

## CK09MERCER2009-09 OFFICE SUPPLIES FOR THE COUNTY OF MERCER COOPERATIVE CONTRACT PURCHASING SYSTEM

## BID RESULTS

DATE: APRIL 1, 2009

CONTRACT PERIOD: MAY 14, 2009 - MAY 13, 2011

**NO MINIMUM OR MAXIMUM PURCHASES. DISCOUNT SHALL REMAIN IN EFFECT FOR TWO YEAR TERM FOR CURRENT AND FUTURE CATALOG RELEASES. NO FLOOR FEES OR RESTOCKING FEES**

RESOLUTION # 2009-246

NAME OF BIDDER	WB MASON CO., INC.	CORPORATE EXPRESS / A STAPLES COMPANY	CMF BUSINESS SUPPLIES, INC.
ADDRESS	59 CENTRE STREET	28 EASTMANS ROAD	3622 KENNEDY ROAD
CITY, STATE, ZIP	BROCKTON, MA 02303	PARSIPPANY, NJ 07054	SOUTH PLAINFIELD, NJ 07080
CONTACT	MICHAEL LANGE	NICK DALACIO	LOU ANGELOCCI
TELEPHONE	508-436-1118	800-926-1100 X4343	908-753-0800
FAX	866-399-1018	973-434-4918	908-753-0420
WEBSITE OR E-MAIL	<a href="mailto:MICHAEL.LANGE@WBMASON.COM">MICHAEL.LANGE@WBMASON.COM</a>	<a href="mailto:NICHOLAS.DALACIO@STAPLES.COM">NICHOLAS.DALACIO@STAPLES.COM</a>	<a href="mailto:LOU@CMF.NET">LOU@CMF.NET</a>
EXTEND TO COOP	YES	YES	YES
INSURANCE	NEEDED IF AWARDED	NEEDED IF AWARDED	NEEDED IF AWARDED
NEW JERSEY BRC	OK	OK	OK
AFFIRMATIVE ACTION EIC	#28060 EXPIRES 4/15/2014	#67 EXPIRES 4/15/2011	#10144 EXPIRES 3/15/2013
EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
AFFIRMATIVE ACTION COMPLIANCE NOTICE	SIGNED	SIGNED	SIGNED
STOCKHOLDER DISCLOSURE	OK	OK	OK
98-1	SIGNED	SIGNED	SIGNED
EXCEPTIONS		GENERAL DISCOUNTS BASED ON 2009 - STAPLES/CORPORATE EXPRESS CATALOG SERVICES 1. THREE PART FORM WILL NOT BE SUPPLIED 6. 30-DAY RETURN POLICY ON TONER 8. CATALOG PRICE, AND RATE OF DISCOUNT WILL NOT BE REFLECTED ON INVOICE	3-5 DAY DELIVERY FURNITURE (EXCLUDING HON)  ALL LIST PRICES SUBJECT TO QUARTERLY UPDATES FROM UNITED STATIONARY
REFERENCES	3 INCLUDED	3 INCLUDED	6 INCLUDED
FATAL FLAW	NON RESPONSIVE FOR GENERAL OFFICE SUPPLIES - NUMEROUS EXCEPTIONS; FURNITURE OK	NO	NO

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FOR THE COUNTY OF MERCER COOPERATIVE CONTRACT PURCHASING SYSTEM**

**AWARD**

**\*ORDERS LIMITED TO AWARDED ITEMS ONLY FOR EACH CATALOG**

NAME OF BIDDER	CATALOG	AWARDED ITEMS
WB MASON CO., INC.	UNITED STATIONERS CATALOG (2009 WB MASON CATALOG)	GLOBAL 47% ALLSTEEL 49% NATIONAL 45% HUMANSCALE 45% AIS 50%
CMF BUSINESS SUPPLIES, INC.	UNITED STATIONERS CATALOG (CMF 2009 OFFICE SUPPLIES CATALOG)	51% HON  45% FURNITURE
	CMF 2009 OFFICE PRODUCTS	61% GENERAL OFFICE SUPPLIES*
CORPORATE EXPRESS / A STAPLES COMPANY	2009 STAPLES/CORPORATE EXPRESS SOURCEBOOK (THE SOURCEBOOK 2009)	39% OFFICE TECHNOLOGY SUPPLIES  61% GENERAL OFFICE SUPPLIES*

**\* SPLIT AWARD FOR GENERAL OFFICE SUPPLIES BETWEEN CMF AND CORPORATE EXPRESS/A STAPLES COMPANY**

## CATALOGUE BID FOR OFFICE SUPPLIES

### General:

1. Bidders shall submit bids for the 2009 S.P. Richards Office Products or 2009 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. The County excludes paper including bond paper from this procurement. Contracts shall be awarded to multiple suppliers based upon the discounted rate for each category as requested on the proposal page for 2009 Catalogs and future releases. The award shall apply to all 2009 catalogs supplied by the vendor as well as future catalog releases.
2. The County shall not be bound to any minimum or maximum purchases. For informational purposes it is estimated that the total annual expenditure, based on prior year averages, is in excess of \$270,000.00 per year.

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.

3. The County reserves the right to purchase items from state contract and/or in 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.
4. 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.
5. Vendors may extend pricing to the County Cooperative Contract Purchasing System.
6. Vendors shall provide a firm discount for each category. **Floor fees and restocking fees shall not be assessed.**

### Services:

1. A standard three part requisition shall be developed and printed at contractor's expense for all standardized, frequent items generally found on repeat orders.
2. Contractor shall provide website access with levels of approval available to enable remote control entry with instant pricing and the following:
  - a. Orders accepted only from central authority in purchasing
  - b. Day-to-day back-order listing
  - c. No minimum requirements in packaging, quantities, dollar values.
  - d. Product integrity - no substitutions without consultation and approval from the ordering authority, the Purchasing Assistant supervising this contract.

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. 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.
6. The County shall be accorded a liberal return policy with no restocking charge.
7. 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.
8. Billing and shipping will be made by cost center, separately for each office as requested by the County and shall be coordinated with the County's voucher payment schedules. The vendor's billing shall show; in addition to other information:
  - a. The catalog price
  - b. The rate of discount
  - c. The net price
9. The contractor shall designate one account representative to make weekly visits to service the account.
10. 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.
11. Contractor shall designate representative, by name and phone number, fax, and E-mail for handling any complaints that may arise. In the event of customer complaints the enclosed form will be submitted to the contractor for formal written response.

OTHER:

1. Successful bidder shall be required to deliver current catalogue(s) to each ordering office and shall provide approximately 50 catalogs per year.
2. References:  
Bidders must submit three current references from accounts similar in size/volume and order processing to the County requirements.