



Neville R. Williams
Supervisor of Purchasing
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Ms. Eileen F. Shafer
State District Superintendent

Memorandum

To: All Sites

From: Neville Williams, Supervisor of Purchasing

Re: Ordering Process – 5/17/19

Please be aware of the following in regards to the ordering process on certain commodities including school supplies for the 2019-2020 school year. You **must** use the primary vendors before going to the secondary vendors for quotes. Also, *please include the bid number on all requisitions.*

Screen Printing Services:

Alpha-T's of Totowa, NJ (vendor #4000017, 973-956-7243) is the primary vendor for these services. When submitting a requisition for these goods and services, please include the bid number, which is:
PPS-114-19

Trophies and Awards:

Gallo's Trophy Shop of Paterson, NJ (vendor #4000023, 973-742-3282) under bid **#PPS-143-19**

Office Supplies and Related (excluding copy paper, furniture and equipment!):

*Staples Advantage of Morristown, NJ (vendor #4000040, 888-238-6329) is the primary vendor for office supplies. Also, W.B. Mason of Secaucus, NJ (vendor #4000039, 888-926-2766), Cascade School Supplies of North Adams, MA (vendor #4000037, 800-628-5078) and School Specialty of Appleton, WI (vendor #4000042, 888-388-3224) can be used under bid **#PPS-115-20**. **Feel free to comparison shop among these vendors as prices with the discounts fluctuate from one to the other.**

**Please note Staples has a restrictive limit on the district amount for purchases, which may delay your orders.*

The following are the authorized vendors for school supplies:

Audio Visual Supplies:

B & H Foto & Electronics of New York, NY (vendor #4000967, with a 1 – 25% catalog discount) is the primary vendor for audio visual supplies. Also, Generations Electrical Co., of Pompton Plains, NJ (vendor #4002870, with a 25% discount off the catalog), Valiant IMC of South Hackensack, NJ (vendor #4000043, 800-631-0867, with a discount of 10% off the catalog), and Troxell Communication, Inc. of Wayne, NJ (vendor #4000045, 973-696-1728, with a 20% catalog discount) are the vendors to be used under bid **#PPS-103-20**



Scientific Calculators:

Eric Armin of Oakland, NJ (vendor #4000031, 800-770-8010 with a 15% catalog discount), is the vendor under bid **#PPS-104-20**

Science Supplies:

Sargent Welch/VWR of Rochester, NY (vendor #4000047, with a 33% discount) is the primary vendor to be used for Science Supplies. Also, Fisher Scientific of Hanover Park, IL (vendor #4000033, 800-955-1177 with a 31% catalog discount), and Ward's Science of Rochester, NY (vendor #4000047A, with an 18% catalog discount) are the vendors for Science Supplies under bid **#PPS-105-20**

Fine Arts Supplies:

School Specialty of Appleton, WI (vendor #4000042, 800-554-7632 with a 32% discount) is the primary vendor for these supplies. When School Specialty is **unable** to provide the requested goods and services NASCO of Fort Atkinson, WI (vendor #4000051, 800-558-9595 with a 20% catalog discount) and Cascade School Supplies of North Adams, MA (vendor #4000037, 800-628-5078 with a 35% catalog discount), can be used under bid **#PPS-106-20**

Health/Medical Supplies and Related:

Henry Schein, Inc. of Melville, NY (vendor #4000010, 800-851-0400 with a 18% discount), School Kids Health Care of Cudahy, WI (vendor #4000013, 866-558-0686 with a 22% discount), Medco Sports Medicine of Amherst, NY (vendor #4001933, 800-556-3326 with an 18% discount), and School Health Corp. of Hanover Park, IL (vendor #4000015, 800-323-1305 with a 12% discount) can be used under bid **#PPS-107-19**

Library Supplies:

Brodart of McElhattan, PA (vendor #4000030, 800-283-4377) is the primary vendor for these supplies under state contract **#83737**.

Physical Education Supplies:

School Specialty of Appleton, WI (vendor #4000042, 888-388-3224 with a 32% discount), Metuchen Center, Inc. of Sayreville, NJ (vendor #4000055, 732-418-1388 with a 25% catalog discount), Sports Supply Group dba Passons/BSN/U.S. Games of Jenkintown, Pa (vendor #4000059, 800-445-9446 with a 15% discount), Riddell/All American of North Ridgefield, NJ (vendor #4000057, with a 15% discount), Medco Supply of Amherst, NY (vendor #4001933, with a 18% discount) and School Health of Hanover Park, IL (vendor #4000015, with a 13% discount) can be used under bid **#PPS-111-20**



Copy Paper:

W. B. Mason of Secaucus, NJ (vendor #4000039, 888-926-2766) is the vendor for the purchase of 8-1/2 x 11 white, 20lb. Mason Flagship (**\$24.13** per case), under cooperative bid **MCCPC #30 (Note: This pricing is effective through June 30, 2020)**

Musical Supplies:

Music and Arts Centers of Paramus, NJ (vendor #4000066, 201-444-0700), K & S Music, Inc. of Berkeley Heights, NJ (vendor #4000067, 908-790-0400) are the vendors for these supplies under cooperative bid **ESCNJ #16/17-57**, for Musical Instrument Repairs, the same vendors are used under bid **ESCNJ #16/17-43**

General School Supplies:

W.B. Mason of Secaucus, NJ (vendor #4000039, 888-926-2766), Cascade School Supplies of North Adams, MA (vendor #4000037, 800-628-5078), School Specialty of Appleton, WI (vendor #4000042, 888-388-3224) and *Staples Advantage of Morristown, NJ (vendor #4000040, 888-238-6329) can be used under bid #**PPS-148-20**. **Feel free to comparison shop among these vendors as prices with the discounts fluctuate from one to the other.**

**Please note Staples has a restrictive limit on the district amount for purchases, which may delay your orders.*

Please remember to include the proper shipping and handling charges when ordering non-bid or state contract items. If there are any questions, feel free to contact the Department of Purchasing at extension 10726. **Please keep this memorandum as a reference throughout the school year and remember to process your orders prior to receiving goods or services, no unauthorized/confirming orders will be honored by the district.**

Your full cooperation is greatly appreciated!