



# City of Newburgh City Comptroller's Office

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Newburgh, New York 12550

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## NOTICE

### INVITATION TO BID

#### OFFICE SUPPLIES – Bid No. 2.13 FOR THE CITY OF NEWBURGH, NY

Sealed bids will be received by the Acting City Comptroller in her office at City Hall, 83 Broadway, 4<sup>th</sup> Floor, Newburgh, New York, until 11:00 A.M., prevailing time, Monday, May 13, 2013 for Office Supplies for the City of Newburgh, New York.

Specifications may be obtained at the Comptroller's Office in City Hall by contacting Elizabeth Garrison, Administrative Assistant to the City Comptroller at (845) 569-7316 or can be emailed to [egarrison@cityofnewburgh-ny.gov](mailto:egarrison@cityofnewburgh-ny.gov) upon her receipt of prospective Bidder's emailed request for specifications which must contain company's complete contact information.

Bid form provided must be used in submitting bid. All bids must be in original form and submitted in a sealed envelope clearly labeled "Bid for Office Supplies" on or before the aforementioned due date and time. Bids submitted after the deadline will not be considered. Faxed or photocopies of bids submitted will be not be acceptable.

Bidders are required to execute a non-collusion bidding affidavit pursuant to section 103d of the General Municipal Law of the State of New York. The City of Newburgh is exempt from payment of Federal and State taxes on all materials supplied to the Owner pursuant to this contract. Bids submitted without a non-collusion affidavit will not be considered.

No bid shall be withdrawn for a period of forty-five (45) days subsequent to the opening of the bids without the consent of the City of Newburgh Acting Comptroller.

The award of this bid may be subject to approval by City Council. The City reserves the right to reject any or all bids, or to accept any part of the bid without accepting the whole thereof, or to accept such bid they deem to be in the best interest of the City.

Kathryn Nivins  
Acting City Comptroller

Dated: Tuesday, April 30, 2013

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**ADVERTISE:** Hudson Valley Black Press, **Wednesday, May 1, 2013**  
Mid Hudson Times, **Wednesday, May 1, 2013**  
The Sentinel, **Tuesday, April 30, 2013**

"AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"

# SPECIFICATIONS

## OFFICE SUPPLIES

### 1.0 GENERAL:

- A. The City of Newburgh is seeking solicitation from vendors for the supply and delivery of general office supplies to various departments located in Newburgh, New York.
- B. Award of this contract shall be made to the lowest responsive and responsible bidder(s) for the period of one year commencing June 1, 2013.
- C. Successful bidder(s) shall receive and process orders from various City departments and deliver such at no cost to the City.
- D. Supplies will be ordered on an as-needed basis throughout the year by various City departments.
- E. The City of Newburgh is exempt from Federal Excise Taxes and the New York State Sales Tax. Net prices as shown in the Bid shall exclude said Federal and State Tax amounts.
- F. Iran Divestment Act. By submission of a Bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

The City of Newburgh reserves the right to reject any Bid from an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

***The vendor's signature on the Bid Form will be considered certification that the vendor is in compliance with all aspects of this regulation.***

- G. Non-Collusion Bidding Affidavit. The City requires that a Non-Collusive Bidding Affidavit be submitted with all bids pursuant to its authority according to the Section 103-d of the State of New York Finance Law. This Non-Collusive Bidding Affidavit, made part of the Bid Form, must be executed in blue ink by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate,

making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

If a bid is submitted by a joint venture, each party to the venture must be identified in the bid documents, and a Non-Collusive Bidding Affidavit must be submitted separately on behalf of each party.

Failure to provide a Non-Collusive Bidding Affidavit in compliance with these instructions will result in disqualification of the bid.

- H. No contractor to whom this is let, granted or awarded, shall assign, transfer, convey, sublet, or otherwise dispose of same, or of his right, title, and interest herein, including the performance of this contract or the right to receive monies due or to become due, or of his power to execute this without the prior written consent of the City of Newburgh City Manager. In the event that that the contractor shall without prior written consent assign, transfer, convey, sublet or otherwise, dispose of his right, title and interest therein, including the performance of this contract, or the right to receive monies due or to become due, or his power to execute such contract to any other person or corporations, or upon receipt by the City of Newburgh shall be relieved and discharged, from any and all liability and obligation growing out of such contract to such contractor, and the person or corporation to which such contract shall have been assigned, his assignees, transferees or subleasee shall forfeit and lose monies theretofore earned under this contract, except so much as may be required to pay his employees. It is the bidder's responsibility to read the General Conditions which outline the bidding rules of the City of Newburgh.

## 2.0 SPECIFICATIONS:

1. On each of the office supply items requested by the City, bidders shall state the brand name, part number and bid price. Should an item be sold differently by a bidder other than specified, bidder must indicate such quantity item is then being bid at. Items and brands proposed must remain the same items supplied to the City throughout the contract period.
2. A package price is not acceptable. Awards will be made to the responsible vendors quoting the lowest price on each item. However, should the City receive bids containing at least 80% of the items quoted at the lowest price, the City shall award the contract in its entirety to that bidder. The City shall have sole discretion in determining successful vendor for each item based on item and price.
3. The City reserves the right to award to the second low bidder any item in which the original successful vendor cannot make good on or deliver. Should the Comptroller receive any complaints from departments with regard to item malfunction, vendor's item availability, continuous substitution or delivery issues, such items shall then be awarded to the next low bidder.
4. If successful bidder should need to substitute any item, the vendor must contact such department, advise them of such substitution and obtain their approval. Item price shall not be increased on City's part due to substitution.

5. All orders shall be free of shipping and handling charges as well as any other ordering fees.
6. Orders will be placed through our Purchase Order system. ***All orders must be delivered to the specific department that placed the order.*** Delivery shall be made Monday through Friday between the hours of 8:30 a.m. - 3:00 p.m., except holidays. A list of holiday closings can be found on page 5.
7. If successful vendor cannot ship full order due to absence of items on their part, **order shall not be held up.** Successful vendor shall notify such City department of delay or problems with order or items requested immediately. Partial order should be delivered within an appropriate time frame and shall be agreed upon by both successful vendor and City department(s) at such time of delay. Items remaining shall be delivered accordingly.

### 3.0 QUESTIONS:

1. Questions regarding these specifications may be directed to Elizabeth Garrison, Administrative Assistant to the City Comptroller, at [egarrison@cityofnewburgh-ny.gov](mailto:egarrison@cityofnewburgh-ny.gov).
2. Upon request, Bid Forms are available in Microsoft Excel format for ease of typing in bid information being quoted.

### 4.0 PREPARATION AND SUBMISSION OF BIDS:

1. Bids must be submitted in accordance with this Invitation for Bids.
2. Each bidder shall furnish all information required in these contract documents.
3. Bids must be submitted on the prescribed forms attached hereto referenced as Bid Forms (pages 6-11) and Non-Collusion Bidding Affidavit (page 12). When submitting your bid, none other than the completed Bid Forms and Non-Collusion Bidding Affidavit pages shall be submitted, ***not the entire contract document.*** All blank spaces for Bid prices must be indicated with NO BID. ***All spaces shall be typed*** in with the unit price for the item or the lump sum for which the proposal is made. \*\*\* Bid Forms are available in Microsoft Excel format upon request.\*\*\*
4. Only original signatures will be accepted. Photocopies, facsimile and email printouts will not be accepted. All signatures - other than the Notary Public's - must be signed in blue ink.
5. Bids may not be modified after submittal. Bidders may withdraw bids at any time up to the scheduled time for receipt of bids. Bidders may resubmit bids provided it is prior to the scheduled time for receipt of bids. No bid shall be withdrawn for a period of forty-five (45) days subsequent to the opening of bids without the consent of the Acting City Comptroller.
6. Non-Collusion Bidding Affidavit provided must be signed in blue ink and notarized in original form when submitting with bid proposal. Bids submitted without a Non-Collusion Bidding Affidavit will not be accepted.

7. All bids must be submitted in sealed envelopes bearing on the outside the name and address of the Bidder and the words "Bid for Office Supplies" **clearly marked**. If forwarded by mail, the sealed envelope containing the proposal, marked as directed above, must be enclosed in another envelope addressed as specified, preferably by FedEx, UPS, Certified or Registered mail.
8. Sealed bids shall be mailed or hand delivered to the Acting City Comptroller in her office no later than 11:00 a.m., local time, Monday, May 13, 2013 at City of Newburgh, Attn: Kathryn Nivins, Comptroller's Office, 83 Broadway, 4<sup>th</sup> Floor, Newburgh, NY 12550. Bids received after the specified due date and time will not be considered late and will not be accepted. Facsimile or electronic transmission of proposals will not be accepted.

## HOLIDAYS

Observed by the

**City of Newburgh  
New York**

Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 14, 2013	Columbus Day
Tuesday, November 5, 2013	Election Day
Monday, November 11, 2013	Veterans Day
Thursday, November 28, 2013	Thanksgiving
Friday, November 29, 2013	Day After Thanksgiving
Wednesday, December 25, 2013	Christmas Day
Wednesday, January 1, 2014	New Year's Day
Monday, January 20, 2014	Dr. Martin Luther King, Jr. Day
Wednesday, February 12, 2014	Birthday of Abraham Lincoln
Monday, February 17, 2014	Birthday of George Washington

**BID FORM**

**OFFICE SUPPLIES – BID #2.13**

CITY OF NEWBURGH, NEW YORK

CONTRACT PERIOD: JUNE 1, 2013 THROUGH MAY 31, 2014

I (We) hereby propose to provide office supplies for the City of Newburgh, New York as requested by the City in accordance with the specifications annexed hereto where as items and prices are fixed and guaranteed for the length of the contract with no annual price index increases.

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

WEBSITE \_\_\_\_\_

TAX I.D. NUMBER \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_  
Signature in **BLUE Ink**

NAME/TITLE \_\_\_\_\_

**NOTE:** By signing and submitting this Bid for consideration by the City of Newburgh, the Vendor acknowledges that they have read, understand and agree to all aspects of the Specifications as presented without reservation or alteration.

**BIDS RECEIVED WITHOUT NON-COLLUSION BIDDING AFFIDAVIT WILL NOT BE ACCEPTED**

ITEM	DESCRIPTION	QUANTITY	BID PRICE	ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
1	Ticonderoga or Eagle #2 Pencils	dozen			
2	Eraser caps, fits standard pencils, Arrowhead or equal, box of 144 caps	box			
3	Ball Point Pens, Stick Type, Blue, Medium Point, BIC or equal	dozen			
4	Ball Point Pens, Stick Type, Black, Medium Point, BIC or equal	dozen			
5	Ball Point Pens, Stick Type, Red, Medium Point, BIC or equal	dozen			
6	Ball Point Pens, Fine Point, Blue, BIC or equal	dozen			
7	Ball Point Pens, Fine Point, Black, BIC or equal	dozen			
8	Sharpie-type Marker, Black, Fine Point (Flair Type)	dozen			
9	Marker, Heavy, Black	dozen			
10	Highlighter, Yellow	dozen			
	Highlighter, Green	dozen			
	Highlighter, Orange	dozen			
	Highlighter, Blue	dozen			
	Highlighter, Pink	dozen			

ITEM	DESCRIPTION	QUANTITY	BID PRICE		ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
11	Highlighter, assorted 6-pack to include yellow, green, orange, blue, pink and lavender	pack				
12	Liquid Paper Correction Fluid, Bottle	each/dozen				
13	Paper-Error Correction Tape, Pen Type	each/dozen				
14	Tape, Clear/Transparent (non-yellowing or cloudy), 3/4" x 1,296"	each				
15	Desk Tape Dispenser, 1" core, holds 3/4" tape	each				
16	Glue, white, squeeze bottle, 4 ounces	each				
17	Staples, strip to fit all standard staplers, 5,000 per single box	box				
18	Stapler, staples up to 20 sheets minimum, holds a full-strip of staples	each				
19	Staple Removers, Grip Type Style	each				
20	Letter Openers, Plastic Type with blade	each				
21	#1 Paper Clips, Smooth Edge, 100 clips per box, 10 boxes per pack	pack				
22	Jumbo Paper Clips, Smooth Edge, 100 clips per box, 10 boxes per pack	pack				
23	Binder Clips, Mini, 1/4" capacity, Steel Spring Clip, one dozen	dozen				
24	Binder Clips, Small, 3/8" capacity, Steel Spring Clip, one dozen	dozen				

ITEM	DESCRIPTION	QUANTITY	BID PRICE	ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
25	Binder Clips, Medium, 5/8" capacity, Steel Spring Clip, one dozen	dozen			
26	Binder Clips, Large, 1" capacity, Steel Spring Clip, one dozen	dozen			
27	While You Were Out Messages Pads, 4" x 5 1/4", Pink, 50 sheets per pad	dozen			
28	Office Shears, 7" overall size	each			
29	Ruler, 12", Wood	each			
30	Ruler, 18", Wood	each			
31	Rubber Bands, #19, 1/4 pound box	box			
32	Rubber Bands, #64, 1/4 pound box	box			
33	Adding Machine Tape for Calculators, rolls measure 2 1/4" x 150' long	each			
34	Manila Folders, Letter Size, 1/3 cut tabs, 11-pt. stock expands to 3/4", 100 per box	box			
35	Manila Folders, Legal Size, 1/3 cut tabs, 11-pt. stock expands to 3/4", 100 per box	box			
36	File Folders Labels, 2/3" x 3 7/16", White, Self-Adhesive, 750 labels per box, must be for Laser/Ink Jet printers and Microsoft Word	box			
37	Hanging File Folders, Letter Sized, 5 Tab Positions, 1/3 Cut Tabs, Green, includes clear vinyl tabs with blank inserts, 25-box	box			
38	Hanging File Folder Tabs, Clear, 1/5 Cut (2" Width), Plastic, Blank Inserts Included, 25 per pack	pack			

ITEM	DESCRIPTION	QUANTITY	BID PRICE	ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
39	Tab Inserts for Hanging File Folders, White, for 1/5 Cut Tabs, must be for Laser/Ink Jet printers and compatible in Microsoft Word, side-by-side folding design, allows printing on both sides of the insert, 100 tabs per box	box			
40	3 Ring Binder, 1", vinyl, transparent pocket for spine and cover view, black	each			
	3 Ring Binder, 1", vinyl, transparent pocket for spine and cover view, white	each			
41	3 D-Ring Binder, 3", vinyl, transparent pocket for spine and cover view, black	each			
	3 D-Ring Binder, 3", vinyl, transparent pocket for spine and cover view, white	each			
42	3 D-Ring Binder, 5", vinyl, transparent pocket for spine and cover view, black	each			
	3 D-Ring Binder, 5", vinyl, transparent pocket for spine and cover view, white	each			
43	Scratch Pads, 3" x 5", White, per dozen	dozen			
44	Scratch Pads, 4" x 6", White, per dozen	dozen			
45	Scratch Pads, 5" x 8" , White, per dozen	dozen			
46	Self-Stick Notes, 1 1/2" x 2", 100 sheets per pad, yellow, 12 pads per pack	pack			
47	Self-Stick Notes, 3" x 3", 100 sheets per pad, yellow, 12 pads per pack	pack			
48	Steno Books, Gregg, 80 sheets per pad	each			
49	Yellow Pads, letter size, 8 1/2" x 11"	dozen			

ITEM	DESCRIPTION	QUANTITY	BID PRICE	ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
50	Yellow Pads, legal size, 8 1/2" x 14"	dozen			
51	Clasp Envelopes, 7 1/2" x 10 1/2", Gum Seal, 100 envelopes per box	box			
52	Clasp Envelopes, 9" x 12", Gum Seal, 100 envelopes per box	box			
53	Clasp Envelopes, 10" x 13", Gum Seal, 100 envelopes per box	box			
54	Address Labels, 1" x 2 5/8", White, Self-Adhesive, compatible in Microsoft Word, 30 labels per sheet, 750 labels per pack	pack			
55	Drawer File Pockets-Redrope Brown Gusset, Straight-cut tab, Letter Size, 5 1/4" Expansion, 10 folders per box	box			
56	Copy Paper, 8.5 x 11, Letter Size, White, 20 lb., 500 sheets per ream	per ream			
	Copy Paper, 8.5 x 11, Letter Size, White, 20 lb., 10 reams per carton	carton			
57	Copy Paper, 8.5 x 14, Legal Size, White, 20 lb., 500 sheets per ream	per ream			
	Copy Paper, 8.5 x 14, Legal Size, White, 20 lb., 10 reams per carton	carton			
58	Copy Paper, 11" x 17", White, 20 lb., 500 sheets per ream	per ream			
	Copy Paper, 11" x 17", White, 20 lb., 5 reams per carton	carton			

