

# **HCESC CO-OP PURCHASING**



**Overview of our Website  
and our Awarded Bids**

---

**Available to all  
Co-op Members!**



## Types of bids the HCESC has available:

- **Market Basket Bid**
- **Catalog Bid**
- **Service Bid**

### Market Basket Bids -

Items listed in the bid booklet are priced for the life of the contract. These items offer the deepest discount(s) available. Additional items not specifically listed are offered at a percentage discount off MSRP pricing.

### Catalog Bids -

These bids offer the widest variety of products available all at a percentage discount off MSRP pricing.

### Service Bids -

These bids allow for various services to be offered on a time and material basis. Hourly rates are declared and materials are offered at either a percentage off or mark-up on MSRP pricing. Vendors are always required to adhere to N.J.S.A. 34:11-56.25 et seq.

# Homepage

<http://purchasing.hcesc.com>

## Purchasing Main Page

**Vendor Information** - Quick guide to bids and awarded vendors).

**Bids by Vendor** - Quick reference to look for a particular vendor and what bid(s) they are on. Each bid name is a live link to the bid itself.

*Both the Vendor Info and Bids by Vendor are dated documents they are updated frequently, so if you print for a reference make sure you have the most recent version.*

**Current Bids & Documents** - Hover over tab or click on tab and two options appear. Bids and approved vendors (list of all bids that are available to our members each name is a link to the actual bid), and Vendor Documents (required documents).

**Center Box** - Alerts and new information.

**Promotional Flyers** - Flyers are there to see what vendors have to offer and what bid they are on.

**Newsletter** - Quarterly newsletter to let our members know what is new, or what bids will be coming in the near future.

The screenshot shows the HCESC purchasing homepage. At the top, there are navigation tabs: "CO-OP HOME" (highlighted in teal), "CURRENT BIDS & DOCUMENTS", "VENDOR INFORMATION", "MEMBER LOGIN REGISTRATION", and "BI OPPO". Below the tabs is a "Co-Op Purchasing" menu with links: "» Vendor Information", "» Bids by Vendor", "» How to Join", "» Become a Vendor (pdf)", "» Co-op Member List", "» Co-op Member List by County", "» Member Contact Information Form", "» Report of Unsatisfactory Performance", "» Guides to use our purchasing system", and "» Update". Below the menu is an "About Us" section with text: "The Hunterdon County Educational Services Commission operates a State of New Jersey Cooperative Pricing System, established in 1990, with the main objective of saving time and money. In addition, the bidding requirements for the goods and services purchased are satisfied. The co-op consists of over 690 members throughout the state. Schools, colleges, universities, libraries, counties, authorities and local governments are eligible to join and take advantage of the variety of bids available through the cooperative. There is no fee to join, belong or use any of the wide variety of bids available. Please see our "How to join" link for information on becoming a member. Once your membership has been approved by the New Jersey department of community affairs, you become a lifetime member."

The center box contains several promotional messages:

- HCESC June Newsletter!**
- EANS GRANT for Non-Public Schools**  
**CLICK HERE for more information**
- Click Here** for information concerning Personal Protective Equipment (PPE).
- Under our bid: HVAC Services #HCESC-Ser-12A -**  
You can have an air purification system installed in your existing HVAC Unit!  
**To Learn More: Click Here**
- NEW! - Click Here for Overhead Door Repair & Replacement #HCESC-Cat-Ser-21-03**
- NEW! Click Here for School Bus Seat Dividers, Click Here for Soft Shield Product Line (available through #HCESC Trans-20-04)**
- Interested in becoming HCESC vendor? Click Here for more information!**
- Click here for a link to all of our bids**

At the bottom, there is a "District Savings!" section with a piggy bank icon and text: "Member district sales totaled over \$75.4 million DISCOUNTED dollars in 2020!"

## Bids and Approved Vendors -

(This is located behind the tab  
“Current Bids & Documents”)

---

**All bids that are available to our members are listed here (alpha order). No login required. Each name is a link to the bid to be viewed, downloaded or printed out.**

**The Fuel Bid is the only bid that has a participation fee of \$50 per year to use ALL other bids are free to use!**

---

### **Bids and Approved Vendors**

[Appliance Repair & Maintenance Service #HCESC-Ser-21-11 And Ser-22-14](#)

Both Renewed through November 15, 2024

[Art & Craft Supplies & Equipment Bid #214](#)

Effective February 27, 2023 through February 27, 2024

[Athletic & P.E. Supplies & Equipment #HCESC-Cat-20-03](#)

Renewed Feb. 11, 2022 through Feb. 11, 2024

[Boiler Services #HCESC-Ser-21C](#)

Renewed November 2, 2023 through November 2, 2024

[Bus Parts & Repairs #HCESC-Trans-20-04](#)

Renewed March 16, 2022 through March 16, 2024

[Chromebook Refurbishment Parts & Accessories #HCESC-Cat-21-07](#)

Renewed July 2, 2023 through July 2, 2024

[Commercial Floor Covering & Related Services #208](#)

Effective October 1, 2021 Extended through November 1, 2023

[Comprehensive Safety & Security #HCESC-Tech-R22-07](#)

Effective August 5, 2022 through August 5, 2024

[Cosmetology Supplies & Equipment #HCESC-Cat 22-06](#)

Effective July 6, 2022 through July 6, 2024

## Vendor Documentation:

On our homepage, 2nd tab at the top labeled:

### Current Bids & Documents -

2 links will pull down: 

### Bids and Approved Vendors

(alpha list with links to all bids).

### & Vendor Documents

(required documents for each vendor).

#### **CURRENT BIDS & DOCUMENTS**

- [Bids and Approved Vendors](#)
- [Vendor Documentation](#)

#### **Vendor Documentation**



- [Academy Construction](#)
- [Academy Furniture](#)
- [Advantage Security\\_Sonitrol Security](#)
- [Aero Plumbing & Heating Co. Inc.](#)
- [Alliance Commercial Pest Control Inc.](#)
- [Allied Oil \(Griffith-Allied Trucking, LLC\)](#)
- [American Wear](#)
- [Asbestos & Mold Services](#)
- [AssetGenie, Inc.](#)
- [B&H Foto & Electronics](#)
- [BCI Truck Inc.](#)
- [Bio Shine](#)
- [Bucks County International](#)
- [Burmax](#)
- [Camcor](#)
- [Carolina Biological](#)
- [Cascade](#)
- [Cavanaugh Termite & Pest Services Inc.](#)

## Bid Cover



HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
COOPERATIVE PURCHASING PROGRAM  
37 Hoffmans Crossing Rd, Califon, NJ 07830

<http://purchasing.hcesc.com>

### ART/CRAFT Supplies & Equipment Bid #214

*Effective February 27, 2023 through February 27, 2024*

#### AWARDED VENDORS

Bid Booklet [Click Here](#)

*If you wish to order outside of the bid booklet please reach out to the vendor for a quote for all additional items. Due to the unstable market conditions, additional items (not in the bid booklet) may have increased pricing, but the discount remains the same. Also, items in the bid booklet and/or additional items may be discontinued at any time.*

*Shipping shall be FOB Destination on orders over \$50.00 with the exception of drop-ship or special delivery items.*

**School Specialty LLC. Reference Bid #214 - Vendor Bid #Q-283363**

40 Marble Drive Lancaster, PA 17601

**Award Details** - This is very important to review before placing an order.

Here you will find awarded vendors and their contact information, Additional Discount Schedule, Shipping/Return info (if any) and any exceptions. Some vendors have their own vendor bid # this will be listed on the cover as well.

**Booklet Pages** (Market Basket Bids Only) can be accessed from the cover. See next screen to see what a booklet page looks like.

**Exclusions, Return Policy, Terms & Conditions** as well as **shipping charges** would be posted on cover.

For all of our bids it is best to state in the body of PO "Prices per HCESC Cooperative Bid # and name of bid" and put their vendor # if it applies.

## Catalog Bid Cover



HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION  
COOPERATIVE PURCHASING PROGRAM

37 Hoffmans Crossing Road  
Califon, NJ 07830

<http://purchasing.hcesc.com>

### Custodial Supplies & Equipment #HCESC-Cat-23-02

*Effective February 24, 2023 through February 24, 2024*

*Shipping shall be FOB Destination (free shipping) on orders of \$50 or more. Under \$50 shipping charges will be allowed (by the vendor/distributor). Any special delivery request will be paid by the member.*

**NEW Important Info - Read before using this bid - [CLICK HERE](#)**

#### **Awarded Vendors (Distributors)**

**Penn Jersey Paper Co. (PJPC)** - Contractor

9355 Blue Grass Road, Philadelphia, PA 19114 Ph: 215-992-5140

Customer Service for Penn Jersey Paper Co. - Lori Zeaman, [lzeaman@pjponline.com](mailto:lzeaman@pjponline.com), or

Tristin W. Sewell, [tsewell@pjponline.com](mailto:tsewell@pjponline.com)

**Prompt Payment Discount: 1% - Net 10 days**

Catalog Bids will have a Discount Schedule % off for each Brand/Manufacturer they were awarded, and a Price List (which will either be a list price or a discounted price based on % off).

# Bid Booklet

(Market Basket bids only)

This is a snapshot of the booklet for Office Supplies Bid #196.

- Name of the item
- Description
- Vendor name
- Price listed is the discounted bid price per unit of measure (UOM)

Bid Information: 214--Art/Craft Supplies						Mon, February 27, 2023
Category Name						
Bid Item #	Item Name	Brand/Manuf.	UOM	Price	QTY	Total
<b>Block Printing</b>						
214-00348	<b>Block Printing Ink</b> <i>Turquoise, 5 oz. Water-base, can be used for wood, linoleum or any relief printing. pg. 286, #461972</i> Vendor: School Specialty (Sax)	Sax	each	\$4.77	x _____ = _____	_____
214-07216	<b>Linoleum Block</b> <i>Speedball Linoleum Block, 9 x 12 in., Smokey Tan. pg. 284, #410862</i> Vendor: School Specialty (Sax)	Speedball	each	\$6.94	x _____ = _____	_____
214-00374	<b>Print Blocks</b> <i>9 x 12 in., Soft rubber block rubber-like material is a full 1/4 inch thick so both sides can be used. Linoleum cutters glide through the material with ease. Cut into smaller pieces with a paper cutter to make rubber stamps. pg. 285, #225621</i> Vendor: School Specialty (Sax)	Soft-Kut	each	\$4.17	x _____ = _____	_____
<b>Ceramics/Sculpture</b>						
214-07134	<b>Clay</b> <i>Permanently soft modeling clay is great for artists of all ages. Earth Tones: Terra Cotta, Cream, Gray, &amp; Brown. 4 quarter pound sticks, 1 lb. pack. pg. 308, #2003084</i> Vendor: School Specialty (Sax)	School Smart	pack	\$1.50	x _____ = _____	_____
214-00332	<b>Clay</b> <i>Marblex Premium quality crav clay is formulated for handbuilding and sculpting</i>	Amaco	bag	\$24.96	x _____ = _____	_____

CO-OP HOME

CURRENT BIDS  
& DOCUMENTS

VENDOR  
INFORMATION

MEMBER LOGIN  
REGISTRATION

BIDDING  
OPPORTUNITIES

HELP  
QUESTIONS

## **Creating orders through our Purchasing System:**

### **List of Market Basket Bids:**

- **Art/Craft Supplies**
- **General School Supplies**
- **Health/Sport Medicine Supplies**

---

**Market Basket Bids are the only bids that can be created in our purchasing system.**

**This requires an administrator/approver to call us so we can set them up in our system.**

**Once this is done staff members would be able to register themselves choosing their designated approver.**

**If you are interested please reach out to us.**

---



# HCESC



---

Questions? Reach out to Lisa:  
**(908) 439-4280 x 1474**

[lperry@hunterdonesc.org](mailto:lperry@hunterdonesc.org)

---