COUNTY OF ROCKLAND

Department of General Services Purchasing Division

Contract Award Notification

Title: Calendars and Diaries- 2026

Contract Period: September 18, 2025 through March 17, 2026 w/1 six-month option

Original Date of Issue: October 29, 2025

Date of Revision: 10/29/25

RFQ No: RFQ-RC-2025-149

Catalog: Office Supplies

Authorized Users: Rockland County Agencies and other political subdivisions

Address Inquiries To:

Name: Raheela Akhter Title: Purchaser I Phone: 845-364-3813 Fax: 845-364-3809

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

Description

Calendars and related items for 2026

Contract #	Vendor Number	Contractor & Address	Telephone No.
RFQ 25-149	000000168	WB Mason Co Inc. 12 Jeanne Dr Account #C1369909 Newburgh, NY 12550	888/926-2766
		Contact: Stewart Hinman@wbmason.com stewart.hinman@wbmason.com	

- REQUESTERS MUST CHOOSE THE ITEM ID PROVIDED ON THE AWARD NOTICE
- REQUESTERS MUST PROVIDE DELIVERY CONTACT EMAIL AND/PHONE NUMBER FOR DELIVERIES IN TIMELY MANNER.
- RECEIVERS MUST BE ENTERED IN PEOPLESOFT ONLY WHEN GOODS ARE DELIVERED AND INSPECTED BY USING DEPARTMENT
- PLEASE ORDERS IN ADVANCE AS THESE ITEMS ARE SOLD AS WHILE SUPPLIES LAST OTHERWISE ORDERS WILL BE DELAYED IF OUT OF STOCK

Calendars and Diaries 2026

				W.B. MASON Co., Inc							
Item No	Description	RC ITEM ID	иом	Quote type	Manufacturer	Part #	Quantity		Price	Т	otal Cost
1	Calendar Base (for item 2 below), 3- 1/2" x 6" pad MFG. #No.R1700 At-A- Glance - TO BE AWARDED AS A GROUP WITH ITEM 2	61519000001	Each	Specified Manufacturer	At a Glance	No.R1700	10	\$	4.79	\$	47.90
2	Refill pad,(for item 1) daily book style page size 3-1/2" x 6" MFG. #No. E717 , YEAR 2026, BLACK At-A-Glance. THIS ITEM WILL BE AWARDED AS A GROUP WITH ITEM 1	61519000002	Each	Specified Manufacturer	At a Glance	No. E717R5026	94	\$	2.09	\$	196.46
3	Diary Red Hardbound Business Faint Line Ruled, Size 7-3/4" x 9-3/4" MFG. #No.SD3741326 -	61519000003	Each	Specified Manufacturer	At a Glance	No.SD3741326	40	\$	60.30	\$	2,412.00
4	Diary Red Hardbound Business Faint Line Ruled, Size 7 3/4" x 12 MFG.No.SD3761326	61519000004	Each	Specified Manufacturer	At a Glance	No.SD3761326	20	\$	55.35	\$	1,107.00
5	DayMinder® 2026 Weekly Appointment Book Planner, Black, Pocket, 3 1/2" x 6" MFG. #G2500026- YEAR 2026	61519000005	Each	Specified Manufacturer	At a Glance	G2600026	10	\$	7.85	\$	78.50
6	DayMinder® 2026 Weekly Appointment Book Planner, Tabbed Telephone/Address Pages, Black, Small, 5" x 8"-MFG. #No.G2100026	61519000006	Each	Specified Manufacturer	At a Glance	No.G2100026	50	\$	8.70	\$	435.00
7	DayMinder® 2026 Column Style Weekly Planner, Black, Medium, 7" x 8 3/4" - MFG. #No.G5900026	61519000007	Each	Specified Manufacturer	At a Glance	No.G5900026	50	\$	13.08	\$	654.00

Calendars and Diaries 2026

					W.B	. MASON Co.,	, Inc		
8	"Today Is" Wall Calendar 6-5/8" x 9- 1/8" page size 6" x 6" MFG. #No.K10026 TO BE AWARDED COMBINED WITH ITEM 9	61519000008	Each	Specified Manufacturer	At a Glance	No.K10026	10	\$ 25.30	\$ 253.00
9	"Today Is" Wall Calendar Refill only 6" x 6" MFG. #No.K15026. THIS ITEM WILL BE AWARDED AS A GROUP WITH ITEM 8	61519000009	Each	Specified Manufacturer	At a Glance	No.K15026	10	\$ 16.07	\$ 160.70
10	2026 Vertical Horizontal Reversible Yearly Wall Calendar, Large, 24" x 36"- MFG. #No.PM2122826	61519000010	Each	Specified Manufacturer	At a Glance	No.PM2122826	30	\$ 13.25	\$ 397.50
11	DayMinder® 2026 Four Person Daily Appointment Book, Black, Large, 8" x 11".No.G5600026 -	61519000011	Each	Specified Manufacturer	At a Glance	No.G5600026	10	\$ 32.94	\$ 329.40
12	AT- A GLANCE MONTHLY DESK PAD CALENDAR . ITEM No.SK240026 · FORMAT Monthly · PAGE SIZE 22" x 17" · STYLE Desk Pad ·	61519000012	Each	Specified Manufacturer	At a Glance	SK240026	900	\$ 3.16	\$ 2,844.00
13	Recycled Monthly Wall Calendar Item #PM22826	61519000013	Each	Specified Manufacturer	At a Glance	No.PM22826	30	\$ 8.70	\$ 261.00
14	Recycled Monthly Wall Calendar Item #PM42826	61519000014	Each	Specified Manufacturer	At a Glance	PM42826	40	\$ 18.72	\$ 748.80
15	AT-A-GLANCE® 2026 DayMinder® Weekly Pocket Planner. No. SK480026 format: Weekly page size: 3 1/2" x 6 3/16" month: Jan - Dec -	61519000015	Each	Specified Manufacturer	At a Glance	SK480026	50	\$ 5.12	\$ 256.00
16	Plan. Write. Remember.® Undated Planning Notebook with Reference Calendars, Black, Large, 8 1/2" x 11"- SKU No. 7062090526	61519000016	Each	Specified Manufacturer	At a Glance	7.062090526E9	50	\$ 9.08	\$ 454.00

Calendars and Diaries 2026

					W.B	. MASON Co.	, Inc			
17	2026 Horizontal Reversible Erasable Wall Calendar, Extra Large, 48" x 32" - SKU: PM3002826	61519000017	Each	Specified Manufacturer	At a Glance	PM3002826	10	\$	15.63	\$ 156.30
18	AT-A-GLANCE QuickNotes 30-Day Undated Horizontal Erasable Reversible Wall Calendar SKU: PM530B28 format: Monthly page size: 24" x 36" ruling: Unruled Blocks style: Erasable Wall Calendar recycled: 30.0%	61519000018	Each	Specified Manufacturer	At a Glance	PM530B28	5	\$	12.52	\$ 62.60
19	2026 Scenic Monthly Wall Calendar, Medium, 12" x 17"	61519000019	Each	Specified Manufacturer	At a Glance	DMW2002826	40	\$	9.88	\$ 395.20
20	DayMinder® 2026 Monthly Planner, Black, Large, 8" x 12"	61519000020	Each	Specified Manufacturer	At a Glance	G4700026	30	\$	9.40	\$ 282.00
21	Standard Diary 2026 Daily Reminder, Red, Small, 5 3/4" x 8 1/4- Start Date: January 2026 Bookbound	61519000021	Each	Specified Manufacturer	At a Glance	SD3891326	40	\$	18.02	\$ 720.80
								1		

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COUNTY OF ROCKLAND - DGS-PURCHASING

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

TITLE:

RFQ NUMBER:

CALENDARS AND DIARIES 2026 RFQ-RC-2025-149

SPECIFICATIONS

Introduction: County of Rockland is looking for pricing for 2026 calendars and diaries manufactured by AT-A-GLANCE brand name. These items are to be ordered by several County of Rockland agencies and other political subdivisions on as needed basis. List of items is available electronically.

Pricing for this solicitation is to be entered on our electronic platform at www.bidnetdirect.com.

TERM: Firm pricing valid through December 31, 2026

DELIVERY: VARIOUS LOCATIONS IN THE COUNTY OF ROCKLAND.

Prices are to be quoted F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED with deliveries to be made inside building to the Ship to address on the Purchase orders.

DETAIL SPECIFICATIONS:

- INSIDE DELIVERY REQUIRED.
- ALL ORDERS WILL BE PLACED AS SOON AS AWARD IS MADE.
- PRICING SHALL INCLUDE SHIPPING COST.
- QUANTITIES IN LINE-ITEM DESCRIPTION IS BASED ON 2025 PURCHASES. COUNTY OF ROCKLAND HAS A USAGE OF \$12,842.63 FOR 2025 CALENDARS ITEMS. USAGE CAN BE INCREASED OR DECREASE BASED ON COUNTY'S CURRENT NEEDS.
- SOME ITEMS WILL BE AWARDED AS A GROUP.
- EACH PURCHASE ORDER MUST BE DELIVERED SEPARATELY- SHIPMENT CAN NOT BE COMBINED BASED ON SAME LOCATION.
- ALL CALANDERS TO BE FOR YEAR 2026
- DEPARTMENTS/AGENCIES WILL BE ORDERING INDIVIDUALLY FROM THE AWARDED VENDOR UNDER THIS QUOTATION REFERENCE.
- COUNTY HAS THE RIGHT TO INCREASE/DECREASE THE QUANTITY OF EACH ITEM BASED ON DEPARTMENTS NEEDS.
- MINIMUM QUANTITY REQUIREMENT WILL NOT BE ACCEPTED
- THIS CONTRACT MAY BE PIGGY BACKABLE BY OTHER NON PROFIT AGENCIES OR OTHER POLITICAL SUBDIVISIONS.
- INSURANCE IS REQUIRED UPON AWARD WITHIN 5 BUSINESS DAYS OF AN AWARD.
- STATEMENT OF DISCLOSURE IS A MANDATORY DOCUMENT WITH QUOTE SUBMISSION TO BE CONSIDERED FOR AN AWARD.

AWARD

Award will be made to the lowest responsive responsible bidder as a whole meeting the stated requirements.

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COUNTY OF ROCKLAND - DGS-PURCHASING

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

TITLE: RFQ NUMBER: CALENDARS AND DIARIES 2026 RFQ-RC-2025-149

PURCHASES BY NON PROFIT AGENCIES

As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

- 1. The County of Rockland shall make all contract award information available to non profit agencies through our website: **www.rcpurchasing.com**
- 2. Any Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
- 3. All purchases shall be subject to audit and inspection by the other non profit agency for which the purchase was made.
- 4. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any Rockland County non profit agency authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
- **5.** Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the political subdivisions or Rockland County non profit agencies.

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