

ORDERING PROCEDURE

STATIONERY, OFFICE SUPPLIES AND SMALL FURNISHINGS - CONTRACT B2025-50

Contract Term: **May 1, 2025** through **April 30, 2026**.

AWARDED VENDORS / ORDERING INSTRUCTIONS:

The ordering process remains the same as last year:

- Pricing must be obtained from the vendor's websites:
 - **Staples:** <https://www.biggestbook.com/ui#/home>
 - **Office Basics:** www.iteminfo.com
 - **W.B. Mason:** www.iteminfo.com

DO NOT call vendors for price quotes.

OBTAINING PRICING:

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

Vendors are permitted to update pricing quarterly. Please check current pricing each time you order. Do not copy pricing from a prior PO without verifying.

RQS REQUIREMENTS:

- Contract number – *on Header of RQS*
- Bid item number – *on each Commodity line*
- Discount percentage - *on each Commodity line*
- Manufacturer item number (*must match the website exactly for verification*)

Note: If all items are the same item and discount, you may indicate that on the first commodity line. (i.e.: All lines Bid Item #1, 55.6% discount)

REMINDER: CENTRAL SUPPLY SRQ'S FOR INVENTORY ITEMS

Departments should not order routine office supplies through this contract if those items are stocked by Central Supply. Upon the start of this contract, Purchasing will begin rejecting requisitions for basic supplies that are available through Central Supply. Please check the Employee Portal for available items before submitting any requisitions for items similar in nature to those listed below:

- Stock printer paper
- Pens, pencils
- Rulers, scissors, staplers
- Paper clips, binder clips, calendars

HOW TO VIEW AVAILABLE CENTRAL SUPPLY INVENTORY ITEMS:

To see the list of items that are available from Central Supply:

- Go to the **Employee Portal** (<https://sp.co.ocean.nj.us/SitePages/Home.aspx>)
- Click the drop-down for "**Departments**"
- Select **Record Storage/Central Supply**
- Navigate to **Resource Documents** under Central Supply
- Select **CentralSupplyManufacturenumbers**
- Click the **MF#** to view available items

The current price list is also available on the Resource Documents Page.

If the item you need is available through Central Supply, please submit an SRQ (Supply Requisition) for that item rather than an RQS through this contract.

Should you have any questions, please contact the Purchasing Department at (732) 929-2101 or ext. 2101. We're happy to assist.