

**COUNTY OF ULSTER**

*JEN METZGER  
County Executive*



*ULSTER COUNTY PURCHASING DEPARTMENT  
ED JORDAN  
Director of Purchasing*

**CONTRACT AWARD INFORMATION**

**Title: OFFICE SUPPLIES AND FURNITURE – CATALOG BID**

**Bid Number: RFB-UC23-071**

**Contract Period: JANUARY 1, 2024 – DECEMBER 31, 2024  
(EXTENDABLE TO DECEMBER 31, 2028)**

**Possible Extensions: FOUR (4) ADDITIONAL ONE (1) YEAR PERIODS**

**Authorized Users: COUNTY OF ULSTER DEPARTMENTS, POLITICAL  
SUBDIVISIONS, AND OTHERS AUTHORIZED BY LAW**

**View Specifications at: <http://www.empirestatebidsystem.com/>**

**Submit Inquiries to:**

**Name: Brenden Boughton**

**Phone: 845-340-3999**

**Fax: 845-340-3434**

**Email: [bbou@co.ulster.ny.us](mailto:bbou@co.ulster.ny.us)**

**DESCRIPTION**

The purpose of this bid is to establish a price for the purchase of a full-line catalog offering of Office Supplies and Office Furniture by all Ulster County Departments and others authorized by law. Bids will be solicited as indicated in the Product Specifications by requesting a discount off the list price from the United Stationers Catalog, SP Richards Catalog, or equal, for various product lines as indicated on the bid sheet. **It is expected that the Awarded vendor will establish regular delivery routes and deliver promptly with company operated vehicles.**

AWARDED VENDORS	NAME/ADDRESS/CONTACT	Phone/Fax/Email
AMERICAN PRINTING	SEE ATTACHED MEMO	

# COUNTY OF ULSTER

## PURCHASING DEPARTMENT

100 DEVELOPMENT COURT  
KINGSTON, NEW YORK 12401  
(845) 340-3400/FAX (845) 340-3434

JEN METZGER  
Ulster County Executive

EDWARD M. JORDAN  
Director of Purchasing

PETER J. ESPOSITO  
Deputy Director of Purchasing



## MEMORANDUM

**DATE:** December 27, 2023

**MEMO TO:** All Departments

**FROM:** Brenden Boughton, Buyer

**RE:** NEW BID #B23-071 – Office Supplies and Furniture Catalog



A new contract has been awarded to American Printing for office supplies and furniture as indicated below. This contract is effective January 1, 2024 through December 31, 2024 and may be extended for four additional one-year terms. The following information applies to this contract:

### **Contract #: B23-071**

#### **American Printing and Office Supplies Vendor #313**

867 Flatbush Road  
Kingston, NY 12401

**Ph. 888-336-4555, attn.: Jessica Kohler (Ext. 1100)**  
Fax 845-336-7717

**SECTION ONE CATALOG BID - SP Richards Catalog / Iteminfo.com**

**SECTION TWO FURNITURE LINES - SP Richards Catalog / Iteminfo.com**

The American Printing & Office Supplies Catalog (SP Richards) is available online at [iteminfo.com](http://iteminfo.com). Use [iteminfo.com](http://iteminfo.com) to locate, compare, review, evaluate, and obtain pricing for items.

Ordering and pricing procedures are explained on the following page. If you should have further questions please call the Brenden Boughton at the Purchasing Department at 340-3999. Thank you.

## **SECTION ONE - CATALOG ITEMS – SP Richards Supply Catalog by American Printing**

The office catalog bid is awarded to **American Printing** and has been split into three categories, each with a different discount. These discounts will remain the same for the entire contract period. Also awarded to American Printing are many of the most popular furniture lines from this same catalog – refer to SECTION TWO.

- Use iteminfo.com to locate, compare, research, evaluate, and obtain pricing for products.
- The following items must be discounted/priced separately using the discounts shown;
  - **ITEM #1 - Office Supplies** and all catalog items except those listed below and excluding custom printed items, customized date stamps. This item **INCLUDES** all furniture lines in the catalog except those lines itemized in Section Two - **Less 58.7%** (multiply catalog list by .413 to determine net cost).
  - **ITEM #2 - Ribbons, Toner and Printer Ink Cartridges - Less 36% (multiply catalog list by .64 to determine net cost)**.
  - **ITEM #3 - All Electric Items with Power Cords**, Including appliances, audio-visual equipment, battery backups, copiers, fax machines, laminators, printers, projectors, shredders, televisions, typewriters, etc - **Anything with a power cord - Less 26% (multiply catalog list by .74 to determine net cost)**.

## **SECTION TWO - FURNITURE LINES from the SP Richards Supply Catalog by American Printing**

**FURNITURE LINES** consists of all items made by - **Alera, Basyx, DMI, Global, Hon, Lesro, Lorell, Mayline, Safo and Virco** that are found in the **American Printing Catalog**. All other manufacturers and furniture items not listed here are part of Section One and should be purchased using those applicable discounts.

American Printing will provide all items from the furniture lines listed above at **52% discount** from list price. Within five (5) days of order, American Printing will deliver all items, unpack, assemble if necessary, and install or place them as directed by the ordering department. All cartons and packing material will be removed.

- **FURNITURE LINES** listed above - **Less 52%** (multiply catalog list by .48 to determine net cost).
- **NOTE: There are other furniture items in the American Printing Catalog but only those items made by the manufacturers listed above will be supplied at this discount.** All other items will be ordered from American Printing under the discount and terms of Section One and will not be assembled or placed. Large furniture purchases may be quoted separately by purchasing, as required.
- American Printing will call 24 hours in advance of delivery for an appointment if a call is requested by the ordering department on the purchase order.

# COUNTY OF ULSTER

## PURCHASING DEPARTMENT

100 DEVELOPMENT COURT  
KINGSTON, NEW YORK 12401  
(845) 340-3400/FAX (845) 340-3434

JEN METZGER  
Ulster County Executive

EDWARD M. JORDAN  
Director of Purchasing

PETER J. ESPOSITO  
Deputy Director of Purchasing



December 1, 2023

Jessica Kohler  
American Printing & Office Supplies  
867 Flatbush Road  
Kingston, NY 12401

RE: RFB-UC23-071 OFFICE SUPPLIES AND FURNITURE CATALOG

Dear Ms. Kohler:

We are pleased to inform you that you are the successful bidder for all sections in the above-mentioned bid for Ulster County. The award information is attached.

This bid award is effective from January 1, 2024 through December 31, 2024. The contract may be extended, by mutual agreement between the County and the vendor, for up to four (4) additional one (1) year periods under identical conditions and at the prices offered in the Bid Response.

The certificates of insurance requested by the specifications are already on file with this office. Please be sure to send in updated certificates as they expire.

Thank you for your interest and we look forward to continued business with you.

COUNTY OF ULSTER

Owner

By: Peter J. Esposito  
Peter J. Esposito  
Deputy Director of Purchasing

### ACCEPTANCE BY CONTRACTOR

Receipt of the above Notice of Award is hereby acknowledged

By: Jessica Kohler on this 4<sup>th</sup> day of December, 2023

By: Jessica Kohler Office Manager  
Print name Title