

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

To: ALL DEPARTMENTS

From: Jennifer L. Bowens, Purchasing Agent

Date: July 10, 2023

Subject: **UPDATED** - STATIONERY AND OFFICE SUPPLIES BID (B2023-88)

The bid for Stationery and Office Supplies was awarded on May 17, 2023 and the contract will remain in effect until May 16, 2024.

The awarded vendors for the **Essendant** categories are **W. B. Mason and Star Data**. The awarded vendors for the **S. P. Richards** categories are **Office Basics and Plastic Express**.

The process for ordering from this contract has changed this 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.**

In order to obtain correct pricing for items you wish to purchase, you will first locate the item you wish to purchase by accessing the vendor's website. Apply the vendor's awarded discount % to the online pricing to obtain the correct purchase price. The websites for each vendor are listed below:

**Please note that the below link for W.B. Mason has been updated from the previous memo on May 18, 2023. Please be sure to use this link and not W.B. Mason's website.*

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

Office Basics: www.officebasics.com

Star Data: www.biggestbook.com

W.B. Mason: www.biggestbook.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.

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION I: ITEM # 1 - OFFICE SUPPLIES, GENERAL:**

<u>Office Supplies Includes the following:</u>
Art & Drafting Supplies
Badges & Accessories (All Lanyards must be breakaway)
Binders & Binding Systems Supplies
Boards – Accessories only (Boards, Easels and Rails are Item #2)
Books – including magnifiers
Business Cases
Calculators
Cards & Card Filing
Cash Handling
Catalog Racks & Reference Systems
Clipboards & Clips
Cleaning Supplies – Computer Accessories only
Computer Accessories – Including monitor arms, mice, keyboards, keyboard drawers and platforms (Does not include the purchase of new electronic devices; such as printers, fax machines, scanners, tablets, laptops, etc.)
Copyholders
Correction Supplies
Data Storage
Desk Accessories – Including organizers and sorters
Dictation Equipment – Including accessories
File Folders, File Jackets, File Pockets & Files
Flags
Forms
Frames – Including accessories
Glues & Adhesives
Indexes
Key Controls and Locks
Label Holders
Label Makers – including supplies
Labels
Laminators – Including supplies
Lamps – Including bulbs
Letter Openers
Literature Racks & Displays (No rack/display costing more than \$300.00 each, list price)
Literature Holders

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION I: ITEM # 1 – OFFICE SUPPLIES, GENERAL: (Cont'd)**

<u>Item Categories</u>
Literature Organizers
Notebooks
Pack & Ship – <i>excluding knives</i>
Pads and Pad Holders
Paper – Filler <i>only</i> ; (Specialty Paper products are Item # 8)
Pens, Pencils, Pencil Sharpeners & Accessories (No pen or pencil costing more than \$10.00 each, list price)
Punches (No punch costing more than \$300.00 each, list price)
Printer Stands (No printer stand costing more than \$175.00 each, list price)
Report Covers
Rubber Bands
Rulers
Scissors
Seating – Including Back Supports and Foot Rests (excluding Chairs)
Sheet Protectors
Shredder Supplies (excluding shredders; shredders are Item #9)
Signs
Sit to Stand Accessories – (excluding floor mats; floor mats are Item #5)
Stamps – including ink (excluding custom stamps)
Staplers, Staple Removers & Staples (No stapler costing more than \$600.00 each, list price)
Surge Protectors
Tablet Accessories – (excluding tablets)
Tags & Price Markers
Tape & Dispensers
Telephones – Accessories <i>only</i>
Time Clocks, Time Cards & Time Card Racks
Trimming Boards

ESSENDANT WEBSITE PRICING AND S.P. RICHARDS WEBSITE PRICING CATEGORIES**SECTION II: ITEM #'s 2-9 – SPECIALTY CATEGORIES:**

<u>Items:</u>
2. Batteries
3. Boards/Easels/Rails – (Accessories are Item #1)
4. Calendars
5. Chairs/Floor Mats
6. Clocks
7. Envelopes
8. Paper – Specialty (excluding filler paper; filler paper is Item #1)
9. Shredders