



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid:** **OFFICE SUPPLIES 2011**

**Date Issued:** **9-21-10**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, OCTOBER 19, 2010**, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**TABITHA CONNER**  
 Department of Administrative Services  
 636-797-5380

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5382

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
<i>SEALED BID: (BID NAME)</i>	

**Contract Term:  
 1-1-11 to 12-31-11**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

<b>Company Name</b>	<b>Authorized Agent (Print)</b>
<b>Address</b>	<b>Signature</b>
<b>City/State/Zip Code</b>	<b>Title</b>
<b>Telephone #</b>	<b>Date</b> <b>Tax ID #</b>
<b>E-mail</b>	<b>Fax #</b>

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## **1.0 BID REQUIREMENTS**

Bidder shall initial all pages and return where the Bid Document denotes “**BIDDER’S INITIALS: \_\_\_\_\_**”

### **1.1 BID SUBMISSION:**

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected.

### **1.2 BASIS OF BID AWARD:**

Award may be made on an item-by-item basis to the lowest and best bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

### **1.3 BID AWARD:**

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within thirty (30) days following the opening of the bids then all bids will be deemed Rejected.

### **1.4 BID PREPARATION:**

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the bidder’s risk..
2. Each bidder shall furnish the information required by the invitation. The bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

### **1.5 MODIFICATION OR WITHDRAWAL OF BIDS:**

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

### **1.6 LATE BIDS:**

It is the responsibility of the bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the bidder.

### **1.7 BID DEPOSITS:**

Bid Deposits are not required unless specified in the specifications.

### **1.8 MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

### **1.9 ALTERNATE BIDS:**

Alternate Bids for items will be accepted except when stated “**NO SUBSTITUTIONS**”. Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected.

Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

**1.10 INCORPORATION OF DOCUMENTS:**

The terms of the Bid Invitation, Bid Specifications, Bid Form are incorporated into the contract as if fully setout therein.

**1.11 ADDENDA:**

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5382, or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**1.12 INSURANCE:**

The Vendor/Contractor shall purchase and maintain in force, with an insurance company licensed to do business in the State of Missouri, at it's own expense, such insurance as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation.

**THE COUNTY REQUIRES ORIGINAL CERTIFICATES OF INSURANCE BEFORE THE CONTRACT IS AWARDED.**

A.      Required      Not Required     **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B.      Required      Not Required     **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C.      Required      Not Required     **Worker's Compensation Insurance:**  
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

**1.13 BID SUBMISSIONS**

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

**1.14 BID OPENINGS**

Bids will be publicly opened and read aloud at the time indicated on page 1. The bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

## **1.15 BID TABULATIONS**

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, [www.jeffcomo.org](http://www.jeffcomo.org). **NO COPIES** of bid tabulations are sent to vendors.

## **2.0 BID RESPONSE AND CONTRACT**

### **2.1 BIDDER REPRESENTATIONS:**

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

### **2.2 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the bidder prior to opening.
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid.

### **2.3 PRICE:**

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

### **2.4 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

### **2.5 NON-EXCLUSIVE AGREEMENT:**

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

### **2.6 DEFINITIONS:**

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

### **2.7 INSPECTION, ACCEPTANCE AND APPROVALS:**

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

**2.8 WARRANTY:**

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

**2.9 PAYMENT:**

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

**2.10 CHANGE ORDER:**

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

**2.11 DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

**2.12 RESPONSIBILITY FOR SUPPLIES:**

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

**2.13 SUBCONTRACTS:**

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

**2.14 CHOICE OF LAW:**

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

**2.15 TERMINATION:**

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.
  
- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

- C. Default: County may terminate the whole Contract or any part in either of the following circumstances:
  - C-1. If supplier fails to deliver the items required by the contract within the time specified; or
  - C-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
  - C-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

**2.16 NOTICE AND SERVICE THEREOF:**

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

**2.17 CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

**2.18 COMPLIANCE WITH APPLICABLE LAWS:**

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

**2.19 ACTS OF GOD:**

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**2.20 SELLER'S INVOICES:**

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

**2.21 APPROVAL:**

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

**2.22 RENEWAL OPTION:**

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor request an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

**2.23 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Indicate: [ ] Individual: [ ] Partnership: [ ] Corporation.

Incorporated in the State of \_\_\_\_\_.

**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ ( Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date



**EXHIBIT C**  
(Continued)

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

\_\_\_\_\_  
Authorized Business Entity  
Representative's Name  
(Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;  
AND
  
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

## **OFFICE SUPPLIES SPECIFICATIONS**

1. Items listed under Proposed Manufacture with a (\*). These items CAN NOT be substituted.
2. UOM (Unit of Measure) the following units of measure can only be used.
  - a. Ea. (each).
  - b. St. (set).
  - c. Cs. (case) must indicate number per case.
  - d. Pk. (package) must indicate number per package.
  - e. Bx. (box) must indicate number per box.
  - f. Btl. (bottle) must indicate number of oz. Per bottle.
  - g. Rm (ream) must indicate number of sheets per ream.
  - h. Gal. (gallon).
  - i. Ctn. (carton) must indicate number per carton.
  - j. Rl. (roll).
  - k. Dz. (dozen).
  - l. Pd. (pad) indicates number of pads per package.
3. Deliveries are to be NEXT DAY service after order is placed. (Delivery times and Order time to be set with awarded vendors).
4. Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section "2.4").
5. If the proposed unit of measure varies from the amount listed, mark through the listed amount and fill in the appropriate unit of measure to reflect the cost per unit of measure.
6. If the suggested manufacturer or the manufacturer item number is different, mark through the listed information to reflect the correct information.

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
1100	Binder - 1",black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	36814NHB	EACH	72		
1101	Binder - 1 1/2", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	36834NHB	EACH	35		
1102	Binder - 1 1/2", black w/view presentation, vinyl, 3-ring, 11" X 8 1/2", clear glossy finish-overlay pockets on front, back and spine	Universal	UNV20971	EACH	0		
1103	Binder - 2", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	WLJ36844NHB	EACH	35		
1105	Binder - 1", white w/view presentation, vinyl, 3-ring, 11" x 8-1/2", clear glossy finish-overlay pockets on front, back & spine.	Avery	AVE05711	EACH	86		
1107	Binder - 3" black, w/label holder, vinyl, 3-ring, 11" x 8 1/2", inside front/back pocket cover	Universal	UNV35411	EACH	39		
1200	Indexes - 11" x 8 1/2", 8-tab, asstd. colors, for 3-ring binders, insertable tabs, reinforced binding, 8/set	Universal	UNV20872	SET	48		
1201	Indexes - 11" x 8 1/2", 8-tab, clear, for 3-ring binders, insertable tabs, reinforced binding, 8/set	Universal	UNV20871	SET	76		
1204	Tabs - index, 1-1/2", clear, self-adhesive, two line type, 25/pkg	Avery	AVE16241	PACKAGE	29		
1205	Tabs - index, 1-1/2", asstd colors, self-adhesive, two line type, 25/pkg	Avery	AVE16239	PACKAGE	1		
1207	Tabs - index A-Z, side mount self stick 1" x 7/16" plastic tabs, 104/ pk	Reditag	RTG31005	PACKAGE	60		
1220	Paper - college ruled 11" x 8-1/2" 3-holed punched loose leaf paper, 100 sheets per pk	Rediform	RED13986	PACKAGE	20		
1301	Sheet protectors - 11" x 8 1/2", 3-hole, 3-side sealed, heavy weight, non-glare clear, 50/bx	C-Line	CLI62028	BOX	17		
1403	Report covers - 11" x 8 1/2", black, 1/2" capacity, three built-in fasteners, clear front, black back panel, 25/bx	DUO-TANG *	ESS55806	BOX	14		
1405	Report covers - 11" x 8 1/2", asstd. Colors, leatherine, double pocket portfolio, slot for business card, 25/bx	DUO-TANG *	ESS57513	BOX	15		
2103	Clips - paper, No. 1, smooth, 100/bx	Universal	UNV72210	BOX	160		
2104	Clips - paper, jumbo, smooth, 100/bx	Universal	UNV72220	BOX	237		
2105	Clips - binder, 3/8", tempered steel clips w/nickel wire handles, 12/bx	Universal	UNV10200	BOX	86		
2106	Clips - binder, 5/8", tempered steel clips w/nickel wire handles, 12/bx	Universal	UNV10210	BOX	54		
2107	Clips - binder, 1", tempered steel clips w/nickel wire handles, 12/bx	Universal	UNV10220	BOX	8		
2205	Fasteners - prong, 2", 2-piece, compressor w/sliding bands, 50/bx	Acco	ACC12992	BOX	385		
2300	Push pins - asstd. colors, 1/2" plastic head, 3/8" point, 100/bx	Universal	UNV31310	BOX	9		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
2400	Rubber bands - size 18, (1/16 x 3), 1 lb bx	Universal	UNV00118	BOX	10		
2401	Rubber bands - size 32, (1/8 x 3), 1 lb bx	Universal	UNV00132	BOX	6		
2402	Rubber bands - size 33, (1/8 x 3 1/2), 1 lb bx	Universal	UNV00133	BOX	2		
2403	Rubber bands - size 64, (1/4 x 3 1/2), 1 lb bx	Universal	UNV00164	BOX	3		
3100	Correction tape - covers one line text 1/6"x394" width, 3/pk	TOMBO*	TOM 68707	PACKAGE	90		
3101	Correction pen - multipurpose white correction pen, ea	Sanford	SANFRD5620115	EACH	32		
3200	Correction fluid - 2/3 oz., white, ea	Bic	W0FQD12	EACH	120		
4100	Book ends - metal, black, 5-15/16" wide by 9" high, 8-3/16" deep, jumbo economy	Universal	UNV54051	PAIR	2		
4200	Clipboard - letter, brown rigid board, 6" wide metal grip	Universal	UNV40304	EACH	15		
4201	Clipboard - legal, brown rigid board, 6" wide metal grip	Saunders	UNV40305	EACH	5		
4302	Finger Tip - rubber size 12, ea	SWINGLINE	SWI54032	BOX	1		
4305	Sortkwik - fingertip moistener, 1 3/4 oz., ea	Lee	LEE10134	EACH	15		
4602	Receipt book - 3-part, money, 4/page, numbered, 100 set/bk	Tops	TOP46808	BOOK	78		
4701	Cup - pencil, black	Universal	UNV08108	EACH	1		
4703	Dispenser - paper clips, magnetic, square, smoke bottom, black top	Universal	UNV74012	EACH	2		
4705	Step file - eight sections for folders, 10-1/8"W x 11-13/16"Hx 12-1/8"D	Fellows	FEL72613	EACH	0		
4706	Wall pocket - letter size 3" d x 6-1/2" h x14-1/2" w smoke, ea	Deflect-O	DEF63202	EACH	7		
4707	Wall pocket legal size	Deflect-O	DEF64302	EACH	0		
4710	Business card holder- holds 50 cards, black	Eldon	ELD63525	EACH	4		
4711	Shoulder rest - telephone, for regular and trimline phone, black	Softalk	SOF101	EACH	4		
4712	Organizer - drawer tray, ea	Universal	UNV53052	EACH	0		
4800	Letter tray - side load, stackable, smoke, 2/pk	Universal	UNV08100	PACKAGE	4		
4802	Letter tray - front load, stackable, smoke	Eldon	ELD16073ROS	EACH	2		
5100	Stamp pad - size 1, black, foam rubber, pre-inked, 2-3/4" x 4-1/4"	Sanford	AVE21381	EACH	2		
5101	Stamp pad - size 1, red, foam rubber, pre-inked, 2-3/4" x 4-1/4"	Avery	AVE21071	EACH	0		
5200	Ink - stamp pad, black, 2 oz. bottle, quick dry, roll-on	Sanford	AVE21448	EACH	5		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
5201	Ink - stamp pad, red, 2 oz. bottle, quick dry, roll-on	Sanford	AVE21447	EACH	1		
5204	Stamp pad ink - bottle black , ea	UNIVERSAL	USS IK60	EACH	2		
5218	COPY stamp - self inking red/blue "COPY" stamp ea	Universal	UNV SL10021	EACH	10		
5219	Received stamp - self inking red RECEIVED stamp, ea	Universal	UNV10067	EACH	0		
5220	Date stamp - phrase dater 11 year band, NOT SELF INKING, ea	COSCO	USS-RD010	EACH	1		
6100	File folders - letter, manila, 1/3 cut, 100/bx	Universal	UNV12113	BOX	87		
6101	File folders - legal, manila, 1/3 cut, 100/bx	Universal	UNV15113	BOX	95		
6102	File folders - legal, manila, 1/2 cut, 100/bx	Universal	UNV15112	BOX	0		
6104	File folders - letter, red, 1/3 cut, 100/bx	Smead	SMD53LR	BOX	2		
6105	File folders - letter, blue, 1/3 cut, 100/bx	Smead	SMD53LBE	BOX	9		
6106	File folders - letter, yellow, 1/3 cut, 100/bx	Smead	SMD53LY	BOX	3		
6107	File folders - letter, orange, 1/3 cut, 100/bx	Smead	SMD12543	BOX	2		
6108	File folders - letter, green, 1/3 cut, 100/bx	Smead	SMD53LGN	BOX	3		
6109	File folders - legal, blue, 1/3 cut, 100/bx	Smead	SMD53CBE	BOX	5		
6110	File folders - legal, red, 1/3 cut, 100/bx	Smead	SMD53CR	BOX	1		
6111	File folders - legal, green, 1/3 cut, 100/bx	Smead	SMD53CGN	BOX	2		
6112	File folders - legal, yellow, 1/3 cut, 100/bx	Smead	SMD53CY	BOX	0		
6113	File folders - legal, orange, 1/3 cut, 100/bx	Smead	SMD17534	BOX	0		
6116	File folders - letter, end tab, manila, 100/bx	Smead	SMD24100	BOX	166		
6118	File folder - letter, end tab, blue, 100/bx	Esselte	ESSH110DBL	BOX	0		
6119	File folder - letter, end tab, green, 100/bx	Smead	SMD25110	BOX	10		
6121	File folder - letter, end tab, red, 100/bx	Smead	SMD25710	BOX	10		
6122	File folder - letter, end tab, yellow, 100/bx	Smead	SMD25910	BOX	5		
6125	File folder - letter, end tab, red with fasteners, 50/bx	Smead	SMD25740	BOX	55		
6126	File folder - letter, end tab 2-ply 14 pt. Stock heavy duty, manila file folders, 50/bx	Esselte	SMD24210	BOX	2		
6127	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, green, letter, 10/bx	Universal	UNV10271	BOX	1		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
6128	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, RED, letter, 10/bx	Esselte	ESS1257SC	BOX	1		
6200	Hanging file folders - letter, 25/bx	Universal	UNV14115	BOX	15		
6201	Hanging file folders - legal, 25/bx	Universal	UNV14215	BOX	7		
6205	File folder - hanging, expandable with sides, letter size, 3 1/2" capacity, 10 per bx	Smead	SMD 64220	BOX	4		
6300	Tabs - hanging file folders, clear, 1/3 cut, 25/pkg	Smead	SMD64615	PACKAGE	3		
6301	Tabs - hanging file folders, clear, 1/5 cut, 25/pkg	Smead	SMD64600	PACKAGE	3		
6302	Tabs - durable index tabs for filing, green blue red, pk	3M	MMM-686L-GBR	PACKAGE	2		
6304	Tabs - durable index tabs for filing, red yellow blue, pk	3M	MMM686RYB	PACKAGE	25		
6305	File tabs - Printable repositionable plastic tabs, 1-3/4" x 1", 80 tabs/pk	Avery	AVE16282	PACKAGE	44		
6400	Drawer frames - hanging folder, letter, 6 sets/bx	Universal	UNV17000	EACH	5		
6401	Drawer frames - hanging folder, legal, 6 sets/bx	Universal	UNV18000	EACH	3		
6500	File guides - letter, alphabetical, 25 pt blue pressboard, 25/set, 1 set/bx	Smead	SMD50376	SET	4		
6501	File guides - legal, alphabetical, 25 pt blue pressboard, 25/set, 1 set/bx	Smead	SMD52376	SET	0		
6600	Expansion wallet - 3-1/2", letter, with red rope gussets, elastic cord, 11-3/4" x 9-1/2", ea	Smead	SMD1053EL	EACH	39		
6601	Expansion wallet - 3-1/2", legal, with red rope gussets, elastic cord, 15" x 10", ea	Smead	1056EL	EACH	419		
6608	Expansion folder - daily 1-31, letter size, open top, 12" x 10", ea	Smead	SMDR217D	EACH	0		
6609	Expansion folder - daily 1-31, legal size, open top, 15" x 10", ea	Smead	SMDR219D	EACH	2		
6610	Expansion folder - alphabetic A-Z, letter size, open top, 12" x 10", ea	Smead	SMDR217A	EACH	5		
6611	Expansion folder - alphabetic A-Z, legal size, open top, 15" x 10", ea	Smead	SMDR219A	EACH	0		
6612	Expansion folder - monthly Jan-Dec, letter size, open top, 12" x 10", ea	Smead	SMD70487	EACH	4		
6613	Expansion folder - monthly Jan-Dec, legal size, open top, 15" x 10", ea	Smead	SMD70489	EACH	1		
6700	File pockets - 3-1/2", letter, OPEN TOP, manila lined back, 25/bx	Esselte	ESS1524EOX	EACH	183		
6701	File pockets - 3-1/2", legal, OPEN TOP, manila lined back, 25/bx	Esselte	SMD1526E	EACH	3		
6702	File jackets - letter, 11 pt. manila, flat expansion, thumbcut, 2-ply top, 100/bx	Universal	UNV72300	BOX	14		
6703	File jackets - legal, 11 pt. manila, flat expansion, thumbcut, 2-ply top, 100/bx	Universal	UNV72500	BOX	0		
6704	File jackets - letter, 11 pt. manila, 2" expansion, thumbcut, single-ply top, 50/bx	Universal	UNV76300	BOX	7		

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6705	File jackets - legal, 11 pt. manila, 2" expansion, thumbcut, single-ply top, 50/bx	Universal	UNV76500	BOX	1		
6801	Storage boxes - files, 9-1/2" x 6"x23-1/4", ctn	Fellows	FEL00022	CARTON	0		
6802	Storage boxes - legal size only, 15"x10-1/4"x24" retractable plastic access grips, ea	Universal	UNV75131	CARTON	7		
6803	Storage boxes - file, 12" x 10" x 15 1/4",medium-duty - letter-legal, white, ea STANDARD	Universal	UNV95223	EACH	341		
6804	Storage boxes - file, 12" x 10" x 15 1/4",heavy-duty - letter-legal, wood grain, ctn	Fellowes	FEL00725	CARTON	18		
7100	Glue sticks - for envelopes, 3 sticks per pkg	Avery	AVE00134	PACKAGE	320		
7102	Glue - stick, non-toxic, dries clear, 1.41 oz	Universal	UNV75749	EACH	1		
7103	Glue - super, tube, .07 oz., bonds instantly	Scotch	MMM 6045	EACH	10		
7200	Tape - transparent, 1" core, 3/4" x 1296", Scotch 3M #810, w/o dispenser	Universal	UNV83436	ROLL	315		
7201	Tape - 1" masking tape, 3 ROLLS PER PKG	Universal	UNV51301	PACKAGE	5		
7203	Tape - box sealing tape, 1.89 x 5468 yds, 3" core, roll, 6/PK ORDER BY THE PACK OF SIX	Universal	UNV63120	EACH	33		
7204	Tape - filament, 1" x 60", 3" core, 9 ROLLS PER PKG	3M	MMM C50	PACKAGE	7		
7300	Dispenser - tape, black, for desk, 3/4", 1" core, 1/ea	Scotch	UNV15001	EACH	6		
7500	Envelope moistener - squeeze bottle, 2 oz	UNIVERSAL	UNV56502	EACH	10		
7601	Mounting squares - 1", double coated, pre-cut,16 squares per pk	3M	MMM111	PACKAGE	2		
8101	Labels - self-adhesive, 2" x 4", white, 120/bx	Universal	UNV50113	BOX	0		
8106	Labels - copier 33- 1"x 2" labels per sheet, 100 sheets/bx	Universal	UNV90102	BOX	0		
8107	Labels - laser, 30-2 5/8" x 1" labels per sheet, 100 sheets/bx	Universal	UNV80102	BOX	26		
8108	Labels - laser, 20- 4"x1" labels per sheet, 100 sheets/bx	Universal	UNV80104	BOX	8		
8109	Labels - laser, 10- 2"x4" labels per sheet, 100 sheets/bx	Universal	UNV80107	BOX	7		
8111	Labels - dot matrix, 3-1/2" x 15/16", 5000 labels/bx	Universal	UNV75113	BOX	7		
8116	Labels - dots, red, 3/4", 1000/bx	Avery	AVE30565	BOX	2		
8117	Labels - dots, yellow, 3/4", 1000/bx	Avery	AVE05462	BOX	6		
8125	Label cartridge - for DYMO label writer printer, 1-1/2" x 3-1/2" - 700 labels per roll; 2 rolls/bx	Esselte	DYM30252	BOX	178		
8200	Reinforcements - rings, white, self-adhesive for 1/4" hole, 200/bx	Avery	902-05729	BOX	4		

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8201	Reinforcements - strips, white, self-adhesive for torn paper edges, clear mylar 200/bx	C-Line	CLI64112	BOX	4		
8300	Seals - notary, 2" self-adhesive, gold, 42/pkg	AVERY	AVE05868	PACKAGE	5		
8400	Post-it - 1-1/2" x 2", yellow, 12/pkg	Universal	UNV35662	PACKAGE	91		
8401	Post-it - 3" x 3", yellow, 12/pkg	Universal	UNV35668	PACKAGE	131		
8403	Post-it - flags, yellow, 1" x 1-3/4", 50/dispenser	3M	MMM680YW2	EACH	67		
8404	Post-it - flags, blue, 1" x 1-3/4", 50/dispenser	3M	MMM680BE2	EACH	15		
8405	Post-it - flags, red, 1" x 1-3/4", 50/dispenser	3M	MMM680RD2	EACH	39		
8406	Post-it - flags, green, 1" x 1-3/4", 50/dispenser	3M	MMM680GN2	EACH	15		
8407	Post-it - flags, orange, 1" x 1-3/4", 50/dispenser	3M	MMM680OE2	EACH	30		
8410	Sign - Here Tabs, assorted color flag set, includes 30 ea. Yellow, blue, green, red; 20 flags per dispenser; 120/pkg	3M	MMM684SH	PACKAGE	15		
9201	Punch - 2-hole, 1/4" round hole, 2-3/4" center to center, 25 sheet, calibrated position guide, removable chip holder, Model 10X	Universal	UNV74222	EACH	14		
9202	Punch - 3-hole, 9/32" round hole, 2 or 3 punch, 11 sheet, removable clip holder, black, sturdy lever handle, Model 20L	Universal	UNV74323	EACH	3		
9301	Ruler - 12" plastic, beveled, 1/16" scale	Universal	UNV59022	EACH	1		
9302	Engineering scale - full divided 10,20,30,40, 50, & 60 parts to an inch. Color coded grooves, ea	Staedtler	STD 98718-34BK	EACH	0		
9401	Scissors – right-handed, 7", straight trimmers, carbon steel blades w/black handles	Deskworks *	ACM10703	EACH	17		
9501	Staples - STANDARD, strips of 210, 5000/bx	Swingline *	ACC35108	BOX	182		
9507	Staples - heavy duty, 100 sheet capacity, 1/2", 1000/bx	Bostitch	SB3512-1M	BOX	4		
9508	Staples - heavy duty, 150 sheet capacity, 5/8", 1000/bx	Bostitch	SB35558-1M	BOX	5		
9511	Staples - heavy duty, Swingline, 100 sheet capacity, 1/2", 1000/bx	Swingline	SWI 35312	BOX	5		
9600	Stapler - desk, stapler w/staple remover attached, black	Swingline	SWI71201	EACH	9		
9602	Stapler - hand, loads half-strip of standard staples, black	Universal	UNV43138	EACH	4		
9603	Stapler - desk, loads full strip	Swingline	SWI40701	EACH	34		
9604	Stapler - Swingline 415 heavy duty; staples up to 160 sheets, ea	Swingline	SWI39005	EACH	5		
9700	Staple remover - pincher type, steel and brown plastic, ea	Universal	UNV00700	EACH	18		



CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
9701	Staple remover - multi staple puller; pulls both standard and heavy duty up to 1/2" deep	Max	MXB RZ3F	EACH	0		
9702	Staple remover - Steel jaws, Wide finger tabs with nonslip surface. Black	Swingline	SWI38101	EACH	5		
9703	Staple remover - flat used for removing heavy duty staples, ea	Swingline	SWI37141	EACH	6		
9800	Letter opener - hand, steel, 9" long	Universal	UNV31750	EACH	4		
9801	Letter opener - razor, concealed blade, plastic, 2-1/2" long, 3/pk	Universal	UNV31803	PACKAGE	38		
10001	Plotter paper - 36" x 100' roll, heavyweight coated paper	HP *	HEWC1861A	ROLL	2		
10100	Adding tape - STANDARD white bond, 150 ft., 2-1/4", 100/ctn, per roll	Universal	UNV35710	ROLL	210		
10201	Dry toner - 8 1/2" x 11", 100/bx. Transparencies for copiers/ laser toner cartridges	Scotch	MMM PP2500	BOX	12		
10300	Envelopes - coin, #5-1/2, 3-1/8" x 5-1/2", gummed flap, 500/bx	National	94961	BOX	9		
10308	Envelopes - 6"x10" self-sealing puncture resistant padded mailer, 25/bx., ea	Seal Air Corp	ANLE10185	EACH	121		
10309	Envelopes - 8-1/2" x 12" self-sealing puncture resistant padded mailer. 25/box, ea	Seal Air Corp	ANLE10187	EACH	105		
10310	Envelopes - 14-1/4" x 20" self-sealing puncture resistant padded mailer, 25/bx., ea	Seal Air Corp	ANLE10192	EACH	1		
10400	Pads - paper, yellow 8 1/2" x 11", 16# basis, 3/8" wide lines, ruled w/marginal line, perforated, top stub, pad	Universal	UNV10630	PAD	420		
10401	Pads - paper, yellow, 8 1/2" x 14", 16# basis, 3/8" wide lines, ruled w/marginal line, perforated, top stub, pad	Universal	UNV40000	PAD	84		
10402	Pads - paper, yellow, 5" x 8", 16# basis, 3/8" wide lines ruled w/marginal line, perforated, top stub, pad	Universal	UNV46200	PAD	415		
10500	Steno notebooks - 80 sheets, gregg ruling, line down center, green paper, pad	Universal	UNV86920	PAD	163		
10501	Spiral collegiate notebooks - 11" x 8-1/2", single subject, 3-hole punched, asstd front covers, 80 sheets/pad	Mead	MEA06382	EACH	7		
10600	Phone message books - "While You Were Out", 4 forms/page, carbonless duplicate, wirebound, 400 sets/bk	Universal	UNV48003	BOOK	3		
10811	Index cards - plain, white, 3" x 5", 100/pkg	Esselte	ESS30	PACKAGE	34		
10812	Index cards - ruled, white, 3" x 5", 100/pkg	Esselte	ESS31	PACKAGE	12		
10815	Index cards - plain, white, 4" X 6", 100/pkg	Esselte	ESS40	PACKAGE	146		
11200	Eraser - pencil cap, bx/100, ea	Sanford	SAN73015	BOX	1		
11201	Eraser - refills, for automatic pencils, 3 refills/tube, 3 tubes/ bx	Pentel	PENZ21	PACKAGE	0		
11203	Eraser - refills, for Pentel Clic, 2 erasers/pkg, 2 pkg/bx	Pentel	PENZER2	PACKAGE	6		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
11300	Highlighter - yellow, broad chisel tip, ea	Bic	BIC-BLMG11YW	EACH	242		
11301	Highlighters - assorted colors, yellow, pink, blue, green and orange, sold only per set	Bic	BIC BLP51WASST	SET	16		
11302	Highlighter - blue, broad chisel tip, dz	Universal	UNV08864	DOZEN	2		
11303	Highlighter - orange, broad chisel tip, dz	Universal	UNV08863	DOZEN	2		
11304	Highlighter - green, broad chisel tip, dz	Universal	UNV08862	DOZEN	2		
11306	Towelettes - dry erase towelettes, pop up container, 50 6" x 9" sheets/container	Expo	SAN81850	CONTAINER	0		
11307	Markers - dry erase, fine pt., 4-color set; sold only per set	Expo	SAN86074	SET	5		
11308	Markers - dry erase, CHISEL med. pt., 4-color set; sold only per set	Expo	SAN80792	SET	6		
11309	Markers - permanent, black, chisel pt., 12/bx, ea	Universal	UNV07051	EACH	161		
11310	Markers - permanent, red, chisel pt., ea	Universal	UNVO7052	DOZEN	1		
11312	Highlighter - yellow, thin line Briteliner, ea	Bic	BICBL11-YW	DOZEN	4		
11350	Pen - Counterfeit Bill Detector pen, ea	DriMark	DRI 351B1	EACH	0		
11400	Pencils - #2, yellow hexagon barrel, dz	Universal	UNV55400	DOZEN	12		
11401	Pencils - automatic, .5mm, covered eraser, black barrel, 12/bx	Pentel	PENA125A	EACH	27		
11402	Pencils - automatic, .7mm, covered eraser, dark blue barrel, 12/bx	Pentel	PENA127C	EACH	24		
11403	Pencils - automatic, 9mm, covered eraser, brown barrel, 12/bx	Pentel	PENA129E	EACH	12		
11404	Pencils - lead refills, .5mm, 12 leads/tube, sold per tube	Pentel	PEN C505HB	TUBE	2		
11405	Pencils - lead refills, .7mm, 12 leads/tube, sold per tube	Pentel	PEN 50HB	TUBE	12		
11406	Pencils - lead refills, .9mm, 12 leads/tube, 3 tube/box, sold per tube	Pentel	PEN509HB	TUBE	0		
11408	Pencils - sharp writer pencils, #2, 12/bx	Paper Mate	PAP30301	DOZEN	0		
11605	Pens - Uni-ball, .2mm, blue, 12/bx	Sanford	SAN60153	DOZEN	5		
11606	Pens - Uni-ball, .2mm, black, 12/bx	Sanford	SAN60151	DOZEN	8		
11607	Pens - Uni-ball, .3mm, black, 12/bx	Sanford	SAN60101	DOZEN	2		
11610	Pens - Precise, extra fine, black, 12/bx	Pilot	PIL35334	DOZEN	0		
11611	Pens - Precise, extra fine, red, 12/bx	Pilot	PIL35336	DOZEN	1		
11702	Pens - counter, black, refillable, ea	PMF	PAP MF05057	EACH	0		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
11797	Pens - ballpoint, Bic Round, fine pt., red, non-refillable, 12/bx	Bic	BIC GSFG11-RD	DOZEN	1		
11798	Pens - ballpoint, Bic Soft Feel, med pt., red, non-refillable, 12/bx	Bic	BICSGSM11RD	DOZEN	1		
11799	Pens - ballpoint, Bic Soft Feel, med pt., blue, non-refillable, 12/bx	Bic	BICSGSM11BE	DOZEN	28		
11800	Pens - ballpoint, Bic Soft Feel, fine pt., black, non-refillable, 12/bx	Bic	BICSGSF11BK	DOZEN	0		
11801	Pens - ballpoint, Bic Soft Feel, med. pt., black, non-refillable, 12/bx	Bic	BICSGSM11-BK	DOZEN	32		
11802	Pens - ballpoint, Better Grip, fine pt., blue, 12/bx	Pilot	PIL30041	DOZEN	0		
11809	Pens - ballpoint, stick, fine pt., blue, w/cap, 12/bx	Sanford	SAN3361131	DOZEN	4		
11810	Pens - ballpoint, stick, fine pt., black, w/cap, 12/bx	Sanford	SAN3381131	DOZEN	0		
11811	Pens - ballpoint, stick, med pt., red, w/cap, 12/bx	Sanford	SAN3321131	DOZEN	7		
11812	Pens - ballpoint, stick, med. pt., black, w/cap, 12/bx	Sanford	SAN3331131	DOZEN	55		
11813	Pens - ballpoint, stick, med. pt., blue, w/cap, 12/bx	Sanford	PAP3311131	DOZEN	30		
11822	Pencil sharpener - battery operated, uses 4 AA batteries, ea	Hunt	EPI16750	EACH	0		
11827	Pens - ballpoint, Bic Stic, fine pt., black, 12/bx	Bic	BICGSF11BK	DOZEN	4		
11829	Pens - ballpoint, Bic Stic, med. pt., black, 12/bx	Bic	BICGSM11BK	DOZEN	10		
11830	Pens - ballpoint, Bic Stic, fine pt., blue, 12/bx	Bic	BICGSF11BE	DOZEN	3		
11831	Pens - ballpoint, Bic Stic, med. pt., blue, 12/bx	Bic	BICGSM11BE	DOZEN	4		
11835	Pens - ballpoint, retractable, black	Bic	BICCSM11BK	DOZEN	13		
11836	Pens - ballpoint, retractable, med pt blue	Bic	BICCSM11BE	DOZEN	12		
11903	Pens - porous, Sharpie, fine pt., 1.0mm, black, 12/bx	Sharpie	SAN30001	DOZEN	13		
11904	Pens - porous, Sharpie, extra fine pt., .4mm, black, 12/bx	Sharpie	SAN35001	DOZEN	5		
11905	Pens - porous, Sharpie, fine pt., 1.0mm, red, 12/bx	Sharpie	SAN30002	DOZEN	3		
11907	Pens - Sanford Uniball Gel RT pens, medium point, black	Sanford	SAN65940	DOZEN	0		
11909	Pens - refill, for Pilot Dr Grip gel refill, and Pilot G2 gel ink refill, fine point, black, 2/pkg	Pilot	PIL77240	PACKAGE	5		
11911	Pens - Pilot G2 gel ink fine pt black pen, ea	Pilot	PIL31020	DOZEN	0		
11912	Pens - Pilot Gel RT fine pt blue pens, ea	PILOT	PIL31021	DOZEN	0		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
11913	Pens - Sanford Uni-ball Signo 207 same as Gel RT, retractable roller pen, medium pt., blue, dz	SANFORD	SAN33951	DOZEN	4		
11914	Pens - ballpoint, UNIBALL Signo gel grip, med. Pt black ink, dz	SANFORD	SAN65450	DOZEN	14		
12105	Ribbon - typewriter, correctable, Lexmark 1380999, 1/bx	*Lexmark	LEX1380999	EACH	3		
12112	Ribbon - calculator, black/red nylon, Nu-Kote BR80C, ea	DPS	R3027	EACH	41		
12116	Ribbon - typewriter for use in Brother typewriter, ea	DPS	R1420	EACH	7		
12202	Lift-off tape - typewriter, Lexmark 1337765, 1/bx	Lexmark	LEX1337765	EACH	3		
12203	Lift-off tape - typewriter, Nu-Kote 86L, 6/bx	DPS	R51816	BOX	2		
13200	Batteries - AA, alkaline, 20 pkg, ea	Eveready	EVEA91FP24	EACH	1828		
13201	Batteries - AAA, alkaline, 12 pkg, ea	Eveready	EVEA92FP12	EACH	395		
13202	Batteries - C, alkaline, 8 pkg, ea	Eveready	EVEA938	EACH	72		
13203	Batteries - D, alkaline, 8 pkg, ea	Eveready	EVEA958BP8	EACH	232		
13204	Batteries - 9 Volt Alkaline, 4/pkg, ea	Eveready	EVEA5224	EACH	73		
17100	Diskettes - 3.5",IBM, DS/HD, formatted, 10/bx	MAXELL	MAX556423	BOX	4		
17101	CDRW - rewriteable cds, Speed 10x, Capacity 650 Mb/74 min., 5/pkg., ea	Imitation *	IMN16950	EACH	155		
17102	CDR- recordable cd's, 700mb/80 min playtime, spindle storage, 100 ea	INNOVERA	IVR77990	PACKAGE	6		
17103	CDR - recordable cds, Speed 48X, 700Mb/80 min.play time, slim jewel, 10/pkg, ea	Imitation *	IMN17332	EACH	307		
17104	DVD-R/RAM - rewriteable dvd's, rewriteable 1000 times, Capacity 9.4GB/Double-Sided, 5/pk, ea	INNOVERA	IVR46805	EACH	100		
17105	DVD+RW - rewritable dvds, Capacity 4.7GB/Single-Sided, 2 hours min. play time, 5/pkg, ea	Imitation *	IMN16804	EACH	55		
17106	CDR - SPINDLE 52X, 100 PER SPINDLE	INNOVERA	IVR 77802	PACKAGE	0		
17110	DVD-R - SPINDLE, 4.7 GB, 16X,SILVER, 50/PER PK	INNOVERA	IVR46850	PACKAGE	0		
17200	PHOTO PAPER - GLOSSY, 60 LBS., 8-1/2 x 11, 50 SHEETS/PKG	EPSON	SO41649	PACKAGE	0		
17210	CD/DVD ENVELOPES,WHITE 50/BX	INNOVERA	IVR 39403	BOX	0		
17300	DPSXL Compressed air duster - ozone safe, 10 oz. Cans	UNIVERSAL	IVR51501	EACH	104		
17400	Surge protector - 6-outlet, 6-ft. cord, 450 joule, 330V clamp rating, steel housing, visual surge indicator, nanosecond response time	Fellows	FEL99012	EACH	5		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
17500	Mouse pad - sponge rubber pad, 10-3/4" x 8-1/2", blue	Fellows	FEL91141	EACH	3		
17501	Wrist rest - foam cushion pad, all colors	Fellows	FEL91137	EACH	0		
18100	Calendar - desk, daily, refill, 3-1/2" x 6", one color, 2 pages for each weekday	At-A-Glance	AAGE717-50	EACH	1		
18101	Base - for E717-50 calendar refills, black, ea	At-A-Glance	AAGE1700	EACH	0		
18102	Calendar - desk, daily, refill, 3-3/4" x 3", one color, 2 pages for each weekday, past & future month blocks	At-A-Glance	AAGE919-50	EACH	19		
18103	Base - for E919-50 calendar refills, black, ea	At-A-Glance	E1900	EACH	0		
18200	Calendar - desk pad, 22" x 17", non-refillable, ruled daily blocks, vinyl corners, eyelets for hanging,	At-A-Glance	AAG SK2400	EACH	159		
18301	Calendar - wall, one-year, metal bound, unruled daily blocks, hanging eyelet, 24" x 36", blue ink	At-A-Glance	AAGPM1228	EACH	7		
18401	Appointment book - daily, 4-7/8" x 8", DayMinder, nonrefillable, ruled, one day per page, 2 month reference blocks	At-A-Glance	AAGG100-00	EACH	3		
18402	Appointment book - daily, 4-7/8" x 8", FOUR PERSON scheduling, DayMinder, nonrefillable, ruled, one day per page, 2 month reference blocks	At-A-Glance	AAGG560-00	EACH	8		
18502	Appointment book - weekly, 6-7/8" x 8-3/4", nonrefillable, ruled, one week per spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	1		
18503	Appointment book - weekly, 8-1/4" x 10 -7/8", nonrefillable, ruled, one week per spread, 12 month reference blocks	At-A-Glance	AAG7095005	EACH	4		
18504	Appointment book - weekly/monthly, 8" x 9-7/8", simulated leather, black	AT-A-GLANCE	AAG 76-01-05	EACH	4		
18600	Appointment book - monthly, 6-7/8" x 8-3/4", nonrefillable, unruled, one month per spread, 6 month reference blocks, 16 month fiscal	At-A-Glance	AAG7012705	EACH	2		
18601	Appointment book - monthly, 9" x 11", nonrefillable, unruled, one month per spread, 13 month Jan-Jan, telephone/address pages	At-A-Glance	AAG70260-05	EACH	16		
18602	Appointment book - monthly, 6-7/8" x 8-3/4", nonrefillable, unruled, one month per spread, 6 month reference blocks, memo section	At-A-Glance	AAGG400-00	EACH	13		
18603	Appointment book - monthly, 8-1/2" x 11", refillable, unruled, one month per spread, 6 month reference blocks, 3 year monthly planner, tabbed yearly dividers. Multi-ring binder style, simulated leather cover. Black ea	At-A-Glance	AAGG70-236-05	EACH	4		
18615	Refill for 70-236-05 and 70-296-05, year 2011	At-A-Glance	AAG 70-923-71	EACH	0		
18616	Refill for 70-236-05 and 70-296-05, year 2012	At-A-Glance	AAG-70-923-72	EACH	0		
19100	Cassettes - leaderless, ,20/bx.90 min. dictating cassettes,10/BX, ea	Maxwell	MAX102211	EACH	120		
19101	Cassettes - MICRO, 60min.3/pkg	MAX	MAX179030	PACKAGE	134		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	BID COST PER UNIT OF MEASURE	COMMENTS
21100	Binding combs - 5/16", 40 sheet capacity, black, 100/bx	FELLOWS	FEL52507	BOX	0		
21101	Binding combs - 3/8", 55 sheet capacity, black, 25/bx	ACCO	4090022	BOX	2		
21102	Binding combs - 1/2", 90 sheet capacity, black, 25/bx	ACCO	4090034	BOX	0		
21103	Binding combs - 5/8", 120 sheet capacity, black, 25/bx	ACCO	4090046	BOX	1		
21104	Binding combs - 3/4", 150 sheet capacity, black, 25/bx	ACCO	GBC4090052	BOX	5		
21105	Binding combs - 1", 200 sheet capacity, black, 50/bx	GBC	FEL52328	BOX	16		
21106	Binding combs - 1-1/2", 250 sheet capacity, black, 10/bx	GBC	4200010	EACH	0		
22201	Phone Cord - Handset 12', dark gray, ea	Tech Electronics	B107	EACH	11		
22400	Wall clock - quartz, 11-1/2" dia., black case, AA battery required	UNIVERSAL	UNV 10431	EACH	2		
22500	Visitor register book - columns for date, name, address, time, remarks, holds 1500 entries, hardcover, white ledger paper, 112 pages, 14 lines per page, letter size	Wilson-Jones	WLJS490	EACH	6		
22600	Posterboard - White, 22" x 28", 50 per pk, per sheet	Bienfang	EPI-750-173	EACH	4		
22800	Waste basket - 7 gallon	Rubbermaid	RUB29561	EACH	0		
22901	Dry Erase Board - 36" x 24" with wooden frame	Quartet	QRTS573	EACH	0		
22902	Cork board - 36" x 24" with wood frame	Quartet	QRT303	EACH	3		
23000	Floor Mats - 36" x 48" with lip of 19" x 10" for low pile carpets	Rubbermaid	RUB11265Q	EACH	9		
24001	Laminating Pouches – letter size, 3 ML, 100/bx	GBC	GBC3745022	BOX	10		
24002	Laminating Pouches - legal size, 3 ml, 50/bx	GBC	GBC3745011	PACKAGE	2		
25000	Business card kit - ivory color, 250 cards per kit	Avery	AVE8376	PACKAGE	2		
26000	Shredder Oil - 12 oz. Bottle, used for oiling shredder blades, ea	Fellows	FEL35250	EACH	1		