

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **PAPER – MULTIPURPOSE – RECYCLED AND VIRGIN
THIS IS A COOPERATIVE BID**

Contract Period: July 5, 2018 through January 4, 2019 with 4 six-month options

Original Date of Issue: July 5, 2018

Date of Revision:

BID No: RFB-RC-2018-069

Catalog: Paper

Authorized Users: County Departments, Agencies in Cooperative

Address Inquiries To:

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E-mail: curleya@co.rockland.ny.us

Description

This contract is to provide multi-purpose virgin and recycled paper.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 18-069	0000025093	Sharda Paper 378 Troutman Street Brooklyn, NY 11237 Contact: Sunny A. Patel shardapaperinc@yahoo.com	PHONE: 718-628-4106 FAX: 718-628-4109
BID 18-069-A	00000000168	WB Mason Company 12 Jeanne Drive Newburgh, NY 12550 Contact: Stephen Persampieri stephen.persampieri@wbmason.com	PHONE: 888-926-2766 Ext. 1712 FAX: 855-233-7915

PLEASE NOTE:

Only agencies that are participating in the cooperative are allowed to use this bid.

Please see attached list of agencies that are participating in this cooperative.

If your agency would like to participate in this cooperative bid, please use the form for the Piggyback Request and fax back to the Purchasing Department. No agency is to participate without prior approval from the Rockland County Purchasing Department.

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
	SECTION A – FIVE (5) to SEVEN (7) Day - Inside Delivery Directly to all authorized users Minimum order - five cartons (combined order) Recycled, 30% Post Consumer Waste						
1	PAPER, BOND Size: 8 ½" x 11", White 20#, 10 reams per carton Boise Cascade Aspen 30 CAS054901, WBM20030 or approved equal	64521670001	5119	Carton	W.B.Mason	\$ 28.71	mason flagship recycled/wbm20030
2	PAPER, BOND Size: 8 ½" x 14", White 20# 10 reams per carton Boise Cascade Aspen 30 CAS054904 or approved equal	64521670002	280	Carton	W.B.Mason	\$ 38.47	mason flagship recycled/wbm20314
3	PAPER, BOND Size: 11" x 17", White 20# 5 reams per carton Boise Cascade Aspen 30 CAS054907 or approved equal	64521670003	104	Carton	W.B.Mason	\$ 30.54	mason flagship recycled/wbm20317

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
4	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20# Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry. 10 reams per carton Boise Cascade Fireworx CASMP2201 or approved equal	64521670004	238	Carton	W.B.Mason	\$ 36.00	boise fireworx/casmp2201xx
5	PAPER, BOND, COLORS Size: 8 ½” x 14”, 20# Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry. 10 reams per carton Boise Cascade Firefox CASMP2204 or approved equal	64521670005	2	Carton	Sharda Paper	\$ 60.15	hammermill
<u>SECTION B</u> FIVE (5) to SEVEN (7) Day - Inside Delivery Directly to all authorized users Minimum order - five cartons (combined order) VIRGIN PAPER							
6	PAPER, BOND Size: 8 ½” x 11”, White 20#, 10 reams per carton Domtar Willcopy 851001 or approved equal	64521	45	Carton	W.B.Mason	\$ 26.28	mason flagship/wbm21200

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
7	PAPER, BOND Size: 8 ½” x 14”, White 20# 10 reams per carton Domtar Willcopy 854001 or approved equal	64521	90	Carton	W.B.Mason	\$ 35.83	mason flagship/wbm24200
8	PAPER, BOND Size: 11” x 17”, White 20# 5 reams per carton Domtar Willcopy 117001 or approved equal	64521	30	Carton	W.B.Mason	\$ 29.22	mason flagship/wbm28230
9	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20# Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton Domtar Willcopy or approved equal	64521	10	Carton	W.B.Mason	\$ 36.00	boise fireworx/casmp2201xx
10	PAPER, BOND, COLORS Size: 8 ½” x 14”, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton Domtar Willcopy or approved equal	64521	2	Carton	Sharda Paper	\$ 60.15	hammermill

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
<p>SECTION C Five Day Bulk Delivery Directly to all authorized users Minimum order – 40 cartons (8 ½” x 11” & 11” x 17”) 30 cartons (8 ½” x 14”) Recycled, 30% Post Consumer Waste</p>							
11	PAPER, BOND Size: 8 ½” x 11”, White 20# 10 reams per carton - 40 Cartons per Pallet Boise Cascade Aspen 30 CAS054901 or approved equal	64521671001	2000	Carton	W.B.Mason	\$ 28.11	mason flagship recycled/wbm20030
12	PAPER, BOND Size: 8 ½” x 14”, White 20# 10 reams per carton - 30 Cartons per Pallet Boise Cascade Aspen 30 CAS054904, Nekoosa 5731305 or approved equal	64521671002	40	Carton	W.B.Mason	\$ 38.27	mason flagship recycled/wbm20314
13	PAPER, BOND Size: 11” x 17”, White 20# 5 reams per carton - 40 Cartons per Pallet Boise Cascade Aspen 30 CAS054907 or approved equal	64521671003	40	Carton	W.B.Mason	\$ 30.34	mason flagship recycled/wbm20317

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
14	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton - 40 Cartons per Pallet Boise Cascade Fireworx CASMP2201 or approved equal	64521670104	60	Carton	W.B.Mason	\$ 35.70	boise fireworx/casmp2201xx
15	PAPER, BOND, COLORS Size: 8 ½” x 14”, High Speed Xerographic Bond, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. For copier use. 10 reams per carton - 30 Cartons per Pallet Boise Cascade Fireforx CASMP2204 or approved equal	64521670105	1	Carton	Sharda Paper	\$ 58.15	hammermill

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
	<u>SECTION D</u> Five Day Bulk Delivery Directly to all authorized users Minimum order – 40 cartons (8 ½" x 11" & 11" x 17") 30 cartons (8 ½" x 14") VIRGIN PAPER						
16	PAPER, BOND Size: 8 ½" x 11", White 20# 10 reams per carton - 40 Cartons per Pallet Domtar Willcopy 851001 or approved equal	64521	40	Carton	W.B.Mason	\$ 25.73	mason flagship/wbm21200
17	PAPER, BOND Size: 8 ½" x 14", White 20# 10 reams per carton - 30 Cartons per Pallet Domtar Willcopy 854001 or approved equal	64521	30	Carton	W.B.Mason	\$ 35.63	mason flagship/wbm24200
18	PAPER, BOND Size: 11" x 17", White 20# 5 reams per carton - 40 Cartons per Pallet Domtar Willcopy 117001 or approved equal	64521	40	Carton	W.B.Mason	\$ 28.94	mason flagship/wbm28230

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
19	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton - 40 Cartons per Pallet Domtar Willcopy or approved equal	64521	40	Carton	W.B.Mason	\$ 35.70	boise fireworx/casmp2201xx
20	PAPER, BOND, COLORS Size: 8 ½” x 14”, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton - 30 Cartons per Pallet Domtar Willcopy or approved equal	64521	30	Carton	Sharda Paper	\$ 58.15	hammermill
<u>SECTION E</u> Five Day – Inside Delivery Directly to all authorized users Minimum order - TRUCK LOAD Recycled 30% Post Consumer Waste							
21	PAPER, BOND Size: 8 ½” x 11”, White 20#, Truck Load - 21 pallets each containing 40 cases or 840 cases per delivery Boise Cascade Aspen 30 CAS054901 or approved equal	64521	840	Carton	W.B.Mason	\$ 28.52	mason flagship recycled/wbm20030-tload

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Line No.	Description	Item Number	Est. Qty.	Unit	Vendor	Unit Price	Brand Name / Product Code
	<p><u>SECTION F</u> Five Day – Inside Delivery Directly to all authorized users Minimum order - TRUCK LOAD VIRGIN PAPER</p>						
22	<p>PAPER, BOND Size: 8 ½” x 11”, White 20# Truck Load - 21 pallets each containing 40 cases or 840 cases per delivery, Domtar Willcopy 851001 or approved equal</p>	64521	2520	Carton	W.B.Mason	\$ 26.21	mason flagship/wbm21200-tload

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**Paper – Multipurpose – Virgin and Recycled –
 Cooperative Bid**

RFB-RC-2018-069

SPECIFICATIONS

1. SCOPE

- 1.1. The County of Rockland Purchasing Division is the lead agency issuing this **Cooperative Bid for multi-purpose paper**. This cooperative bid will aggregate the purchase volume of participating governments and non-profits to achieve best value pricing for multi-purpose paper on a regional basis. See **Attachment A** for a complete listing of participating agencies.
- 1.2. The multi-purpose paper offered shall be recycled and virgin cut size sheet paper for use in various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines.
- 1.3. This solicitation is broken down into six (6) sections.
 - 1.3.1. Sections A and B cover the inside delivery directly to various County of Rockland departments and/or other ordering agencies. Sections C, D, E & F cover bulk delivery directly to central locations.

2. AUTHORIZED AGENCIES AND PIGGYBACK CLAUSE

- 2.1. Only the Agencies listed in **Attachment A** are authorized to purchase paper from an ensuing contract issued in accordance with this Bid.
 - 2.1.1. Vendors shall not accept orders for paper under this award from any agency not listed in **Attachment A**.
- 2.2. **Piggyback Clause**
 - 2.2.1. Any agency wishing to make a purchase off this contract can do so only after receiving authorization from the County of Rockland.
 - 2.2.1.1. Any agency seeking authorization to purchase paper from this Bid must submit the completed Piggyback request form (**see Attachment B**) to the Director of Purchasing for the County of Rockland.
 - 2.2.1.2. Vendors are encouraged to inform agencies of this purchasing cooperative.

3. QUANTITIES & EXPENDITURES - (see usage reports –Attachment C)

- 3.1. ***The quantities provided on the proposal pages are estimated usage during a six month period, see Attachment C for actual quantities by Agency.***
 - 3.1.1. ***The total expenditures for orders placed by participating agencies (Cooperative) commencing on 11/01/2017 through 04/30/2018 is \$236,466.91.***
 - 3.1.1.1. ***The first term of this contract shall commence on July 01, 2018 through 12/31/2018.***
- 3.2. **The total expenditures against this contract for a 18 month period commencing on 07/01/2016 through 12/31/2017 was \$1,081,863.66.**

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3.2.1. The contract shall be for the quantities actually ordered during the contract period. The agencies will not be compelled to order the total estimated quantities during the contract period.

4. CONTRACT TERM

4.1. Any ensuing contract(s) shall be in effect for six (6) months with four (6) six (6) month renewals by mutual agreement.

5. PRICING

5.1. Contract pricing shall remain firm for the **first six (6) month term of the contract**. All renewal periods may be subject to mill increase or decreases with verification from the mill. Price adjustments must be supported by a general price increase in the cost of the finished supplies. Adjustments shall be made on the basis of the Producer Price Index (PPI) for paper, WPU09 and WPU0913, published by the U.S. Department of Labor, Bureau of Labor Statistics. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase.

5.1.1. Adjustments shall be established as follows: Following the first six months of the contract, a price adjustment shall be effected beginning the first month following the first six months of the contract and then every six months of the contract thereafter. The adjustment shall be based on the average percentage of increase or decrease in the average delivered price in the six months ending one month prior to the date in which price adjustments are effected. For example, if price adjustments are scheduled to be effected on March 1st, they will be based on the average percentage of increase or decrease in the average pricing from the preceding August through January as published by PPI. The resulting percentage of increase or decrease shall be applied to the prices to arrive at the new contract pricing. Each succeeding six months will follow this format. Price increases shall not exceed 5%.

5.1.2. Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the contractor is responsible to notify the County of Rockland Purchasing Division immediately.

5.1.3. All price adjustments will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the adjustment.

5.2. Pricing shall include inside delivery.

5.2.1. No delivery charges shall apply. No surcharges (i.e., fuel) shall apply.

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COMPLETION OF PROPOSAL PAGES

- 5.3. **ELECTRONIC BID SUBMISSION – PREFERRED – SEE BID SUBMISSION INSTRUCTIONS**
- 5.4. **MANUAL - The bid proposal pages were created using Microsoft Office 2017 Excel and must be downloaded (see separate attachment). Bidders shall enter the unit pricing, in accordance with the instructions, and print the proposal pages to submit with their bid.**
- 5.4.1. **Each bidder is REQUIRED to copy the completed proposal pages (in Excel format) onto a CD and submit the CD with their bid. The CD shall be labeled with the RFB number and vendor name. Failure to follow the submittal procedures for this RFB may render your proposal non-responsive.**
- 5.5. Bidder must fill in all applicable spaces on bid proposal pages. All lines have an indication of bidder's response whether it be "0", "N/A" or a dollar figure. All lines must be filled in to indicate bidder's acknowledgement of the request.
- 5.6. Bids that do not have all applicable lines filled in on the bid proposal pages may be disqualified as a non-responsive bid. We cannot assume that there is "no charge" when lines are left blank.

6. REQUIREMENTS

6.1. Reporting

6.1.1. Contractor Sales Report

- 6.1.1.1. Every six (6) months the Contractor must report the value (in U.S. dollars) of the sales under this contract, including both the County of Rockland and all using agencies. The dollar value of the sale is the net price paid by the contract user for the products listed on the purchase order or other encumbering document, as recorded by the contractor.
- 6.1.1.2. The contractor shall be required to report the dollar value of sales to the Rockland County Department of Purchasing. If no sales occur the contractor must show zero. This report must be submitted within 15 business days of completion of the reporting period.
- 6.1.1.3. The contractor shall also submit a close-out report within thirty (30) days of the expiration of this contract. The contract expires upon the physical completion of the last outstanding task or delivery order of the contract. The close-out report must cover all sales not shown in the final sales report and reconcile all errors and credits.

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6.1.2. Usage Reports

6.1.2.1. In addition the Contractor Sales Report above, every six (6) months the contractor must submit a report (in Excel format) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities / dollars generated by this contract.

6.1.3. All reports defined above shall be electronically submitted via email to the Rockland County Director of Purchasing at purchasing@co.rockland.ny.us and cc'd to curleya@co.rockland.ny.us.

6.2. Sections A & B Requirements

6.2.1.1. SECTION A = **Recycled, 30% post consumer waste** – Delivery **5 carton combined minimum**, five (5) - seven (7) day – inside delivery directly to all authorized users

6.2.1.2. SECTION B = **Virgin Paper** – Delivery **5 carton combined minimum**, five (5) - seven (7) day – inside delivery directly to all authorized users

6.2.1.2.1. These sections represent the direct stockless sections. They are inclusive of all orders by the County of Rockland departments and/or other ordering agencies. A minimum order of five cartons shall be imposed on any user. User will not be restricted in regard to maximum orders. Pricing is to include individual, inside delivery to various users.

6.2.2. Sections C, D, E and F Requirements

6.2.2.1. SECTION C = **Recycled, 30% post consumer waste** – Delivery **40 carton combined minimum**, five (5) day bulk delivery directly to all authorized users

6.2.2.2. SECTION D = **Virgin Paper** – Delivery **40 carton combined minimum**, five (5) day bulk delivery directly to all authorized users

6.2.2.3. SECTION E = **Recycled, 30% post consumer waste** – Delivery **TRUCKLOAD**, five (5) day bulk delivery directly to all authorized users

6.2.2.4. SECTION F = **Virgin Paper** – Delivery **TRUCKLOAD**, five (5) day bulk delivery directly to all authorized users

6.2.2.5. These sections represent the bulk stockroom sections. They are inclusive of all paper orders for the County of Rockland's central stockroom (Building A) and/or the Social Services Department (Building L), both located in Dr. RL Yeager Health Center, Sanatorium Road, Pomona, NY, 10970 as well as any other ordering agency. The minimum order, for this section, shall be 40 cartons or Truckload Delivery of 840 cartons.

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7. DELIVERY REQUIREMENTS

7.1. Inside Delivery – Inside delivery is a requirement of this contact. Contractor’s agents or delivery personnel are required to deliver and off-load all shipments. Vendor shall be responsible to provide any equipment needed to complete the delivery process.

7.1.1. Guarantee Time of Delivery

7.1.1.1. Sections A & B - Paper orders shall be inside delivered directly to ordering agency as per purchase orders. Orders from offices other than the County of Rockland must be delivered to the ordering agency or comply with directions given. Delivery must be within five (5) - seven (7) days ARO. Inside delivery is required on all orders. Loading docks may not be available at all locations; use of truck with lift gate is required. Vendor should coordinate delivery with ordering agency.

7.1.1.2. Section C, D, E & F- The contract resulting from these sections of the bid will require that all deliveries be inside to the ordering agency’s stockroom. Delivery must be within five (5) days ARO. Loading docks may not be available at all locations; use of truck with lift gate is required. Vendor should coordinate delivery with ordering agency. Delivery of all orders processed under Sections E & F of this contract (truckload bulk delivery) shall be Tailgate Delivery.

8. BACKORDERS

8.1. All items which are back ordered for more than two business days may be purchased from the next available source. The difference in cost will be documented and deducted from subsequent bills submitted by the non-responsive vendor.

9. SAMPLES

9.1. The apparent low bidder(s) shall supply, free of charge, within 24 hours of request, three (3) ream samples of 20 lb. white 8 ½” x 11” of both the virgin and recycled copy paper of brand offered. Samples will not be returned. Samples are required only for brands not listed in the description on the proposal pages.

9.2. In regard to the recycled paper, vendor is required to submit documentation to prove the paper provided is actually recycled at 30% post consumer waste.

10. CONTRACTOR RESPONSIBILITIES

10.1. Return the ordering agencies phone calls promptly.

10.2. Make timely inside deliveries in accordance with contractually guaranteed delivery requirements.

10.3. Assign a knowledgeable person to service this contract and serve as liaison between your company and the ordering agencies.

10.4. CONTACT NAME: _____

10.5. PHONE NUMBER: _____ EXT. _____

10.6. EMAIL ADDRESS: _____

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11. CONTRACTOR RESPONSIBILITIES (BULK DELIVERIES)

- 11.1. Confirm receipt of purchase order with ordering agency either by phone or in writing and give ordering approximate delivery date. Contact the ordering agency immediately if there are any questions about a purchase order.
- 11.2. Notify all delivering truck drivers that it is their responsibility to unload the truck and make inside delivery to a central stockroom. Typical delivery hours: 8:00 AM – 12:00 Noon and 12:30 PM – 4:00 PM, these delivery times will vary by delivery location. Delivery date and time shall be confirmed by the Contractor. Delivery of orders must be made within five calendar days after the receipt of purchase order.
- 11.3. Skids or pallets furnished must be sturdily constructed so that they may properly support the weight of the cartons placed thereon without breaking. No tops required. Two way or four way entry pallets are acceptable. Pallets to be disposable and their cost included in the price. No additional charges will be allowed for skids or pallets. Cartons shall be carefully tier stacked to prevent damage. Skids or pallets to be stretch film wrapped or covered with water resistant paper to protect cartons against moisture damage in the event that delivery is made during inclement weather.
- 11.4. A pallet jack shall be used to bring pallets into the stockroom as to maintain the above conditions for bulk delivery.

12. ADDITIONAL REQUIREMENTS

12.1. Guarantee

- 12.1.1. All recycled paper furnished must be unconditionally guaranteed to provide trouble-free operation when used with various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines. If requested by any using agency the bidder must submit a letter from the paper mill manufacturing the stock that the bidder is offering, unconditionally guaranteeing that the stock furnished will operate trouble free.

12.2. Physical Surface Characteristics

- 12.2.1. Paper shall be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, slime spots, wrapper glue, turned-over corners, damaged edges and any scraps of foreign material and/or other defects. All recycled content of paper to be listed.

12.3. Feed Characteristics

- 12.3.1. Paper must be relatively free of static electricity and have sufficient stiffness and tensile strength to insure efficient feeding and transport through various office equipment specified. Paper furnished must run consistently trouble free through all types of dry toner copier systems including high speed copier systems. It must be capable of being printed on two sides without excessive curling or otherwise jamming the copier.

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12.4. Brand Name (Stock)

12.4.1. Bidders must propose to furnish standard mill brands, which are produced by a mill manufacturer (as opposed to a converter).

12.4.2. Substitutions after Award

12.4.2.1 Product substitutions shall not be made by any contractor or supplier without written approval from the County of Rockland Director of Purchasing.

12.4.2.2 No approval will be granted unless the substituted items are of equal quality, meet or exceed the specifications contained in this solicitation, and are provided at or below the price awarded.

12.4.2.3 Contractor shall notify the County of Rockland Director of Purchasing immediately should any item on this contract be discontinued. In the event an item of paper stock is discontinued, the contractor may not substitute alternate stock without the permission of the County of Rockland Director of Purchasing.

12.5. Packing

12.5.1. Any paper items ordered from the ensuing contract shall be packaged in accordance with mill specifications and in accordance with standards of the paper industry. The paper contractor(s) shall be responsible for any damage resulting from improper packaging of the paper. Any sheet stock ordered from the ensuing contract shall be:

12.5.1.1. ream marked on skids

12.5.1.2. packed in cartons

12.5.1.3. cartons packed on pallets.

12.5.2. All copy paper shall be properly ream-wrapped in moisture proof paper, and shall be packed in corrugated cartons as standard to the industry. All cartons, where applicable, shall be packed on skids or pallets and properly banded or secured to prevent shifting or damage to the paper. Stretch wrapping is the preferred method for securing the cartons. Any damage resulting from improper packaging and/or packing method shall be the responsibility of the vendor.

12.5.3. Standard mill packaging schedules will apply. Labels for all types, cartons shall be marked with pertinent information accurately describing the contents of the package, e.g. quantity, sheet size, basis weight of paper, brand name, width, etc.

12.6. Marking

12.6.1. Each ream and container shall be clearly marked with commodity, brand, quantity, size and color. Each ream shall also be marked, as applicable, to clearly indicate "Print First Side" in word and symbols. Lack of "Print First Side" operator instructions shall be interpreted as manufacturer's recommendation to Print Either Side first.

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**Paper – Multipurpose – Virgin and Recycled –
Cooperative Bid**

RFB-RC-2018-069

13. **AWARD**

13.1. It is the intent of the County of Rockland to award this contract to a sole supplier, therefore, recommending award to the lowest responsive, responsible bidder, however, the County of Rockland reserves the right to award this contract line by line or by section to the lowest responsible, responsive bidder(s).

13.2. **Rescission of Award**

13.2.1. The vendor is required to furnish paper exactly as per the specifications. If the successful vendor demonstrates a pattern of delayed deliveries or backorders the County of Rockland reserves the right to rescind their award and to disqualify them from future bidding.

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RFB-RC-2018-069

14. MULTI-USE PAPER SPECIFICATIONS

<p><u>Multi-Purpose Paper</u></p> <p>For use in various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines.</p> <p>30% Post Consumer Waste or Virgin Paper</p>	
<p>Color</p>	<p>White</p>
<p>Brightness</p>	<p>92 bright</p>
<p>Package Size</p>	<p>8 ½” x 11” (500) sheets per ream (10 reams per carton)</p> <p>8 ½” x 14” (500) sheets per ream (10 reams per carton)</p> <p>11” x 17” (500) sheets per ream (5 reams per carton)</p>
<p>Weight</p>	<p>20 lb.</p>

COUNTY OF ROCKLAND - DGS-PURCHASING
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**Paper – Multipurpose – Virgin and Recycled –
Cooperative Bid**

RFB-RC-2018-069

Multi-Purpose Paper – color

For use in various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines.

30% Post Consumer Waste or Virgin Paper

Color

11 colors – Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray

Brightness

92

Package Size

8 ½” x 11” (500) sheets per ream
(10 reams per carton)
8 ½” x 14” (500) sheets per ream
(10 reams per carton)

Weight

20 lb.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**Paper – Multipurpose – Virgin and Recycled –
 Cooperative Bid**

RFB-RC-2018-069

ATTACHMENT A – Listing of Participating Agencies

AgencyName	Contact First Name	Contact Last Name	Phone Number	Email Address
Brewster Central School District	Timothy	Conway	(845) 279-8000	jnappi@brewsterschools.org
City of New Rochelle	Sandi	Nunez	(914) 654-2072	snunez@newrochelleny.com
City of Poughkeepsie	Barbara	Lynch	(845) 451-4048	blynch@cityofpoughkeepsie.com
City of White Plains	Michael	Boggi	(914) 422-1267	mboggi@ci.white-plains.ny.us
City of Yonkers	Tom	Collich	(914) 377-6035	thomas.collich@yonkersny.gov
Dutchess Community College	Barbara	Lynch	(845) 431-8305	barbara.lynych@sunydutchess.edu
Dutchess County	Chsritopher	Barclay	(845) 486-3655	purchasing@dutchessny.gov
East Ramapo Central School District	Louise	Marin	(845) 577-6076	lmarin@ercsd.k12.ny.us
Eastchester Union Free School	Denise	Zapata	(914) 793-6130	dzapata@eastchester.k12.ny.us
Garrison Union Free School District	Susan	Huetter	(845) 424-3689	shuetter@gufs.org
Greystone Programs, Inc.	Karen	LaMonica	(845) 452-5772	klamonica@greystoneprograms.org
Hartsdale Fire District	Edward	Rush	(914) 949-6122	erush@hartsdalefire.org
Haverstraw Stony Point Central School District	James B.	Johnston	(845) 942-3005	jjohnston@nrcsd.org
Heritage Centers	Angel	Slisz	(716) 833-8603	aslisz@heritagecenters.org
Hyde Park Central School District	Joanne	Freeley	(845) 229-4000	joanne.freeley@hydeparkschools.org
Jawonio	Joanne	Pocchiari	(845) 708-2000	joanne.pocchiari@jawonio.org
Orange County	Ron	Greene	(845) 291-2745	rgreene@co.orange.ny.us
Pelham School District	Mariam	Lovett	(914) 738-9140	mlovett@pelhamschools.org
Poughkeepsie Day School, Inc.	Andrea	Parent-Tibbetts	(845) 462-7600	aparenttibbetts@poughkeepsieday.org
Poughkeepsie Public Library Adriance Memorial Lib	Mary	Aldrich	(845) 485-5912	maldrich@poklib.org
Putnam County	Alex	Mazzotta	(845) 225-0441	alessandro.mazzotta@putnamcountyny.com
Rockland County	Ann Marie	Curley	(845) 364-3698	curleya@co.rockland.ny.us
Spring Valley Police Department	SueAnn	Ryan	(845) 517-1192	sryan@villagespringvalley.org
St. Lawrence County	Stephanie	Kerr	(315) 379-2207	skerr@stlawco.org
St. Lawrence County	Stephanie	Kerr	(315) 379-2207	skerr@ctlawco.org
Town of Cortlandt	David	Doyle	(914) 734-1037	daved@townofcortlandt.com
Town of Greenburgh	Mark	McCrum	(914) 993-1599	mmccrum@greenburghny.com
Town of Hyde Park	Chu	Savath	(845) 229-5111	senioraccountclerk@hydeparkny.us
Town of Monroe	Jennifer	Schnaars	(845) 783-1900	jschnaars@monroeny.org
Town of Ramapo	Mona	Montal	(845) 357-5100	montalm@ramapo.org
Valhalla Fire District	Ken	Hoffanth	(914) 774-1064	valhallaafd@optonline.net
Village of Cold Spring	Mary	Saari	(845) 265-3611	vcclerk@bestweb.net
Village of Haverstraw	Damaris	Santiago	(845) 429-0300	damdavdesgab@yahoo.com
Village of Mount Kisco	James	Palmer	(914) 864-0016	jpalmer@mountkisco.org
Village of Scarsdale	Eric	Gerringer	(914) 722-1150	egerringer@scarsdale.com
Village of Tarrytown	James J.	Hart	(914) 831-7873	jhart@tarrytowngov.com
Village of West Haverstraw	Catherine	Kopf	(845) 947-2800	ckopf@westhaverstraw.org
Westchester County	Dianne	Munro	(914) 231-1546	dmm6@westchestergov.com

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

Paper – Multipurpose – Virgin and Recycled –
Cooperative Bid

RFB-RC-2018-069

ATTACHMENT B

Paper – Multi Use Paper – Cooperative Bid

Piggyback Request (*please print clearly*)

Agency Name: _____

Agency Address: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Contact Fax#: _____

Please note anticipated annual usage in cartons:

RECYCLED 30% POST CONSUMER WASTE	5 Carton Minimum as Specified	40 Carton Minimum as Specified	Truck Load Minimum as Specified
8 1/2" X 11"			
8 1/2" X 14"			
11" X 17"			
VIRGIN PAPER			
8 1/2" X 11"			
8 1/2" X 14"			
11" X 17"			

Special Notes: _____

Please forward the completed form to County of Rockland – 845-364-3809 or email to Ann Marie Curley at curleya@co.rockland.ny.us

WB Mason			07/01/2016 - 12/31/2017	ATTACHMENT C-USAGE REPORT				
	Account#	AccountName	ItemOrdered	ItemName	UOM	PriceMethod	QTY.	Sales
1	C2433590	Central United Talmudical Academy of Monsey	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	55	\$1,300.00
2	C1221719	City Of New Rochelle	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	480	\$10,759.20
3	C1374123	City Of Poughkeepsie	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	240	\$5,299.20
4	C1423017	Dc Central Services-Paper	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	4200	\$90,308.40
5	C1297415	Haverstraw Stony Point School	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	4200	\$90,350.40
6	C1386821	Orange County Fin. Dept.	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	4717	\$104,539.77
7	C1336688	Pine Plains Central Sd	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	600	\$13,030.00
8	C1154365	Poughkeepsie Public Library Dist.	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	60	\$1,309.40
9	C1258210	Putnam County Health Dept	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	5	\$117.45
10	C1126842	St Lawrence County	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	40	\$839.60
11	C1114869	The City Of White Plains	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	584	\$12,989.91
12	C1143585	Town Of Cortlandt	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	40	\$839.60
13	C1381363	Town of Greenburgh	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	515	\$11,681.75
14	C1430374	Village Of Cold Spring	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	26	\$581.51
15	C1274377	Village Of Spring Valley	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	55	\$1,154.45
16	C2283345	Westchester County - Paper	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	40	\$926.80
17	C1108025	Yonkers Public School	WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	PPL1091113	320	\$7,414.40
18	C2433590	Central United Talmudical Academy of Monsey	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	19	\$489.67
19	C1410039	City Of Yonkers - Purchasing	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	40	\$1,069.20
20	C1386821	Orange County Fin. Dept.	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	18	\$471.54
21	C1336688	Pine Plains Central Sd	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	1	\$24.73
22	C2420533	Putnam County Child Advocacy Center	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	1	\$26.93
23	C1114869	The City Of White Plains	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	5	\$130.25
24	C1381363	Town of Greenburgh	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	9	\$226.81
25	C1108025	Yonkers Public School	WBM28110	PAPER,XERO/DUP,11X17,WE	CT	PPL1091113	82	\$2,192.26

WB Mason			07/01/2016 - 12/31/2017	ATTACHMENT C-USAGE REPORT				
	Account#	AccountName	ItemOrdered	ItemName	UOM	PriceMethod	QTY.	Sales
26	C2433590	Central United Talmudical Academy of Monsey	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	7	\$228.95
27	C1410039	City Of Yonkers - Purchasing	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	2	\$67.36
28	C1297415	Haverstraw Stony Point School	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	40	\$1,331.20
29	C1386821	Orange County Fin. Dept.	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	77	\$2,552.50
30	C1336688	Pine Plains Central Sd	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	1	\$31.41
31	C1114869	The City Of White Plains	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	7	\$226.68
32	C1381363	Town of Greenburgh	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	CT	PPL1091113	15	\$488.85
33	C1410039	City Of Yonkers - Purchasing	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	1039	\$27,001.02
34	C1369909	County of Rockland	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	3278	\$85,184.55
35	C1295947	Putnam County	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	146	\$3,761.07
36	C2306703	Putnam County Brd of Elections	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	26	\$682.86
37	C2420533	Putnam County Child Advocacy Center	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	17	\$439.62
38	C2330150	Putnam County Clerk Paper	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	65	\$1,701.20
39	C2080935	Putnam County Consumer Affairs	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	15	\$387.55
40	C2346611	Putnam County Coroner Office	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	15	\$399.45
41	C2307411	Putnam County Dept of Highways and Facilities	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	35	\$914.20
42	C2300850	Putnam County Dept of Law	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	25	\$659.30
43	C2341602	Putnam County Dept of Social Services	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	240	\$6,236.50
44	C2311187	Putnam County District Attorney	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	30	\$798.90
45	C2403365	Putnam County Emergency Services	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	15	\$387.55

WB Mason			07/01/2016 - 12/31/2017	ATTACHMENT C-USAGE REPORT				
	Account#	AccountName	ItemOrdered	ItemName	UOM	PriceMethod	QTY.	Sales
46	C2363129	Putnam County Employment & Training / WIA	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	10	\$254.40
47	C2319626	Putnam County Finance Department	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	32	\$845.02
48	C1258210	Putnam County Health Dept	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	135	\$3,517.70
49	C2356029	Putnam County IT/GIS Dept	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	12	\$311.23
50	C2320200	Putnam County Legislature Department	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	40	\$1,041.40
51	C2352916	Putnam County Personnel	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	13	\$337.56
52	C2314626	Putnam County Planning	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	20	\$520.70
53	C2042745	Putnam County Probation Dept.	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	45	\$1,168.60
54	C2395176	Putnam County Records Center	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	18	\$479.34
55	C2311703	Putnam County Youth Bureau	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	16	\$412.99
56	C2306708	Putnam County; County Executive	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	7	\$178.08
57	C2404182	Putnam County-Office for Senior Resources	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	67	\$1,731.85
58	C1403709	Rockland Comm.College	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	1100	\$28,385.50
59	C1143585	Town Of Cortlandt	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	220	\$5,684.40
60	C2283345	Westchester County - Paper	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	9530	\$247,428.52
61	C1108025	Yonkers Public School	WBM20030	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	PPL1091113	9961	\$258,895.33
62	C1369909	County of Rockland	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	13	\$363.16
63	C1423017	Dc Central Services-Paper	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	158	\$4,451.12
64	C2306703	Putnam County Brd of Elections	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	4	\$117.53
65	C2307411	Putnam County Dept of Highways and Facilities	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	1	\$29.92
66	C2356029	Putnam County IT/GIS Dept	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	2	\$55.54

WB Mason			07/01/2016 - 12/31/2017	ATTACHMENT C-USAGE REPORT				
	Account#	AccountName	ItemOrdered	ItemName	UOM	PriceMethod	QTY.	Sales
67	C2404182	Putnam County-Office for Senior Resources	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	1	\$27.77
68	C1403709	Rockland Comm.College	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	3	\$89.76
69	C2283345	Westchester County - Paper	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	75	\$2,170.90
70	C1108025	Yonkers Public School	WBM20317	PPR,11X17,30%RECY,2500/CT	CT	PPL1091113	218	\$6,292.81
71	C1410039	City Of Yonkers - Purchasing	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	7	\$247.24
72	C1369909	County of Rockland	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	101	\$3,695.84
73	C1423017	Dc Central Services-Paper	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	240	\$8,707.20
74	C1295947	Putnam County	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	14	\$494.48
75	C2306703	Putnam County Brd of Elections	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	11	\$413.00
76	C2307411	Putnam County Dept of Highways and Facilities	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	1	\$35.32
77	C2341602	Putnam County Dept of Social Services	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	5	\$179.66
78	C1403709	Rockland Comm.College	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	5	\$191.90
79	C1143585	Town Of Cortlandt	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	5	\$176.60
80	C2283345	Westchester County - Paper	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	254	\$9,470.06
81	C1108025	Yonkers Public School	WBM20314	PPR,8.5X14,30%RECY,5000/CT	CT	PPL1091113	54	\$1,907.28
							43845	\$1,081,863.66