

**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 Depot, LLC _____

ADDRESS: 6600 North Military Trail _____

Boca Raton, FL 33496 _____

Phone: 561-438-4800 _____ **Fax:** _____

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	57%
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	64%
3	Furniture	Bookcases, File Cabinets, Computer Furniture, Meeting Room, Office Suites, Privacy Panels, Reception Room, Seating, Sit/Stand, Storage Systems, Tables and Drafting Tables	60%
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	63%
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	72%
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	60%
TOTAL OF PERCENT DISCOUNTS APPLIED (1-6)			376
DIVIDE TOTAL PERCENT DISCOUNTS BY SIX = AVERAGE FINAL TOTAL DISCOUNT			62.7%

EXCLUSIONS ARE AS FOLLOWS:

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