

**ORIGINAL**

RFB# F-67-2021

**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: Staples Contract & Commercial LLC**

**ADDRESS: 45 Cedar Lane**

**Englewood, NJ 07631**

**Phone: (215) 785-4928**

**Fax: N/A**

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

## PROPOSAL PAGE

CATEGORIES	EXAMPLE OF ITEMS ( <i>Not limited to what is listed</i> )	PERCENTAGE (%) DISCOUNT
1	<b>Cleaning &amp; Sanitation</b>	35.5%
2	<b>First Aid, Healthcare, Safety &amp; Security</b>	35.5%
3	<b>Furniture</b>	35.5%
4	<b>Miscellaneous Equipment</b>	25.5%
5	<b>Office Supplies</b>	65%
6	<b>Various Computer &amp; Electronic Equipment, Accessories &amp; Supplies</b>	25.5%
<b>TOTAL OF PERCENT DISCOUNTS APPLIED (1-6)</b>		222.5%
<b>DIVIDE TOTAL PERCENT DISCOUNTS BY SIX = AVERAGE FINAL TOTAL DISCOUNT</b>		37.08%

**EXCLUSIONS ARE AS FOLLOWS:**

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