



Ocean County Board of Commissioners

OFFICE OF THE
OCEAN COUNTY COMMISSIONERS

Director Joseph H. Vicari
Deputy Director Gary Quinn
Commissioner Barbara Jo Crea
Commissioner Virginia E. Haines
Commissioner John P. Kelly

101 Hooper Avenue
Toms River, New Jersey
08754-2191
Tel: (732)929-2005
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Board Meeting Agenda

Date: May 17, 2023 - 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 AND OFFICE SUPPLIES to Office Basics; Plastic Express, Inc.; Star Data Co. and W.B. Mason Co., Inc., the highest qualified bidders. (B2023-88)

Official Resolution#	2023000693						
Meeting Date	05/17/2023						
Introduced Date	05/17/2023						
Adopted Date	05/17/2023						
Agenda Item	I-7						
CAF #							
Purchase Req. #	B2023-88						
Result	Adopted						
COUNTY COMMISSIONER	PRES.	ABS.	MOVE	SEC	AYE	NAY	ABST.
Vicari	<				<		
Quinn	<			<	<		
Crea	<				<		
Haines	<				<		
Kelly	<		<		<		

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. B2023-88

RESOLUTION

May 17, 2023

WHEREAS, on April 18, 2023, pursuant to legal advertisements therefor, sealed bids were received for the furnishing and delivery of STATIONERY AND OFFICE SUPPLIES 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
22 Creek Circle
Boothwyn, PA 19061
(610) 471-1000

Star Data Co.
PO Box 12
Hewlett, NY 11557
(201) 565- 9876

Staples Contract & Commercial LLC
500 Staples Drive
Framingham, MA 01702
(732) 672-5522

Name and Address of Bidder

Plastic Express, Inc.
667 Lehigh Avenue
Union, NJ 07083
(718) 499-1119 Ext. 8201

W.B. Mason Co., Inc.
59 Centre St.
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 highest qualified bid according to specifications, in each instance, namely that of, OFFICE BASICS; PLASTIC EXPRESS, INC.; STAR DATA CO.; 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, accepting the bids for the furnishing and delivery of Stationery and Office Supplies for the County of Ocean, for the contract period from date of award through May 16, 2024 a period of one (1) year, 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. OFFICE BASICS for nine (9) items, to wit:

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

This vendor has extended this contract to County Cooperative Contract System Participants.

B. PLASTIC EXPRESS, INC. for nine (9) items, to wit:

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

This vendor has extended this contract to County Cooperative Contract System Participants.

C. STAR DATA CO. for nine (9) items, to wit:

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

This vendor has extended this contract to County Cooperative Contract System Participants.

D. W.B. MASON CO., INC. for nine (9) items, to wit:

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

This vendor has extended this contract to County Cooperative Contract System Participants.

2. Payments for the materials 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.

3. The contract number must be placed on all papers, documents, invoices and vouchers pertaining to said contract, the number being B2023-88.

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

PRICE TABLES

STATIONERY AND OFFICE SUPPLIES

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)	%	45%		
SECTION II - ITEM #'S 2-9, SPECIALTY CATEGORIES, AS SPECIFIED					
2	Batteries	%	30%		
3	Boards, Rails & Easels (excluding interactive white boards)	%	35%		
4	Calendars	%	40%		
5	Chairs/Floor Mats	%	45%		
6	Clocks	%	40%		
7	Envelopes	%	50%		
8	Paper (Business/Fine/Specialty Stationery)	%	55%		
9	Shredders (excluding supplies)	%	40%		

PROPOSAL DOCUMENT REPORT
 Bid No. TBD
 STATIONERY AND OFFICE SUPPLIES

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STATIONERY AND OFFICE SUPPLIES

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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%		
SECTION II - ITEM #'S:2-9, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	25%		
✓ 3	Boards, Rails & Easels (excluding interactive white boards)	%	20%		
✓ 4	Calendars	%	25%		
✓ 5	Chairs/Floor Mats	%	26%		
✓ 6	Clocks	%	25%		
✓ 7	Envelopes	%	25%		
✓ 8	Paper (Business/Fine/Specialty Stationery)	%	21%		
✓ 9	Shredders (excluding supplies)	%	22%		

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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)	%	54%		
SECTION II - ITEM #'S 2-9, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	38%		
✓ 3	Boards, Rails & Easels (excluding interactive white boards)	%	35%		
✓ 4	Calendars	%	40%		
✓ 5	Chairs/Floor Mats	%	38%		
✓ 6	Clocks	%	35%		
✓ 7	Envelopes	%	46%		
✓ 8	Paper (Business/Fine/Specialty Stationery)	%	40%		
✓ 9	Shredders (excluding supplies)	%	40%		

W. B. MASON CO., INC.

PROPOSAL DOCUMENT REPORT
Bid No. TBD
STATIONERY AND OFFICE SUPPLIES

PRICE TABLES

STATIONERY AND OFFICE SUPPLIES

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)	%	56.2%		
SECTION II - ITEM #'S 2-9, SPECIALTY CATEGORIES, AS SPECIFIED					
✓ 2	Batteries	%	46.2%		
✓ 3	Boards, Rails & Easels (excluding interactive white boards)	%	39.6%		
✓ 4	Calendars	%	55.2%		
✓ 5	Chairs/Floor Mats	%	42.3%		
✓ 6	Clocks	%	36.2%		
✓ 7	Envelopes	%	55.2%		
✓ 8	Paper (Business/Fine/Specialty Stationery)	%	55.2%		
✓ 9	Shredders (excluding supplies)	%	42.3%		