



**COUNTY OF ONONDAGA  
DIVISION OF PURCHASE**

**13<sup>TH</sup> FLOOR  
421 MONTGOMERY STREET  
SYRACUSE NEW YORK 13202**

**BLANKET**

# NOTICE OF CONTRACT AWARD

**COMMODITY/SERVICE:**

615-99 Office Supplies

**CONTRACT PERIOD:**

August 1, 2014 – July 31, 2015

**BID OPENED:**

July 17, 2014

**BID REF. #:** 8079

**REFERENCE:**

Supersedes Ref. #7268

**RENEWAL:**

Two (2) additional one year periods

**DATE ISSUED:**

August 5, 2014

**INQUIRIES TO:**

Valerie Gould, Buyer  
315-435-3209

This is only a synopsis of the contract. Complete contract documents/specifications are on file in the Purchase Division. If you require additional information, you may call this office at (315) 435-3458 between 8:30 am and 4:30 pm.

**CONTRACT ID NO    VENDOR NAME & ADDRESS    PHONE NO & CONTACT**

1397	OfficeMax Inc P O Box 194 Syracuse NY 13206 VENDOR CODE #9601	315-431-9648 315-463-5663 fax Mark Lanty <a href="mailto:marklanty@officemax.com">marklanty@officemax.com</a>
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**SCOPE:** This award establishes a systems contract for use by all County departments and other municipalities covering the purchase of general office supplies.

**EXCLUSIONS:**

1. **Any item with a list price of \$100.00 or more prior to discount.**
2. Office furniture
3. Laser and inkjet printer cartridges
4. Copier supplies
5. Cameras, film
6. Paper and white envelopes (copier, laser, etc.)
7. Batteries
8. Computer Related Items
9. Janitorial Supplies

**ORDERING PROCESS:**

**NOTE:** NO SUBSTITUTIONS WILL BE ALLOWED FOR GLUE STICKS, ANY 3M PRODUCT LISTED AND AVERY LASER LABEL #5160.

1. Internet access – departments that are not currently set up will need to call the buyer
2. Fax orders - #1-800-572-6473
3. Phone Orders - #1-800-472-6473 (Customer Service)

**DISCOUNTS/CATALOGS:** Vendor will provide each County department with:

1. A custom catalog of all contract items, including product numbers, brief descriptions and discounted (net) contract pricing. These items have the deepest discounts and this should be the catalog you go to first when ordering.
2. A catalog and corresponding quarterly pocket pricing guide for items not included in the custom catalog. Use this catalog when the item you need is not in the custom catalog.

For items purchased from the catalog, departments must compute a **68.5%** discount off of the list price published in the pocket pricing guide.

**CORE LIST DISCOUNT ATTACHED**

**PREPRINTED FORMS:** The vendor will provide a set of custom order forms to each County department, preprinted with the most common custom catalog items and blank spaces for additional items and bill-to address. **It is your responsibility to keep an original and make copies as needed.**

**ORDERS:** The order form must contain:

- **There is a minimum order amount of \$25.00.**
- department ship to address
- PRODUCT NUMBER (an item cannot be delivered if this is missing)
- Brief description and price
- The signature of someone who is authorized to sign purchase requisitions for that department.

There are no restocking charges. **Orders placed in error by the department will be charged for shipping if returned.**

**ESCALATION/DE-ESCALATION:** Increases/decreases to the bid price may be honored quarterly during the term of the contract. Vendor will provide each County department with updated of any page which contains a price change, to be inserted in the custom catalog. Also, vendor will provide updated quarterly pocket pricing guides.

**DELIVERY:** Deliveries are to be made within two (2) business days after receipt of order for items in the custom catalog and are to be made within five (5) business days after receipt or order for items from the wholesaler's catalog.

Deliveries will be made any workday between the hours of 8:45 a.m. and 3:00 p.m. unless otherwise specified.

Items being delivered will be in sealed packages. Very small items may be packed in envelopes. Multiple packages will be boxed, banded or shrink-wrapped in a manner that all packages can be easily counted.

All deliveries will be accompanied by a packing slip which will include the ordering department, order number, date of order, description of item(s) ordered and quantity.

**RECEIVING:** The vendor will require a signature to indicate receipt by the County when deliveries are made.

**INSPECTION:** All deliveries must be inspected by the receiving department in a timely manner. The packing slip that accompanies the order must be signed to indicate that the goods were received as ordered. Any discrepancy must be noted on the packing slip when the delivery is inspected. All packing slips must be forwarded to the department accounting person who will attach them to the payment form at the end of the billing period.

**BILLING:** On the 30<sup>th</sup> of every month, the vendor will issue a composite invoice, in duplicate, to each County department. This contract only allows for one bill-to address per department code. The invoice will contain detail of all transactions for the department with a summary and grand total.

**PAYMENT:** Payment will be made monthly on a PeopleSoft Purchase Order. Signed receipts (packing slips) and the original invoice must be attached. Payment should be processed within five (5) business days after receipt of the invoice.

**DISCREPENCIES:** In the event of a discrepancy between what was ordered and what was received, or between what was received and what was billed, etc., the department must first contact the vendor. Most problems can be resolved at the department/vendor level. If not, the receiving department should contact the Purchase Division Buyer for assistance.

The vendor will replace any damaged items or any items which are determined by the using department unserviceable for any reason.

**PROBLEMS:** If you experience problems that cannot be resolved with the vendor, use the PO Variance Report/"Change Notice" Request form for documentation and send it to the Purchase Division buyer.

# OfficeMax North America Inc.

[www.officemaxworkplace.com](http://www.officemaxworkplace.com)

Onondaga County NY Contract Bid Award Ref #8079

Contract Period 8/1/14-7/31/15

With Contract Renewal option for two additional one year periods

Core Item List

August 1 2014

ProductCode	Description	Vendor	Price	JOM
A1 98071	DISAPPEAR PURPLE GLUE STIK 6PK	AVERY	\$4.18	PK
A1 E1324	GLUE-ALL 7.625OZ	ELMERS	\$0.18	EA
A1 E304	SCHOOL GLUE 4OZ.	ELMERS	\$0.09	EA
A1 E556	GLUE STICK ALL-PURPOSE 30PK	ELMERS	\$5.34	PK
A2 653YW	OS NOTE 1.5X2 12PK CANARY	3M	\$3.17	DZ
A2 65418CP	NOTES POST-IT YLW 18PK	3M	\$10.02	PK
A2 654YW	OS NOTE 3X3 12PK CANARY	3M	\$7.37	DZ
A2 655YW	POST-IT NOTE 3X5 YELLOW 12 PK	3M	\$9.83	DZ
A2 R330	OS POP-UP 3X3 12PK CANARY	3M	\$7.86	PK
A5 5160	LBL 1X2-5/8 WHT LSR 3000PK	AVERY	\$15.02	BX
A6 0M07014	RUBBER BAND #117, 1/4LB BAG	OFFICEMAX	\$0.45	EA
A6 0M07021	RUBBER BAND #64, 1 LB BAG	OFFICEMAX	\$1.35	EA
A6 0M07022	RUBBER BAND #117, 1 LB BAG	OFFICEMAX	\$1.35	EA
A8 1K	MAGIC TAPE 1 CORE .75X1000	3M	\$1.31	RL
A8 260018	MASKING TAPE 18MMX55M	3M	\$0.66	RL
A8 260024A	MASKING TAPE 24MMX55M	3M	\$0.87	RL
A8 260048A	MASKING TAPE 48MMX55M 24/CS	3M	\$1.74	RL
A8 600129612	TAPE TRANSPARENT 1"CORE 1/2"W	3M	\$0.99	RL
A8 600K3	TRANS TAPE 3/4"X1000" 3PK	3M	\$3.54	PK
A8 810H3	TPE 5X1296 3PK CR	3M	\$3.48	PK
A8 810K3	MAGIC TAPE 3/4"X1000" 3PK BOX	3M	\$3.89	PK
A8 C38BK	TAPE DISP BASIC BLACK	3M	\$1.05	EA
A9 42032	LIQUID PAPER 2-IN-1 CORRECTION	SANFORD L.P.	\$1.40	PK
A9 5640115	LIQUID PAPER 12 PK BOND WHITE	SANFORD L.P.	\$5.39	DZ
A9 5643115	LIQUID PAPER BOND WHITE 3PK	SANFORD L.P.	\$1.34	PK
A9 662415	DRYLINE CORRECTION FILM 2 PK.	SANFORD L.P.	\$1.80	PK
A9 68707	HYBRID CORRECTION TAPE 3PK	TOMBOW INC.	\$1.78	PK
A9 W0ELP418	EXACTLINER CORR FILM 4 PACK	BIC	\$3.31	PK
B1 0M06008	CALENDAR BASE	OFFICEMAX	\$0.91	EA
B1 0M07491	RY2015 ZOMX MN DESK PAD 22X17	ACCO	\$1.10	EA
B1 E7175015	2015RY DAILY DESK CAL REFL 3X6	ACCO	\$1.30	EA
B1 E717T5015	2015RY DLY DSKCAL TAB RFL 3X6	ACCO	\$2.29	EA
B1 GG2500001	2015RY TWO COLOR DSK PD,22X17	ACCO	\$2.92	EA
B4 G4000015	2015RY MNTH PLNR LG BLK 7X9	ACCO	\$6.01	EA
B4 G4700015	2015RY MNTH PRO PLNR BLK 8X12	ACCO	\$6.58	EA
B4 G5200015	2015RY WKLY PRO APT BLK 8X11	ACCO	\$8.31	EA

F1 0M01420	JACKET LTR MANILA 2IN 50PK	OFFICEMAX	\$12.59	BX
F1 0M01425	JACKET LGL MANILA 2" 50PK	OFFICEMAX	\$13.43	BX
F1 0M01600	WALLET STD LGL BRN 3-1/2 10BX	OFFICEMAX	\$12.37	BX
F1 0M97182	FILE FLDR LTR 1/3CUT MAN 100CT	OFFICEMAX	\$6.15	BX
F1 0M97184	FF 1/3 CUT LEGAL MANILA 100 CT	OFFICEMAX	\$6.15	BX
F1 0M97661	FOLDERS FILE LTR-SIZE BLUE	OFFICEMAX	\$5.53	BX
F1 0M97662	FOLDERS FILE LTR-SIZE RED	OFFICEMAX	\$5.53	BX
F1 0M97663	FOLDERS FILE LTR-SIZE YELLOW	OFFICEMAX	\$5.53	BX
F1 0M97664	FOLDERS FILE LTR-SIZE GREEN	OFFICEMAX	\$5.53	BX
F1 0M97665	FOLDERS FILE LTR-SIZE VIOLET	OFFICEMAX	\$5.53	BX
F1 0M97666	FOLDERS FILE LTR-SIZE ASSTD	OFFICEMAX	\$5.79	BX
F3 0M99035	3X5 RULED WHT INDEX CRDS 500PK	OFFICEMAX	\$1.10	PK
F3 0M99036	3X5 BLANK WHT INDEX CRDS 500PK	OFFICEMAX	\$1.10	PK
F5 0M97187	HANGING FLDR LTR1/5 RECYCLE 25	OFFICEMAX	\$5.77	BX
F5 0M97190	HANG FILE FLDR LGL 1/5CUT 25BX	OFFICEMAX	\$6.84	BX
F5 0M97643	HANG FLDR 1/5 LTR-SZ ASST 25PK	OFFICEMAX	\$6.23	BX
F5 0M97649	HANGING FLDR 1/5 LGL ASST 25BX	OFFICEMAX	\$6.59	BX
F7 0M01920	RECYCLED CLIPBRD HRDBD-LTR	OFFICEMAX	\$0.72	EA
F7 0M01921	RECYCLED CLIPBRD HRDBD-LGL	OFFICEMAX	\$0.77	EA
H1 0M02270	STAPLE REMOVER 3PK	OFFICEMAX	\$0.16	PK
H1 0M97553	STAPLER FULL STRIP BLACK	OFFICEMAX	\$1.52	EA
H1 0M99216	STANDARD STAPLES-3PK	OFFICEMAX	\$0.87	PK
H3 0M97836	8" STRAIGHT CONTRACT SHEAR BLK	OFFICEMAX	\$0.69	EA
H3 14606	KID'S SCISSORS BLUNT 5"	ACME	\$0.83	EA
H3 14607	KID'S SCISSORS POINTED 5"	ACME	\$0.83	EA
H3 14755	SCISSOR CADDY W/POINT SCISSOR	ACME	\$16.75	PK
H3 14756	SCISSOR CADDY W/BLUNT SCISSOR	ACME	\$16.75	PK
H4 0M99147	PPR CLIPS JUMBO 1000PK	OFFICEMAX	\$7.18	PK
H4 0M99149	PPR CLIPS #1 1000PK	OFFICEMAX	\$2.42	PK
H4 0M99274	VALUE PK LRG BNDR CLIPS 48PK	OFFICEMAX	\$7.80	PK
H4 0M99802	BINDER CLIPS SMALL BLACK 36PK	OFFICEMAX	\$0.90	PK
H4 0M99803	BINDER CLIPS MED BLACK 24PK	OFFICEMAX	\$1.00	PK
J1 520008	CRAYOLA CRAYONS TUCK 8 COUNT	CRAYOLA	\$0.34	BX
J1 520080	LARGE SIZE CRAYONS 8CT	CRAYOLA	\$0.88	BX
J1 52064D	CRAYONS 64 CT	CRAYOLA	\$1.99	BX
J1 523016	CRAYONS 16CT	CRAYOLA	\$0.66	BX
J1 523024	CRAYONS 24 CT	CRAYOLA	\$0.85	BX
J1 528016	CRAYON CLASSPACK 800PK 16 CLR	CRAYOLA	\$26.17	BX
K3 210020	TRAY SDLD LTR STCKBLE BK	OFFICEMATE	\$0.35	EA
K3 211020	SIDE LOADING STACKABLE BK	OFFICEMATE	\$0.97	EA
L2 0M02767	ECON VW BINDER BLACK 1"	OFFICEMAX	\$1.80	EA
L2 0M02773	ECON VW BINDER BLACK 2"	OFFICEMAX	\$3.13	EA
L2 0M02785	ECON VW BINDER BLACK 3"	OFFICEMAX	\$3.59	EA
L2 0M02821	OMX DURABLE BINDER BLACK 1"	OFFICEMAX	\$1.08	EA
L2 0M02827	OMX DURABLE BINDER BLACK 2"	OFFICEMAX	\$1.96	EA
L2 0M02831	OMX DURABLE BINDER BLACK 3"	OFFICEMAX	\$2.47	EA
L3 0M99023	INSERTABLE DIV 8-TAB COLOR 3PK	OFFICEMAX	\$0.29	PK

L3 0M99025	INSERTABLE DIV 5-TAB CLEAR 3PK	OFFICEMAX	\$0.18	PK
L3 0M99026	INSERTABLE DIV 5-TAB COLOR 3PK	OFFICEMAX	\$0.19	PK
L3 0M99030	INSERTABLE DIV 8-TAB CLEAR 3PK	OFFICEMAX	\$0.29	PK
N1 0M06041	OMX BALLPEN STICK MED BLU 12PK	OFFICEMAX	\$0.51	PK
N1 0M06049	OMX BALLPEN STICK MED RED 12PK	OFFICEMAX	\$0.51	PK
N1 0M06050	OMX BALLPEN STICK MED BLK 12PK	OFFICEMAX	\$0.51	PK
N1 0M06051	OMX HIGHLTR DESK YLW 12PK	OFFICEMAX	\$1.60	PK
N1 3371131	PMOP STICK PEN RED FINE DZ	SANFORD L.P.	\$0.75	DZ
N1 60040	ONYX ROLLERBALL PEN BLACK .5MM	SANFORD L.P.	\$2.39	DZ
N1 60041	ONYX ROLLERBALL PEN BLUE .5MM	SANFORD L.P.	\$2.39	DZ
N1 60042	ONYX ROLLERBALL PEN RED 0.5MM	SANFORD L.P.	\$2.39	DZ
N1 6160187	BALL PEN FINE POINT BLUE INK 12PK	SANFORD L.P.	\$3.40	DZ
N1 6170187	BALL PEN FINE POINT RED INK 12PK	SANFORD L.P.	\$3.40	DZ
N1 6180187	COMFORTMATE BP BLACK FINE 12PK	SANFORD L.P.	\$3.40	DZ
N1 GSF11BE	ROUND STIC PEN FINE BLUE 12PK	BIC	\$0.69	DZ
N1 GSF11BK	ROUND STIC BALLPT FINE BLACK	BIC	\$0.69	DZ
N1 SGSM11BE	STICK PEN BLUE INK MEDIUM 12PK	BIC	\$3.06	DZ
N1 SGSM11BK	STICK PEN BLACK INK MEDIUM 12PK	BIC	\$3.06	DZ
N1 SGSM11RD	SOFT FEEL STICK MED RED 12PK	BIC	\$3.06	DZ
N2 0M04114	CHISEL DRY ERASE MRKR RED 12PK	BIC	\$3.20	DZ
N2 0M04115	CHISEL DRY ERASE MRKR BLK 12PK	OFFICEMAX	\$3.20	DZ
N2 0M04116	CHISEL DRY ERASE MRKR BLU 12PK	OFFICEMAX	\$3.20	DZ
N2 0M05730	OMX DRY ERSE DESK CHSL AST 4PK	OFFICEMAX	\$0.80	PK
N2 0M05731	OMX PERM MARK PEN FINE RED 12	OFFICEMAX	\$1.80	DZ
N2 0M05732	OMX PERM MARK PEN FINE BLK 12	OFFICEMAX	\$1.80	DZ
N2 0M06053	OMX HIGHLTR PEN YLW 12PK	OFFICEMAX	\$1.44	DZ
N2 0M06080	OMX PERM MARKER CHSL RED 12PK	OFFICEMAX	\$1.80	PK
N2 0M06099	OMX PERM MARKER CHSL BLK 12PK	OFFICEMAX	\$1.80	DZ
N2 64324	EF 4009 FL YELLOW HIGHLIGHTER 12 PK	SANFORD L.P.	\$1.65	DZ
N2 64327	EF 4009 PINK HIGHLIGHTER 12 PK	SANFORD L.P.	\$1.65	DZ
N2 64328	EF 4009 BLUE HIGHLIGHTER 12 PK	SANFORD L.P.	\$1.65	DZ
N2 64329	EF 4009 GREEN HIGHLIGHTER 12 PK	SANFORD L.P.	\$1.65	DZ
N2 80054	EXPO LOW ODOR DRY ERASE KIT	SANFORD L.P.	\$4.90	KT
N2 8410152	FLAIR MARKR FELT TIP PT BE INK	SANFORD L.P.	\$2.10	DZ
N2 8420152	FLAIR MARKR FELT TIP PT RD INK	SANFORD L.P.	\$2.10	DZ
N2 8430152	FLAIR POINTGUARD BLACK 12 PACK	SANFORD L.P.	\$2.10	DZ
N3 19501	X-ACTO MIGHTY MITE SHARPENER	ELMERS	\$1.28	EA
N5 0M97010	YELLOW PENCILS #2 -12CT	OFFICEMAX	\$0.30	DZ
P2 0M97219	ENVELOPE CATALOG 9X12"	OFFICEMAX	\$13.13	BX
P2 0M97221	ENVELOPE CATALOG 10X13"	OFFICEMAX	\$15.51	BX
P2 0M97233	ENVELOPE INTRDPT 3-COL 10X13"	OFFICEMAX	\$15.15	BX
P2 0M97241	ENVELOPE CATALOG WHT 9X12"	OFFICEMAX	\$19.62	BX
P3 0M03827	SCHOOLIO BLACKMARBLE COMPBK WR	OFFICEMAX	\$0.27	EA
P3 0M03828	SCHOOLIO BLACKMARBLE COMPBK CR	OFFICEMAX	\$0.27	EA
P3 0M03885	OMX 1SUB SPIRALNTBK CR 100CT	OFFICEMAX	\$0.40	EA
P3 0M97292	EASEL PAD, PLAIN, 5CT	OFFICEMAX	\$13.66	CT
P3 0M97301	3" X 5" SCRATCH PADS 12 PACK	OFFICEMAX	\$0.44	DZ

P3 0M97304	4" X 6" SCRATCH PAD 12PACK	OFFICEMAX	\$0.68	DZ
P3 0M97310	OMX LEGAL PAD WHT 5X8 12PK	OFFICEMAX	\$0.97	DZ
P3 0M97311	5 X 8" SCRATCH PAD 12 PACK	OFFICEMAX	\$3.52	DZ
P3 0M97316	OMX GUMPADWHT WR 8.5X11 12PK	OFFICEMAX	\$1.15	DZ
P3 0M97324	OMX LEGAL PAD WHT 8.5X14 12PK	OFFICEMAX	\$7.61	DZ
P3 0M97326	STENO BOOK GREGG 80SH GREEN	OFFICEMAX	\$5.62	DZ
P4 0M97633	ADD MACH ROLL 2.25"X150' 12PK	OFFICEMAX	\$2.41	PK
P5 0M97210	BOX STORAGE ECON 12X10X15"	OFFICEMAX	\$11.55	CT
P5 0M97211	BOX STORAGE ECON 12X11X24"	OFFICEMAX	\$19.47	CT
P5 0M97212	BOX STORAGE ECON 15X11X24"	OFFICEMAX	\$21.05	CT

**Contacts for new accounts and online users:**

Onondaga Co, City of Syracuse, Onondaga Comm College, SCSD: contact your Purchasing Department  
Other Municipalities, political subdivisions and agencies:

Contact Mark Lanty 315.491.7077 or [mark.lanty@officedepot.com](mailto:mark.lanty@officedepot.com)