



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: April 2, 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 STATIONERY, OFFICE SUPPLIES AND SMALL FURNISHINGS to Office Basics, Inc.; Staples Contract & Commercial, LLC and W.B. Mason Co., Inc., the lowest qualified bidders. (B2025-50)

Official Resolution#	2025000418
Meeting Date	04/02/2025
Introduced Date	04/02/2025
Adopted Date	04/02/2025
Agenda Item	m-17
CAF #	
Purchase Req. #	B2025-50
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

CONTRACT NO. MUST BE ON ALL
PAPERS, DOCUMENTS, INVOICES, VOUCHERS

NO.

B2025-50

RESOLUTION

April 2, 2025

WHEREAS, on March 4, 2025, 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

Office Basics, Inc.
22 Creek Circle
Boothwyn, PA 19061
(610) 342-7886

W.B. Mason Co., Inc.
59 Centre St.
Brockton, MA 02301
(888) 926-2766

Multi Office Products
702 3rd Street NW
Roseau, MN 56751
(480) 298-2130

Name and Address of Bidder

Staples Contract & Commercial, LLC
500 Staples Drive
Framingham, MA 01702
(407) 475-4434

Alpha 1 Inc dba Village Office Supply
600 Apgar Drive
Somerset, NJ 08873
(732) 564-1700

; 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, OFFICE BASICS, INC.; STAPLES CONTRACT & COMMERCIAL, LLC and W. B. MASON CO., INC.

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, accepting bids for the furnishing of Stationery, Office Supplies and Small Furnishings for the County of Ocean, for the contract period 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.

A. OFFICE BASICS, 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.

B. STAPLES CONTRACT & COMMERCIAL, LLC 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.

C. 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.

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 materials shall be available within the following funding Sources: Purchasing O.E.

4. The contract number must be placed on all papers, documents, invoices and vouchers pertaining to said contract, the number being B2025-50.

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

[STAPLES CONTRACT & COMMERCIAL LLC] RESPONSE DOCUMENT REPORT
 Bid No. TBD
 STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS

15. Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Confirmed

PRICE TABLES

STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS

This price list encompasses the categories as set forth in the specifications. These categories apply to both S. P. Richards and Essendant. Please indicate which Distributor your company is bidding in the Vendor Questionnaire.

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)	%	50.5%	24-48 hours	
SECTION II - ITEM #'S 2-10, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	48%	24-48 hours	
✓ 3	Boards, Rails & Easels	%	40.5%	24-48 hours	
✓ 4	Calendars	%	50.5%	24-48 hours	

[STAPLES CONTRACT & COMMERCIAL LLC] 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
✓ 5	Clocks	%	38%	24-48 hours	
✓ 6	Envelopes	%	50.5%	24-48 hours	
✓ 7	Paper (Business/Fine/Specialty Stationery)	%	21%	24-48 hours	
✓ 8	Shredders	%	40%	24-48 hours	
✓ 9	Small Office Furnishings (i.e. desks, desktop risers, chairs, chair mats, file cabinets) (nothing requiring assembly)	%	35%	24-48 hours	
✓ 10	Step Ladders/Step Stools	%	35%	24-48 hours	

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

14. Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Confirmed

15. Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Confirmed

PRICE TABLES

STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS

This price list encompasses the categories as set forth in the specifications. These categories apply to both S. P. Richards and Essendant. Please indicate which Distributor your company is bidding in the Vendor Questionnaire.

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)	%	56.5%		

Introduced on: April 2, 2025
 Adopted by: [OFFICE BASICS] RESPONSE DOCUMENT REPORT
 Official Resolution #: 2025000418
 Bid: STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS

[OFFICE BASICS] 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 II - ITEM #'S 2-10, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	36.4%		
✓ 3	Boards, Rails & Easels	%	31.8%		
✓ 4	Calendars	%	40.5%		
✓ 5	Clocks	%	35.4%		
✓ 6	Envelopes	%	32%		
✓ 7	Paper (Business/Fine/Specialty Stationery)	%	42%		
✓ 8	Shredders	%	38.8%		
✓ 9	Small Office Furnishings (i.e. desks, desktop risers, chairs, chair mats, file cabinets) (nothing requiring assembly)	%	31.4%		
✓ 10	Step Ladders/Step Stools	%	30%		

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

Confirmed

15. Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Confirmed

PRICE TABLES

STATIONERY, OFFICE SUPPLIES, AND SMALL FURNISHINGS

This price list encompasses the categories as set forth in the specifications. These categories apply to both S. P. Richards and Essendant. Please indicate which Distributor your company is bidding in the Vendor Questionnaire.

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)	%	55.6%		
SECTION II - ITEM #'S 2-10, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	44.2%		

[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
✓ 3	Boards, Rails & Easels	%	36.2%		
✓ 4	Calendars	%	50.6%		
✓ 5	Clocks	%	36.2%		
✓ 6	Envelopes	%	51.6%		
✓ 7	Paper (Business/Fine/Specialty Stationery)	%	51.6%		
✓ 8	Shredders	%	39.3%		
✓ 9	Small Office Furnishings (i.e. desks, desktop risers, chairs, chair mats, file cabinets) (nothing requiring assembly)	%	41.3%		
✓ 10	Step Ladders/Step Stools	%	35.2%		

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES

SECTION I: ITEM # 1 - OFFICE SUPPLIES, GENERAL:

Office Supplies Includes the Following:
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)
Letter Openers

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 rack/display more than \$300.00 each, list price</i>)
Literature Holders
Literature Organizers
Notebooks
Pack & Ship (<i>excluding knives</i>)
Pads and Pad Holders
Paper, Filler <i>only</i> (Specialty Paper products are Item # 7)
Pens, Pencils, Pencil Sharpeners & Accessories (<i>excluding pens or pencils over \$10.00 each, list price</i>)
Punches (<i>excluding punch over \$300.00 each, list price</i>)
Printer Stands (<i>excluding printer stand over \$175.00 each, list price</i>)
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