

OFFICE SUPPLIES, FURNITURE & EQUIPMENT, PRINTER INK CARTRIDGE & TONER JUST-IN TIME, DESKTOP DELIVERY OPEN END, CATALOGUE BID CONTRACT #CC-0001-18 CO-OPERATIVE PRICING BID #2-SOCCP SECOND YEAR OF TWO YEAR CONTRACT

WHEREAS, the County of Somerset Purchasing Department properly advertised on April 6, 2018 for Office Supplies, Furniture & Equipment, Printer Ink Cartridge & Toner , Just-In Time, Desktop Delivery, Open End, Catalogue Bid Contract # CC-0001-18, on an open-end contract basis with "Availability of Funds Certificate" to be executed by the Chief Financial Officer at the time each order is placed; and

WHEREAS, five (5) sealed bids were received, opened and read in public on April 24, 2018 at 2:30 P.M. prevailing time; and

WHEREAS, the bids were reviewed by the Purchasing Agent and it was determined that the bids as submitted by W.B. Mason, 59 Centre Street, Brockton, MA 02303 and The Office Concepts Group, 301 Greenwood Ave., Midland Park, NJ 07432 met the requirements of the County specifications during the first year of the contract; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Somerset that the bids as submitted by the above named vendors be and are hereby accepted for the second year of a two year contract for; and

	Category	Percentage (%) Discount	Vendor
1	Office Supplies – Daily Use	66.10%	W.B. Mason
2	Electronics & Technology Supplies	44.50%	Office Concepts
3	Ink & Toner	43.10%	W.B. Mason
4	Furniture & Accessories	52.50%	W.B. Mason
5	All Purpose Maintenance Supplies	42.50%	W.B. Mason
6	Breakroom Supplies	40.10%	W.B. Mason
7	Breakroom Small Appliances & Equipment	40.10%	W.B. Mason
8	First Aid Supplies & Personal Protection Products	41.50%	W.B. Mason
9	Specialty Purpose Paper	32.80%	Office Concepts
10	Miscellaneous	49.60%	W.B. Mason
	S.P. Richards Office Products Catalogue	43.00%	Office Concepts
	Essendant Company Catalogues % Discount For Catalogue Items Not Listed	37.10%	W.B. Mason

BE IT FURTHER RESOLVED by the Board of Chosen Freeholders of the County of Somerset that the Director and Deputy Clerk of the Board are hereby authorized to execute the proper contracts and the Purchasing Agent is hereby authorized to issue Purchase Orders as needed per bid proposals and specifications approved as to form and content by County Counsel.

I, Kathryn Quick, Deputy Clerk of the Board of Chosen Freeholders of the County of Somerset in the State of New Jersey, do hereby certify that the foregoing is a true copy of a Resolution adopted by said Board of Chosen Freeholders at its regularly convened meeting of May 14, 2019.

Kathryn Quick

Kathryn Quick, Deputy Clerk of the Board

Approved as to Form and Legality
Somerset County Counsel

By: *[Signature]*

CATEGORY 1 – OFFICE SUPPLIES – DAILY USE	
1.	All Writing Instruments - Pens (to include, but limited to: Ballpoints (to include Refills), Rollerball, Gel, Porous Point, Permanent & Dry Ease Markers, Highlighters) Pencils (Mechanical to include Lead Refills and Erasers) & Woodcase
2.	Badges & Accessories - (Self Adhesive, Printable & Badge Kits)
3.	Binders – Heavy & Light Duty, Flexible Types, View & Non-View, Presentation, All Ring Types, Hanging, Specialty, Unique Sizes
4.	Binder Accessories – Tabs, Presentation Tabs, Dividers (All Types-Customizable, Insertable, Printed, Self-Adhesive and Specialty etc.), Sheet Protectors (Various Types)
5.	Binder Presentation – Sheet Protectors, Report Covers (With and Without Punches and Pockets), Pressboard Types
6.	Binding Supplies – Binding Components (Plastic, Spines, Combs, Wire and Covers.
7.	Calculator - Ribbons and Tape Rolls
8.	Calendars, Organizers and Planners - (All Types and Sizes, i.e. Desk, Wall & Wall Erasable, At-A-Glance, etc.)
9.	Certificates – All Types and Sizes
10.	Clips & Binding - (Various Types and Sizes), Paper (Various Type and Sizes) and Wall Clips (Magnetic & Fabric Panel Types)
11.	Clipboards – All Types and Sizes
12.	Clocks - Wall
13.	Correction Materials – Film, Liquid and Tape
14.	Date Stamps & General Stamps - i.e. CONFIDENTIAL, COPY, FILE COPY, DATERS, ORIGINAL, PAID, PAST DUE, VOID, etc. Pre-Inked and Non-Inked (NO CUSTOM ORDERS)
15.	Date Stamp Accessories – Ink Pads and Bottled Ink
16.	Desk Accessories – All Types and Sizes (i.e. Calendar Holders, Letter Trays, Pencil Holders, Multi-Functional File Organizers, Desk Tray Organizers, Desk Pads, Desktop Copy Holders, Bookends, etc.)
17.	Erasers – Writing, Whiteboard, Chalkboard
18.	Envelope Openers - Envelope Moisteners, Envelope Moisteners and with Adhesive, Finger Tip Moisteners
19.	Filing Folders and Accessories - (i.e. Filing Folder-All Types (i.e. Classification, Fastener Top and End Tabs), Expanding and Expanding Pockets, Jackets- Paper and Poly, Labels, Labeling Systems, Manila Folders- (All Colors), File Pockets, Hanging Files, Filing Fasteners and Frames
20.	Frames – All Types and Sizes – (Award, Document & Certificate, Diploma, i.e. Leatherette, Wood and etc.)
21.	Glue and Adhesives – Sticks, Multi-Purpose (All Types)
22.	Index Cards – Colored, Printable and Various Sizes and Index Card Files
23.	Labels – Color Coding, Address and Mailing, Filing, Multipurpose, Shipping, Specialty and all types and sizes
24.	Laminating – Sheets and Supplies (Excludes Laminating Machines)
	Letter Openers – Hand Held, Concealed Safety Blade
25.	Notebooks & Pads – Executive Type, Record, Basic and Premium Writing Pads, Wire Bound-All Types and Sizes, Steno, Memo, Legal and Easel Pads
26.	Packaging Supplies – Bubble & Padded Mailers, Fiberboard Mailers, Chipboard, Mailing Tubes, Shipping Boxes, Cushioning (Various Types), Tape (Various Types), Tape Dispensers
27.	Paper Trimmers – Guillotine and Rotary
28.	P-Touch Tapes – (All Type and Sizes)
29.	Post-It Notes – All Types and Sizes (Self-Stick Notes, Tabs and Flags, etc.)
30.	Punches – Electric and Heavy Duty
31.	Rubber Bands – All Types and Sizes
32.	Rulers – All Types and Sizes (i.e. Stainless, Plastic, Wood and Flexible)
33.	School Supplies – (to include but limited to Crayons, Coloring Pencils (General, Premium and Sets) Construction Paper (Various Colors), Washable Markers, Pencil Sharpeners, Pencils Boxes, Templates, Kids and Student Scissors, Compass, Triangular Scales, Poster Board)
34.	Scissors – All Types and Sizes
35.	Staplers – Desktop, Electronic and Heavy Duty
36.	Staples and Removers - Standard and Heavy Duty(All Types and Sizes)
37.	Storage Boxes Files – Portable, with Lift Off Lids
38.	Tape – All Types and Sizes (i.e. Transparent and Invisible, Refillable, Double-sided, Mounting and Fastener
39.	Tape Dispenser – Desktop and Hand Held

CATEGORY 2 – ELECTRONICS & TECHNOLOGY SUPPLIES	
1.	Audio Visual – (i.e. Projection Screens, Laser Pointers-(All Types), Multi Media Speakers, Headsets
2.	Batteries & Chargers – All Types and Sizes
3.	Binding Equipment – All Types and Sizes Manual and Electric - (i.e. Plastic Comb, Wire, and Thermal)
4.	Cables and Networking Accessories – (i.e. HDMI Cables, USB Cables, Mobile Device Cable, Charge and Sync Cables, Switch& Adapter, USB Hubs, Cable Management-(One Wrap Ties, Cord Bundlers, Cord Clips)
5.	Calculators – Printing–All Types and Sizes (i.e. desk top, and hand held), Graphic, Scientific & Display
6.	Calculator Supplies – Ribbon and Ink Roller
7.	Cleaners – Key Wipes, Screen Wipes (Wet & Dry)Various Types, Air Duster
8.	Data Storage – Data Cartridges – Various Types and Storage Sizes (i.e. CDS & DVD’S) Flash Drives – Various Types and Storage Sizes, USB Drives, Memory Cards,
9.	Data Storage Management – CD/DVD Slim Cases, Thin Jewel Cases, CD/DVD Envelopes,
10.	Data Storage Labels – Laser CD Labels
11.	Label Makers – Various Types and Sizes
12.	Label Maker Tapes – Various Types and Sizes
13.	Laminating Machines – Various Types and Sizes
14.	Laminating Supplies –Laminating Pouches (Thermal, UltraClear, SelfSeal, Peel & Stick), Clear Self Adhesive
15.	Mice & Keyboards – Wireless Combo, Wireless Wave Combo, Wireless Desktop Sets, Wired Desktop Keyboard & Mouse sets, Wireless Mouse (Various Types), Wired Mouse (Various Types)
16.	Mice & Keyboard Trays – Various Types and Sizes
17.	Mice & Keyboard Accessories – Mouse Pad - Various Types and Sizes
18.	Monitor Stands & Laptop Risers – Various Types and Sizes
19.	Tablet & CPU Stands – Various Types and Sizes
20.	Shredders – Various Types and Sizes (i.e. Autofeed, Commercial, Large Office, Medium Office, Small (Home) Office
21.	Shredder Supplies – Waste Bags and Shredder Oil
22.	Power Strips – Surge Protectors – Various Types, Sizes and Lengths
23.	Telephone Head Sets – Various Types and Sizes
24.	Telephone Accessories – Shoulder Rests,
25.	Time Clocks & Accessories – Light and Heavy Duty Automatic Time Recorders, Digital Document Control Stamp and Time Clock Cards, and Swipe Card/Badge Racks

CATEGORY 3 – INK AND TONERS – National Brands Various Types and Sizes	
1.	Ink Cartridges
2.	Toner Cartridges
All cartridges are to be new, not recycled or remanufactured.	

CATEGORY 4 – FURNITURE & ACCESSORIES	
1.	Accessories – To include but not limited to: Back and Footrests, Furniture Sliders, Felt Pads and Floor Savers and Touch-up Kits
2.	Boards – Dry Erase, Bulletin (Planning & Cork), Bulletin Bars, Message, Cubicle and Personal
3.	Bookcases – Various Types and Sizes (i.e. Laminated, Metal and Book Carts
4.	Cabinets – Pantry Types, Base and Wall (Various Types and Sizes), Storage
5.	Charge & Media Carts – Various Types and Sizes – Projector and TV
6.	Coat and Garment Racks
7.	Computer Furniture
8.	Desks/Conference Tables – Various Types and Styles
9.	Easels – Cubicle, Mobile, Magnetic and Presentation, Light and Heavy Duty, Telescoping
10.	Files - Lateral (Various Types and Sizes), Vertical (Various Types and Sizes), Mobile Systems, Open Shelving,
11.	Lecterns & Speaker Stands – Various Types and Sizes (i.e. Mobile, Tabletop and Multipurpose
12.	Lighting – Desk, Floor, Strip and Task Type
13.	Lockers – Various Types and Sizes
14.	Monitor Arms – Various Types
15.	Office Suites – Laminate, Metal and Veneer
16.	Seating – Executive and Task Types, Stools, Guest with and without arms, Lounge and Reception, Folding and Nesting, Stacking (Includes Mobile)
17.	Seating Accessories – Chair Mats, Caster & Glides, Floor Mats,
18.	Shelving – Bulk and Heavy Duty Storage (Stationary & Mobile)with Decking (Particular Board and Wire)
19.	Tables – Adjustable (Various Types and Sizes), Accent and Occasional, Training Types and Collaborative
20.	Work Stations & Modular Systems

CATEGORY 5 – ALL-PURPOSE MAINTENANCE SUPPLIES	
1.	All Purpose Cleaning Supplies – (i.e.)Antibacterial, Bathroom Cleaners, Degreaser, Multipurpose Cleaners, Disinfectant Cleaner, Surface Cleaners, Stains & Odor Remover, Furniture, Appliance and Glass,
2.	Cleaning Tools –(i.e. Cleaning Clothes, Dusters, Multipurpose sponges and scrubbers, Eraser Pads, Stainless Steel Scrubbers, Non-Scratch Scrubbers, Soap Dispensing Dish Brush, Kitchen Gloves, Scrub Brushes, Spray Bottles (Various Types and Sizes))
3.	Cleaners – Appliance, Furniture and Glass
4.	Floor Care – Brooms, Cleaning Supplies, Dust Mops, Cleaning Pads and Wet Mops, Mop Handles and Accessories, Mop Buckets & Wringers, Scrub Brushes
5.	Floor Mats – Various Types & Sizes
6.	Dishwashing Liquids & Tabs
7.	Disinfectants – Liquids, Sprays and Wipes
8.	Hand Cleaning – Dispensers and Refills, Sanitizers. Soap
9.	Odor Control Supplies
10.	Ladder/Step Stools
11.	Paper Towel and Tissue
12.	Receptacles – Deskside Wastebaskets, Step Cans (Various Types and Sizes), Waste (Various Types and Sizes),

CATEGORY 6 – BREAKROOM SUPPLIES	
1.	Coffee – Various Brands and Sizes
2.	Tea – Various Brands and Sizes
3.	Sugar & Sugar Substitute – Various Brands and Sizes
4.	Creamer – Various Brands, Types and Sizes
5.	Cold Beverages – Juice – Various Brands Bottled, Cans and On-the Go Pouches, Soft Drinks, Sport Drinks
6.	Catering Supplies – Serving Trays & Lids, Chafing Fuel, Table Clothes, Placemats
7.	Equipment – Coffee & Tea Condiment Organizers ,
8.	Food & Snacks – Breakfast Items (Various), Chips, Condiments, Cookies, Crackers, Fruit Snacks, Lunch, Nuts, Popcorn, Pretzels, Seeds, Snack Bars & Mixes, Trail Mix
9.	Milk – Shelf Stable (Various), Protein Shakes
10.	Disposables – Bowls (i.e. Plastic & Paper), Various Hot & Cold Cups, Cup Lids, Plates(i.e. Plastic & Paper), Cup Accessories (i.e. straws, stir sticks), Cutlery (Forks, Spoons & Knives)-Various Types, Food Storage (Foil, Film, Storage Bags & Containers,
11.	Napkins

CATEGORY 7 – BREAKROOM SMALL APPLIANCES & EQUIPMENT	
1.	Blenders
2.	Coffee Makers
3.	Hospitality Carts
4.	Microwaves
5.	Refrigerators
6.	Toasters

CATEGORY 8 – FIRST AID SUPPLIES & PERSONAL PROTECTION PRODUCTS	
1.	First Aid Kits – Large and Small
2.	First Aid Supplies – Various (i.e. Bandages (Various Types and Sizes), Compress, Cold Pack, Wound Care, Cotton Balls, Gauze, Tongue Depressors, Rubbing Alcohol & Swabs, Ointments (Various Types), Medical Tape,
3.	Bug Repellent
4.	Personal Protection Products – Gloves (Various Types), Eye and Hearing Protection, Respirators, Face, Head & Supports, Spill Kits, Sorbents

CATEGORY 9 – SPECIALTY PURPOSE PAPER	
COPY PAPER & COLORED PAPER AVAILABLE ON THE COUNTY’S PAPER AND ENVELOPE CONTRACT – CC-0059	
1.	Business Paper & Envelopes – Various, Parchment Specialty Paper, Granite Specialty Paper, Parchment Certificate Paper
2.	Card Stock – Assorted Colored, Colored, Neon
3.	Cash Register/Credit Card Machine Rolls
4.	Certificate Holders
5.	Gas Pump Thermal Rolls
6.	Presentation Paper – (i.e. Premium Inkjet, Gloss, Brochure & Flyer Paper)
7.	Photo Paper
8.	Wide Format & Engineering Rolls

CATEGORY 10– Miscellaneous	
1.	Light Bulbs
2.	Name Plates
3.	Flashlights
4.	Vacuums
5.	Art Supplies
6.	Literature
7.	Custom Stamps
8.	Personalized Products

The following categories shall be excluded (hard blocked)

- a. Computers
- b. Photo copy machines
- c. Scanners
- d. Copy paper currently awarded by County on our Co-operative Paper and Envelopes - Contract CC-0059