

CK09MERCER2011-06 OFFICE SUPPLIES FOR MERCER COUNTY COOP FOR TWO YEARS

BID OPENING DATE: MARCH 17, 2011

CONTRACT PERIOD: MAY 14, 2011 TO MAY 13, 2013 RESOLUTION NO. 2011-275			
AWARDED VENDORS	W.B. MASON CO., INC.	STAPLES	CMF BUSINESS SUPPLIES INC.
ADDRESS	21 COMMERCE DRIVE	163 MADISON AVENUE- 3RD FLOOR	3622 KENNEDY ROAD
CITY, STATE, ZIP	CRANBURY, NJ 08512	MORRISTOWN, NJ 07960	SOUTH PLAINFIELD, NJ 07080
CONTACT	MICHAEL LANGE	NICHOLAS DALACIO, SR, ACCT. MANAGER	LOUIS M. ANGELUCCI
TELEPHONE	888-926-2766 Ext.#1118	CUSTOMER SERVICE: (877)-826-7755 (973) 630-5094 OFFICE/ 201-323-5259 CEL	908 753 0800 Ext.#222
FAX	866-399-1018	973 630- 5065	908 753 0420
WEBSITE OR E-MAIL	michael.lange@wbmason.com	www.StaplesLink.com - Nicholas.Dalacio@staples.com	LOU@CMF.NET
EXTEND TO COOP, HOURLY RATE ONLY	YES	YES	YES
EMERGENCY DELIVERY PROCEDURE	YES	YES	YES
FURNITURE AND ACCESSORIES WITH EXCEPTION TO:	45.20%		
HON		55% OK	
ALLSTEEL	50.00%		
SCHOLARCRAFT			
NATIONAL	47.00%		
GLOBAL		52.00%	
ANATOME			
AIS			
OFFICE TECHNOLOGY	40.60%		
DELL TONER	DELL COMPATIBLE	DELL TONER PRODUCTS 5%	
REMANUFACTURED TONER AND CARTRIDGES; SUSTAINABLE EARTH BRAND, STAPLES BRAND AND DIVERSITY PRODUCTS SOLUTIONS		42.00%	
GENERAL OFFICE AND SCHOOL SUPPLIES	62.20%		
PRIVATE LABEL UNIVERSAL BRAND OFFICE AND SCHOOL SUPPLIES			63% APPLIES ONLY TO UNIVERSAL BRAND OFFICE AND SCHOOL SUPPLY ONLY
DELIVERY AND SET-UP FEE FOR FURNITURE	NO FEE	\$65.00	
CATALOG	WB MASON CATALOG	STAPLES ADVANTAGE	UNITED STATIONERS

Approved as to Form and Legality

Date

[Signature]

 County Counsel

MAY 24, 2011

AWARD OF BID RECEIVED MARCH 17, 2011 TO MULTIPLE VENDORS FOR FURNITURE, TECHNOLOGY, AND OFFICE SUPPLIES FOR THE COUNTY OF MERCER AND THE COOPERATIVE CONTRACT PURCHASING SYSTEM. TWO YEAR PERIOD: MAY 14, 2011 TO MAY 13, 2013. AMOUNT NOT TO EXCEED \$550,000.00 PER YEAR.(CK09MERCER2011-06)

WHEREAS, the Mercer County Purchasing Agent has advertised for bids for furniture, technology and office supplies for Mercer County and the Mercer County Cooperative Contract Purchasing System for a period of two years through bid terms and specifications, as provided by law; and,

WHEREAS, five (5) sealed bids were received on March 17, 2011 in connection with the aforementioned services; and,

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 Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs	Res	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs	Res	Sec.
Cannon	X				✓		Koontz	X					
Carabelli	X						Walter	X					
Cimino	X					✓	Colavita	X					
Frisby	X												

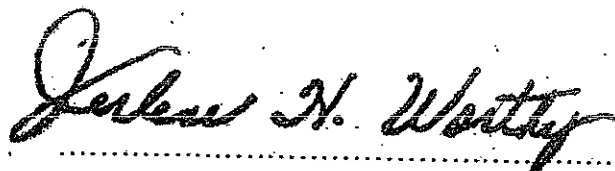
X—Indicates Vote Abs.—Absent N.V.—Not Voting
 Res.—Resolution Moved Sec.—Resolution Seconded

WHEREAS, the bids of W.B. Mason Company, Inc., 21 Commerce Drive, Cranbury, NJ 08512; Staples, 163 Madison Avenue, Morristown, NJ 07960; and CMF Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, NJ 07080 be awarded for the period of May 14, 2011 through May 13, 2013, as per the attached award by category; amount not to exceed \$550,000.00 per year; and,

WHEREAS, the bidders hereinafter designated are the lowest qualified bidder(s); now therefore,

BE IT RESOLVED, that the County Executive and Clerk to the Board be and are hereby authorized to execute said contract when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Purchasing Agent for further distribution.



Clerk to the Board

**CATALOG BID FOR OFFICE SUPPLIES FOR THE COUNTY OF MERCER
CONTRACT TERM: TWO YEARS**

The County of Mercer requests bids for the 2011 S.P. Richards OR United Stationers Catalog for a period of two years for the County and Cooperative Contract Purchasing System Members.

GENERAL:

1. Bidders shall submit bids for the 2011 S.P. Richards Office Products or 2011 United Stationers Catalog for all categories as requested. The County reserves the right to award contracts based upon the highest discount. Awarded vendors shall provide new catalogs for each subsequent year; however, the discount shall remain firm. Stationery and envelopes are excluded. Contracts shall be awarded to multiple suppliers based upon the discounted rate for each category as requested on the proposal page for 2011 Catalogs and future releases. The award shall apply to all 2011 catalogs supplied by the vendor as well as future catalog releases.
2. The County shall not be bound to any minimum or maximum purchases. The County of Mercer has requested in the 2011 budget process approximately \$500,000 for furniture, technology and office supplies.
3. It is understood by all parties that no guarantees are made as to items or quantities to be purchased, and that the discounts offered shall prevail for the life of the contract regardless of the actual amount expended, whether more or less than the estimated dollar volume.

In the event of a manufacturer's price decrease during the contract period, the County shall receive the full benefit of such price reduction. Failure to report price reductions will result in cancellation of contract for cause.

4. The County reserves the right to purchase items from state contract and the open market, if such use serves the interest of the County. The County reserves the right to bid separately for any commodity represented in the catalogue.
5. Term of contract: Two years. The Discount shall remain in effect for the two year term for the current and future catalog releases during the two year period. Delivery shall be F.O.B. county locations with the exception of furniture. The County shall pay for delivery and setup for furniture.
6. Vendors may extend pricing to the County Cooperative Contract Purchasing System.
7. Vendors shall provide a firm discount for each category. **Floor fees and restocking fees shall not be assessed.**

SERVICES:

1. THE **AWARDED** VENDORS SHALL PROVIDE A PRICE LIST FOR THE "COMMON USE ITEMS". (Refer to Attachment entitled Office Supply Basic List).
2. **The awarded vendors shall provide website access with instant pricing as awarded by the county.** Awarded vendors shall provide:
 - a. Day-to-day back-order listing
 - b. No minimum requirements in packaging, quantities, dollar values.
 3. Product Integrity – products shall be provided as stated in the catalog
3. Delivery personnel shall be uniformed, with visible identification. Delivery personnel may be subject to submit a security/background check. Bidders are to familiarize themselves with the locations and conditions at each site (stairs, elevators, parking, and access). Inside, overnight, "desk-top" delivery shall be made to every office, all floors, at all County locations.
4. Deliveries shall be packaged individually for each office with County format billing.
5. Bidders shall provide a delivery and set-up fee for furniture.
6. Overnight delivery shall be made on all purchase orders received 12:00 P.M. Items not available for next day delivery shall be so indicated by the bidder. Extensions of time specified for delivery will be permitted only with the consent of the County's ordering agency. In the event of a legitimate emergency requirement, contractor shall bear the cost of a special messenger to make delivery.
7. The County shall be accorded a liberal return policy with no restocking charge.
8. Exchanges and return pick-ups will be handled within forty-eight hours of notification by the County. Orders will be given to the driver when he/she makes deliveries.
9. Billing and shipping will be stated on the Purchase Order by the ordering Agency. The vendor's billing shall show; in addition to other information:
 - a. The catalog price
 - b. The rate of discount
 - c. The net price
10. The contractor shall designate one account representative. The County reserves the right to request weekly visits to service the account.

11. Sales or technical field representatives may be required to call upon and consult with the County's using agencies regarding their requirements. No solicitation permitted.
12. The awarded vendors shall designate a representative, by name, phone number, fax, and E-mail.
13. The Contract shall commence on May 14, 2011.

OTHER:

1. Successful bidder shall be required to deliver current catalogue(s) to each ordering office and shall provide approximately 50 catalogs per year.
Awarded vendors shall provide e-catalogs with net pricing for those items/categories awarded by the County.
2. References:
Submit three current references from accounts similar in size and volume.