

## 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 & Commerc	ial LLC		
ADDRESS:	45 Cedar Lane		·, .	· ·
<u>-</u>	Englewood, NJ 07631	· ,	·	
Phone:	(215) 785-4928	Fax: <u>N/A</u>		<u> </u>

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

			DISCOCIAL
1	Cleaning & Sanitation	Cleaning Products, Cleaning Tools & Supplies, Hand Soaps & Dispensers, Restroom Supplies, Towels & Tissues, Wipes	35.5%
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	35.5%
3	Furniture	Bookcases, File Cabinets, Computer Furniture, Meeting Room, Office Suites, Privacy Panels, Reception Room, Seating, Sit/Stand, Storage Systems, Tables and Drafting Tables	35.5%
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	25.5%
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	65%
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	25.5%
TOTAL OF PERCENT DISCOUNTS APPLIED (1-6)			222.5%
DIVIDE TOTAL PERCENT DISCOUNTS BY SIX = AVERAGE FINAL TOTAL DISCOUNT			37.08%

#### **EXCLUSIONS ARE AS FOLLOWS:**

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