

**SPECIFICATIONS FOR STATIONERY FOR THE COUNTY OF
MERCER COOPERATIVE CONTRACT PURCHASING
SYSTEM FOR A PERIOD OF ONE YEAR**

The County of Mercer requests bids for stationery and supplies for all County Agencies. With the approval of both Mercer County and the vendor, contracting units located within the geographic boundary of Mercer County may purchase under the contract subject to its specifications, terms and conditions. All paper must be a standard registered mill brand and first quality. Vendors may be requested to submit a sample of any item bid for evaluation by the County. Contracts shall be awarded to multiple vendors based upon the lowest unit price for each line item for a period of one year. Brands names shall be interpreted as Brand or equivalent.

Packaging

All paper must be cut and ream wrapped in a moisture proof paper and a printed label attached setting forth the mill brand, kind of paper, size, substance, weight and number of sheets contained therein. Cut reams to be packed in junior cartons containing not more than 10 reams each. All cartons must bear a printed mill label describing in full the contents therein.

Shipments

Bill of lading describing contents must accompany each shipment. Trucking service must include delivery to each County Agency. This contract shall be subject to minimum shipments of not less than 10 cartons, but may consist of any combination of papers to be ordered for shipment at one time.

Method of Award

Contract(s) shall be awarded on a per line item basis.

Contract Period

Contract shall be for a period of twelve (12) months.

Deliveries

Deliveries shall be made when and as directed by each agency. All deliveries must be placed inside all Mercer County facilities. All paper orders to be separate according to departmental orders.

Pricing

Prices shall be stated as per the requested packaging (i.e. carton etc.) The contract(s) shall be awarded based upon the lowest unit cost for each line item and any items awarded shall be ordered on an as-needed basis.