

COUNTY OF OCEAN M E M O R A N D U M

To: All Departments

From: Jennifer L. Bowens, Purchasing Agent 

Date: May 13, 2026

Subject: Ordering Procedure – Stationery, Office Supplies and Small Furnishings (Contract B2026-49)

Please be advised of the following ordering procedures for **Contract B2026-49 – Stationery, Office Supplies and Small Furnishings**, effective **May 6, 2026 through May 5, 2027**:

The ordering process remains consistent with prior years. Pricing must be obtained directly from the awarded vendors' websites:

- Star Data: www.biggestbook.com
- W.B. Mason: www.iteminfo.com

Departments are not to contact vendors for price quotes.

Obtaining Pricing

Departments shall:

- Locate the item on the vendor's website
- Apply the awarded percentage discount to the listed price
- Enter the calculated unit price into the RQS

Please note that vendors may update pricing on a quarterly basis. Pricing must be verified at the time of each order. Do not rely on pricing from prior purchase orders without confirming current pricing.

RQS Requirements

Each RQS must include the following:

- Contract number listed in the header
- Bid item number on each commodity line
- Applicable discount percentage on each commodity line
- Manufacturer item number, which must match the vendor's website exactly for verification

Note: If all items are under the same bid item and discount, this may be noted on the first commodity line (example: "All lines Bid Item #1 – 57.2% discount").

If you have any questions or require assistance, please contact the Purchasing Department at (732) 929-2101 or extension 2101.

JLB/jlh
Enclosures



Ocean County Board of Commissioners

OFFICE OF THE
OCEAN COUNTY COMMISSIONERS

Director Frank Sadeghi
Deputy Director Jennifer Bacchione
Commissioner Robert S. Arace
Commissioner Sam Ellenbogen
Commissioner Ray Gormley

101 Hooper Avenue
Toms River, New Jersey
08754-2191
(732)929-2005
(732)505-1918

Board Meeting Agenda

Date: May 6, 2026 - 4:00 PM
Location: Administration Building
Room 119
101 Hooper Avenue
Toms River, NJ 08754

Agenda: Awarding Contracts for the furnishing and delivery of STATIONERY, OFFICE SUPPLIES AND SMALL FURNISHINGS to Star Data Products and W. B. Mason Co., Inc., the lowest qualified bidders. (B2026-49)

Official Resolution#	2026000557
Meeting Date	05/06/2026
Introduced Date	05/06/2026
Adopted Date	05/06/2026
Agenda Item	I-5
CAF #	
Purchase Req. #	B2026-49
Result	Adopted

COUNTY COMMISSIONER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Sadeghi	<				<		
Bacchione	<				<		
Arace	<			<	<		
Ellenbogen	<				<		
Gormley	<		<		<		

I HEREBY CERTIFY THAT THIS DOCUMENT IS A TRUE, COMPLETE AND ACCURATE COPY OF THIS RESOLUTION, ADOPTED BY OCEAN COUNTY BOARD OF COMMISSIONERS, NJ AT THE MEETING REFERENCED THEREON

Michelle L. Gunkner

Clerk Of The Board

RESOLUTION

May 6, 2026

WHEREAS, on March 10, 2026, pursuant to legal advertisements therefor, sealed bids were received for the furnishing and delivery of STATIONERY, OFFICE SUPPLIES AND SMALL FURNISHINGS for the County of Ocean; and

WHEREAS, at the advertised time, responses were received from the following bidders:

Name and Address of Bidder

Star Data Products
P.O. Box 12
Hewlett, NY 11557
(201) 565-9876

Alpha I Inc., t/a Village Office Supply
245 Belmont Drive
Somerset, NJ 08873
(732) 564-1700

Concept Print
40 Lydecker Street
Nyack, NY 10960
(845) 353-4040

Name and Address of Bidder

W.B. Mason Co., Inc.
59 Centre Street
Brockton, MA 02301
(508) 436-1778

Bienali Promotions LLC
1811 St. Johns Avenue
Suite 201
Highland Park, IL 60035
(847) 926-7766

; and

WHEREAS, after the receipt and examination of same, the County Purchasing Agent has now recommended to this Board that the lowest qualified bids, according to specifications, in each instance, namely that of STAR DATA PRODUCTS; and W. B. MASON CO., INC., be accepted.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of the COUNTY OF OCEAN, STATE OF NEW JERSEY, as follows:

1. The Director and Clerk of this Board are hereby authorized and directed to enter into contracts, for the furnishing and delivery of Stationery, Office Supplies and Small Furnishings for the County of Ocean, for the contract period of one (1) year from date of award, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A: 11-15.

A. STAR DATA PRODUCTS for ten (10) items, to wit:

ITEM NOS. 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

This vendor has extended this contract to County Cooperative Contract System Participants, Identifier No. CK-02-OC. All orders placed through the cooperative must reference the County Cooperative Identifier No. CK-02-OC.

B. W. B. MASON CO., INC for ten (10) items, to wit:

ITEM NOS. 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

This vendor has extended this contract to County Cooperative Contract System Participants, Identifier No. CK-02-OC. All orders placed through the cooperative must reference the County Cooperative Identifier No. CK-02-OC.

2. Pursuant to N.J.A.C. 5:30-5.4, the County has established a reasonable estimated maximum dollar value of \$400,000.00 for the term of this contract, based on historical procurement data for comparable goods or services. The County further reserves the right to increase quantities by up to twenty percent (20%) of the maximum awarded amount at the unit prices bid, in accordance with N.J.A.C. 5:30-11.3.

3. Funds for the materials or services described herein shall be made available through operating and expense (O&E) accounts, trust accounts, grant accounts, or capital accounts maintained by, but not limited to the following departments: All County Departments.

4. Payments for the materials and services to be acquired by these contracts shall be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. Delivery shall be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

5. The contract number must be placed on all papers, documents, invoices and vouchers pertaining to said contract, the number being B2026-49.

BE IT FURTHER RESOLVED that certified copies of this Resolution shall be made available to the County Auditor, Purchasing Department, Finance Department, all County Departments and the successful bidders.

[WB MASON] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS

Line Item	Description	Unit of Measure	Percentage Discount Off (NOT LESS THAN)	Delivery A.R.O.	Comments
SECTION I - ITEM #1 - OFFICE SUPPLIES, GENERAL, AS SPECIFIED					
✓ 1	Discount Percentage (%) for Stationery and Office Supplies, As Specified (BASIS OF AWARD)	%	57.2%	1-2 days	
SECTION II - ITEM #'S 2-10, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	48.1%	1-2 days	
✓ 3	Boards, Rails & Easels	%	40.6%	1-2 days	
✓ 4	Calendars	%	51.6%	1-2 days	
✓ 5	Clocks	%	38.2%	1-2 days	
✓ 6	Envelopes	%	51.6%	1-2 days	
✓ 7	Paper (Business/Fine/Specialty Stationery)	%	51.6%	1-2 days	
✓ 8	Shredders	%	40.8%	1-2 days	
✓ 9	Small Office Furnishings (i.e. desks, desktop risers, chairs, chair mats, file cabinets) (nothing requiring assembly)	%	45.2%	1-2 days	
✓ 10	Step Ladders/Step Stools	%	35.4%	1-2 days	

[STAR DATA PRODUCTS CO] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS.

Line Item	Description	Unit of Measure	Percentage Discount Off (NOT LESS THAN)	Delivery, A.R.O.	Comments
✓ 1	Discount Percentage (%) for Stationery and Office Supplies, As Specified (BASIS OF AWARD)	%	54%	5	
SECTION II - ITEM #'S 2-10, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	38%	5	
✓ 3	Boards, Rails & Easels	%	36%	5	
✓ 4	Calendars	%	41%	5	
✓ 5	Clocks	%	35%	5	
✓ 6	Envelopes	%	46%	5	
✓ 7	Paper (Business/Fine/Specialty Stationery)	%	42%	5	
✓ 8	Shredders	%	39%	5	
✓ 9	Small Office Furnishings (i.e. desks, desktop risers, chairs, chair mats, file cabinets) (nothing requiring assembly)	%	39%	5	
✓ 10	Step Ladders/Step Stools	%	35%	5	

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION I: ITEM # 1 - OFFICE SUPPLIES, GENERAL:**

<u>Office Supplies Includes the Following:</u>	
Art & Drafting Supplies	
Badges & Accessories (<i>all lanyards MUST be breakaway</i>)	
Binders & Binding Systems Supplies	
Board Accessories <i>only</i> ; (Boards, Easels and Rails are Item #3)	
Books (<i>including</i> magnifiers)	
Boxes, Banker's	
Boxes, Storage and Archive	
Business Cases	
Calculators	
Cards & Card Filing	
Cash Handling	
Catalog Racks & Reference Systems	
Clipboards & Clips	
Cleaning Supplies for Computer Accessories <i>only</i>	
Computer Accessories (<i>including</i> monitor arms, mice, keyboards, keyboard drawers and platforms) (<i>excluding</i> the purchase of new electronic devices; such as printers, fax machines, scanners, tablets, laptops, etc.)	
Copyholders	
Correction Supplies	
Data Storage	
Desk Accessories (<i>including</i> organizers and sorters)	
Dictation Equipment (<i>including</i> accessories)	
File Folders, File Jackets, File Pockets & Files	
Flags	
Forms	
Frames (<i>including</i> accessories)	
Glues & Adhesives	
Indexes	
Key Controls and Locks	
Label Holders	
Label Makers (<i>including</i> supplies)	
Labels	
Laminators (<i>including</i> supplies)	
Lamps (<i>including</i> bulbs)	
Introduced on: May 6, 2026 Adopted on: May 6, 2026 Official Resolution#: 2026000557	

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION I: ITEM # 1 – OFFICE SUPPLIES, GENERAL: (Cont'd)**

<u>Item Categories</u>
Literature Racks & Displays (<i>excluding</i> rack/display more than \$300.00 each, list price)
Literature Holders
Literature Organizers
Notebooks
Pack & Ship (<i>excluding</i> knives)
Pads and Pad Holders
Paper, Filler <i>only</i> (Specialty Paper products are Item # 7)
Pens, Pencils, Pencil Sharpeners & Accessories (<i>excluding</i> pens or pencils over \$10.00 each, list price)
Punches (<i>excluding</i> punch over \$300.00 each, list price)
Printer Stands (<i>excluding</i> printer stand over \$175.00 each, list price)
Report Covers
Rubber Bands
Rulers
Scissors
Seating (<i>including</i> Back Supports and Foot Rests) (<i>excluding</i> Chairs)
Sheet Protectors
Shredder Supplies (<i>excluding</i> Shredders; Shredders are Item #8)
Signs
Sit to Stand Accessories (<i>excluding</i> floor mats) (Floor mats are Item #9)
Stamps (<i>including</i> ink) (<i>excluding</i> custom stamps)
Staplers, Staple Removers & Staples (<i>excluding</i> Stapler over \$600.00 each, list price)
Surge Protectors
Tablet Accessories (<i>excluding</i> tablets)
Tags & Price Markers
Tape & Dispensers
Telephones Accessories
Time Clocks, Time Cards & Time Card Racks
Trimming Boards

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION II: ITEM #'s 2-10 – SPECIALTY CATEGORIES:**

<u>Items:</u>	
2. Batteries	
3. Boards/Easels/Rails (<i>excluding</i> Interactive Whiteboards) (Accessories are Item #1)	
4. Calendars	
5. Clocks	
6. Envelopes	
7. Paper – Specialty (<i>excluding</i> Filler Paper) (Filler Paper is Item #1)	
8. Shredders (<i>excluding</i> Shredder Supplies)	
9. Small Office Furnishings (i.e. Desks, Desktop Risers, Chairs, Chair Mats, File Cabinets) (<i>excluding</i> Loveseats, Sofas and any items “requiring assembly”)	
10. Step Ladders/Step Stools	