



**State of New Jersey**  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
P. O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

JAMES E. MCGREEVEY  
*Governor*

JOHN E. MCCORMAC, CPA  
*State Treasurer*

**ADDENDUM #01**  
**T-0052**

**SOLICITATION #35556**

**TO:** Various Agencies  
**DATE:** October 28, 2004  
**FROM:** Beverly Speck, Administrative Analyst  
**SUBJECT:** Stationery & Office Supplies  
**CONTRACT PERIOD:** 09/01/04 - 08/31/06

**NOTICE TO USING AGENCIES: PLEASE BE AWARE THAT LIST PRICES IN THE 2005 ACTION EMCO CATALOG ARE HIGHER THAN THE LIST PRICES IN THE 2005 UNITED STATIONERS AND 2005 S. P. RICHARDS CATALOGS. USING AGENCIES PURCHASING STATIONERY AND OFFICE SUPPLIES FROM CONTRACTORS USING THE ACTION EMCO CATALOG, ARE INSTRUCTED TO REFERENCE THE OCTOBER THROUGH DECEMBER POCKET PRICER, UNTIL DECEMBER 31, 2004, TO ENSURE IT IS RECEIVING THE CORRECT PRICING. ALL CONTRACTORS MUST PROVIDE THE POCKET PRICER TO ALL USING AGENCIES. THE APPROVED QUARTERLY POCKET PRICERS, NOT THE CATALOGS SHOULD ALWAYS BE USED TO ESTABLISH THE CURRENT PRICE.**

Effective January 1, 2005, the pocket pricers dated January through March will be used for pricing for all catalogs, etc. as referenced in section 3.3 of the Notice of Award.

Also, the included and excluded pages for the 2005 Action Emco catalog are not yet available and will be provided in another addendum.

Please be advised the revised list of included and excluded items for the 2005 United Stationers and 2005 S.P. Richards catalogs is listed below. The new 2005 catalogs will be effective November 1, 2004.

Also, note that the list of included and excluded items has been changed to reflect the addition of items that are no longer carried at Distribution & Support Services and are now covered under this commodity.

| <b>2005 United Stationers Included Items</b> |                                 |
|--|---------------------------------|
| <b>Item Description</b>                      | <b>Page Numbers</b>             |
| Art & Drafting                               | 248                             |
| Badges                                       | 283-286                         |
| Binders & Binding Systems Supplies           | 292-316,319-322                 |
| Boards (Supplies)                            | 332-333,338,340                 |
| Books  | 350-355                         |
| Briefcases                                   | 415-416,418-421,424-426         |
| Calendars                                    | 452-486                         |
| Cameras (Albums & Supplies)                  | 494-495                         |
| Card Filing & Cards                          | 496-507                         |
| Cash Boxes & Handling                        | 510-519                         |
| Catalog Racks                                | 520-521                         |
| <b>Chair, Back Supports</b>                  | <b>156-157</b>                  |
| Clipboards, Clips & Clamps                   | 522-525                         |
| Computer Supplies & Dustcovers               | 540-544,553,556,570-575,582-588 |
| Copyholders                                  | 603-605                         |
| Correction Supplies                          | 606-609                         |
| Data Storage Media (Tape Cartridges, etc.)   | 612-619,621,624-631             |
| Desk Accessories                             | 632-657,664-677                 |
| Dictation Tapes & Diskettes                  | 689                             |
| Erasers                                      | 1009                            |
| File Fasteners, Folders & Files              | 725-802                         |
| Flags  | 803-805                         |
| Forms  | 806-807,810-828                 |
| Frames                                       | 829-834                         |
| Glues & Adhesives                            | 835-840                         |
| Indexes                                      | 847-860                         |
| Lablemakers (Manual) & Labels                | 867-888                         |
| Label Holders                                | 889                             |
| Laminating Accessories                       | 890-893                         |
| Lamps  | 894-901                         |

|   |                     |
|---|---------------------|
| Letter Openers  | 903                 |
| Literature Files  | 910                 |
|   |                     |
| Mailroom & Shipping Supplies  | 921-928             |
| Magnifiers  | 930                 |
|   |                     |
| Notebooks & Organizers  | 936-949             |
|   |                     |
| Pads & Pad Holders  | 950-969             |
| Paper   | 994                 |
| Pens, Pencils & Pencil Sharpeners<br><b>(No pens or pencils costing more than \$10.00 list)</b> | 1000-1014,1019-1070 |
| Posters   | 1071-1072           |
| Paper punches   | 1114-1118           |
|   |                     |
| Report Covers   | 1120-1135           |
| Ribbons   | 1136-1146           |
| Rubber Bands, Rulers & Scissors   | 1147-1148,1164-1167 |
|   |                     |
| Sheet Protectors  | 1168-1172           |
| Signs   | 1180-1183           |
| Stamps  | 1192-1195           |
| Staplers, Staples & Removers<br><b>(No staplers costing more than \$600.00 list)</b>            | 1197-1208           |
| Surge Protectors  | 1211-1217           |
|   |                     |
| Tags & Tape, Pricemarkers   | 1218-1227           |
| <b>Telephone Shoulder Rests</b>   | <b>1236</b>         |
| Time Cards  | 1247                |
|   |                     |
| <b>Waste Containers (No containers exceeding \$20.00 list)</b>                                  | <b>1262-1266</b>    |

| <b>2005 S. P. Richards Included Items</b> |                              |
|---|------------------------------|
| <b>Item Description</b>                   | <b>Page Numbers</b>          |
|   |                              |
| Adhesives                                 | 161-166                      |
|   |                              |
| <b>Backrests</b>                          | <b>193</b>                   |
| Badges & Holders                          | 194-199                      |
| Bank Supplies                             | 200-205                      |
| Binders, Accessories & Supplies           | 211-240,244-247,1139         |
| Board Accessories                         | 248-250,252-253,266,269,1138 |

|  |                         |
|--|-------------------------|
| Books  | 272-281,1138            |
|  |                         |
| Calculator Accessories                       | 323-324                 |
| Calendars                                    | 325-352                 |
| Card Filing                                  | 357-367                 |
| Cases  | 368-371                 |
| Catalog Racks                                | 383-385                 |
| Clipboards & Form Holders                    | 386-388                 |
| Clips, Clamps & Fasteners                    | 389-393                 |
| Computer Cleaning                            | 404-412                 |
| Computer Accessories                         | 436-437                 |
| Computer Media Storage & Monitor Accessories | 442-448,450-461         |
| Computer Monitor Screens                     | 462-467                 |
| Computer Mouse/Wrist Pads, etc.              | 468-474,490-495         |
| CPU Stands                                   | 482                     |
| Copyholders                                  | 497-501                 |
| Correction Supplies                          | 502-505                 |
|  |                         |
| Desk Accessories                             | 506-525,528-545         |
| Dictation & Accessories                      | 554                     |
| Drawing/Graphics/Art                         | 562                     |
|  |                         |
| Easel Pads                                   | 568-569                 |
| Erasers                                      | 588                     |
|  |                         |
| File Folders, etc.                           | 592-665                 |
| Forms  | 668-681                 |
| Frames                                       | 682-689                 |
|  |                         |
| Healthcare                                   | 713                     |
|  |                         |
| Indexes                                      | 716-737                 |
|  |                         |
| Labelmakers (Manual) & Supplies              | 783,785-786,788-789,792 |
| Labels                                       | 794-811                 |
| Laminating Accessories                       | 818-820                 |
| Lamps  | 821-826                 |
|  |                         |
| Magnifiers                                   | 835-836                 |
| Mailers                                      | 839-845                 |
| Motivational Materials                       | 852-853                 |
|  |                         |
| Notebooks                                    | 854-861                 |
|  |                         |
| Organizers                                   | 862-871                 |

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|---|-------------------------|
|   |                         |
| Pads & Pad Holders  | 872-893                 |
| Paper   | 894-899,1148-1149       |
| PDA's Accessories   | 930-931                 |
| Pens, Pencils & Sharpeners<br>(No pens or pencils costing more than \$10.00 list) | 932-947,949,952-1004    |
| Pricemarkers  | 1005                    |
| Punches   | 1066-1073               |
|   |                         |
| Report Covers   | 1074-1091               |
| Ribbons   | 1092-1101               |
| Rubber Bands & Rulers   | 1102-1104               |
|   |                         |
| Sheet Protectors  | 1169-1173               |
| Signs   | 1180-1184               |
| Stamps  | 1188-1193               |
| Staplers (Battery & Electric)<br>(No staplers costing more than \$600.00 list)    | 1194-1208               |
|   |                         |
| Tags  | 1209                    |
| Tape & Dispensers   | 1210-1218               |
| Telephone <b>Shoulder Rests</b> , List Finders, Pads, etc.                        | <b>1219</b> , 1221-1225 |
| Time Recorder Cards   | 1242-1243               |
| <b>Waste Containers (No containers exceeding \$20.00 list)</b>                    | <b>1258-1259</b>        |

| <b>2005 United Stationers Excluded Items</b> |                             |
|--|-----------------------------|
| <b>Item Description</b>                      | <b>Page Numbers</b>         |
| Office Suites, Furniture, Chairs, etc.       | 4-241                       |
|  |                             |
| Air Cleaners                                 | 242-243                     |
| Art & Drafting                               | 244-247,249-260             |
| Audio Visual                                 | 261-282                     |
|  |                             |
| Batteries/Flashlights                        | 287-289                     |
| Binding Systems                              | 316-318                     |
| Boards                                       | 324-331,334-337,339,341-349 |
| Books  | 356                         |
| Breakroom/Janitorial                         | 357-414                     |

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|--|------------------------------------|
| Briefcases (Luggage & Computer)                  | 415-423,427                        |
|  |                                    |
| Calculators                                      | 428-449                            |
| Cameras & Film                                   | 487-493                            |
| Card Filing Cabinets                             | 507                                |
| Carts  | 508-509                            |
| Cash (Registers & Drawers)                       | 510                                |
| Check (Checkwriters)                             | 510                                |
| Counter (Electronic)                             | 515                                |
| Clocks   | 526-529                            |
| Coat Racks/Hangers                               | 530-534                            |
| Computer Hardware & Accessories                  | 535-539,545-569,576-581,589-591    |
| Copiers & Supplies                               | 593-602                            |
|  |                                    |
| Data Storage Media                               | 611,620,622-623                    |
| Desk Accessories                                 | 652-653,658-663                    |
| Dictation Equipment                              | 678-688                            |
|  |                                    |
| Envelopes  | 691-704                            |
|  |                                    |
| Fans   | 705-707                            |
| Fax Machines & Supplies                          | 709-724                            |
| Forms (Software)                                 | 808-809                            |
|  |                                    |
| Hand Trucks                                      | 841-842                            |
| Heaters & Humidifiers                            | 843-845                            |
|  |                                    |
| Key Control & Knives                             | 861-865                            |
|  |                                    |
| Lablemakers, Electronic & Printers               | 732,867-877,880                    |
| Laminating Machines                              | 890-891                            |
| Lamps/ Light Bulbs                               | 902                                |
| Letter Openers, Electric                         | 903                                |
| Literature Files & Displays                      | 904-909,911-914                    |
|  |                                    |
| Mailroom Equipment                               | 915-920                            |
| Mail Bags  | 926                                |
| Maps & Globes                                    | 929,931-932                        |
| Mats   | 933-935                            |
|  |                                    |
| Paper  | 970-993,995-996                    |
| PDS's & Accessories                              | 997-999                            |
| Pens, Pencils ( <b>Exceeding \$10.00 list</b> )  | 1001,1003,1016-1020,1025,1042-1043 |
| Printers & Supplies                              | 1074-1113                          |
| Paper Punches ( <b>Exceeding \$150.00 list</b> ) | 1114-1115                          |
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|--|-----------|
| Safety & Security  | 1149-1163 |
| Shredders  | 1174-1179 |
| Stamp, Electronic Time & Custom Stamps   | 1184-1192 |
| Step Stools & Ladders  | 1209-1210 |
| Surge Protectors (UPS Battery Backup Systems) ( <b>Exceeding \$500.00 list</b> ) | 1212      |
|  |           |
| Tape Dispensers ( <b>Exceeding \$600.00 list</b> )                               | 1226      |
| Telephones & Accessories   | 1228-1241 |
| Time Clocks & Time Card Racks  | 1242-1246 |
| Tools  | 1248-1252 |
| Trimmers, Paper  | 1253-1255 |
| Typewriters  | 1256      |
|  |           |
| Waste Containers (Exceeding \$20.00 list)  | 1257-1276 |

| <b>2005 S P Richards Excluded Items</b>                             |                     |
|---|---------------------|
| <b>Item Description</b>   | <b>Page Numbers</b> |
| Furniture   | 4-160               |
| Air Cleaners & Humidifiers  | 167-168             |
| Audio Visual  | 169-192             |
| Bank Supplies (Courier Bags)  | 200                 |
| Batteries & Flashlights   | 206-210             |
| Binding Systems   | 242-243,247         |
| Bulletin Boards   | 252-271             |
| Breakroom Appliances & Supplies                                     | 282-302             |
| Calculators   | 303-322             |
| Cameras & Supplies  | 353-356             |
| Card Filing Cabinet   | 363                 |
| Cases (Luggage & Computer)  | 371-380             |
| Cash Registers & Check Writers                                      | 381-382             |
| Clocks  | 394-396             |
| Computer A/V  | 397-403             |
| Computer Vacuums  | 412                 |
| Computer Input Devices  | 413-434             |
| Computer Laptop Accessories   | 438-441             |
| Computer Media, Zip, Optical, etc.                                  | 449                 |
| Computer Monitor Stands & Arms                                      | 483-489             |
| Computer Peripherals (Battery Backups)<br>(Exceeding \$500.00 list) | 475-480,494-495     |
| Computer Security   | 481                 |
| Computer Tools  | 496                 |
| Desk Organizers   | 519,526-527         |
| Dictation & Recorders   | 546-553             |
| Drawing/Graphics/Art  | 555-561             |
| Easels  | 563-567             |
| Electrical Supplies   | 570                 |
| Envelopes   | 571-587             |
| Fans  | 589-591             |
| Footrests   | 666-667             |
| Garment Racks   | 690-692             |



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| Hand Trucks & Heaters                        | 693-695,714-715               |
| Healthcare                                   | 696-712                       |
|  |                               |
| Janitorial & Key Control                     | 738-779                       |
|  |                               |
| Knives & Blades                              | 780-781                       |
|  |                               |
| Lablemakers (Electronic & Lettering Systems) | 783-785,787,790-792,795,807   |
| Ladders, Stepstools & Laminating Machines    | 812-817,819                   |
| Light Bulbs                                  | 827                           |
| Literature Sorters & Racks                   | 828-833                       |
|  |                               |
| Magnifiers & Eyeglasses                      | 834                           |
| Mailroom Equipment                           | 837-838,843,846               |
| Maps & Flags                                 | 848-849                       |
| Mats   | 850-851                       |
|  |                               |
| Paper  | 900-927                       |
| PDA's & Accessories                          | 928-929,931                   |
| Pens, Pencils, etc. (Exceeding \$10.00 list) | 933,935,948-954,962           |
| Printer & Printer Supplies                   | 1006-1065                     |
| Paper Punches (Exceeding \$150.00 list)      | 1066-1067,1069                |
|  |                               |
| Safety & Security                            | 1105-1117                     |
| School Supplies                              | 1118-1137,1140-1147,1150-1163 |
| Scissors & Trimmers                          | 1164-1168                     |
| Shredders                                    | 1176-1179                     |
| Signs, Electronic Moving Message (LED)       | 1181                          |
| Stamps (Custom Stamps)                       | 1185-1187                     |
|  |                               |
| Telephone Accessories & Answering Machines   | 1219-1220,1226-1237           |
| Time Recorders                               | 1238-1241                     |
| Tools & Accessories                          | 1244-1246                     |
| Trimmers                                     | 1247-1250                     |
| Typewriters                                  | 1251                          |
|  |                               |
| Waste Containers (Exceeding \$20.00 list)    | 1252-1261                     |
| New Additions                                | 1262                          |

Also, the contact person and telephone numbers for the primary non set-aside contractor has been changed to the following:

CONTACT PERSON: STEVE SAVASTANO  
CONTACT PHONE: 1 (866) 859-8307  
ORDER FAX: 1 (866) 821-3498

Using Agencies are reminded, when utilizing the non set-aside category they are required to use the **primary contractor** in the region they are utilizing to secure the product, unless the items are out of stock for immediate delivery. In such event, the agency shall use the secondary vendor.

All other terms, conditions and pricing of the contract will remain the same.

Please file this addendum with your Notice of Award for future reference.