


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

To: ALL DEPARTMENTS

From: Jennifer L. Bowens, Purchasing Agent 

Date: May 28, 2024

Subject: STATIONERY AND OFFICE SUPPLIES BID (B2024-71)

The bid for Stationery and Office Supplies was awarded on May 15, 2024 and the contract will remain in effect until May 14, 2025.

The awarded vendor for the **Essendant** online catalog is **Star Data**. The awarded vendors for the **S. P. Richards** categories are **Plastic Express** and **W. B. Mason**.

The process for ordering from this contract is the **same as last year**. Hard copy catalogs are **no longer in print** so **pricing must be obtained from the vendor's website**. ***If you still have hard-copy catalogs, please DISCARD them as they are not valid.***

OBTAINING PRICING:

****DO NOT CALL THE VENDOR FOR PRICE QUOTES.****

In order to obtain **correct** pricing for items you wish to purchase, you will:

1. First locate the item you wish to purchase by accessing the vendor's website (below).
2. Apply the vendor's awarded discount % to the online pricing to obtain the correct purchase price which will be entered into the RQS

The websites for each vendor are listed below:

Plastic Express: <https://ocbids.plex247.com/>

Star Data: www.biggestbook.com

W.B. Mason: www.iteminfo.com

Note: Please be sure to check the website **every time** you order from this contract as vendors are allowed to update their pricing **quarterly**. This means that if you attempt to copy a PO from January in the month of May, pricing may have changed.

When entering your Department requisitions, you must reference the following for *each item being ordered*:

- **contract number**
- **bid item number**
- **percentage discount received**
- **Manufacturer item number** *Please enter on RQS exactly as it appears on the website as Purchasing must be able to search this number on the website.*

PLEASE BE ADVISED: Not all categories are covered under this contract. The list of categories covered under this contract is included with the awarded resolution on the Bid Portal.

Should you have any further questions, please contact the Purchasing Department at (732) 929-2101, or by dialing extension 2101. Thank you for your anticipated cooperation.