

<b>CONTRACT AWARD</b>			
<b>CK09MERCER2019-02B STATIONERY SUPPLIES FOR THE COUNTY OF MERCER AND THE MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM FOR A PERIOD OF TWO (2) YEARS</b>			
<b>BID OPENING DATE: APRIL 2, 2019</b>			
<b>CONTRACT TERM: APRIL 23, 2019 THROUGH APRIL 22, 2021</b>	<b>RES. NO. 2019-318</b>		
NAME OF BIDDER	OFFICE BASICS INC.	PAPER MART INC.	W.B.MASON CO., INC.
ADDRESS	22 CREEK CIRCLE	151 RIDGEDALE AVENUE	300 PROSPECT PLAINS ROAD
CITY, STATE, ZIP	BOOTHWYN, PA 19061	EAST HANOVER, NJ 07936	CRANBURY, NJ 08512
CONTACT	KATHERINE HUNTER	HOWARD LEVEY	CAROL SALVA & DONNA SERAFINE
TELEPHONE	610 471 1000	800 772 2001	888 926 2766
FAX	610 471 1100	973 884 1982	866 399 1018
WEBSITE OR E-MAIL	<a href="mailto:RKENDALL@OFFICBASICS.COM">RKENDALL@OFFICBASICS.COM</a>	<a href="mailto:HOWARD.LEVEY@PAPMAR.COM">HOWARD.LEVEY@PAPMAR.COM</a>	<a href="mailto:CAROL.SALVA@WBMASON.COM">CAROL.SALVA@WBMASON.COM</a> <a href="mailto:DONNA.SERAFINE@WBMASON.COM">DONNA.SERAFINE@WBMASON.COM</a>
INSURANCE AND INDEMNIFICATION REQUIREMENTS	SIGNED AND DATED	SIGNED AND DATED	SIGNED AND DATED
INSURANCE CERTIFICATE	REQUIRED IF AWARDED	REQUIRED IF AWARDED	REQUIRED IF AWARDED
ADDENDUM NO. ONE	SIGNED AND DATED	SIGNED AND DATED	SIGNED AND DATED
IRAN CERTIFICATION	SIGNED AND DATED	SIGNED AND DATED	SIGNED AND DATED
EIC	26687 EXPIRES 6.15.20	765 EXPIRES 11.15.21	28060 EXPIRES 4.15.20
EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
STOCKHOLDER DISCLOSURE	SIGNED AND DATED	SIGNED AND DATED	SIGNED AND DATED
NEW JERSEY BUSINESS REGISTRATION	OK	OK	OK
EXTEND TO CO-OP	YES	YES	NOT CHECKED
HOLD PRICING BEYOND 60 DAYS	YES	YES	YES
EMERGENCY DELIVERY	YES; 40% UPCHARGE	YES	YES
<b>EXCEPTIONS</b>	<b>NONE</b>	<b>YES, CASE COUNT PAGE 48</b>	<b>NONE</b>
<b>FATAL FLAW</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>

**COUNTY OF MERCER AND MERCER COUNTY COMMUNITY COLLEGE PAPER SPECIFICATIONS AND QUANTITIES FOR STATIONERY**

ITEM NO.	DESCRIPTION	ITEMS/ CASE	MERCER COUNTY REQUIREMENTS (CASES)	MERCER COUNTY COMMUNITY COLLEGE REQUIREMENTS (CASES)	TOTAL CASES	PRICE PER CASE	TOTAL COST FOR COUNTY OF MERCER	TOTAL COST FOR COMMUNITY COLLEGE	AWARDED VENDOR
<b>LOW BIDS</b>									
1	Atlas Bond White #403 - 25% Cotton Fiber 8 1/2" x 11" 20#	5000	10	5	15	\$ 93.70	937.00	468.50	PAPER MART
2	ENV #10, Window Blue Tint, 24# (Self Sealed)	2500	30		30	\$ 110.00	3,300.00		PAPER MART
3	UNCOATED 11 X 17 67.5# text-Regular Bond /Soporset White Smooth	2000	10	280	290	\$ 40.00	400.00	11,200.00	PAPER MART
4	28 X 40 67.5# text-Regular Bond/ Soporset Opaque Smooth/	500		10	10	\$ 61.00		610.00	PAPER MART
5	13 X 19 100# GLOSS text-Regular Bond/ Soporset Opaque (FUTURA)	1200		10	10	\$ 53.50		535.00	PAPER MART
6	13 X 19 100# DULL COVER-/ Soporset Opaque Smooth/(STERLING)	750		10	10	\$ 46.15		461.50	PAPER MART
7	12 X 18 60# ULTRA MATTE- WHITE CRACK AND PEEL / (KODAK)	500		5	5	\$ 125.50		376.50	PAPER MART
8	17 X 22 RED FLUORESCENT-CRACK AND PEEL /(KODAK)	500		3	3	\$ 350.00		1,050.00	PAPER MART
9	24 X 36 125LB MANILA TAG	1000		2	2	\$ 117.00		234.00	PAPER MART
10	NCR UNIVERSAL SINGLES, White, CB 8 1/2" x 11",	5000		5	5	\$ 156.00		780.00	PAPER MART
11	NCR UNIVERSAL SINGLES, YELLOW , CFB 8 1/2" x 11",	5000		5	5	\$ 178.00		890.00	PAPER MART
12	NCR UNIVERSAL SINGLES, White, TAG CF 8 1/2" x 11",	2000		10	10	\$ 163.00		1,630.00	PAPER MART
13	NCR UNIVERSAL SINGLES, White, CF 8 1/2" x 11",	5000		2	2	\$ 92.00		184.00	PAPER MART
14	NCR UNIVERSAL SINGLES, BLUE , CF 8 1/2" x 11",	5000		2	2	\$ 101.00		202.00	PAPER MART
15	NCR UNIVERSAL SINGLES, BLUE , CB 8 1/2" x 11",	5000		2	2	\$ 156.00		312.00	PAPER MART

16	NCR UNIVERSAL SINGLES, PINK , CF 8 1/2" x 11",	5000		2	2	\$ 101.00		202.00	PAPER MART
17	NCR UNIVERSAL SINGLES, PINK , CB 8 1/2" x 11",	5000		2	2	\$ 156.00		312.00	PAPER MART
18	3-Part Straight Collated, White/Canary/Pink, 81/2" x 11", 23#, (3R12425)	1,670 Sets	40		40	\$ 142.00	5,680.00		PAPER MART
19	5-Part Straight Collated, White/Green/Canary/Pink/Goldenrod, 81/2" x 11", 23#, (3R12453)	1,000 Sets	10		10	\$ 161.00	1,610.00		PAPER MART
20	2 - Part REVERSE Collated ,White/Canary/Pink, 81/2" x 11", 23# ( XEROX)	2500 Sets		8	8	\$ 102.00		1,020.00	PAPER MART
21	3-Part REVERSE Collated, White/Canary/Pink, 81/2" x 11", 23#	1,670 Sets		50	50	\$ 108.00		3,240.00	PAPER MART
22	4-Part REVERSE Collated, White/Canary/Pink/Goldenrod, 81/2" x 11", 23#,	1,250 Sets		25	25	\$ 121.00		2,420.00	PAPER MART
23	5-Part REVERSE Collated, White/Green/Canary/Pink/Goldenrod, 81/2" x 11", 23#	1,000 Sets		10	10	\$ 136.00		680.00	PAPER MART
24	COLORED 8.5 X 11 20 # Blue, Canary, Green, Goldenrod, Buff, Red, Salmon, Cherry, Pink	5000		240	240	\$ 36.30		7,260.00	W.B. MASON
25	Domtar Colors (Hots) 8 1/2" x 11" 65# Carton	2500	12	20	32	\$ 79.00	948.00	1,580.00	PAPER MART
26	Green Bar, 14 7/8" x 11", 20#	2300	320		320	\$ 44.90	1,167.40		OFFICE BASICS
27	WHITE INDEX 110# 11 X 17	1000		10	10	\$ 47.80		478.00	PAPER MART
28	Classic Crest Cover 35 x 23" 80lb Baronial IVORY	500		3	3	\$ 301.00		903.00	PAPER MART
29	COLORED INDEX 110# Blue, Green, Canary, Buff, Salmon, Cherry	2000		120	120	\$ 49.85		5,982.00	PAPER MART
30	FINE 8.5 X 11 Brite White, 70# text	3000	4		4	\$ 43.15	172.60		PAPER MART

31	ENVELOPES Royal Laid White #10, 24#	2500	10		10	\$ 131.00	1,310.00		PAPER MART
32	ENV #10, Reg. Whitewove, 24#	2500	40		40	\$ 42.50	1,700.00		PAPER MART
33	ENV 6 x 9, White, 28#, Open End Top - No Clasp	500	20		20	\$ 17.43	348.60		PAPER MART
34	ENV 9 x 12, White, 28# Open End Top - No Clasp	500	20		20	\$ 27.17	543.40		PAPER MART
35	ENV 10 x 13, Kraft, 28#, Open End - No Clasp	2500	20		20	\$ 31.55	631.00		PAPER MART
36	ENV 12 x 15, Manilla, 28#, Open End - No Clasp	2500	20		20	\$ 50.00	1,000.00		PAPER MART
37	ENV 10 x 15, Kraft, 28#, Booklet - No Clasp	2500	20		20	\$ 98.10	1,962.00		PAPER MART
38	ENV Classic Laid Writing, Classic Natural White, 8 1/2" x 11", 24#	5000		3	3	\$ 154.75		464.25	PAPER MART
39	COATED 11" x 17", 100# text	1000		5	5	\$ 28.90		144.50	PAPER MART
40	COATED 11" x 17", 100# DULL COVER (UTILIZED FOR BUSINESS CARDS FOR MCCC)	500		200	200	\$ 35.30		7,060.00	PAPER MART
41	UNCOATED 8.5" X 11" 70# Linen /Classic Avon Brillant White	4000	10	120	130	\$ 149.00	1,490.00	17,880.00	PAPER MART
42	BC-2 Business card Boxes 3 1/2" x 7 3/4" size per Box	100		4	4	\$ 62.00		248.00	PAPER MART
43	White, 8 1/2" x 11", 20#	5000	2600	3,200	5,800	\$ 28.90	75,140.00	92,480.00	PAPER MART
44	White, 8 1/2" x 11", 20# Recycled* REFER TO SPEC	5000	1000		1,000	\$ 32.60	32,600.00		PAPER MART
45	White, 8 1/2" x 14", 20#	5000	200	20	220	\$ 44.60	8,920.00	892.00	W.B. MASON
46	White, 8 1/2" x 14", 20# Recycled* REFER TO SPEC	5000	200		200	\$ 45.59	9,118.00		PAPER MART
47	White, 11" X 17", 20#	2500		24	24	\$ 33.73		809.52	W.B. MASON
48	White Forebond 8 1/2" x 11", 24#	5000	10		10	\$ 43.75	437.50		PAPER MART
49	3 HOLE PUNCHED White, 8 1/2" x 11", 20#	5000	10	5	15	\$ 33.73	337.30	168.65	W.B. MASON
50	HOTS 8.5 X 11 60# Gold, Blue, Teal, Canary, Red, Lime Green, Pink, Orange	5000	10	40	50	\$ 69.25	692.50	2,770.00	PAPER MART
51	DISCOUNT OFF LIST FOR ITEMS NOT LISTED					30%			W.B. MASON / OFFICE BASICS

Approved as to Form and Legality

Date

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County Counsel

June 27, 2019  
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PARTIAL AWARD OF BID RECEIVED APRIL 2, 2019 TO MULTIPLE VENDORS FOR STATIONERY SUPPLIES FOR THE COUNTY OF MERCER AND THE MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM. AMOUNT NOT TO EXCEED \$200,000.00 PERIOD: APRIL 23, 2019 TO APRIL 22, 2021 (CK09MERCER2019-02B)

WHEREAS, the Mercer County Purchasing Agent has advertised for bids for stationery supplies for the County of Mercer for use by Mercer County and the Mercer County Cooperative Contract Purchasing System, as authorized through Resolution No. 2018-89, adopted February 8, 2018; and,

WHEREAS, three (3) separate sealed bids were received on April 2, 2019 in connection with furnishing and providing the aforementioned services; and,

WHEREAS, the bid of Office Basics Inc., Paper Mart Inc., and W.B. Mason Co., shall be awarded for a period of two years in a total amount not to exceed \$200,000.00; and,

WHEREAS, the bidders hereinafter designated are the lowest qualified bidders for stationery supplies as follows:

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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				✓		Melker	X					
Colavita	X					✓	Walter	X					
Frisby	X						Cimino						
Koontz	X											X	
X—Indicates Vote      Abs.—Absent      N.V.—Not Voting Res.—Resolution Moved      Sec.—Resolution Seconded													

**THE FOLLOWING VENDORS ARE EXTENDING TO THE MERCER**

**COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM:**

Office Basics Inc.  
22 Creek Circle  
Boothwyn, PA 19061

Paper Mart Inc.  
151 Ridgedale Avenue  
East Hanover, NJ 07936

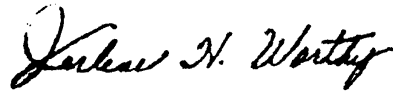
W.B. Mason Company, Inc.  
300 Prospect Plains Road  
Cranbury, NJ 08512

And,

WHEREAS, the Chief Financial Officers of Mercer County has certified in writing the availability of funds for the purposes set forth in this Resolution; said certification is on file with the Clerk to the Board and funds are contingent upon the inclusion in and adoption of the 2019, 2020 and 2021 Mercer County Budgets; now, therefore,

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

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



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*Clerk to the Board*

**SPECIFICATIONS FOR BID FOR STATIONERY SUPPLIES FOR THE COUNTY OF MERCER AND THE  
MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM FOR A PERIOD OF TWO  
(2) YEARS**

**INTENT**

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. The County and Mercer County Community College may request samples for evaluation. Contracts shall be awarded to multiple vendors based upon the lowest unit price for each line item for a period of two (2) years. Brands names shall be interpreted as Brand or equivalent. The quantities stated include the requirements for Mercer County Community College. The contract shall be awarded for a period of two (2) years. The awarded vendors shall provide a field service representative to assist using agencies. Please refer to the attached schedule of facilities for potential delivery sites. **The County and Mercer County Community College shall not be held to any minimums or maximums and withhold the right to increase or decrease the quantities stated on the proposal page.**

**MERCER COUNTY COMMUNITY COLLEGE CONTACT:  
RAY ANDREJCIK 609 586 4800 Ext. 3220  
1200 OLD TRENTON ROAD  
WEST WINDSOR, NEW JERSEY 08690**

**RECYCLED PAPER (where stated in the proposal pages)**

Paper products shall be made with not less than 50% secondary waste content.

**RECYCLED PAPER DEFINITION**

Recycled paper means any paper having a total weight consisting of not less than 50% secondary waste material. "Secondary waste material" means paper waste generated after completion of a paper making process, such as post-consumer waste material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls and mill wrappers; except that secondary waste paper material shall not include fibrous waste generated during the manufacturing process, such as fibers recovered from waste or trimmings of paper machine rolls, fibrous by-products of harvesting, extractive or woodcutting or forest residue such as bark.

Dual purpose copier bond must run satisfactorily in all copiers. Failure to run properly in any copier may be cause for cancellation of contract. Vendors are advised to bid only sheets that are manufactured for problem free operations in the areas bid. Where problems are encountered, the County will expect the manufacturer's representatives to respond within two days to resolve the problem or replace the paper.

**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 10 cartons, but may consist of any combination of papers to be ordered for shipment at one time.

**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. All prices submitted shall be net, FOB destination.

**SPECIAL DELIVERY SITUATION**

Deliveries may be made to the Correction Center or facilities that may require security clearance.

**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.