



Ocean County Board of Commissioners

OFFICE OF THE
OCEAN COUNTY COMMISSIONERS

Director John P. Kelly
Deputy Director Frank Sadeghi
Commissioner Robert S. Arace
Commissioner Jennifer Bacchione
Commissioner Virginia E. Haines

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

Board Meeting Agenda

Date: May 7, 2025 - 4:00 PM
Location: Administration Building
Room 119
101 Hooper Avenue
Toms River, NJ 08754

Agenda: Awarding Contracts for the furnishing and delivery of SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES to Steb, Inc. dba Castle Reproduction Services; Checkomatic, Inc.; Sharda Paper, Inc. and W.B. Mason Co., Inc., the lowest qualified bidders. No bids were received on Item Nos. 2, 3, 11, 25, 30, 42, 43 and 44. They will be rebid. (B2025-62)

Official Resolution#	2025000549
Meeting Date	05/07/2025
Introduced Date	05/07/2025
Adopted Date	05/07/2025
Agenda Item	n-3
CAF #	
Purchase Req. #	B2025-62
Result	Adopted

COUNTY COMMISSIONER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Kelly	✓				✓		
Sadeghi	✓				✓		
Arace	✓		✓		✓		
Bacchione	✓			✓	✓		
Haines	✓				✓		

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 I. Gunther

Clerk Of The Board

RESOLUTION

May 7, 2025

WHEREAS, on March 25, 2025, pursuant to legal advertisements therefor, sealed bids were received for the furnishing and delivery of SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES for the County of Ocean; and

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

<u>Name and Address of Bidder</u>	<u>Name and Address of Bidder</u>
Steb, Inc dba Castle Reproduction Services 1501 Rt. 46 W Ledgewood, NJ 07852 (973) 584-0990	Checkomatic, Inc. 308 Museum Village Road Monroe, NY 10950 (845) 781-7675
Sharda Paper, Inc. 378 Troutman Street Brooklyn, NY 11237 (718) 628-4106	W.B. Mason Co., Inc. 59 Centre Street Brockton, MA 02301 (888) 926-2766

; 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 be accepted, namely that of STEB, INC. DBA CASTLE REPRODUCTION SERVICES; CHECKOMATIC, INC.; SHARDA PAPER, INC. and W.B. MASON CO., INC. No bids were received on Item Nos. 2, 3, 11, 25, 30, 42, 43 and 44. All no bid items will be rebid.

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 a contract, accepting the bid for the furnishing and delivery of Specialty Paper and Paper Products for the County of Ocean, for the contract shall be from May 1, 2025 through April 30, 2026, 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 as follows:

A. STEB, INC. DBA CASTLE REPRODUCTION SERVICES for nine (9) items, to wit.

ITEM NOS. 5, 6, 10, 12, 45, 46, 54, 56 and 58

This vendor has extended this contract to County Cooperative Contract System Participants, Identifier No. CK-02-OC.

B. CHECKOMATIC, INC. for three (3) items, to wit:

ITEM NOS. 1, 8 and 58.

This vendor has extended this contract to County Cooperative Contract System Participants, Identifier No. CK-02-OC.

C. SHARDA PAPER for thirty-one (31) items, to wit:

ITEM NOS. 4, 7, 9, 15, 16, 19, 21, 22, 23, 24, 26, 27, 28, 31, 32, 34, 35, 37, 38, 39, 40, 47, 48, 49, 50, 51, 52, 53, 55, 57 and 58.

This vendor has extended this contract to County Cooperative Contract System Participants, Identifier No. CK-02-OC.

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

ITEM NOS. 13, 14, 17, 18, 20, 29, 33, 36, 41 and 58.

This vendor has extended this contract to County Cooperative Contract System Participants, Identifier No. CK-02-OC.

2. Payments for the materials to be acquired by this contract 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.

3. Funds for the services shall be available within the following funding
Source: County Departments O.E.

4. The contract number must be placed on all papers, documents, invoices and vouchers pertaining to said contract, the number being B2025-62.

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

[CASTLE PRINTING] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

B2025-62

Steb, Inc. dba Castle Reproduction Services

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
SECTION I - CUSTOM PAPER AND ENVELOPE ORDERS									
1	5" X 11 1/2", #14, 24 lb., Kraft Brown Interoffice Envelopes, Printing on Both Sides, 100 Envelopes/Case (See Diagram in Attachments)		CASE	No Bid	No Bid	X			
2	11 1/2" X 14 1/2", 28 lb., Kraft Interoffice Envelopes, 8 Holes with String and Button Seal, 100 Envelopes/Case, Printing on Both Sides (See Diagram in Attachments)		CASE	No Bid	No Bid	X			
3	11" X 17", KromeKote C1S Die Cut 4 Up 10 pt/8 Slits, White, Cut Finishes to 8 1/2" X 11", 2 Out, 200 Sheets/Ream		REAM	No Bid	No Bid	X			
SECTION II - ENVELOPES									
4	4 3/8" x 5 3/4", 70 Lb., A2 Classic Linen, White, 250 Envelopes/Box	35	BX	\$118.35	\$4,142.25				
5	4 1/8" X 9 1/2", 10 Lb., Baronial Ivory Linen Envelopes, 500 Envelopes/Box	10	BX	\$89.50	\$895.00				

Introduced on: May 7, 2025

Adopted on: MAY 7, 2025
 Official Resolution #: 2025000549
 Bid - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[CASTLE PRINTING] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

B2025-62

Steb, Inc. dba Castle Reproduction Services

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
6	5 1/2" X 7 1/2", 28 lb., Brown Kraft Open Ended Envelopes, 100 Envelopes/Box	5	BX	\$59.25	\$296.25				QUOTING 6 X 9 28#
7	9" X 9" Blank Square Envelopes, 1,000 Envelopes/Case		CASE	No Bid	No Bid	X			
8	9" X 12" Tyvek Tamper Indicating Envelopes, 500 Envelopes/Case	10	CASE	\$339.60	\$3,396.00				
9	9 1/2" X 12 1/2", 28 lb., Brown Kraft, 500 Envelopes/Box		BX	No Bid	No Bid	X			
10	17 5/8" x 11 1/2" x 11 7/16", Blank Cartons - Brown Kraft Envelopes, 25 boxes/bundle	10	BDL	\$56.25	\$562.50				SIZE: 12 X 18 X 12
11	6" x 10", #0, Jiffylite Self-Seal Bubble Lined Mailers, Side Seam, Brown Kraft, 25/Carton		CTN	No Bid	No Bid	X			
SECTION III - LETTER SIZED CARDSTOCK, COVER AND SPECIALTY PAPER									
12	8 1/2" X 11", 100 lb., Classic Linen Cover Paper, Avon White, 250 Sheets/Ream	15	REAM	\$69.35	\$1,040.25				CARTONS CONTAIN 8 REAMS
13	8 1/2" X 11", 110 lb., Cardstock, Blue, 250 Sheets/Ream		REAM	No Bid	No Bid	X			

Introduced on: May 7, 2025

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 Official Resolution#: 2025000549
 Bid - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[CASTLE PRINTING] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

B2025-62

Steb, Inc. dba Castle Reproduction Services

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
43	8 1/2" X 11", 38 lb., Certificate Paper with Gold Foil, Full Color, 50 Sheets/Box		BX	No Bid	No Bid	X			
44	8 1/2" x 11", 38 lb., Certificate Paper, Sienna, 50 Sheets/Box		BX	No Bid	No Bid	X			
SECTION VII - NCR PAPER									
45	8 1/2" X 11", 80 GSM, 3-Part Reverse, Pink/Canary/White, NCR Paper, Pre-Collated, 1,670 Sets/Case; Brand: Nekoosa, NO SUBSTITUTIONS	10	CASE	\$216.71	\$2,167.10				NEKOOSA OR NCR BRAND
46	8 1/2" X 11", 80 GSM, 4-Part Reverse, Goldenrod/Pink/Canary/White, NCR Paper, Pre-Collated, 1,250 Sets/Case; Brand: Nekoosa, NO SUBSTITUTIONS	10	CASE	\$234.60	\$2,346.00				NEKOOSA OR NCR BRAND
SECTION VIII - MAP, WIDE FORMAT, AND THERMAL PAPER									
47	36" X 500', 20 lb., 3" Core Map Paper, 2 Rolls/Carton	10	CTN	\$104.15	\$1,041.50				
48	36" X 100', Satin White Wide Format Paper, Sold by the Roll	10	ROLL	\$173.00	\$1,730.00				

[CASTLE PRINTING] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

B2025-62

Steb, Inc. dba Castle Reproduction Services

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
49	36" X 100', White Wide Format Glassy Rolls, 8 mil	250	ROLL	\$173.00	\$43,250.00				
50	3 1/8" x 230' Thermal Paper, Cash Register Receipt Rolls, 50 Rolls/Carton	100	CTN	\$193.00	\$19,300.00				
SECTION IX- BOXES, CHIPBOARD, TAG									
51	8 1/2" X 14", Nekoosa U20, Manila Tag CF, 250 Sheets/Ream		REAM	No Bid	No Bid	X			
52	8 1/2" X 22", EarthChoice Smooth L Manila Tag, 100 Sheets/Pack		PACK	No Bid	No Bid	X			
53	18 1/2" X 6", 125 lb., Manila Tag, 100 Sheets/Pack		PACK	No Bid	No Bid	X			
SECTION X - MISCELLANEOUS PAPER PRODUCTS AND SUPPLIES									
54	8 1/2" x 14", White Laser Labels, B370WX, White Laser Label Stock, One Split Back, 1 Label/Sheet, 100 Sheets/Case	110	CASE	\$20.50	\$2,255.00				
55	8 1/2" X 14", White Laser Labels with Split on Backside, 1,000 Sheets/Package		PKG	No Bid	No Bid	X			

[CASTLE PRINTING] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

B2025-62

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
✓ 56	15" x 10" x 2" Expanding Jacket, 6" Flap, 15pt Manila Tag, 10/Box	1,200	BOX	\$27.25	\$32,700.00			MANUFACTURER IS USING 14PT AS 15PT NO LONGER AVAIL.	
57	Plockmatic BM230-BM350-BK5030 Staple Cartridge, Item #760023, 15,000 Staples/Box, NO SUBSTITUTIONS		BOX	No Bid	No Bid	X			

SECTION XI - DISCOUNT RATE FOR ITEMS NOT LISTED HEREIN

Line Item	Description	Unit of Measure	Percentage
✓ 58	Discount Percentage (%) for Specialty Paper and Paper Products (NOT LESS THAN), As Specified	%	23%

Steb, Inc. dba Castle Reproduction Services

[CHECKOMATIC INC.] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
SECTION I - CUSTOM PAPER AND ENVELOPE ORDERS									
1	5" X 11 1/2", #14, 24 lb., Kraft Brown Interoffice Envelopes, Printing on Both Sides, 100 Envelopes/Case (See Diagram in Attachments)	10	CASE	\$87.50	\$875.00				
2	11 1/2" X 14 1/2", 28 lb., Kraft Interoffice Envelopes, 8 Holes with String and Button Seal, 100 Envelopes/Case, Printing on Both Sides (See Diagram in Attachments)		CASE	No Bid	No Bid	X			
3	11" X 17", KromeKote C1S Die Cut 4 Up 10 pt/8 Slits, White, Cut Finishes to 8 1/2" X 11", 2 Out, 200 Sheets/Ream		REAM	No Bid	No Bid	X			
SECTION II - ENVELOPES									
4	4 3/8" x 5 3/4", 70 Lb., A2 Classic Linen, White, 250 Envelopes/Box		BX	No Bid	No Bid	X			
5	4 1/8" X 9 1/2", 10 Lb., Baronial Ivory Linen Envelopes, 500 Envelopes/Box		BX	No Bid	No Bid	X			

Introduced on: May 7, 2025

Adopted by the Board of the City of New York
 Official Resolution #: 202500549
 BID - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[CHECKOMATIC INC.] RESPONSE DOCUMENT REPORT

Bid No. TBD

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
6	5 1/2" X 7 1/2", 28 lb., Brown Kraft Open Ended Envelopes, 100 Envelopes/Box		BX	No Bid	No Bid	X			
7	9" X 9" Blank Square Envelopes, 1,000 Envelopes/Case		CASE	No Bid	No Bid	X			
8	9" X 12" Tyvek Tamper Indicating Envelopes, 500 Envelopes/Case	10	CASE	\$295.50	\$2,955.00				
9	9 1/2" X 12 1/2", 28 lb., Brown Kraft, 500 Envelopes/Box		BX	No Bid	No Bid	X			
10	17 5/8" x 11 1/2" x 11 7/16", Blank Cartons - Brown Kraft Envelopes, 25 boxes/bundle		BDL	No Bid	No Bid	X			
11	6" x 10", #0, Jiffylite Self-Seal Bubble Lined Mailers, Side Seam, Brown Kraft, 25/Carton		CTN	No Bid	No Bid	X			
SECTION III - LETTER SIZED CARDSTOCK, COVER AND SPECIALTY PAPER									
12	8 1/2" X 11", 100 lb., Classic Linen Cover Paper, Avon White, 250 Sheets/Ream		REAM	No Bid	No Bid	X			
13	8 1/2" X 11", 110 lb., Cardstock, Blue, 250 Sheets/Ream		REAM	No Bid	No Bid	X			

Introduced on: May 7, 2025

Adopted by CHECKOMATIC INC. 2025

Official Resolution #: 2025000549
 BID - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[CHECKOMATIC INC.] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
56	15" x 10" x 2" Expanding Jacket, 6" Flap, 15pt Manila Tag, 10/Box		BOX	No Bid	No Bid	X			
57	Plockmatic BM230-BM350-BK5030 Staple Cartridge, Item #760023, 15,000 Staples/Box, NO SUBSTITUTIONS		BOX	No Bid	No Bid	X			

SECTION XI - DISCOUNT RATE FOR ITEMS NOT LISTED HEREIN

Line Item	Description	Unit of Measure	Percentage
✓ 58	Discount Percentage (%) for Specialty Paper and Paper Products (NOT LESS THAN), As Specified	%	10%

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

PRICE TABLES

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
SECTION I - CUSTOM PAPER AND ENVELOPE ORDERS									
1	5" X 11 1/2", #14, 24 lb., Kraft Brown Interoffice Envelopes, Printing on Both Sides, 100 Envelopes/Case (See Diagram in Attachments)		CASE	No Bid	No Bid	X			
2	11 1/2" X 14 1/2", 28 lb., Kraft Interoffice Envelopes, 8 Holes with String and Button Seal, 100 Envelopes/Case, Printing on Both Sides (See Diagram in Attachments)		CASE	No Bid	No Bid	X			
3	11" X 17", KromeKote C15 Die Cut 4 Up 10 pt/8 Slits, White, Cut Finishes to 8 1/2" X 11", 2 Out, 200 Sheets/Ream		REAM	No Bid	No Bid	X			
SECTION II - ENVELOPES									
4	4 3/8" x 5 3/4", 70 Lb., A2 Classic Linen, White, 250 Envelopes/Box	35	BX	\$55.00	\$1,925.00		2 Days		Order Unit: 4 Boxes
5	4 1/8" X 9 1/2", 10 Lb., Baronial Ivory Linen Envelopes, 500 Envelopes/Box	10	BX	\$86.00	\$860.00		2 Days		Order Unit: 5 Boxes

Introduced on: **May 7, 2025**
 Adopted on: **May 7, 2025**
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 Bid - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
6	5 1/2" X 7 1/2", 28 lb., Brown Kraft Open Ended Envelopes, 100 Envelopes/Box		BX	No Bid	No Bid	X			
7	9" X 9" Blank Square Envelopes, 1,000 Envelopes/Case	10	CASE	\$285.84	\$2,858.40		2 Days		
8	9" X 12" Tyvek Tamper Indicating Envelopes, 500 Envelopes/Case		CASE	No Bid	No Bid	X			
9	9 1/2" X 12 1/2", 28 lb., Brown Kraft, 500 Envelopes/Box	20	BX	\$63.50	\$1,270.00		2 Days		
10	17 5/8" x 11 1/2" x 11 7/16", Blank Cartons - Brown Kraft Envelopes, 25 boxes/bundle		BDL	No Bid	No Bid	X			
11	6" x 10", #0, Jiffylite Self-Seal Bubble Lined Mailers, Side Seam, Brown Kraft, 25/Carton		CTN	No Bid	No Bid	X			
SECTION III - LETTER SIZED CARDSTOCK, COVER AND SPECIALTY PAPER									
12	8 1/2" X 11", 100 lb., Classic Linen Cover Paper, Avon White, 250 Sheets/Ream		REAM	No Bid	No Bid	X			
13	8 1/2" X 11", 110 lb., Cardstock, Blue, 250 Sheets/Ream	5	REAM	\$15.95	\$79.75		2 Days		Order Unit: 8 Reams

Introduced on: May 7, 2025

Adopted on May 7, 2025
 Official Resolution#: 2025000549
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[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT

Bid No. TBD

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
14	8 1/2" X 11", 110 lb., Cardstock, White, 250 Sheets/Ream	300	REAM	\$12.95	\$3,885.00		2 Days		Order Unit: 8 Reams
✓ 15	8 1/2" X 11", 110 lb., Domtar White Index, 250 Sheets/Ream	10	REAM	\$12.95	\$129.50		2 Days		Order Unit: 8 Reams
✓ 16	8 1/2" x 11", 110 lb., Index Paper, Various Colors Including: Canary, Gray, Bright White, Ivory, Green, Blue and Buff, 250 Sheets/Ream	10	REAM	\$15.95	\$159.50		2 Days		Order Unit: 8 Reams
17	8 1/2" x 11", 20 lb., Multipurpose Copy Paper, Colors to include: Blue, Pink, Buff, Goldenrod, Canary, Ivory and Green, 500 Sheets/Ream	30	REAM	\$7.50	\$225.00		2 Days		Order Unit: 10 Reams
18	8 1/2" X 11", 24 lb., Avon Brilliant White Linen, 500 Sheets/Ream	50	REAM	\$45.60	\$2,280.00		2 Days		Order Unit: 10 Reams
✓ 19	8 1/2" X 11", 24 lb., Premium Laser Paper, Bright White, 500 Sheets/Ream	25	REAM	\$19.00	\$475.00		2 Days		Order Unit: 10 Reams
20	8 1/2" X 11", 24 lb., Classic Linen White Paper, 500 Sheets/Ream	100	REAM	\$45.60	\$4,560.00		2 Days		Order Unit: 10 Reams

Introduced on: May 7, 2025

Adopted on: MAY 7, 2025
 Official Resolution#: 202500549
 BID - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
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 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
✓ 21	8 1/2" X 11", 24 lb., Domtar Colorlok White, 500 Sheets/Ream	100	REAM	\$18.75	\$1,875.00		2 Days		Order Unit: 8 Reams
✓ 22	8 1/2" X 11", 24 lb., First Choice Color Copy Laser Paper, 500 Sheets/Ream	100	REAM	\$19.00	\$1,900.00		2 Days		Order Unit: 10 Reams
✓ 23	8 1/2" X 11", 24 lb., Parchment Bond White Light Cockle, 500 Sheets/Ream, 10 Reams/Case	5	CASE	\$275.00	\$1,375.00		2 Days		
✓ 24	8 1/2" X 11", 24 lb., White Cover, 500 Sheets/Ream, 10 Reams/Case	5	CASE	\$85.00	\$425.00		2 Days		
25	8 1/2" X 11", 38 lb., Hand Prints Border Paper, Full Color Design, 100 Sheets/Box		BX	No Bid	No Bid	X			
✓ 26	8 1/2" X 11", 60 lb., Cardstock, White, Glossy, 250 Sheets/Ream	50	REAM	\$25.00	\$1,250.00		2 Days		Order Unit: 6 Reams
✓ 27	8 1/2" X 11", 60 lb., Lynx Opaque Digital Smooth Laser, White, 500 Sheets/Ream	600	REAM	\$12.00	\$7,200.00		2 Days	Omnilux Opaque	Order Unit: 10 Reams

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
✓ 28	8 1/2" X 11", 65 lb., Astroparche Cover Paper in Blue, Natural, Sage, and White, 250 Sheets/Ream, 8 Reams/Case	15	CASE	\$198.35	\$2,975.25		2 Days		
29	8 1/2" X 11", 90 lb., Index Cardstock, Blue, 250 Sheets/Ream, 8 Reams/Case	10	CASE	\$84.00	\$840.00		2 Days		Order Unit: 8 Reams
30	8 1/2" X 11", Essay Paper, White Sulfate, School Smart or equal, 500 Sheets/Ream		REAM	No Bid	No Bid	X			
✓ 31	8 1/2" X 11", Kromekote C1S, 10 pt., Glossy Cover White, 200 Sheets/Ream	150	REAM	\$35.70	\$5,355.00		2 Days		Order Unit: 10 Reams
✓ 32	8 1/2" X 11", 120 lb., Cardstock, White, 200 Sheets/Ream	5	REAM	\$43.70	\$218.50		2 Days		Order Unit: 6 Reams
SECTION IV - LEGAL SIZED CARDSTOCK, SPECIALTY BUSINESS, COLOR, AND INDEX PAPER									
33	8 1/2" X 14", 110 lb., White Index Paper, 250 Sheets/Ream, 8 Reams/Case	25	CASE	\$172.60	\$4,315.00		2 Days		Order Unit: 8 Reams
✓ 34	8 1/2" X 14", 20 lb., Blue Paper, 1,000 Sheets/Case	5	CASE	\$102.00	\$510.00		2 Days		
✓ 35	8 1/2" X 14", 20 lb., Cream Paper, 1,000 Sheets/Case	10	CASE	\$102.00	\$1,020.00		2 Days		

Introduced on: May 7, 2025

Adopted by SHARDA PAPER INC RESPONSE DOCUMENT REPORT
 Official Resolution#: 2025000549
 Bid - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
36	8 1/2" X 14", 20 lb., Southworth Red Ruled Business Paper, 25% Recycled Content, 500 Sheets/Box		BX	No Bid	No Bid	X			
✓ 37	8 1/2" X 14", 24 lb., White Paper, 5,000 Sheets/Case	10	CASE	\$106.50	\$1,065.00		2 Days		4000 Sheets/Case
✓ 38	8 1/2" x 14", 24 lb., Natural Parchment Paper, 500 Sheets/Ream	3	REAM	\$450.00	\$1,350.00		2 Days		
✓ 39	8 1/2" X 14", 70 lb., Rolland Laser, Hi-Tech, True White 30, 500 Sheets/Ream, 4 Reams/Case	10	CASE	\$116.50	\$1,165.00		2 Days		4000 Sheets/Case
SECTION V - OVERSIZED CARDSTOCK, SPECIALTY BUSINESS, COLOR AND INDEX PAPER									
✓ 40	11" X 17", 60 lb., White Paper, 500 Sheets/Ream	25	REAM	\$24.00	\$600.00		Next Day	Omnilux Opaque	Order Unit: 5 Reams
41	11" X 17", 24 lb., Domtar First Choice Laser Paper, White, 500 Sheets/Ream	200	REAM	\$31.00	\$6,200.00		2 Days	Hammermill, Laser Print	Order Unit: 5 Reams
SECTION VI - CERTIFICATE PAPER									
42	8 1/2" X 11", 28 lb., Certificate Paper, Parchment Cincture Standard, Full Color Various Styles, 50 Sheets/Box		BX	No Bid	No Bid	X			

Introduced on: May 7, 2025

Adopted on: SHARDA PAPER INC RESPONSE DOCUMENT REPORT
 Official Resolution#: 2025000549
 BID - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
43	8 1/2" X 11", 38 lb., Certificate Paper with Gold Foil, Full Color, 50 Sheets/Box		BX	No Bid	No Bid	X			
44	8 1/2" x 11", 38 lb., Certificate Paper, Sienna, 50 Sheets/Box		BX	No Bid	No Bid	X			
SECTION VII - NCR PAPER									
45	8 1/2" X 11", 80 GSM, 3-Part Reverse, Pink/Canary/White, NCR Paper, Pre-Collated, 1,670 Sets/Case; Brand: Nekoosa, NO SUBSTITUTIONS	10	CASE	\$135.00	\$1,350.00		Next Day		
46	8 1/2" X 11", 80 GSM, 4-Part Reverse, Goldenrod/Pink/Canary/White, NCR Paper, Pre-Collated, 1,250 Sets/Case; Brand: Nekoosa, NO SUBSTITUTIONS	10	CASE	\$145.00	\$1,450.00		Next Day		
SECTION VIII - MAP, WIDE FORMAT, AND THERMAL PAPER									
✓ 47	36" X 500', 20 lb., 3" Core Map Paper, 2 Rolls/Carton	10	CTN	\$75.14	\$751.40		Next Day		
✓ 48	36" X 100', Satin White Wide Format Paper, Sold by the Roll	10	ROLL	\$167.45	\$1,674.50		2 Days	#2851	

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
✓ 49	36" X 100', White Wide Format Glassy Rolls, 8 mil	250	ROLL	\$164.80	\$41,200.00		2 Days	#2341	
✓ 50	3 1/8" x 230' Thermal Paper, Cash Register Receipt Rolls, 50 Rolls/Cartron	100	CTN	\$59.00	\$5,900.00		2 Days	#3381	
SECTION IX- BOXES, CHIPBOARD, TAG									
✓ 51	8 1/2" X 14", Nekoosa U20, Manila Tag CF, 250 Sheets/Ream	10	REAM	\$600.00	\$6,000.00		2 Days		
✓ 52	8 1/2" X 22", EarthChoice Smooth L Manila Tag, 100 Sheets/Pack	5	PACK	\$450.00	\$2,250.00		2 Days		
✓ 53	18 1/2" X 6", 125 lb., Manila Tag, 100 Sheets/Pack	5	PACK	\$500.00	\$2,500.00		2 Days		
SECTION X - MISCELLANEOUS PAPER PRODUCTS AND SUPPLIES									
54	8 1/2" x 14", White Laser Labels, B370WX, White Laser Label Stock, One Split Back, 1 Label/Sheet, 100 Sheets/Case	110	CASE	\$27.00	\$2,970.00		2 Days		Order Unit: 110 Cases
✓ 55	8 1/2" X 14", White Laser Labels with Split on Backside, 1,000 Sheets/Package	10	PKG	\$270.00	\$2,700.00		2 Days		Order Unit: 10 PKG

[SHARDA PAPER INC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
56	15" x 10" x 2" Expanding Jacket, 6" Flap, 15pt Manila Tag, 10/Box		BOX	No Bid	No Bid	X			
✓ 57	Plockmatic BM230-BM350-BK5030 Staple Cartridge, Item #760023, 15,000 Staples/Box, NO SUBSTITUTIONS	300	BOX	\$205.00	\$61,500.00		2 Days		

SECTION XI - DISCOUNT RATE FOR ITEMS NOT LISTED HEREIN

Line Item	Description	Unit of Measure	Percentage
✓ 58	Discount Percentage (%) for Specialty Paper and Paper Products (NOT LESS THAN), As Specified	%	0%

[WB MASON] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
6	5 1/2" X 7 1/2", 28 lb., Brown Kraft Open Ended Envelopes, 100 Envelopes/Box		BX	No Bid	No Bid	X			
7	9" X 9" Blank Square Envelopes, 1,000 Envelopes/Case		CASE	No Bid	No Bid	X			
8	9" X 12" Tyvek Tamper Indicating Envelopes, 500 Envelopes/Case		CASE	No Bid	No Bid	X			
9	9 1/2" X 12 1/2", 28 lb., Brown Kraft, 500 Envelopes/Box		BX	No Bid	No Bid	X			
10	17 5/8" x 11 1/2" x 11 7/16", Blank Cartons - Brown Kraft Envelopes, 25 boxes/bundle		BDL	No Bid	No Bid	X			
11	6" x 10", #0, Jiffylite Self-Seal Bubble Lined Mailers, Side Seam, Brown Kraft, 25/Carton		CTN	No Bid	No Bid	X			
SECTION III - LETTER SIZED CARDSTOCK, COVER AND SPECIALTY PAPER									
12	8 1/2" X 11", 100 lb., Classic Linen Cover Paper, Avon White, 250 Sheets/Ream		REAM	No Bid	No Bid	X			
✓ 13	8 1/2" X 11", 110 lb., Cardstock, Blue, 250 Sheets/Ream	5	REAM	\$9.72	\$48.60		1-4 days	domtar/8pk/case	

[WB MASON] RESPONSE DOCUMENT REPORT

Bid No. TBD

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
✓ 14	8 1/2" X 11", 110 lb., Cardstock, White, 250 Sheets/Ream	300	REAM	\$8.68	\$2,604.00		1-4 days	sylvamo/8pk/case	
15	8 1/2" X 11", 110 lb., Domtar White Index, 250 Sheets/Ream		REAM	No Bid	No Bid	X			
16	8 1/2" x 11", 110 lb., Index Paper, Various Colors Including: Canary, Gray, Bright White, Ivory, Green, Blue and Buff, 250 Sheets/Ream		REAM	No Bid	No Bid	X			
✓ 17	8 1/2" x 11", 20 lb., Multipurpose Copy Paper, Colors to include: Blue, Pink, Buff, Goldenrod, Canary, Ivory and Green, 500 Sheets/Ream	30	REAM	\$5.20	\$156.00		1-4 days	mason/10rm/case	
✓ 18	8 1/2" X 11", 24 lb., Avon Brilliant White Linen, 500 Sheets/Ream	50	REAM	\$25.62	\$1,281.00		1-4 days	neenah/10rm/case	
19	8 1/2" X 11", 24 lb., Premium Laser Paper, Bright White, 500 Sheets/Ream		REAM	No Bid	No Bid	X			
✓ 20	8 1/2" X 11", 24 lb., Classic Linen White Paper, 500 Sheets/Ream	100	REAM	\$25.62	\$2,562.00		1-4 days	neenah/10rm/case	

Introduced on: May 7, 2025

Adopted by [WB MASON] RESPONSE DOCUMENT REPORT

Official Resolution#: 2025000549

BID - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[WB MASON] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
28	8 1/2" X 11", 65 lb., Astroparche Cover Paper in Blue, Natural, Sage, and White, 250 Sheets/Ream, 8 Reams/Case		CASE	No Bid	No Bid	X			
✓ 29	8 1/2" X 11", 90 lb., Index Cardstock, Blue, 250 Sheets/Ream, 8 Reams/Case	10	CASE	\$62.56	\$625.60		1-4 days	neenah/8pk/case	
30	8 1/2" X 11", Essay Paper, White Sulfate, School Smart or equal, 500 Sheets/Ream		REAM	No Bid	No Bid	X			
31	8 1/2" X 11", Kromekote C1S, 10 pt., Glossy Cover White, 200 Sheets/Ream		REAM	No Bid	No Bid	X			
32	8 1/2" X 11", 120 lb., Cardstock, White, 200 Sheets/Ream		REAM	No Bid	No Bid	X			
SECTION IV - LEGAL SIZED CARDSTOCK, SPECIALTY BUSINESS, COLOR, AND INDEX PAPER									
✓ 33	8 1/2" X 14", 110 lb., White Index Paper, 250 Sheets/Ream, 8 Reams/Case	25	CASE	\$93.44	\$2,336.00		1-4 days	sylvamo/8pk/case	
34	8 1/2" X 14", 20 lb., Blue Paper, 1,000 Sheets/Case		CASE	No Bid	No Bid	X			
35	8 1/2" X 14", 20 lb., Cream Paper, 1,000 Sheets/Case		CASE	No Bid	No Bid	X			

Introduced on: **May 7, 2025**

Adopted by [WB MASON] on **May 7, 2025**

Official Resolution#: **202500549**
 Bid - SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

[WB MASON] RESPONSE DOCUMENT REPORT

Bid No. TBD

SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
36	8 1/2" X 14", 20 lb., Southworth Red Ruled Business Paper, 25% Recycled Content, 500 Sheets/Box	25	BX	\$28.25	\$706.25		1-4 days	southworth/4bx/case	
37	8 1/2" X 14", 24 lb., White Paper, 5,000 Sheets/Case		CASE	No Bid	No Bid	X			
38	8 1/2" x 14", 24 lb., Natural Parchment Paper, 500 Sheets/Ream		REAM	No Bid	No Bid	X			
39	8 1/2" X 14", 70 lb., Rolland Laser, Hi-Tech, True White 30, 500 Sheets/Ream, 4 Reams/Case		CASE	No Bid	No Bid	X			
SECTION V - OVERSIZED CARDSTOCK, SPECIALTY BUSINESS, COLOR AND INDEX PAPER									
40	11" X 17", 60 lb., White Paper, 500 Sheets/Ream		REAM	No Bid	No Bid	X			
41	11" X 17", 24 lb., Domtar First Choice Laser Paper, White, 500 Sheets/Ream	200	REAM	\$14.72	\$2,944.00		1-4 days	mason/5rm/case	
SECTION VI - CERTIFICATE PAPER									
42	8 1/2" X 11", 28 lb., Certificate Paper, Parchment Cincture Standard, Full Color Various Styles, 50 Sheets/Box		BX	No Bid	No Bid	X			

Introduced on: May 7, 2025

Adopted by WB MASON MSP 2025

Official Resolution#: 2025000549

[WB MASON] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 SPECIALTY PAPER, PAPER PRODUCTS AND SUPPLIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Delivery, A.R.O.:	Mfr./Packaging:	Comments:
56	15" x 10" x 2" Expanding Jacket, 6" Flap, 15pt Manila Tag, 10/Box		BOX	No Bid	No Bid	X			
57	Plockmatic BM230-BM350-BK5030 Staple Cartridge, Item #760023, 15,000 Staples/Box, NO SUBSTITUTIONS		BOX	No Bid	No Bid	X			

SECTION XI - DISCOUNT RATE FOR ITEMS NOT LISTED HEREIN

Line Item	Description	Unit of Measure	Percentage
58	Discount Percentage (%) for Specialty Paper and Paper Products (NOT LESS THAN), As Specified	%	20%