purchased using those applicable discounts.

American Printing will provide all items from the furniture lines listed above at **50% discount** from list. 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.

- **FURNITURE LINES** listed above - **Less 50% (multiply catalog list by .50 to determine net cost).**
- Vendor code **#313** 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 requisition.
- The List cost of each item must be shown on all requisitions for each line item.
- 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.
- 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.

**NOTE:** There are other furniture items in the American Printing Catalog but **only** those items made by the manufacturers **listed above** will be supplied at this discount. All other items will be ordered from American Printing under the discount and terms of Section One and will not be assembled or placed. Large furniture purchases may be quoted separately by purchasing, as required.