

Public Bid #P-2083

Specifications

Vendor must provide a discount off 2012 catalog price for all items in the 2012 S.P. Richards or 2012 United Stationers catalog (or equal) and provide all services as listed at no additional cost for the period May 1, 2012 through April 30, 2013. The College will have the option for a second year from May 1, 2013 through April 30, 2014 at the same discount rate as the first year using the 2013 catalog. No manufacturer price increases will be allowed during the term of the agreement. The College has spent in excess of \$300,000 for the past year for general office supplies and toner cartridges, but does not guarantee this amount or any amount.

Bidder must provide a 2012 catalog with their bid. Awardee must provide catalogs to all College departments as requested at no additional charge.

Awardee must provide a dedicated customer service representative to handle all user questions from departments and telephone orders from Purchasing, and an outside sales representative who will visit the campus periodically to resolve issues and meet with customers as requested.

Awardee must provide a customized online website with discounted prices for BCC as per the vendor's bid. Vendor must set up approximately 100 BCC users who can order supplies as needed charged to their budget codes. The College may choose to exclude some items from direct online ordering, and will notify the awardee which items prior to setting up the website. User names and accounts will be provided by the College.

Inside desktop delivery will be required once a week to all departments at Bergen Community College's three campuses in Paramus, Hackensack and Lyndhurst. The cost of inside delivery must be included in the discount price. No additional delivery charges will be accepted unless for emergency overnight shipments authorized by the Purchasing Department.

Returns must be done as requested at no additional charge, either through emailing a prepaid UPS label to customers or pickup at the time of the weekly delivery. No restocking charge or freight charges will be allowed on returns. Notification to the Department must be made on non-delivered items.

Billing must be done every two weeks on a Bill Complete basis. Partial billing will not be accepted.

Vendor must provide monthly and/or quarterly detailed usage reports as requested by the College. Requested reports must be sorted by department, account code, or user name with a listing of quantities, unit price and extended dollar amounts. Awardee will meet with Purchasing to customize these reports to fit the needs of the College.

Vendor must provide insurance certificate for delivery workers as per the minimum amounts specified in this bid.