



Purchasing Department | Tel. 860.584.6195
Fax 860.584.6171

January 16, 2020

Bob Shulman, President
Suburban Stationers
693 High St.
Middletown, CT 06457

RE: 2A20-039 OFFICE SUPPLIES FOR A PERIOD THROUGH JANUARY 31, 2023

Dear Mr. Shulman,

It is with great excitement that I confirm award of Contract 2A20-039 for office supplies for the period through January 31, 2023. I have scheduled an introduction to your website for Tuesday, January 28, 2020 at 10:00 am, in the City Council chambers at City Hall located at 111 North Main Street. I am additionally letting department contacts know to expect a welcome guide via email on Monday, January 27, 2020, in anticipation of the website rollout.

I thank you for your help in moving forward, and I look forward to working with you throughout this agreement.

A handwritten signature in black ink, appearing to read 'Roger D. Rousseau'. The signature is fluid and cursive.

Roger D. Rousseau
Purchasing Agent
Tel. (860) 584-6195
Fax (860) 584-6171

Enclosure: 2A20-039 Contract Award

Cc: File



CITY OF BRISTOL
 Purchasing Department
 111 North Main Street
 Bristol, CT 06010

Contract Award Number	<u>2A20-039</u>
Date of Award	<u>January 16, 2020</u>
Date Bid Opened	<u>January 6, 2020</u>

CONTRACT AWARD

Contract Description: Office Supplies

Contract Term: Effective through January 31, 2023

Delivery Requirements: Deliveries shall be made the next working day from order placement, for 95% of all orders placed prior to 4:00pm.

NOTICE TO CONTRACTOR: This notice of award is not an award to ship or provide services. Purchase orders against this contract will be issued on behalf of departments requiring materials or services. Do not ship without a purchase order.

TAXES: As a political subdivision of the State of Connecticut, the City of Bristol is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut.

CASH DISCOUNTS: Cash discounts, if any, shall be given special attention, but such cash discount shall not be taken unless payment is made within the discount period.

PRICE BASIS: Unless otherwise noted, prices include delivery and transportation charges fully prepaid F.O.B. Destination. No extra charge is to be made for packing or packages.

TERMS: The invitation to bid and the contractor’s response constitute the entire agreement.

CONTRACTOR INFORMATION

Name:	<u>Suburban Stationers</u>	Munis ID:	<u>2626</u>
Address:	<u>693 High Street</u> <u>Middletown, CT 06457</u>	Payment Terms:	<u>Net 30 Days</u> <u>FOB Destination</u>
Contact:	<u>Bob Shulman</u>	Telephone:	<u>860-347-0299</u>
		Fax:	<u>860-343-5094</u>
		Email:	<u>bobs@suburbanop.com</u>

Product Discounts

The following discounts from manufacturer's published list price, are effective for the term of this contract:

- | | |
|---|------|
| 1. Paper Materials (excluding bulk delivery of copy paper); Representative Items are assumed to include post-it notes, legal pads, calculator rolls, envelopes, colored and other non-bulk copy paper etc. | 65 % |
| 2. Filing Accessories
Representative items are assumed to include manila folders, hanging folders, bankers boxes, expanding files, index dividers, report covers, laser labels etc. | 70 % |
| 3. Calendars and Planners/Organizers | 75 % |
| 4. Desk Top Accessories
Representative items are assumed to include scissors, staplers, staples, desk organizers, rulers, tape dispensers, tape, binders, etc. | 75 % |
| 5. Pens, Pencils, and Markers | 60 % |
| 6. Diskettes and Related Media | 80 % |
| 7. Toner and Ink Cartridges | 50 % |
| 8. Other Office Supplies | 45 % |
| 9. Copy Paper (Excluding Bulk Delivery) | 81 % |

This pricing shall remain in effect through January 31, 2023.

The City intends to order miscellaneous items to be supplied by the contractor during the contract period, at the published list price less the supplied discount.

Excluded Items

This contract does not cover the purchase of all items listed in standard catalogs provided; specific attention is given to the exclusion of the following types of items:

Office equipment, such as copiers, faxes, printers, telephones, scanners, digital cameras, or typewriters

Furniture, such as desks, modular furniture, file cabinets, or chairs

Toner Cartridges for leased copier equipment

Industrial Supplies, such as wastebaskets, cleaning supplies, or kitchen supplies

The awarded contractor shall not place orders for either office equipment or office furniture that are not considered a part of this contract, without the specific written consent of the Purchasing Agent.

Customer Service

Delivery points shall be designated by the department and shall be "inside delivery". "Inside delivery" defined as the designated delivery location within the ordering entity's building, which may be a particular floor, room, etc.

The contractor(s) shall resolve all order and invoice discrepancies (e.g., shortages, damaged products, etc.) within five (5) business days from notification or, if because of their nature, the discrepancies cannot be resolved within that time frame, the contractor shall take all of the steps that the Purchasing Department deems to be reasonably necessary or appropriate to resolve the discrepancies.

Products returned because of quality problems, duplicated shipments, outdated products, etc., shall be picked up by the contractor within five (5) business days after notification, with no restocking charge, and shall be replaced with specified products or the ordering entity shall be credited/refunded for the full purchase price.