

INVITATION FOR BID NOTICE ISSUED:

10-06-2009

JEFFERSON COUNTY, MISSOURI
Department of Administrative Services
729 Maple Street
PO Box 100
Hillsboro, MO 63050
www.jeffcomo.org
636-797-5382

SPECIFICATION CONTACT
TABITHA CONNER
Department of Administrative Services
Jefferson County, Missouri
636-797-5380

INVITATION FOR BID

2010 OFFICE SUPPLIES

BIDS SHALL BE ACCEPTED UNTIL:

TUESDAY, NOVEMBER 10, 2009, at 2:00 p.m. local time.

Thereafter, bids shall be opened in the Assembly Room of the Jefferson County Administration Center.

THREE (3) COMPLETE COPIES OF SEALED BIDS MUST BE DELIVERED TO:

Department of the County Clerk
Wes Wagner (636) 797-5478
Jefferson County, Missouri
729 Maple Street
Hillsboro, MO 63050

The outside of the envelope must contain the vendor's name, address and the following language:

SEALED BID FOR: 2010 OFFICE SUPPLIES

**SUBMITTED BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS INVITATION
FOR BID AND SPECIFICATIONS.**

The Agreement/Contract term is from:

01-01-2010 through 12-31-2010.

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.

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

TABLE OF CONTENTS:

Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
Bid Requirements	Page 3
Bidders Response and Contract	Page 5
Affidavit	Page 8
Specifications	Page 9
Exceptions to Bid	Page 9

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).

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. (XX) 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. (XX) 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. (XX) 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. **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 _____.

AFFIDAVIT
(as required by Section 285.530, Revised Statutes of Missouri)

STATE OF _____

COUNTY OF _____

) ss

BEFORE ME, the undersigned Notary Public, _____

personally appeared who is _____ (Title) of _____

_____ (Company Name), and after being sworn did depose and say:

1. that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and Jefferson County, Missouri for the _____ Project.
2. that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

The terms used in this affidavit shall have meaning set for in Section 285.525 RSMo, Et seq.

Signature (Person with Authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ day of _____, 2009

My Commission Expires: _____

Signature of Notary

Date

BID REQUIREMENT NOTES

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”).

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
1100	Binder - 1", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	36814NHB	EACH	18	
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	11	
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	13	
1103	Binder - 2", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	WLJ36844NH B	EACH	19	
1107	Binder - 3" black, w/label holder, vinyl, 3-ring, 11" x 8 1/2", inside front/back pocket cover	Universal	UNV35411	EACH	31	
1200	Indexes - 11" x 8 1/2", 8-tab, asstd. colors, for 3-ring binders, insertable tabs, reinforced binding, 8/set	Universal	UNV20872	SET	38	
1201	Indexes - 11" x 8 1/2", 8-tab, clear, for 3-ring binders, insertable tabs, reinforced binding, 8/set	Universal	UNV20871	SET	29	
1204	Tabs - index, 1-1/2", clear, self-adhesive, two line type, 25/pkg	Avery	AVE16241	PACKAGE	8	
1207	Tabs - index A-Z, side mount self stick 1" x 7/16" plastic tabs, 104/ pk	Reditag	RTG31005	PACKAGE	20	
1220	Paper - college ruled 11" x 8-1/2" 3-holed punched loose leaf paper, 100 sheets per pk	Rediform	RED13986	PACKAGE	40	
1301	Sheet protectors - 11" x 8 1/2", 3-hole, 3-side sealed, heavy weight, non-glare clear, 50/box	C-Line	CLI62028	BOX	20	
1403	Report covers - 11" x 8 1/2", black, 1/2" capacity, three built-in fasteners, clear front, black back panel, 25/box	DUO-TANG *	ESS55806	BOX	12	
1405	Report covers - 11" x 8 1/2", asstd. Colors, leatherine, double pocket portfolio, slot for business card, 25/box	DUO-TANG *	ESS57513	BOX	17	
2103	Clips - paper, No. 1, smooth, 100/box	Universal	UNV72210	BOX	232	
2104	Clips - paper, jumbo, smooth, 100/box	Universal	UNV72220	BOX	226	
2105	Clips - binder, 3/8", tempered steel clips w/nickel wire handles, 12/box	Universal	UNV10200	BOX	132	
2106	Clips - binder, 5/8", tempered steel clips w/nickel wire handles, 12/box	Universal	UNV10210	BOX	71	
2107	Clips - binder, 1", tempered steel clips w/nickel wire handles, 12/box	Universal	UNV10220	BOX	43	
2205	Fasteners - prong, 2", 2-piece, compressor w/sliding bands, 50/box	Acco	ACC12992	BOX	424	
2300	Push pins - asstd. colors, 1/2" plastic head, 3/8" point, 100/box	Universal	UNV31310	BOX	3	
2400	Rubber bands - size 18, (1/16 x 3), 1 lb box	Universal	UNV00118	BOX	4	
2401	Rubber bands - size 32, (1/8 x 3), 1 lb box	Universal	UNV00132	BOX	4	
2402	Rubber bands - size 33, (1/8 x 3 1/2), 1 lb box	Universal	UNV00133	BOX	11	
2403	Rubber bands - size 64, (1/4 x 3 1/2), 1 lb box	Universal	UNV00164	BOX	8	
3100	Correction tape - covers one line text 1/6"x394" width, ea.	TOMBO*	TOM 68705	EACH	173	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
3101	Correction pen - multipurpose white correction pen, ea	Sanford	SANFRD5620 115	EACH	33	
3200	Correction fluid - 2/3 oz., white, ea.	Liquid Paper	PAP5630115	EACH	160	
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	18	
4201	Clipboard - legal, brown rigid board, 6" wide metal grip	Saunders	UNV40305	EACH	4	
4204	Copyholder - removable guideline highlights text, angled for viewing, ea	Fellows	FEL21103	EACH	2	
4205	Copy holder - Hidetdesign, clear nonmagnetic arm grips single or multiple sheets; swings out mounts on either side of monitor. Ea	FELLOWS	FEL22200	EACH	1	
4302	Finger Tip - rubber size 12, ea	SWINGLINE	SWI54032	BOX	1	
4305	Sortkwik - fingertip moistener, 1 3/4 oz., ea.	Lee	LEE10134	EACH	15	
4402	File box - business card file box, A-Z file tabs to keep cards organized, holds 125 cards.	Eldon	ELD67071	EACH	5	
4504	Rolodex - file, black, desk top, v-file - USES 2-1/4" X 4" ROLODEX CARDS, holds 500 cards	Eldon	ELD67022	EACH	5	
4506	Rolodex - cards- 3" x 5", white, unlined, 100/pkg	Eldon	ELD67574	PACKAGE	6	
4602	Receipt book - 3-part, money, 4/page, numbered, 100 set/book	Tops	TOP46808	BOOK	62	
4701	Cup - pencil, black	Universal	UNV08108	EACH	2	
4703	Dispenser - paper clips, magnetic, square, smoke bottom, black top	Universal	UNV74012	EACH	3	
4705	Step file - eight sections for folders, 10-1/8"W x 11-13/16"Hx 12-1/8"D	Fellows	FEL72613	EACH	1	
4706	Wall pocket - letter size 3" d x 6-1/2" h x14-1/2" w smoke, ea.	Deflect-O	DEF63202	EACH	3	
4710	Business card holder- holds 50 cards, black	Eldon	ELD63525	EACH	2	
4711	Shoulder rest - telephone, for regular and trimline phone, black	Softalk	SOF101	EACH	2	
4800	Letter tray - side load, stackable, smoke, 2/pk	Universal	UNV08100	PACKAGE	7	
4802	Letter tray - front load, stackable, smoke	Eldon	ELD16073ROS	EACH	4	
5101	Stamp pad - size 1, red, foam rubber, pre-inked, 2-3/4" x 4-1/4"	Avery	AVE21071	EACH	6	
5200	Ink - stamp pad, black, 2 oz. bottle, quick dry, roll-on	Sanford	AVE21448	EACH	2	
5201	Ink - stamp pad, red, 2 oz. bottle, quick dry, roll-on	Sanford	AVE21447	EACH	2	
5204	Stamp pad ink - bottle black , ea.		USS IK60	EACH	1	
5218	COPY stamp - self inking red "COPY" stamp ea	Universal	UNV SL10021	EACH	13	
6100	File folders - letter, manila, 1/3 cut, 100/box	Universal	UNV12113	BOX	81	
6101	File folders - legal, manila, 1/3 cut, 100/box	Universal	UNV15113	BOX	88	
6102	File folders - legal, manila, 1/2 cut, 100/box	Universal	UNV15112	BOX	0	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
6104	File folders - letter, red, 1/3 cut, 100/box	Smead	SMD53LR	BOX	2	
6105	File folders - letter, blue, 1/3 cut, 100/box	Smead	SMD53LBE	BOX	13	
6106	File folders - letter, yellow, 1/3 cut, 100/box	Smead	SMD53LY	BOX	1	
6107	File folders - letter, orange, 1/3 cut, 100/box	Smead	SMD12543	BOX	1	
6108	File folders - letter, green, 1/3 cut, 100/box	Smead	SMD53LGN	BOX	1	
6109	File folders - legal, blue, 1/3 cut, 100/box	Smead	SMD53CBE	BOX	7	
6110	File folders - legal, red, 1/3 cut, 100/box	Smead	SMD53CR	BOX	6	
6111	File folders - legal, green, 1/3 cut, 100/box	Smead	SMD53CGN	BOX	2	
6113	File folders - legal, orange, 1/3 cut, 100/box	Smead	SMD17534	BOX	1	
6116	File folders - letter, end tab, manila, 100/box	Smead	SMD24100	BOX	139	
6117	File folders - legal, end tab, manila, 100/box	Smead	SMD27100	BOX	2	
6118	File folder - letter, end tab, blue, 100/box	Esselte	ESSH110DBL	BOX	20	
6119	File folder - letter, end tab, green, 100/box	Smead	SMD25110	BOX	10	
6121	File folder - letter, end tab, red, 100/bx	Smead	SMD25710	BOX	5	
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	62	
6126	File folder - letter, end tab 2-ply 14 pt. Stock heavy duty, manila file folders, 50/bx	Esselte	SMD24210	BOX	11	
6127	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, green, letter, 10/bx	Universal	UNV10271	BOX	1	
6128	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, RED, letter, 10/bx	Esselte	ESS1257SC	BOX	2	
6200	Hanging file folders - letter, 25/box	Universal	UNV14115	BOX	26	
6201	Hanging file folders - legal, 25/box	Universal	UNV14215	BOX	1	
6205	File folder - hanging, expandable with sides, letter size, 3 1/2" capacity, 10 per box	Smead	SMD 64220	BOX	1	
6300	Tabs - hanging file folders, clear, 1/3 cut, 25/pkg	Smead	SMD64615	PACKAGE	17	
6301	Tabs - hanging file folders, clear, 1/5 cut, 25/pkg	Smead	SMD64600	PACKAGE	4	
6305	File tabs - Printable repositionable plastic tabs, 1-3/4" x 1", 80 tabs/pk	Avery	AVE16282	PACKAGE	74	
6400	Drawer frames - hanging folder, letter, 6 sets/box	Universal	UNV17000	EACH	9	
6401	Drawer frames - hanging folder, legal, 6 sets/box	Universal	UNV18000	EACH	5	
6500	File guides - letter, alphabetical, 25 pt blue pressboard, 25/set, 1 set/box	Smead	SMD50376	SET	2	
6600	Expansion wallet - 3-1/2", letter, with red rope gussets, elastic cord, 11-3/4" x 9-1/2", each	Smead	SMD1053EL	EACH	46	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
6601	Expansion wallet - 3-1/2",legal, with red rope gussets, elastic cord, 15" x 10", each	Smead	SMD1056EL	EACH	427	
6609	Expansion folder - daily 1-31, legal size,open top, 15" x 10", each	Smead	SMDR219D	EACH	8	
6610	Expansion folder - alphabetic A-Z, letter size, open top, 12" x 10", each	Smead	SMDR217A	EACH	2	
6611	Expansion folder - alphabetic A-Z, legal size, open top, 15" x 10", each	Smead	SMDR219A	EACH	4	
6612	Expansion folder - monthly Jan-Dec, letter size, open top, 12" x 10", each	Smead	SMD70487	EACH	3	
6700	File pockets - 3-1/2", letter, OPEN TOP, manila lined back, 25/bx.	Esselte	ESS1524EOX	EACH	435	
6701	File pockets - 3-1/2", legal, OPEN TOP, manila lined back, 25/bx.	Esselte	SMD1526E	EACH	54	
6702	File jackets - letter, 11 pt. manila, flat expansion, thumbcut, 2-ply top, 100/box	Universal	UNV72300	BOX	25	
6703	File jackets - legal, 11 pt. manila, flat expansion, thumbcut, 2-ply top, 100/box	Universal	UNV72500	BOX	5	
6704	File jackets - letter, 11 pt. manila, 2" expansion, thumbcut, single-ply top, 50/box	Universal	UNV76300	BOX	8	
6705	File jackets - legal, 11 pt. manila, 2" expansion, thumbcut, single-ply top, 50/box	Universal	UNV76500	BOX	1	
6802	Storage boxes - legal size only, 15"x10-1/4"x24" retractable plastic access grips, each	Universal	UNV75131	CARTON	8	
6803	Storage boxes - file, 12" x 10" x 15 1/4",medium-duty - letter-legal, white, ea STANDARD	Universal	UNV95223	EACH	856	
6804	Storage boxes - file, 12" x 10" x 15 1/4",heavy-duty - letter-legal, wood grain, ctn	Fellowes	FEL00725	CARTON	6	
7100	Glue sticks - for envelopes, 3 sticks per pkg	Avery	AVE00134	PACKAGE	260	
7102	Glue - stick, non-toxic, dries clear, 1.41 oz	Universal	UNV75749	EACH	27	
7103	Glue - super, tube, .07 oz., bonds instantly	Scotch	MMM 6045	EACH	19	
7200	Tape - transparent, 1" core, 3/4" x 1296", Scotch 3M #810, w/o dispenser	Universal	UNV83436	ROLL	284	
7201	Tape - 1" masking tape, 3 ROLLS PER PACKAGE	Universal	UNV51301	PACKAGE	6	
7203	Tape - box sealing tape, 1.89x 5468 yds, 3" core, roll, 6/PK ORDER BY THE PACK OF SIX	Universal	UNV63120	EACH	44	
7204	Tape - filament, 1" x 60", 3" core, 9 ROLLS PER PKG	3M	MMM C50	PACKAGE	4	
7300	Dispenser - tape, black, for desk, 3/4", 1" core, 1/ea	Scotch	UNV15001	EACH	7	
7500	Envelope moistener - squeeze bottle, 2 oz.	UNIVERSAL	UNV56502	EACH	2	
7601	Mounting squares - 1", double coated, pre-cut,16 squares per pack	3M	MMM111	PACKAGE	8	
8101	Labels - self-adhesive, 2" x 4", white, 120/box	Universal	UNV50113	BOX	0	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
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	37	
8108	Labels - laser, 20- 4"x1" labels per sheet, 100 sheets/bx.	Universal	UNV80104	BOX	49	
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/box	Universal	UNV75113	BOX	2	
8116	Labels - dots, red, 3/4", 1000/bx	Avery	AVE30565	BOX	1	
8117	Labels - dots, yellow, 3/4", 1000/bx	Avery	AVE05462	BOX	1	
8125	Label cartridge - for DYMO label writer printer, 1-1/2" x 3-1/2" - 700 lables per roll; 2 rolls/bx.	Esselte	DYM30252	BOX	176	
8126	LETTERTAG TAPE CARTRIDGE, 1/2" X 13 FT., PEARL WHITE, CTR, 2/PKG.	DYMO	DYM-10697	PACKAGE	4	
8200	Reinforcements - rings, white, self-adhesive for 1/4" hole, 200/box	Avery	902-05729	BOX	9	
8201	Reinforcements - strips, white, self-adhesive for torn paper edges, clear mylar 200/box - each bx	C-Line	CLI64112	BOX	4	
8400	Post-it - 1-1/2" x 2", yellow, 12/pkg	Universal	UNV35662	PACKAGE	95	
8401	Post-it - 3" x 3", yellow, 12/pkg	Universal	UNV35668	PACKAGE	143	
8403	Post-it - flags, yellow, 1" x 1-3/4", 50/dispenser	3M	MMM680YW2	PACKAGE	25	
8404	Post-it - flags, blue, 1" x 1-3/4", 50/dispenser, 2/PK	3M	MMM680BE2	PACKAGE	22	
8405	Post-it - flags, red, 1" x 1-3/4", 50/dispenser, 2/PK.	3M	MMM680RD2	PACKAGE	27	
8406	Post-it - flags, green, 1" x 1-3/4", 50/dispenser, 2/PK.	3M	MMM680GN2	PACKAGE	36	
8407	Post-it - flags, orange, 1" x 1-3/4", 50/dispenser, 2/pkg	3M	MMM680OE2	PACKAGE	26	
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	5	
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	9	
9301	Ruler - 12" plastic, beveled, 1/16" scale	Universal	UNV59022	EACH	2	
9401	Scissors - righthanded, 7", straight trimmers, carbon steel blades w/black handles	Deskworks *	FISKAR 21087797	EACH	27	
9501	Staples - STANDARD,strips of 210, 5000/bx	Swingline *	ACC35108	BOX	210	
9507	Staples - heavy duty, 100 sheet capacity, 1/2", 1000/bx	Bostitch	SB3512-1M	BOX	7	
9508	Staples - heavy duty, 150 sheet capacity, 5/8", 1000/bx	Bostitch	SB35558-1M	BOX	1	
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	6	
9602	Stapler - hand, loads half-strip of standard staples, black	Universal	UNV43138	EACH	2	
9603	Stapler - desk, loads full strip	Swingline	SWI40701	EACH	40	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
9604	Stapler - Swingline 415 heavy duty; staples up to 160 sheets, ea	Swingline	SWI39005	EACH	1	
9700	Staple remover - pincher type, steel and brown plastic, each	Universal	UNV00700	EACH	15	
9701	Staple remover - multi staple puller; pulls both standard and heavy duty up to 1/2" deep	Max	MXB RZ3F	EACH	5	
9702	Staple remover - Steel jaws, Wide finger tabs with nonslip surface. Black	Swingline	SWI38101	EACH	3	
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	5	
9801	Letter opener - razor, concealed blade, plastic, 2-1/2" long	Universal	UNV31800	EACH	68	
10001	Plotter paper - 36" x 100' roll, heavyweight coated paper	HP *	HEWC1861A	ROLL	7	
10100	Adding tape - STANDARD white bond, 150 ft., 2-1/4", 100/ctn, per roll	Universal	UNV35710	ROLL	140	
10201	Dry toner - 8 1/2" x 11", 100/bx. Transparencies for copiers/ laser toner cartridges	Scotch	MMM PP2500	BOX	4	
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	446	
10401	Pads - paper, yellow, 8 1/2" x 14", 16# basis, 3/8" wide lines, ruled w/marginal line, perforated, top stub, pad	Universal	UNV4000	PAD	40	
10402	Pads - paper, yellow, 5" x 8", 16# basis, 3/8" wide lines ruled w/marginal line, perforated, top stub, pad	Universal	UNV46200	PAD	401	
10500	Steno notebooks - 80 sheets, gregg ruling, line down center, green paper, pad	Universal	UNV86920	PAD	187	
10501	Spiral collegiate notebooks - 11" x 8-1/2", single subject, 3-hole punched, asstd front covers, 80 sheets/pad	Mead	MEA06382	EACH	12	
10600	Phone message books - "While You Were Out", 4 forms/page, carbonless duplicate, wirebound, 400 sets/book	Universal	UNV48003	BOOK	1	
10811	Index cards - plain,white, 3" x 5", 100/pkg.	Esselte	ESS30	PACKAGE	23	
10812	Index cards - ruled, white, 3" x 5", 100/pkg	Esselte	ESS31	PACKAGE	29	
10815	Index cards - plain, white, 4" X 6", 100/pkg	Esselte	ESS40	PACKAGE	178	
10817	Index card guides - 4" x 6", A-Z, blue pressboard, 26/set	Esselte	ESS04635	SET	4	
10819	Index card guides - Jan-Dec, blue pressboard, 4" x 6", 12/set	Esselte	ESS04635	SET	0	
11201	Eraser - refills, for automatic pencils, 3 refills/tube, 3 tubes/ box	Pentel	PENZ21	PACKAGE	10	
11203	Eraser - refills, for Pentel Clic, 2 erasers/pkg, 2 pkg/bx	Pentel	PENZER2	PACKAGE	18	
11300	Highlighter - yellow, broad chisel tip, ea	Bic	BIC-BLMG11YW	EACH	181	
11301	Highlighters - assorted colors, yellow, pink, blue, green and orange, sold only per set	Bic	BIC-BLP51WAST	SET	8	
11302	Highlighter - blue, broad chisel tip,dz.	Universal	UNV08864	EACH	50	
11303	Highlighter - orange, broad chisel tip, dz	Universal	UNV08863	DOZEN	6	
11304	Highlighter - green, broad chisel tip,dz	Universal	UNV08862	DOZEN	4	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
11306	Towelettes - dry erase towelettes, pop up container, 50 6" x 9" sheets/container	Expo	SAN81850	CONTAINER	4	
11307	Markers - dry erase, fine pt., 4-color set; sold only per set	Expo	SAN86074	SET	2	
11308	Markers - dry erase, CHISEL med. pt., 4-color set; sold only per set	Expo	SAN80792	SET	10	
11309	Markers - permanent, black, chisel pt., 12/bx, ea	Universal	UNV07051	EACH	244	
11310	Markers - permanent, red, chisel pt., ea	Universal	UNV07052	DOZEN	24	
11312	Highlighter - yellow, thin line Briteliner, ea	Bic	BICBL11-YW	DOZEN	3	
11400	Pencils - #2, yellow hexagon barrel, dz	Universal	UNV55400	DOZEN	7	
11402	Pencils - automatic, .7mm, covered eraser, dark blue barrel, 12/box	Pentel	PENA127C	EACH	60	
11403	Pencils - automatic, 9mm, covered eraser, brown barrel, 12/box	Pentel	PENA129E	EACH	12	
11404	Pencils - lead refills, .5mm, 12 leads/tube, sold per tube	Pentel	PEN C505HB	TUBE	6	
11405	Pencils - lead refills, .7mm, 12 leads/tube, sold per tube	Pentel	PEN 50HB	TUBE	36	
11406	Pencils - lead refills, .9mm, 12 leads/tube, 3 tube/box, sold per tube	Pentel	PEN509HB	TUBE	12	
11605	Pens - Uni-ball, .2mm, blue, 12/box	Sanford	SAN60153	DOZEN	5	
11606	Pens - Uni-ball, .2mm, black, 12/box	Sanford	SAN60151	DOZEN	12	
11607	Pens - Uni-ball, .3mm, black, 12/box	Sanford	SAN60101	DOZEN	3	
11702	Pens - counter, black, refillable, each	PMF	PAP MF05057	EACH	12	
11797	Pens - ballpoint, Bic Round, fine pt., red, non-refillable, 12/box	Bic	BIC GSFG11-RD	DOZEN	2	
11798	Pens - ballpoint, Bic Soft Feel, med pt., red, non-refillable, 12/box	Bic	BICSGSM11-RD	DOZEN	4	
11799	Pens - ballpoint, Bic Soft Feel, med pt., blue, non-refillable, 12/box	Bic	BICSGSM11-BE	DOZEN	12	
11800	Pens - ballpoint, Bic Soft Feel, fine pt., black, non-refillable, 12/box	Bic	BICSGSF11BK	DOZEN	5	
11801	Pens - ballpoint, Bic Soft Feel, med. pt., black, non-refillable, 12/box	Bic	BICSGSM11-BK	DOZEN	13	
11809	Pens - ballpoint, stick, fine pt., blue, w/cap, 12/box	Sanford	SAN3361131	DOZEN	7	
11810	Pens - ballpoint, stick, fine pt., black, w/cap, 12/box	Sanford	SAN3381131	DOZEN	11	
11811	Pens - ballpoint, stick, med pt., red, w/cap, 12/box	Sanford	SAN3321131	DOZEN	24	
11812	Pens - ballpoint, stick, med. pt., black, w/cap, 12/box	Sanford	SAN3331131	DOZEN	69	
11813	Pens - ballpoint, stick, med. pt., blue, w/cap, 12/box	Sanford	SAN3311131	DOZEN	38	
11822	Pencil sharpener - battery operated, uses 4 AA batteries, ea.	Hunt	EPI16750	EACH	1	
11827	Pens - ballpoint, Bic Stic, fine pt., black, 12/box	Bic	BICGSF11BK	DOZEN	1	
11829	Pens - ballpoint, Bic Stic, med. pt., black, 12/box	Bic	BICGSM11BK	DOZEN	8	
11830	Pens - ballpoint, Bic Stic, fine pt., blue, 12/box	Bic	BICGSF11BE	DOZEN	1	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
11831	Pens - ballpoint, Bic Stic, med. pt., blue, 12/box	Bic	BICGSM11BE	DOZEN	3	
11835	Pens - ballpoint, retractable, black	Bic	BICCSM11BK	DOZEN	21	
11836	Pens - ballpoint, retractable, med pt blue	Bic	BICCSM11BE	DOZEN	11	
11903	Pens - porous, Sharpie, fine pt., 1.0mm, black, 12/box	Sharpie	SAN30001	DOZEN	26	
11904	Pens - porous, Sharpie, extra fine pt., .4mm, black, 12/box	Sharpie	SAN35001	DOZEN	7	
11905	Pens - porous, Sharpie, fine pt., 1.0mm, red, 12/box	Sharpie	SAN30002	DOZEN	7	
11909	Pens - refill, for Pilot Dr Grip gel refill, and Pilot G2 gel ink refill, fine point, black, 2/pkg	Pilot	PIL77240	PACKAGE	2	
11913	Pens - Sanford Uni-ball Signo 207 same as Gel RT, retractable roller pen, medium pt., blue, ea.	SANFORD	SAN33951	DOZEN	8	
11914	Pens - ballpoint, UNIBALL Signo gel grip, med. Pt black ink, DZ.	SANFORD	SAN65450	DOZEN	0	
12100	Ribbon - typewriter, correctable, Adler-Royal 901246 Satellite IV, 1/box	NuKote	NUKB193	EACH	1	
12102	Ribbon - typewriter, Canon AP-350, 1/bx	NuKote	NUKB168	EACH	0	
12103	Ribbon - typewriter, correctable, Canon AP-RB21, 6/bx	Canon	NUKB257	EACH	0	
12112	Ribbon - calculator, black/red nylon, Nu-Kote BR80C, EA	Nu-Kote	BR80C	EACH	35	
12115	Ribbon - typewriter for use in Sharp XQ315, ea	Nu-Kote	NUKB200	EACH	0	
12116	Ribbon - typewriter for use in Brother typewriter, ea	NuKote	NUKB199	EACH	16	
12203	Lift-off tape - typewriter, Nu-Kote 86L, 6/box	Nu-Kote	NUK86L	BOX	2	
13200	Batteries - AA, alkaline, 16 pkg, ea	Eveready	EVEA91FP24	EACH	1853	
13201	Batteries - AAA, alkaline, 12 pkg, ea	Eveready	EVEA92FP12	EACH	342	
13202	Batteries - C, alkaline, 8 pkg, ea	Eveready	EVEA938	EACH	144	
13203	Batteries - D, alkaline, 8 pkg, ea	Eveready	EVEA958BP8	EACH	209	
13204	Batteries - 9 Volt Alkaline, 4/pkg, each	Eveready	EVEA5224	EACH	58	
17100	Diskettes - 3.5",IBM, DS/HD, formatted, 10/bx	MAXELL	MAX556423	BOX	19	
17101	CDRW - rewriteable cds, Speed 10x, Capacity 650 Mb/74 min., 5/pkg., ea	Imitation *	IMN16950	EACH	223	
17102	CDR- recordable cd's, 700mb/80 min playtime, spindle storage, 100 ea.	INNOVERA	IVR77990	PACKAGE	3	
17103	CDR - recordable cds, Speed 48X, 700Mb/80 min.play time, slim jewel, 10/pkg, ea	Imitation *	IMN17332	EACH	341	
17104	DVD-R/RAM - rewriteable dvd's,rewriteable 1000 times, Capacity 9.4GB/Double-Sided, 5/pk. Ea	Inovera	IVR46805	EACH	63	
17105	DVD+RW - rewritable dvds,Capacity 4.7GB/Single-Sided, 2 hours min. play time, ea	Imitation *	IMN16804	PACKAGE	44	
17300	Compressed air duster - ozone safe, 10 oz. Cans	UNIVERSAL	UNV51501	EACH	101	
17400	Surge protector - 6-outlet, 6-ft. cord, 450 joule, 330V clamp rating, steel housing, visual surge indicator, nanosecond response time	Fellows	FEL99012	EACH	11	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
17500	Mouse pad - sponge rubber pad, 10-3/4" x 8-1/2", blue	Fellows	FEL91141	EACH	8	
17501	Wrist rest - foam cushion pad, all colors	Fellows	FEL91137	EACH	6	
18100	Calendar - desk, daily, refill, 3-1/2" x 6", one color, 2 pages for each weekday	At-A-Glance	AAGGE717-50	EACH	6	
18101	Base - for E717-50 calendar refills, black, ea	At-A-Glance	AAGE1700	EACH	1	
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	7	
18103	Base - for E919-50 calendar refills, black, ea	At-A-Glance	E1900	EACH	1	
18200	Calendar - desk pad, 22" x 17", non-refillable, ruled daily blocks, vinyl corners, eyelets for hanging, Jan-Dec	At-A-Glance	AAG SK2400	EACH	134	
18301	Calendar - wall, one-year, metal bound, unruled daily blocks, hanging eyelet, 24" x 36", blue ink	At-A-Glance	AAGPM1228	EACH	1	
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	10	
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	6	
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	6	
18504	Appointment book - weekly/monthly, 8" x 9-7/8", simulated leather, black	AT-A-GLANCE	AAG 76-01-05	EACH	1	
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	8	
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	20	
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	17	
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	5	
18615	Refill for 70-236-05 and 70-296-05, year 2011	At-A-Glance	AAG 70-923-71	EACH	8	
18616	Refill for 70-236-05 and 70-296-05, year 2012	At-A-Glance	AAG-70-923-72	EACH	8	
19100	Cassettes - leaderless, ,20/bx.90 min. dictating cassettes, EACH	Maxwell	MAX102211	EACH	58	
19101	Cassettes - MICRO, 60min.3/PKG	MAX	MAX179030	EACH	667	
21100	Binding combs - 5/16", 40 sheet capacity, black, 25/bx	FELLOWS	52507	BOX	19	
21101	Binding combs - 3/8", 55 sheet capacity, black, 25/bx	ACCO	4090022	BOX	10	
21102	Binding combs - 1/2", 90 sheet capacity, black, 25/bx	ACCO	4090034	BOX	5	
21103	Binding combs - 5/8", 120 sheet capacity, black, 25/bx	ACCO	4090046	BOX	3	

Item Number	Item Description	Suggested Manufacturer	Vendor Item Number	Unit Of Measure	Quantity Ordered	Cost
21106	Binding combs - 1-1/2", 250 sheet capacity, black, 10/bx	GBC	4200010	EACH	10	
22201	Phone Cord - Handset 12', dark gray, ea.	Tech Electronics	B107	EACH	9	
22400	Wall clock - quartz, 11-1/2" dia., black case, AA battery required	UNIVERSAL	UNV 10431	EACH	8	
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	4	
22600	Posterboard - White, 22" x 28", 10 per pk, per sheet	Bienfang	EPI-750-173	EACH	10	
22800	Waste basket - 7 gallon	Rubbermaid	RUB29561	EACH	10	
22901	Dry Erase Board - 36" x 24" with wooden frame	Quartet	QRTS573	EACH	2	
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	63	
24001	Laminating Pouches - lettersize, 3 ML, 100/BX.	GBC	GBC3745022	BOX	8	
26000	Shredder Oil - 12 oz. Bottle, used for oiling shredder blades, ea.	Fellows	FEL35250	EACH	2	