

COUNTY OF MONMOUTH
STATE OF NEW JERSEY

FURNISH AND DELIVER MISCELLANEOUS OFFICE PRODUCTS AND SUPPLIES FOR
VARIOUS MONMOUTH COUNTY DEPARTMENTS FOR THE PERIOD MARCH 1, 2021 THROUGH
FEBRUARY 28, 2023 F-67-2021

INCLUDES:

NOTICE TO BIDDERS
GENERAL CONDITIONS
EEO LANGUAGE
EEO QUESTIONNAIRE
BUSINESS REGISTRATION REQUIREMENTS
STATEMENT OF OWNERSHIP
IRAN DISCLOSURE FORM
AMERICANS WITH DISABILITIES ACT

NON-COLLUSION AFFIDAVIT
ADDENDUM ACKNOWLEDGMENT
BID DOCUMENT CHECKLIST
REQUEST FOR BID
ADDITIONAL SPECIFICATIONS (if any)
SIGNATURE PAGE
ANTI-DISCRIMINATION IN EMPLOYMENT

AUTHORIZED: May 14, 2020

ADVERTISED: January 28, 2021

THOMAS A. ARNONE
DIRECTOR OF THE BOARD OF COUNTY COMMISSIONERS

MARION MASNICK
CLERK OF THE BOARD

TERI O'CONNOR
COUNTY ADMINISTRATOR

HELEN P. FIORE
DIRECTOR OF PURCHASING

NAME OF BIDDER: Office Assets

ADDRESS: 22 Clark Creek

Boontown PA 19061

Phone: 610 471 1000 Fax: 610 471 1100

PLEASE INCLUDE ONE (1) UNBOUND ORIGINAL BID WITH SIGNATURE(S) AND TWO COPIES

PROPOSAL PAGE

CATEGORIES	EXAMPLE OF ITEMS (Not limited to what is listed)	PERCENTAGE (%) DISCOUNT
1	Cleaning & Sanitation Cleaning Products, Cleaning Tools & Supplies, Hand Soaps & Dispensers, Restroom Supplies, Towels & Tissues, Wipes	52
2	First Aid, Healthcare, Safety & Security Crowd Control, Eye, Ear & Face Protection, Fire Protection, Locks & Mirrors, Personal Protection Equipment, Safety Vests, Sorbents, Two-Way Radios, Work Gloves	24
3	Furniture Bookcases, File Cabinets, Computer Furniture, Meeting Room, Office Suites, Privacy Panels, Reception Room, Seating, Sit/Stand, Storage Systems, Tables and Drafting Tables	32
4	Miscellaneous Equipment Hand Trucks, Carts, Step Stools & Ladders, Surge Protectors & Power Supplies, Waste Can Liners, Waste Receptacles, Shredders, Tools, Trimming Boards, Mail Carts, Box Cutters, Lamps, Lightbulbs, Coat Racks & Hangers	28
5	Office Supplies Floor, Fatigue and Chair Mats, Catalog Racks, Clipboards, Clips, Clocks, Batteries, Erasers, Flashlights, Art Supplies, Cash Handling, Pads & Holders, Paper Pads, Pencils, Pencil Sharpeners, Pens, Highlighters & Markers, Printing Supplies & Ribbons, Hole Punches, Notebooks, Report Covers, Rubber Bands, Rulers, Scissors, Sheet Protectors, Signs, Stamps, Staplers, Binders, Binding Systems, Boards & Easels, Books, Business Cases, Magnifiers, Calendars, Tape & Dispensers, Time Cards, Envelopes, Expanding Files, Fans, Heaters, File Folders, File Jackets & Wallets, File Storage Boxes, Flags, Forms, Frames, Portable Files, Wall Files, Indexes, Literature Files & Organizers, Literature Holders & Suggestion Boxes, Literature Racks & Displays, Roll and Flat Files, Desk Accessories, Glues & Adhesives, Boxes, Tape, Tubes & Wrapping Paper, Cushions & Bubblewrap, Folders, Labels, Moisteners, & Padded Mailers, Copy Holders, Correction Supplies, Badges & Accessories, Card Filing & Cards, Key Control, U.S. Flags	48
6	Various Computer & Electronic Equipment, Accessories & Supplies Cables, Keyboards & Drawers, Mice, Monitor Filters, Mouse Pads, Routers, Security, Speakers & Webcams, Stands, Data Storage, Dictation Equipment, Headsets, Calculators, Projectors, Public Address Systems, Tablet/Smartphone Accessories, Cases, Keyboards, Mobile Charging, Stands, Stylus Pens, Tags & Pricemarkers, Telephones, Time Clocks, Web Cameras	22
TOTAL OF PERCENT DISCOUNTS APPLIED (1-6)		206
DIVIDE TOTAL PERCENT DISCOUNTS BY SIX = AVERAGE FINAL TOTAL DISCOUNT		34.33

EXCLUSIONS ARE AS FOLLOWS:

- PRINTER CARTRIDGES (ink, toner & laser)
- XEROGRAPHIC PAPER
- BREAKROOM AND KEURIG ITEMS