

BID TABULATION OFFICE SUPPLIES 2016 BID OPENING DATE 10-27-15					QUILL CORPORATION	OFFICE SOURCE	LD PRODUCTS, INC.	OFFICE DEPOT, INC.	OFFICE ESSENTIALS
					100 SCHELTER RD LINCOLNSHIRE, IL 60069	719 RUDDER RD FENTON MO 63026	3700 COVER ST LONG BEACH CA 90808	6600 N MILITARY TRAIL BOCA RATON FL 33496	1834 WALTON RD ST LOUIS MO 63114
Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	UNIT COST				
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301	EACH	1.90	1.24	1.82	2.59	1.80
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401	EACH	3.14	1.89	2.93	3.19	3.35
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501	EACH	3.83	2.24	3.69	3.89	3.75
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601	EACH	5.61	3.55	5.25	4.49	5.42
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604	EACH	8.62	6.89	14.15	12.29	16.49
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79606	EACH	16.95	7.19	29.98	21.39	27.15
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710	EACH	1.72	1.29	4.31	3.19	2.07
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725	EACH	1.78	1.89	5.39	3.89	2.99
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05730	EACH	2.27	2.29	3.63	4.49	3.46
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05740	EACH	3.12	3.30	5.04	5.19	5.08
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711	EACH	1.72	1.24	1.99	3.19	2.07
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726	EACH	1.78	1.49	2.99	3.89	2.99
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731	EACH	2.27	2.24	6.11	4.49	3.46
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741	EACH	3.12	2.99	7.91	5.19	5.08
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Prestext, Light Blue	Acco *	ACC54132	EACH	5.23	5.89	6.91	8.29	6.72
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	1.35	1.59	6.28	3.89	2.00
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	1.35	1.89	5.78	3.89	2.00
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	1.35	1.89	6.48	3.89	2.00
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	SET	1.35	1.89	6.98	3.89	2.00
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	NO BID	1.89	1.92	2.69	1.98
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal	UNV21872	SET	0.34	0.40	0.55	5.19	0.36
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5- Tab, Buff	Universal	UNV21871	SET	0.23	0.29	0.42	3.19	0.24
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	3.90	1.99	2.58	3.19	1.71
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241	PACKAGE	NO BID	2.09	5.01	4.49	3.76
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	PACKAGE	NO BID	2.09	6.98	4.49	3.82
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CLJ62028	BOX	5.41	3.99	10.96	9.69	9.38
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806	BOX	6.00	18.99	32.17	31.69	23.47
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	4.69	4.87	14.01	11.79	6.61
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	Oxford *	OXF55806	BOX	6.00	18.99	24.84	31.69	23.47
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72210	BOX	2.17	0.01	1.97	0.339	0.137
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72220	BOX	5.08	0.29	4.69	0.609	0.52
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV10200	DOZEN	0.21	0.18	0.31	0.69	0.30
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap, 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210	DOZEN	0.51	0.39	0.69	1.09	0.58
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220	DOZEN	1.23	0.99	1.73	2.39	1.51
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	7.00	6.59	7.00	8.39	8.68
2151	Flash Drive - 16GB Flash Drive, USB 3.0., Retractable, Gray	Verbatim	VER49172	EACH	9.80	9.39	9.98	10.89	10.72
2152	Flash Drive - 32GB Flash Drive, USB 3.0., Retractable, Gray	Verbatim	VER49173	EACH	19.00	15.49	19.79	22.69	15.87
2153	Flash Drive - 64GB Flash Drive, USB 3.0., Retractable, Gray	Verbatim	VER49174	EACH	31.80	25.49	32.86	45.49	32.86
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992	BOX	1.84	1.00	2.35	3.49	2.37
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310	PACKAGE	1.87	0.45	0.96	0.95	0.77
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118	PACKAGE	2.93	1.99	4.59	7.49	3.07
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132	PACKAGE	2.93	1.99	4.10	4.69	2.92
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133	PACKAGE	2.93	1.99	4.22	4.69	3.14
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164	PACKAGE	2.93	1.99	6.10	4.69	3.14
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC *	BICWOTAP10	EACH	1.13	1.35	1.64	1.191	1.56
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115	EACH	5.81	1.29	2.06	2.045	1.74
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC *	BICWOFQD12WE	EACH	0.80	0.59	1.0575	0.916	0.98
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051	PAIR	2.83	0.99	2.56	3.49	2.22
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	UNV40304	EACH	0.90	0.69	1.19	1.29	1.12
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	UNV40305	EACH	1.09	0.89	2.78	1.79	1.12
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline	SWI54032	PACKAGE	0.82	1.09	2.78	1.59	1.72
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LEE10134	EACH	1.50	1.55	2.69	3.69	2.42
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	11.22	9.00	17.39	16.19	13.61
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	8.19	7.29	9.03	11.39	9.68
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108	EACH	NO BID	0.82	1.72	4.09	2.51
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	NO BID	0.44	2.58	3.19	1.11
4705	Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	Fellowes	FEL72613	EACH	12.49	2.99	11.87	6.79	6.16
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	2.24	4.45	11.40	5.39	7.13
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	3.41	5.45	13.91	10.39	9.25
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	4.16	6.00	9.70	12.29	12.16
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	1.73	0.49	NO BID	0.89	0.53
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	EACH	4.86	5.25	10.83	6.49	9.11
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052	EACH	44.49	1.09	2.75	2.79	3.83
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	Universal	UNV08100	SET	3.25	1.49	2.61	3.59	4.24
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	Universal	UNV08101	SET	6.25	2.49	9.57	7.79	10.56
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	Eldon	16073	SET	15.20	2.94	NO BID	4.09	4.24
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMP21DX	EACH	59.20	55.00	63.33	70.99	58.69
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	2.48	3.19	4.04	3.79	1.91
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	16.40	0.74	1.78	1.59	1.01
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	16.40	1.59	3.84	2.79	1.64
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	EACH	1.12	1.18	2.45	1.59	1.29
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	EACH	1.12	1.18	2.45	1.59	1.29
5204	Ink - Stamp Pad Refill Ink for Clik! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	NO BID	1.90	3.39	3.19	2.86
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048	EACH	5.04	1.90	2.36	4.09	4.84
5219	Message Stamp - " RECEIVED", Pre-Inked/Re-Inkable, Red	Universal	UNV10067	EACH	1.87	1.90	4.06	4.09	4.84
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	Cosco	USSRD010	EACH	6.49	1.29	3.59	2.79	2.58

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					100 SCHELTER RD LINCOLNSHIRE, IL 60069	719 RUDDER RD FENTON MO 63026	3700 COVER ST LONG BEACH CA 90808	6600 N MILITARY TRAIL BOCA RATON FL 33496	1834 WALTON RD ST LOUIS MO 63114
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US Stamp & Sign	USSE4752	EACH	5.04	15.00	13.84	12.79	13.70
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	NO BID	10.00	11.87	9.69	9.61
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	USSE4850L	EACH	NO BID	11.00	16.01	11.69	11.84
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV12113	BOX	4.20	4.29	7.98	5.19	6.12
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV15113	BOX	5.73	6.49	12.98	9.09	8.88
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	16.45	15.49	22.78	10.99	15.27
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12743	BOX	7.42	11.00	18.62	10.99	15.27
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12043	BOX	7.42	11.00	17.70	10.99	15.27
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12943	BOX	7.42	11.00	17.70	10.99	15.27
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12543	BOX	7.42	11.00	17.70	10.99	15.27
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD12143	BOX	7.42	11.00	17.70	10.99	15.27
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	BOX	9.87	19.00	26.62	17.49	22.27
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	BOX	9.87	19.00	29.98	17.49	22.27
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	BOX	9.87	19.00	26.99	17.49	22.27
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	BOX	9.87	19.00	29.98	17.49	22.47
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/ Box	Smead	SMD17534	BOX	9.87	24.00	37.60	31.09	28.53
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/ Box	Smead	SMD17634	BOX	40.50	24.00	37.60	32.69	28.53
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100	BOX	9.59	13.49	20.30	19.49	15.88
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/ Box	Smead	SMD25010	BOX	16.43	24.00	36.58	35.99	28.53
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	16.43	24.00	37.43	35.99	28.53
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	16.43	24.00	37.14	35.99	28.53
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	16.43	24.00	37.43	35.99	28.53
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	16.43	27.0	37.43	35.99	28.53
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/ Box	Esselte	SMD12643	BOX	NO BID	16.49	22.78	10.99	15.27
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	BOX	15.25	22.00	29.65	27.79	27.84
6126	File Folders - Letter, Manilla, End-Tab Folders, Straight Cut Tab, 14 Pt, 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	7.3	14.00	15.17	16.19	14.73
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046	BOX	16.1	18.00	31.12	22.69	36.52
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS1257SC	BOX	16.1	19.40	45.71	45.49	33.15
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14115	BOX	3.41	5.12	7.12	6.49	5.81
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14215	BOX	4.25	7.12	9.08	9.69	8.78
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD 64220	BOX	20.4	29.89	37.28	25.99	29.54
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615	PACKAGE	0.9	1.45	3.59	3.49	2.11
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600	PACKAGE	0.75	0.75	3.14	2.89	1.63
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	1.98	4.09	5.60	4.49	5.28
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	NO BID	4.09	7.79	4.49	4.67
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	4.08	5.09	9.48	6.09	5.42
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000	EACH	NO BID	2.29	3.22	9.69	4.34
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	EACH	NO BID	2.29	4.53	10.39	3.72
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	20	12.00	15.86	16.09	12.33
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	23.5	15.00	19.27	16.19	15.27
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	1.544	1.89	3.15	3.39	2.93
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71356	EACH	1.689	2.79	3.42	4.59	3.22
6608	Expansion Folder - Letter, Daily 1- 31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Smead	SMD70467	EACH	20.00	7.09	17.07	12.99	14.61
6609	Expansion Folder - Legal, Daily 1- 31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Smead	SMD70469	EACH	23.50	9.69	20.28	19.69	18.91
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425	EACH	12.00	5.09	10.28	10.99	8.92
6611	Expansion Folder - Legal, A- Z Open Expanding File, 21 Pockets, Legal, Leather- Like Redrope	Smead	SMD70430	EACH	17.00	6.99	14.84	13.59	13.06
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70388	EACH	17.00	6.09	13.89	9.69	14.62
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490	EACH	17.00	4.89	17.98	9.69	12.01
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224	EACH	1.48	0.64	1.1624	1.2996	0.84
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224	EACH	0.732	0.72	1.3776	1.5596	1.09
6702	File Jackets - Letter, 11 Point Manila, 100/Box	Universal	UNV72300	BOX	9.36	14.50	19.45	30.49	22.24
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Universal	UNV72500	BOX	12.48	20.00	30.36	35.39	27.70
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300	BOX	8.58	16.49	21.93	29.19	16.11
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500	BOX	9.90	19.49	29.78	32.49	27.02
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131	CARTON	43.08	34.00	81.19	55.19	60.88
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	Universal	UNV95223	EACH	1.147	1.50	2.253	1.891	1.98
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725	CARTON	32.46	27.00	69.98	45.49	34.06
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134	EACH	0.32	0.15	1.39	0.531	0.58
7102	Glue Stick - Permanent Glue Stick,.74 oz, Stick	Universal	UNV75749	EACH	NO BID	0.33	0.48	0.365	0.48
7103	Glue - Loctite Super Glue Gel,.07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	NO BID	0.75	2.50	2.59	2.32
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV83436	ROLL	0.55	0.59	0.73	1.174	0.74
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301	ROLL	4.50	0.98	1.66	1.49	1.13
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	Universal	UNV63120	ROLL	1.153	1.00	1.462	1.948	1.35
7204	Tape - Filament Tape,.94" x 60 yards, 3" Core	3M	MMM 8931	ROLL	3.44	2.00	8.49	9.39	7.35
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001	EACH	1.44	1.00	1.69	2.79	1.14
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502	EACH	0.39	0.39	0.78	0.69	0.44
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111	PACKAGE	0.99	0.90	1.80	1.89	1.11
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106	BOX	21.46	6.19	14.48	20.79	10.48
8106	Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box	Universal	UNV90102	BOX	17.63	5.99	14.22	13.79	16.58
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV80102	BOX	21.46	5.99	7.47	16.19	6.74
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80104	BOX	21.46	5.99	7.32	20.79	6.92
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal	UNV80107	BOX	22.10	6.09	8.16	19.49	14.49
8110	Labels - Laser Pinter Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30605	BOX	9.82	5.99	8.08	21.39	4.92
8116	Labels - Print or Write Removable Color-Coding Labels, 3/ 4in dia, Red, 1008/ Pack	Avery	AVE05466	PACKAGE	2.80	2.69	3.92	4.69	3.68
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	PACKAGE	2.80	2.69	5.28	4.69	3.68
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Blue, 1008/ Pack	Avery	AVE05469	PACKAGE	2.80	2.69	7.68	4.69	3.68
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/ 8 x 3- 1/ 2, White, 700/ Box	DYMO	DYM30252	BOX	12.52	13.50	17.82	17.49	17.38
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	NO BID	17.00	22.12	18.69	20.30

BID TABULATION OFFICE SUPPLIES 2016 BID OPENING DATE 10-27-15					QUILL CORPORATION	OFFICE SOURCE	LD PRODUCTS, INC.	OFFICE DEPOT, INC.	OFFICE ESSENTIALS
					100 SCHELTER RD LINCOLNSHIRE, IL 60069	719 RUDDER RD FENTON MO 63026	3700 COVER ST LONG BEACH CA 90808	6600 N MILITARY TRAIL BOCA RATON FL 33496	1834 WALTON RD ST LOUIS MO 63114
8200	Reinforcements - Hole Reinforcements, 1/ 4" Diameter, White, 200/ Pack	Avery	AVE05729	BOX	0.64	0.32	1.69	1.59	0.86
8201	Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/ 4 x 1, 200/ BX	C-Line	CLIG4112	BOX	11.95	4.79	15.01	16.89	13.55
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	1.81	2.00	3.42	3.19	2.48
8400	Post-it - Standard Self-Stick Notes, 1- 1/ 2 x 2, Yellow, 12 100- Sheet Pad/ Pack	Universal	UNV35662	PACKAGE	4.08	0.95	1.49	4.09	1.38
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35668	PACKAGE	9.50	1.95	2.75	7.393	2.67
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M	MMM680YW2	EACH	1.455	1.50	2.005	2.045	1.71
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2	EACH	1.455	1.50	2.04	2.045	1.71
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2	EACH	1.455	1.50	2.04	2.045	1.71
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2	EACH	1.455	1.50	2.04	2.045	1.71
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM680OE2	EACH	1.455	3.65	2.04	2.045	1.71
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH	PACKAGE	3.40	1.49	5.16	3.69	4.80
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222	EACH	2.82	2.90	4.24	6.49	3.89
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323	EACH	2.65	3.30	4.55	10.39	4.15
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	37.82	26.49	37.11	28.59	30.58
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022	EACH	0.34	0.24	0.45	1.09	0.42
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	7.43	8.00	9.17	5.19	6.08
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ACM13135	EACH	0.59	0.69	3.03	3.89	3.43
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal	UNV79000	BOX	0.68	0.45	0.68	1.59	0.67
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline	SWI35450	BOX	1.60	0.45	2.99	2.39	2.47
9504	Staples - High-Capacity Staples, 3/ 8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	3.01	3.00	5.48	3.49	3.93
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M	BOX	1.62	0.90	3.50	3.69	2.94
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	1.78	4.00	7.68	4.49	5.93
9511	Staples - S.F. 13 Heavy- Duty 1/ 2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	Swingline	SWI35312	BOX	2.44	0.90	7.36	4.49	4.33
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	BOX	3.01	2.89	4.00	4.09	3.57
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	Universal	UNV43119	EACH	3.80	2.95	10.78	7.09	3.81
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SWI40701	EACH	3.09	2.95	6.79	5.79	7.66
9604	Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	Swingline	SWI39005	EACH	19.25	18.70	27.17	38.29	28.60
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	2.96	7.40	9.09	8.39	8.58
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	Universal	UNV00700	EACH	NO BID	0.18	0.61	1.29	0.35
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB R23F	EACH	NO BID	7.50	9.22	6.49	7.21
9702	Staple Remover - Deluxe Jaw Style Staple Remover	Swingline	SWI38101	EACH	3.52	0.18	4.54	3.39	2.61
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SWI37141	EACH	NO BID	2.60	4.68	1.09	2.14
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal	UNV31750	EACH	0.62	0.37	0.94	0.79	0.77
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/ 2", White, 2/Pack	Universal	UNV31803	EACH	NO BID	0.28	0.44	1.29	0.38
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	ROLL	NO BID	21.50	30.55	26.59	22.13
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	NO BID	10.31	20.29	14.55	10.89
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/ 2" Core, 2- 1/ 4" x 150 ft, White, 100/ CT	Universal	UNV35710	ROLL	0.2914	0.39	0.4757	57.79	0.49
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/ Carton	PMC *	PMC05262	ROLL	NO BID	0.34	0.3368	52.65	0.28
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	BOX	32.30	17.00	19.63	25.99	20.86
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630	PAD	0.4767	0.57	0.6942	0.6325	0.66
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000	PAD	0.5375	0.87	1.267	0.9158	0.97
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200	PAD	0.2217	0.40	0.49	0.4575	0.48
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920	DOZEN	4.82	11.28	23.28	9.09	12.72
10501	Spiral Bound Notebook - College Rule, 8- 1/ 2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	EACH	1.60	1.70	2.21	2.39	2.31
10600	Phone Message Books - Wirebound Message Books, 2 3/ 4 x 5, Two-Part Carbonless, 400 Sets/Book	Universal	UNV48003	BOOK	2.00	2.40	5.84	4.49	3.27
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS 30	PACKAGE	0.31	0.40	1.04	0.95	0.58
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS 31	PACKAGE	0.31	0.40	0.83	0.95	0.58
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS 41	PACKAGE	0.58	0.75	2.38	1.65	1.09
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS 40	PACKAGE	0.58	0.65	1.23	1.65	1.09
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015	BOX	3.44	1.40	11.08	7.79	4.39
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0.61	0.50	1.48	2.79	0.73
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	PACKAGE	2.24	2.69	4.82	4.39	3.81
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	PACKAGE	0.87	0.89	1.79	1.29	1.02
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505	EACH	1.55	0.95	1.96	1.69	1.71
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic *	BLMG11YW	EACH	0.2217	0.367	0.4825	5.19	0.42
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST	SET	2.71	0.95	2.28	3.19	1.81
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal	UNV08864	DOZEN	2.00	2.90	6.47	4.19	3.31
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal	UNV08863	DOZEN	2.68	2.90	4.92	4.19	3.31
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal	UNV08862	DOZEN	2.00	2.90	5.15	4.19	3.31
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo	SAN81850	CONTAINER	4.55	2.39	8.79	6.75	6.46
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	2.64	2.43	3.34	3.29	3.17
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074	SET	3.11	1.50	4.35	3.39	3.59
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal	UNV07051	EACH	0.175	0.2325	0.2875	0.2658	0.29
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	UNV07052	DOZEN	5.21	2.79	6.96	3.19	3.44
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503	DOZEN	7.34	0.69	1.34	11.25	4.01
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW	DOZEN	2.66	2.45	4.81	4.39	4.13
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B	EACH	0.49	1.90	5.13	2.03	2.68
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal	UNV55400	DOZEN	0.79	0.77	1.58	1.09	0.75
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	2.37	13.00	16.56	13.59	13.92
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	2.37	14.00	16.56	17.88	13.92
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	1.68	1.25	16.56	1.75	1.16
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB	TUBE	0.40	0.19	1.18	0.79	0.58
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB	TUBE	0.38	0.19	1.06	0.79	0.58
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	0.45	0.45	1.19	0.79	0.58
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301	DOZEN	2.69	1.49	4.96	3.49	3.80
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153	DOZEN	7.58	2.50	9.86	8.19	7.98
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151	DOZEN	7.58	2.50	10.15	8.19	7.98
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	Sanford	SAN60101	DOZEN	7.58	2.50	11.61	8.19	7.98

BID TABULATION OFFICE SUPPLIES 2016 BID OPENING DATE 10-27-15					QUILL CORPORATION	OFFICE SOURCE	LD PRODUCTS, INC.	OFFICE DEPOT, INC.	OFFICE ESSENTIALS
					100 SCHELTER RD LINCOLNSHIRE, IL 60069	719 RUDDER RD FENTON MO 63026	3700 COVER ST LONG BEACH CA 90808	6600 N MILITARY TRAIL BOCA RATON FL 33496	1834 WALTON RD ST LOUIS MO 63114
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334	DOZEN	11.13	3.80	14.26	12.99	15.03
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	DOZEN	11.13	3.80	14.73	12.99	15.03
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	DOZEN	7.34	9.00	16.42	14.69	11.74
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	2.84	1.65	2.29	3.09	2.02
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1.37	1.60	2.78	1.59	1.97
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	1.37	3.99	5.70	5.39	4.68
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	0.83	3.59	4.85	3.75	4.68
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	4.97	3.59	4.60	3.75	4.68
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK	DOZEN	0.83	0.69	1.46	1.29	1.06
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	UNV27421	DOZEN	2.91	0.69	1.61	1.29	0.90
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	Universal	UNV27420	DOZEN	2.91	0.69	1.68	1.29	0.90
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	Universal	UNV27412	DOZEN	NO BID	0.69	1.16	0.79	0.90
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	Universal	UNV27410	DOZEN	NO BID	0.69	1.28	0.79	0.90
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	Universal	UNV27411	DOZEN	NO BID	0.69	1.28	0.79	0.90
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	EPI16750	EACH	14.49	14.00	13.67	6.49	12.05
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK	DOZEN	0.83	0.69	1.36	1.29	1.06
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE	DOZEN	0.83	0.69	2.08	1.29	1.06
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE	DOZEN	0.83	0.69	1.49	1.29	1.06
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	CSM11BK	DOZEN	3.87	1.19	5.09	4.69	5.43
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	CSM11BE	DOZEN	3.87	1.19	6.22	4.69	5.43
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	Zebra	ZEB14680	BOX	13.26	14.00	18.45	21.29	17.38
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001	DOZEN	7.09	2.89	8.64	7.39	8.08
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN 35001	DOZEN	7.09	6.89	7.80	7.39	7.29
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN 30002	DOZEN	7.09	2.89	8.78	7.39	7.91
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	DOZEN	10.51	1.09	2.19	11.69	15.22
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	Pilot	PIL77240	PACKAGE	1.03	1.09	2.62	1.89	1.23
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	PIL31022	DOZEN	10.39	3.89	13.75	11.19	13.14
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	PIL31020	DOZEN	10.39	3.89	12.94	11.19	13.14
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021	DOZEN	10.39	3.89	12.79	11.19	13.14
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	11.98	12.06	14.31	14.29	16.06
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450	DOZEN	10.39	3.79	13.51	11.69	12.57
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters		ITKKOR192B	EACH	3.05	4.49	6.99	5.19	7.32
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	1.29	2.00	4.18	2.59	3.41
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	EACH	0.71	1.09	1.35	2.095	1.75
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	DataProducts	R1420	EACH	1.56	3.00	NO BID	5.445	2.42
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	DataProducts	R51816	BOX	2.44	4.49	NO BID	10.17	3.09
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell *	MN1500B16	EACH	0.381	0.853	0.7356	0.649	0.67
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell *	MN24RT12Z	EACH	0.404	0.869	0.8617	0.674	0.64
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell *	MN14RT8Z	EACH	0.816	1.55	1.8175	1.236	1.22
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell *	MN13RT8Z	EACH	0.816	1.4988	1.8263	1.298	1.20
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell *	MN16RT4Z	EACH	1.6325	2.9975	3.5275	2.923	2.44
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer *	EVE-EL123AP	EACH	5.79	4.595	5.05	4.49	5.27
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	EACH	6.28	2.20	4.50	0.969	1.15
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	IVR77990	PACKAGE	17.09	15.00	23.64	22.69	20.27
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	0.615	0.37	0.462	0.479	0.45
17104	DVD-R/RAM - Recordable DVD's, Rewritable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	EACH	NO BID	0.76	NO BID	0.678	0.31
17105	DVD-RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94520	EACH	4.67	0.90	NO BID	1.59	0.80
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46850	PACKAGE	12.18	13.20	14.39	13.99	15.37
17111	DVD-R - 8cm Minidisc DVD - R, 1.4GB, 4x, w/ Jewel Case, Silver, 3/ Pack	Innovera	IVR46803	PACKAGE	NO BID	6.49	NO BID	4.69	1.80
17200	Photo Paper - Glossy Photo Paper, 60 lbs, Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	15.34	13.00	17.98	16.29	14.39
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403	BOX	1.34	0.95	3.05	5.39	3.16
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can	Universal	IVR51501	EACH	2.10	2.59	3.66	3.89	4.14
17400	Surge Protector - Six-Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	EACH	9.45	8.18	9.52	12.29	9.56
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021	EACH	0.56	0.94	3.19	3.89	3.26
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	Fellowes	FEL9175801	EACH	7.49	6.95	10.36	12.25	11.86
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black	Fellowes *	FEL9252101	EACH	8.65	11.25	12.96	11.99	12.90
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAG E71750	EACH	NO BID	1.39	2.30	3.49	1.52
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	At-A-Glance	AAGE1700	EACH	5.96	7.49	15.70	12.29	9.15
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	NO BID	4.49	6.93	8.39	5.29
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4"for E919-50 Calendar Refills, Black	At-A-Glance	AAGE1900	EACH	5.24	6.49	14.50	10.99	8.76
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	NO BID	2.85	4.49	3.89	3.03
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	NO BID	6.60	8.71	10.39	8.72
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAG G10000	EACH	NO BID	8.95	13.83	13.59	9.98
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAG G56000	EACH	NO BID	19.48	31.71	33.09	25.78
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	NO BID	7.99	11.20	16.09	10.95
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10-7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	NO BID	12.49	15.91	16.19	13.03
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	NO BID	14.20	19.66	20.79	16.87
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG 7012705	EACH	NO BID	8.19	11.58	12.59	8.71
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG 7026005	EACH	NO BID	9.49	11.04	12.99	10.05
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG G40000	EACH	NO BID	6.89	9.16	10.99	9.29
18603	Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers, Sim. Leather, Black	At-A-Glance	AAG 7023605	EACH	NO BID	38.00	49.80	45.49	41.49
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	NO BID	11.99	19.97	16.89	15.46

BID TABULATION OFFICE SUPPLIES 2016 BID OPENING DATE 10-27-15					QUILL CORPORATION	OFFICE SOURCE	LD PRODUCTS, INC.	OFFICE DEPOT, INC.	OFFICE ESSENTIALS
					100 SCHELTER RD LINCOLNSHIRE, IL 60069	719 RUDDER RD FENTON MO 63026	3700 COVER ST LONG BEACH CA 90808	6600 N MILITARY TRAIL BOCA RATON FL 33496	1834 WALTON RD ST LOUIS MO 63114
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	NO BID	9.09	13.62	14.29	10.38
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG 7029605	EACH	NO BID	37.00	47.44	48.09	42.37
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	NO BID	20.98	28.53	33.09	25.78
18619	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2015 Refill for 7023605 and 7029605	At-A-Glance	AAG7092375	EACH	NO BID	8.79	10.36	10.15	8.49
18620	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2016 Refill for 7023605 and 7029605	At-A-Glance	AAG7092376	EACH	NO BID	8.09	8.96	10.15	8.49
18621	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2017 Refill for 7023605 and 7029605 - **Available July, 2014**	At-A-Glance	AAG 7092377	EACH	NO BID	7.59	10.34	10.25	8.49
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG 7092378	EACH	NO BID	8.14	12.25	10.25	8.49
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL 52507	BOX	2.85	2.65	5.70	5.49	5.00
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325	BOX	3.14	3.19	9.98	7.79	5.03
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	GBC4090034	BOX	4.28	3.59	5.22	10.99	3.30
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Acco	GBC4090046	BOX	1.7175	4.49	8.23	5.19	6.69
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	BOX	7.56	8.20	15.05	13.59	14.58
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	BOX	12.02	4.79	7.11	6.49	25.02
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	EACH	18.60	14.63	39.61	11.69	0.41
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	NO BID	2.39	NO BID	3.19	2.51
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	19.32	10.59	11.26	9.69	15.71
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	57.50	36.00	46.49	47.95	37.08
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	7.86	8.79	11.34	10.79	9.72
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	12.16	14.59	14.01	15.59	17.25
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	15.77	34.00	49.92	31.49	38.99
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	EACH	0.2264	0.72	0.782	3.75	0.66
22800	Waste Basket - 7 gallon	Rubbermaid	22177	EACH	4.55	3.00	NO BID	5.19	5.65
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	Quartet	QRT S573	EACH	24.35	13.00	38.19	25.99	40.21
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36"x24"	Quartet	QRT303	EACH	22.20	13.00	35.56	25.99	37.37
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	11265STCLR	EACH	12.30	17.00	NO BID	22.69	39.99
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022	BOX	18.71	9.49	26.59	29.19	31.58
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	PACKAGE	44.25	9.49	40.47	45.49	35.83
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack	HeatSeal	3200579	EACH	0.97	0.78	0.758	0.7276	0.69
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	PACKAGE	6.78	8.50	9.67	10.99	8.53
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL 35250	EACH	3.79	5.30	7.84	5.79	5.08
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	9.38	12.64	17.28	11.19	13.28
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	PACKAGE	5.20	0.49	NO BID	5.79	19.11
REQUIRED DOCUMENTS									
NOTARIZED WORK AFFIDAVIT COMPLETED:					Y	NOT NOTARIZED	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):					Y	Y	N	Y	Y
COPY OF INSURANCE PROVIDED:					Y	Y	Y	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY:					Y	Y	NOT NOTARIZED ON PAGE	Y	Y
COOPERATIVE BID FORM (Y/N):					Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:					Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE:					Y	Y	Y	Y	Y
BID DEPOSIT REQUIRED:					N/A	N/A	N/A	N/A	N/A
COMMENTS:					SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED



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

Invitation for Bid: **OFFICE SUPPLIES 2016**

Date Issued: **9-15-15**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, OCTOBER 27, 2015**, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380
vpratt@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

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

Contract Term:
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE

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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:**

<u>QUILL CORP.</u>	<u>Martin Colburn</u>
Company Name	Authorized Agent (Print)
<u>100 SCHULTER ROAD</u>	<u>[Signature]</u>
Address	Signature
<u>LINCOLN/SHIRE, IL 60069</u>	<u>National Sales Manager</u>
City/State/Zip Code	Title
<u>800-634-4809</u>	<u>10/9/2015</u>
Telephone #	Date
<u>BID@QUILL.COM</u>	<u>36-2952904</u>
E-mail	Tax ID #
	<u>800-789-2016</u>
	Fax #

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B, ID 0430</i>	Avery	AVE04301	EACH	123	1.90/ea
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B, ID 04401</i>	Avery	AVE04401	EACH	27	3.14/ea
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B, ID 04501</i>	Avery	AVE04501	EACH	30	3.83/ea
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets <i>AVERY B, ID 04601</i>	Avery	AVE04601	EACH	36	5.61/ea
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B, ID 79604</i>	Avery	AVE79604	EACH	17	8.62/ea
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets <i>AVERY B, ID 79606</i>	Avery	AVE79606	EACH	0	16.95/ea
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets <i>QUICK B, ID 7821 BK</i>	Avery	AVE05710	EACH	2	1.72/ea
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets <i>QUICK B, ID 78215 BK</i>	Avery	AVE05725	EACH	2	1.78/ea
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets <i>QUICK B, ID 7822 BK</i>	Avery	AVE05730	EACH	19	2.27/ea
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets <i>QUICK B, ID 7823 BK</i>	Avery	AVE05740	EACH	1	3.12/ea
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets <i>QUICK B, ID 7821 W</i>	Avery	AVE05711	EACH	0	1.72/ea
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets <i>QUICK B, ID 78215 W</i>	Avery	AVE05726	EACH	17	1.78/ea
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets <i>QUICK B, ID 7822 W</i>	Avery	AVE05731	EACH	1	2.27/ea
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets <i>QUICK B, ID 7823 W</i>	Avery	AVE05741	EACH	2	3.12/ea
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Prestex, Light Blue <i>WILSON JONES B, ID 54132 Q</i>	Acco *	ACC54132	EACH	0	5.23/ea
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White <i>AVERY B, ID 11370 Q</i>	Avery *	AVE11370	SET	0	1.35/ea
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White <i>AVERY B, ID 11372 Q</i>	Avery *	AVE11372	SET	0	1.35/ea
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White <i>AVERY B, ID 11396</i>	Avery *	AVE11396	SET	0	1.35/ea

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White <i>AVERY BID 113970</i>	Avery *	AVE11397	SET	0	1.35/ST
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White <i>QUICK BID 781180</i>	Avery *	AVE01334	SET	0	168 BID
1200	Indexes - Letter, Insertable Index, Multicolor Tabs 8-Tab, Buff <i>QUICK BID 781180</i>	Universal	UNV21872	SET	59	.34/5
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab, Buff <i>QUICK BID 781150</i>	Universal	UNV21871	SET	73	.23/ST
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab <i>CARDINAL BID UNICARD 60218</i>	Sparco	SPR21905	SET	10	3.99/ST
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25 / Pack	Avery	AVE16241	PACKAGE	4	110 BID
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25 / Pack	Avery	AVE16239	PACKAGE	0	110 BID
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX <i>QUICK BID 782100</i>	C-Line	CL162028	BOX	33	5.41/BX
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box <i>OXFORD BID 558060</i>	Duo-Tang *	ESS55806	BOX	11	6.00/BX
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box <i>OXFORD BID 57513</i>	Duo-Tang *	ESS57513	BOX	12	4.69/BX
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box <i>OXFORD BID 558060</i>	Oxford *	OXF55806	BOX	5	6.00/BX
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack <i>QUICK BID P135</i>	Universal	UNV72210	BOX	220	2.17/PK
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack <i>QUICK BID P135</i>	Universal	UNV72220	BOX	280	5.08/PK
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen <i>QUICK BID 780200</i>	Universal	UNV10200	DOZEN	78	.21/BX
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap, 1-1/4" Wide, Black/Silver, Dozen <i>QUICK BID 720500</i>	Universal	UNV10210	DOZEN	80	.51/BX
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen <i>QUICK BID 781000</i>	Universal	UNV10220	DOZEN	44	1.23/BX
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 781860</i>	Verbatim	VER49171	EACH	0	7.00/EACH
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 781864</i>	Verbatim	VER49172	EACH	0	9.80/EACH

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2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
2152	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 721568</i>	Verbatim	VER49173	EACH	0	19.00/EA
2153	Flash Drive - 64GB Flash Drive, USB 3.0, Retractable, Gray <i>VERBATIM BID 73112</i>	Verbatim	VER49174	EACH	0	31.80/EA
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box <i>ACCO BID 189982</i>	Acco	ACC12992	BOX	121	1.84/BOX
2300	Push Pins - Colored Push Pins, Plastic, Rainbow 3/8", 100/Pack <i>QUILL BID 117582</i>	Universal	UNV31310	PACKAGE	13	1.87/BOX
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack <i>QUILL BID 790018</i>	Universal	UNV00118	PACKAGE	5	2.93/BOX
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack <i>QUILL BID 790032</i>	Universal	UNV00132	PACKAGE	7	2.93/BOX
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack <i>QUILL BID 790033</i>	Universal	UNV00133	PACKAGE	5	2.95/BOX
2403	Rubber Bands - Size 64, 3-1/2 x 1/4, 320 Bands/1lb Pack <i>QUILL BID 790064</i>	Universal	UNV00164	PACKAGE	2	2.95/BOX
3100	Correction Tape - Non-Refillable 1/6" x 3/4" White Tape <i>BID BID 10749910</i>	BIC *	BICWOTAP10	EACH	516	1.13/EA
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White <i>PAPERMATE BID PAPERMATE</i>	Papermate	PAP5620115	EACH	28	5.81/PK OF 2
3200	Correction Fluid - .68 oz Bottle, White, 12/Pack <i>BID BID 10749912</i>	BIC *	BICWOFQD12WE	EACH	87	.80/EA
4100	Book Ends - Standard, 4 3/4" x 1 1/4" x 5, Heavy Gauge Steel, 9", Black <i>STEELMASTER BID 177582</i>	Universal	UNV54051	PAIR	0	2.83/PR
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown <i>QUILL BID 717645</i>	Universal	UNV40304	EACH	23	.90/EA
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 w x 14h, Brown <i>QUILL BID 717644</i>	Universal	UNV40305	EACH	4	1.09/EA
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack <i>ACCO BID 54032</i>	Swingline	SWI54032	PACKAGE	4	.82/PK
4305	Sorter - Sorter Finger Tip Moisteners, 1 3/4 oz, Pink <i>LEE BID 10134</i>	Lee	LEE10134	EACH	27	1.50/EA
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black <i>ROLDEX BID 66998</i>	Eldon	ROL66998	EACH	2	11.22/EA
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book <i>TOPS BID 46808</i>	Tops	TOP46808	BOOK	65	8.19/BK

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2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108	EACH	11	168 BID
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	9	168 BID
4705	Step File - Wire Step File Junior Six Sections 4 3/8 x 6 1/2 x 7 3/4, Black	Fellowes	FEL72613	EACH	1	13.49/EACH
4706	Wall Pocket - Unbreakable Document Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	2.24/EACH
4707	Wall Pocket - Unbreakable Document Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2	3.41/EACH
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	1	4.16/ST
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	9	1.73/EACH
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	EACH	13	4.86/EACH
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052	EACH	2	44.49/EACH
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	Universal	UNV08100	SET	16	3.25/ST
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	Universal	UNV08101	SET	0	6.25/ST
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	Eldon	16073	SET	7	15.20/EACH
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMM21DX	EACH	0	59.20/EACH
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	2.48/EACH
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	16.40/CT
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	16.40/CT
5200	Ink - Stamp Pad Neat-Flo Bottle Ink, Two Quinces, Black	Avery	AVE21448	EACH	4	1.12/EACH
5201	Ink - Stamp Pad Neat-Flo Bottle Ink, Two Quinces, Red	Avery	AVE21447	EACH	1	1.12/EACH

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
5204	Ink - Stamp Pad Refill Ink for Click! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	110 BID
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red <i>ACCU-STAMP BID 035532</i>	Universal	UNV10048	EACH	6	5.04/E4
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red <i>OFF-15 STAMP BID 321598</i>	Universal	UNV10067	EACH	0	1.87/E4
5220	Date Stamp - Rubber Stamp, <i>DATE CONVENTIONAL TYPE SIZE 1</i> <i>DEF-15 STAMP BID 980280</i>	Cosco	USSRD010	EACH	0	6.49/E4
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink <i>ACCU-STAMP BID 035537</i>	US Stamp & Sign	USSE4752	EACH	0	5.04/E4
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	110 BID
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	USSE4850L	EACH	0	110 BID
6100	File Folders - Letter, Manila, 1/3 Cut Assorted One-Ply Top Tab, 100/Box <i>QUILL BID 740137</i>	Universal	UNV12113	BOX	98	4.20/BX
6101	File Folders - Legal, Manila, 1/3 Cut Assorted One-Ply Top Tab, 100/Box <i>QUILL BID 7408137</i>	Universal	UNV15113	BOX	75	5.73/BX
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box <i>SMEAD BID 911262</i>	Smead	SMD12643	BOX	0	16.45/BX
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 RD</i>	Smead	SMD12743	BOX	6	7.42/BX
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 BE</i>	Smead	SMD12043	BOX	1	7.42/BX
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 YW</i>	Smead	SMD12943	BOX	4	7.42/BX
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 OE</i>	Smead	SMD12543	BOX	1	7.42/BX
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 740913 GR</i>	Smead	SMD12143	BOX	1	7.42/BX
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013 BE</i>	Smead	SMD17043	BOX	3	9.87/BX
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013 RD</i>	Smead	SMD17743	BOX	1	9.87/BX
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013 GR</i>	Smead	SMD17143	BOX	0	9.87/BX

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 741013410</i>	Smead	SMD17943	BOX	0	9.87/box
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box <i>QUILL BID 7410130E</i>	Smead	SMD17534	BOX	0	9.87/box
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box <i>SMEAD BID 75361441E</i>	Smead	SMD17634	BOX	1	40.50/box
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box <i>SMEAD BID 24100</i>	Smead	SMD24100	BOX	21	9.59/box
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box <i>SMEAD BID 25010</i>	Smead	SMD25010	BOX	0	16.43/box
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box <i>SMEAD BID 25110</i>	Smead	SMD25110	BOX	0	16.43/box
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box <i>SMEAD BID 25110</i>	Smead	SMD25110	BOX	0	16.43/box
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box <i>SMEAD BID 25110</i>	Smead	SMD25110	BOX	0	16.43/box
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box <i>SMEAD BID 25110</i>	Smead	SMD25410	BOX	0	16.43/box
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	BOX	1	16.10/box
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box <i>SMEAD BID 25740</i>	Smead	SMD25740	BOX	8	15.25/box
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 P., 12-1/4"x9-1/2", 50/Box <i>SMEAD BID 24210</i>	Smead	SMD24210	BOX	28	7.30/box
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box <i>QUILL BID 738034</i>	Universal	ACC15046	BOX	5	16.10/box
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box <i>QUILL BID 738030</i>	Esselte	ESS1257SC	BOX	3	16.10/box
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box <i>QUILL BID 785815</i>	Universal	UNV14115	BOX	54	3.41/box
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box <i>QUILL BID 785315</i>	Universal	UNV14215	BOX	19	4.25/box
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box <i>SMEAD BID 18424E</i>	Smead	SMD 64220	BOX	3	20.90/box
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear <i>PENDAFLEX BID 43CLQ</i>	Smead	SMD64615	PACKAGE	0	90/PC

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2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear <i>PEN DALEY BID 42CLD</i>	Smead	SMD64600	PACKAGE	3	<i>.75/PK</i>
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack <i>3M BID 1088A1</i>	3M	MMM686LGBR	PACKAGE	9	<i>1.98/PK</i>
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	<i>1.08/PK</i>
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch White, 80/Pack <i>Avery BID 16822</i>	Avery	AVE16282	PACKAGE	1	<i>4.08/PK</i>
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.7" Long	Universal	UNV17000	EACH	22	<i>1.08/BID</i>
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.7" Long	Universal	UNV18000	EACH	8	<i>1.10/BID</i>
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set <i>SMEAD BID 50376</i>	Smead	SMD50376	SET	9	<i>20.00/ST</i>
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set <i>SMEAD BID 50376</i>	Smead	SMD52376	SET	5	<i>23.50/ST</i>
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box <i>SMEAD BID 71353</i>	Smead	SMD71353	EACH	44	<i>15.44/BX</i>
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box <i>SMEAD BID 71356</i>	Smead	SMD71356	EACH	237	<i>16.89/BX</i>
6608	Expansion Folder - Letter, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope <i>SMEAD BID 70467</i>	Smead	SMD70467	EACH	3	<i>20.00/EA</i>
6609	Expansion Folder - Legal, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope <i>SMEAD BID SMD 70469</i>	Smead	SMD70469	EACH	0	<i>23.50/EA</i>
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope <i>SMEAD BID UNITSMD 70425</i>	Smead	SMD70425	EACH	0	<i>12.00/EA</i>
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, Leather-Like Redrope <i>SMEAD BID UNITSMD 70430</i>	Smead	SMD70430	EACH	5	<i>17.00/EA</i>
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope <i>SMEAD BID SMD 70344</i>	Smead	SMD70388	EACH	4	<i>17.00/EA</i>
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope <i>SMEAD BID SMD 70490</i>	Smead	SMD70490	EACH	0	<i>17.00/EA</i>
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box <i>SMEAD BID SMD 73225</i>	Smead	SMD73224	EACH	25	<i>37.00/BX</i>
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box <i>SMEAD BID SMD 74224</i>	Smead	SMD74224	EACH	29	<i>18.30/BX</i>

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6702	File jackets - Letter, 11 Point Manila, 100/Box <i>Quill Bid 74900 100/Box</i>	Universal	UNV72300	BOX	24	9.36/Box
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box <i>Quill Bid 74930 100/Box</i>	Universal	UNV72500	BOX	2	12.48/Box
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box <i>Quill Bid 74940 50/Box</i>	Universal	UNV76300	BOX	3	8.58/Box
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box <i>Quill Bid 74950 50/Box</i>	Universal	UNV76500	BOX	1	9.90/Box
6802	Storage Boxes - Legal, String/Button Storage Box, Flipboard, White, 12/Carton <i>Fellowes Bid FFA5 12/Ct</i>	Universal	UNV75131	CARTON	6	43.08/Box
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid, White, 12/Ct <i>Quill Bid 7340300 12/Ct</i>	Universal	UNV95223	EACH	274	13.76/Ct
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton <i>Fellowes Bid RK725 12/Ct</i>	Fellowes	FEL00725	CARTON	5	32.46/Ct
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick <i>Avery Bid 00166</i>	Avery	AVE00134	EACH	462	32/EA
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749	EACH	90	No Bid
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	11	No Bid
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear <i>Quill Bid 765002</i>	Universal	UNV83436	ROLL	480	.55/EA
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core <i>3M Bid 8341 6/Box</i>	Universal	UNV51301	ROLL	18	4.50/RL
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear <i>Quill Bid 78152 6/Box</i>	Universal	UNV63120	ROLL	46	6.92/Box
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core <i>Duck Bid 07575</i>	3M	MMM 8931	ROLL	2	3.44/RL
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black <i>Quill Bid 71546 RL</i>	Universal	UNV15001	EACH	27	1.44/EA
7500	Envelope Moistener - Squeeze Bottle Moistener 2 oz, Blue <i>Officemate Bid 97800</i>	Universal	UNV56502	EACH	7	.39/EA
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack <i>3M Bid 111Q</i>	3M	MMM111	PACKAGE	10	.99/Box
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box <i>Avery Bid 5162 1400/Box</i>	Avery	UNV80106	BOX	0	21.46/Box

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8106	Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box <i>AVERY BID 3557</i>	Universal	UNV90102	BOX	1	17.65/BX
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box <i>AVERY BID 5160</i>	Universal	UNV80102	BOX	13	21.46/BX
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box <i>AVERY BID 5161</i>	Universal	UNV80104	BOX	15	21.46/BX
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box <i>AVERY BID 5163</i>	Universal	UNV80107	BOX	5	22.10/BX
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11" White, 100/Box <i>AVERY BID 30605 UNV</i>	Avery	AVE30605	BOX	0	9.82/BX
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/Pack <i>AVERY BID 05464</i>	Avery	AVE05466	PACKAGE	17	2.80/PK
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/Pack <i>AVERY BID 05462</i>	Avery	AVE05462	PACKAGE	3	2.80/PK
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Blue, 1008/Pack <i>AVERY BID 05469</i>	Avery	AVE05469	PACKAGE	0	2.90/PK
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1-1/8 x 3-1/2, White, 700/Box <i>DYMO BID 30252</i>	DYMO	DYM30252	BOX	204	12.52
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	110 BID
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/Pack <i>AVERY BID 05729</i>	Avery	AVE05729	BOX	7	.64/BX
8201	Reinforcements - Self-Adhesive Reinforcing Strips, 10 3/4 x 1, 200/BX <i>C-LINE BID 64112</i>	C-Line	CL164112	BOX	7	11.95/BX
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/Pack <i>AVERY BID 5868</i>	Avery	AVE05868	PACKAGE	6	1.81/PK
8400	Post-it - Standard Self-Stick Notes, 1-1/2 x 2, Yellow, 12 100-Sheet Pad/Pack <i>3M BID 65344</i>	Universal	UNV35662	PACKAGE	105	4.08/PK
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100-Sheet Pads/Pack <i>3M BID 65444</i>	Universal	UNV35668	PACKAGE	168	9.80/PK
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/Dispenser <i>3M BID 68090</i>	3M	MMM680YW2	EACH	80	2.91/PK
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/Dispenser <i>3M BID 68090</i>	3M	MMM680BE2	EACH	48	2.91/PK
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/Dispenser <i>3M BID 68090</i>	3M	MMM680RD2	EACH	49	2.91/PK

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags / Dispenser <i>Per 3M Bid 68000</i>	3M	MMM680GN2	EACH	48	2.91/EA
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags / Dispenser <i>Per 3M Bid 68000</i>	3M	MMM680OE2	EACH	48	2.91/EA
8410	Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack <i>3M Bid 68454</i>	3M	MMM684SH	PACKAGE	8	3.40/PA
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black <i>Quill Bid 793271</i>	Universal	UNV74222	EACH	7	2.82/EA
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/32" Holes, Black <i>Quill Bid 793030</i>	Universal	UNV74323	EACH	15	2.65/EA
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver <i>MASTER Bid 9029944</i>	Paperpro *	ACI2240	EACH	0	37.82/EA
9301	Ruler - Acrylic Plastic Ruler, 12", Clear <i>Quill Bid 45012</i>	Universal	UNV59022	EACH	3	.34/EA
9302	Engineering Scale - Triangular Scale, Plastic, 12" Engineering Color-Coded <i>Chartpak Bid 141731401</i>	Chartpak	CHA235E	EACH	0	7.43/EA
9401	Scissors - All Purpose Scissors, Black, 8" <i>WESTCOT Bid 10572</i>	Deskworks	ACM13135	EACH	36	.59/EA
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/Box <i>OFFICE BID 889081</i>	Universal	UNV79000	BOX	155	.68/BOX
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/Box <i>Swingline Bid 35550</i>	Swingline	SW135450	BOX	8	1.60/BOX
9504	Staples - High-Capacity Staples, 3/8 Inch Leg Length, 250/Box <i>Swingline Bid 35550</i>	Swingline	SW135550	BOX	0	3.01/BOX
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85-Sheet Capacity, 1,000/Box <i>BOSTITCH Bid SB3512M</i>	Bostitch	SB35121M	BOX	8	1.62/BOX
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8" 1000/Box <i>BOSTITCH Bid SB35581M</i>	Bostitch	SB35581M	BOX	0	1.78/BOX
9511	Staples - S.F. 13 Heavy-Duty 1/2 Inch Leg Length Staples, 90-Sheet Capacity, 1,000/Box <i>Swingline Bid 35312</i>	Swingline	SW135312	BOX	2	2.44/BOX
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box <i>Swingline Bid 353560</i>	Swingline *	SW135556	BOX	60	3.01/BOX
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black <i>BOSTITCH Bid 504258</i>	Universal	UNV43119	EACH	1	3.80/BOX
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip <i>Swingline Bid 407012</i>	Swingline	SW140701	EACH	33	3.09/EA

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two-Part Carbonless, 400 Sets/Book <i>ADAMS BID SC1154L</i>	Universal	UNV48003	BOOK	1	2.00 EA
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack <i>EXPENSE BID 30</i>	Esselte	ESS 30	PACKAGE	40	.31/PK
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack <i>EXPENSE BID 31</i>	Esselte	ESS 31	PACKAGE	41	.31/PK
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack <i>EXPENSE BID 41</i>	Esselte	ESS 41	PACKAGE	4	.58/PK
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack <i>EXPENSE BID 40</i>	Esselte	ESS 40	PACKAGE	264	.58/PK
11200	Eraser - Eraser Caps, 144/Box <i>DIYOUTICAUBEROGA BID 34500Q</i>	Sanford	PAP73015	BOX	1	3.44/PK
11201	Eraser - Eraser Refills, Z21, 3/Tube <i>PENTEL BID Z 21</i>	Pentel	PENZ21	PACKAGE	0	.61/PK/PAGE
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack <i>PENTEL BID Z21 RP3</i>	Pentel	ZE21BP3	PACKAGE	4	2.24/PK
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack <i>PENTEL BID ZER2</i>	Pentel	ZER2	PACKAGE	9	.87/PK
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray <i>SAFFORD BID 1505</i>	Expo	SAN81505	EACH	8	1.55/EA
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk <i>BIC BID BL11YW</i>	Bic *	BLMG11YW	EACH	724	2.66/DE
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set <i>BIC BID BLZRP51</i>	Bic	BICBLP51WASST	SET	18	2.71/SET
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen <i>Quill BID 728153</i>	Universal	UNV08864	DOZEN	2	2.00/DE
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen <i>SHARPE BID 25006</i>	Universal	UNV08863	DOZEN	6	2.68/DE
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen <i>Quill BID 728152</i>	Universal	UNV08862	DOZEN	4	2.00/DE
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container <i>EXPENSE BID 81850</i>	Expo	SAN81850	CONTAIN ER	3	4.55/CT
11307	Markers - Low Odor Dry Erase Marker, Fine Point Assorted, 4/Set <i>EXPENSE BID 6074</i>	Expo	SAN86074	SET	22	2.64/SET
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set <i>EXPENSE BID 6074</i>	Expo	SAN80074	SET	15	3.11/SET

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2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen <i>Quill Bid 716897QL</i>	Universal	UNV07051	EACH	56	2.10/DOZ
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen <i>Quill Bid 98017</i>	Universal	UNV07052	DOZEN	1	5.21/DOZ
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen <i>Quill Bid 98530</i>	Universal	UNV50503	DOZEN	1	7.34/DOZ
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack <i>Bic Bid 84114W</i>	Bic	BICBL11YW	DOZEN	11	2.66/DOZ
11350	Pen - Counterfeit Bill Detector Pen for Use w/ U.S. Currency <i>DrilMark Bid 357B</i>	DrilMark	351B	EACH	1	.49/EA
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen <i>Quill Bid 79112</i>	Universal	UNV55400	DOZEN	7	.79/DOZ
11401	Pencils - Sharplet-2 Mechanical Pencil, .50 mm, Black Barrel, Dozen <i>Pentel Bid P205</i>	Pentel	PENA125A	DOZEN	1	2.37/DOZ
11402	Pencils - Sharplet-2 Mechanical Pencil, .070 mm, Dark Blue Barrel, Dozen <i>Pentel Bid P207</i>	Pentel	PENA127C	DOZEN	2	2.37/DOZ
11403	Pencils - Sharplet-2 Mechanical Pencil, .090 mm, Brown Barrel, Dozen <i>Pentel Bid P204</i>	Pentel	PENA129E	EACH	12	1.68/EA
11404	Pencils - Super Hi-Polymer Lead Refills, .05mm, HB, Black, 12 Leads/Tube <i>Pentel Bid L30HB</i>	Pentel	PEN505HB	TUBE	6	.40/DOZ
11405	Pencils - Super Hi-Polymer Lead Refills, .07mm, HB, Black, 12 Leads/Pack <i>Pentel Bid L30HB</i>	Pentel	PEN50HB	TUBE	12	.38/DOZ
11406	Pencils - Super Hi-Polymer Lead Refills, .09mm, HB, Black, 15 Leads/Pack <i>Pentel Bid L30HB</i>	Pentel	PEN509HB	TUBE	4	.45/DOZ
11408	Pencils - Sharpwriter Mechanical Pencil, HB, .070 mm, Yellow Barrel, Dozen <i>Pentel Bid 30301</i>	Paper Mate	PAP30301	DOZEN	4	2.69/DOZ
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen <i>Sanford Bid 60153</i>	Sanford	SAN60153	DOZEN	5	7.58/DOZ
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen <i>Sanford Bid 60151</i>	Sanford	SAN60151	DOZEN	4	7.58/DOZ
11607	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Fine, Dozen <i>Sanford Bid 60101</i>	Sanford	SAN60101	DOZEN	2	7.58/DOZ
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen <i>Pilot Bid P158K</i>	Pilot	PIL35334	DOZEN	8	11.13/DOZ
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen <i>Pilot Bid P158R</i>	Pilot	PIL35336	DOZEN	5	11.13/DOZ

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen <i>7/10/12 BID \$5.90</i>	Pentel *	PENS520A	DOZEN	0	7.34/DOZ
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium <i>7/10/12 BID \$5.05/DOZ</i>	PMF	PMCO5057	EACH	43	2.84/EA
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen <i>BIC BID GSFG11RD</i>	Bic	GSFG11RD	DOZEN	1	1.37/DOZ
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen <i>BIC BID GSFG11RD</i>	Bic	SGSM11RD	DOZEN	5	1.37/DOZ
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen <i>BIC BID GSFG11RD</i>	Bic	SGSM11BE	DOZEN	17	1.37/DOZ
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen <i>BIC BID GSFG11RD</i>	Bic	SGSM11BK	DOZEN	36	4.97/DOZ
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen <i>BIC BID GSFG11RD</i>	Bic	GSM11BK	DOZEN	23	1.82/DOZ
11809	Pens - Ballpoint Stick Oil-Based Pen, Blue Ink, Fine, Dozen <i>UNIVERSAL BID UNV27421</i>	Universal	UNV27421	DOZEN	0	2.91/DOZ
11810	Pens - Ballpoint Stick Oil-Based Pen, Black Ink, Fine, Dozen <i>UNIVERSAL BID UNV27420</i>	Universal	UNV27420	DOZEN	1	2.91/DOZ
11811	Pens - Ballpoint Stick Oil-Based Pen, Red Ink, Medium, Dozen <i>UNIVERSAL BID UNV27412</i>	Universal	UNV27412	DOZEN	1	1.08/DOZ
11812	Pens - Ballpoint Stick Oil-Based Pen, Black Ink, Medium, Dozen <i>UNIVERSAL BID UNV27410</i>	Universal	UNV27410	DOZEN	4	1.08/DOZ
11813	Pens - Ballpoint Stick Oil-Based Pen, Blue Ink, Medium, Dozen <i>UNIVERSAL BID UNV27411</i>	Universal	UNV27411	DOZEN	4	1.08/DOZ
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries <i>XACTO BID 1770</i>	Hunt	EP116750	EACH	3	14.49/EA
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen <i>BIC BID GSFG11BK</i>	Bic	GSFG11BK	DOZEN	20	1.83/DOZ
11830	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Fine, Dozen <i>BIC BID GSFG11BE</i>	Bic	GSFG11BE	DOZEN	0	1.83/DOZ
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen <i>BIC BID GSFG11BE</i>	Bic	GSM11BE	DOZEN	19	1.83/DOZ
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen <i>BIC BID GSFG11BK</i>	Bic	GSM11BK	DOZEN	25	3.87/DOZ
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen <i>BIC BID GSFG11BE</i>	Bic	GSM11BE	DOZEN	4	3.87/DOZ

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box <i>ZEBA BID 146800 24PK BX</i>	Zebra	ZEB14680	BOX	25	13.26/BX
11903	Sharpie - Permanent Marker, Fine Point Black, Dozen <i>SHARPE BID 3000BK</i>	Sharpie	SAN30001	DOZEN	18	7.09/DZ
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen <i>SHARPE BID 35001</i>	Sharpie	SAN35001	DOZEN	5	7.09/DZ
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen <i>SHARPE BID 3000RD</i>	Sharpie	SAN30002	DOZEN	8	7.09/DZ
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen <i>DATA PRODUCTS BID 65940</i>	Sanford	SAN65940	DOZEN	4	10.51/DZ
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecutGel G6, Q7, Fine Tip, Black, 2/ Pack <i>PILLOT BID PIL77240</i>	Pilot	PIL77240	PACKAGE	2	1.03/PK
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen <i>PILLOT BID G27RD</i>	Pilot	PIL31022	DOZEN	3	10.39/DZ
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen <i>PILLOT BID G27BK</i>	Pilot	PIL31020	DOZEN	14	10.39/DZ
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen <i>PILLOT BID R27BE</i>	Pilot	PIL31021	DOZEN	12	10.39/DZ
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen <i>SHARPE BID 334510</i>	Sanford	SAN33951	DOZEN	17	11.98/DZ
11914	Pens - Signo Gel GRIP Roller Ball Stick-Gel Pen, Black Ink, Medium, Dozen <i>SHARPE BID 65450</i>	Sanford	SAN65450	DOZEN	15	10.39/DZ
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters <i>DATA PRODUCTS BID R5110</i>		ITKKOR192B	EACH	1	3.05/EACH
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red <i>DATA PRODUCTS BID R1427</i>	Industrias Kores	ITKKOR42	EACH	2	1.29/EACH
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/Red <i>DATA PRODUCTS BID R3027</i>	DataProducts	R3027	EACH	21	.71/EACH
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter) <i>DATA PRODUCTS BID R1420</i>	DataProducts	R1420	EACH	0	1.56/EACH
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box <i>DATA PRODUCTS BID R51816</i>	DataProducts	R51816	BOX	0	2.44/BX
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries, 16-Pack <i>DURACELL BID MN1500B16</i>	Duracell *	MN1500B16	EACH	1359	6.10/PK
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries, 12-Pack <i>DURACELL BID MN24RT12Z</i>	Duracell *	MN24RT12Z	EACH	713	4.85/PK

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2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack <i>DURACELL BID MN14RT8Z 8/PK</i>	Duracell *	MN14RT8Z	EACH	16	6.53/PK
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack <i>DURACELL BID MN13RT8Z 8/PK</i>	Duracell *	MN13RT8Z	EACH	222	6.53/PK
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack <i>DURACELL BID MN16RT4Z 4/PK</i>	Duracell *	MN16RT4Z	EACH	61	6.53/PK
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH <i>ENERGIZER BID MN1795903TYN 5/PK</i>	Energizer *	EVE-EL123AP	EACH	54	5.79/EA
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack <i>MAXELL BID MN1402951UG 100/PK</i>	Imation *	16950	EACH	12	6.28/PK
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack <i>IMATION BID 172622 100/PK</i>	Innovera	IVR77990	PACKAGE	14	17.09/PK
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack <i>MAXELL BID MN184858711 10/PK</i>	Verbatim *	VER94935	EACH	105	6.15/PK
17104	DVD-R/RAM - Recordable DVD's, Rewritable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	EACH	0	NB BID
17105	DVD+RW - Rewritable DVDs w/Jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each <i>VERBATIM BID MN167774611 100/PK</i>	Verbatim	VER94520	EACH	20	4.67/EA
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack <i>MEMOREX BID 33925619 100/PK</i>	Innovera	IVR46850	PACKAGE	18	12.18/PK
17111	DVD-R - 8cm Minidisc DVD-R, 1.4GB, 4x w/ Jewel Case, Silver, 3/ Pack	Innovera	IVR46803	PACKAGE	0	NB BID
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack <i>EPSON BID 5044649 100/PK</i>	Epson	EPSS041649	PACKAGE	0	15.34/PK
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box <i>VERBATIM BID 339982L 902</i>	Innovera	IVR39403	BOX	26	1.34/PK
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can <i>DUST DESTROYER BID 5007521C 902</i>	Universal	IVR51501	EACH	74	2.10/EA
17400	Surge Protector - Six-Outlet Surge Suppressor, 1080 Joules, 6 ft. Cord, Putty <i>FELLOWS BID 990227</i>	Computecory	CCS25102	EACH	14	9.45/EA
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue <i>QUILL BID 3829542L</i>	Fellowes	FEL58021	EACH	22	.56/EA
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 10" x 7.9" x 9.3" <i>FELLOWS BID 9175801</i>	Fellowes	FEL9175801	EACH	18	7.49/EA
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black <i>FELLOWS BID 9852101</i>	Fellowes *	FEL9252101	EACH	0	8.65/EA

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAG E71750	EACH	15	16 BID
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black <i>AT-A-GLANCE BID \$1700</i>	At-A-Glance	AAGE1700	EACH	1	5.96/EA
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	16 BID
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4" for E919-50 Calendar Refills, Black <i>AT-A-GLANCE BID \$1900</i>	At-A-Glance	AAGE1900	EACH	0	5.24/EA
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	364	16 BID
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	16 BID
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAG G10000	EACH	2	16 BID
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAG G56000	EACH	2	16 BID
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	38	16 BID
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	4	16 BID
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	16 BID
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG 7012705	EACH	5	16 BID
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG 7026005	EACH	16	16 BID
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG G40000	EACH	27	16 BID
18603	Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7023605	EACH	1	16 BID
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec, 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	16 BID
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	16 BID
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG 7029605	EACH	4	16 BID

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2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAG5600	EACH	11	10 B/D
18619	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2015 Refill for 7023605 and 7029605	At-A-Glance	AAG7092375	EACH	4	10 B/D
18620	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2016 Refill for 7023605 and 7029605	At-A-Glance	AAG7092376	EACH	10	10 B/D
18621	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2017 Refill for 7023605 and 7029605 - **Available July 2014**	At-A-Glance	AAG7092377	EACH	4	10 B/D
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG7092378	EACH	1	10 B/D
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL52507	BOX	5	2.85/Bx
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325	BOX	0	3.14/Bx
21102	Binding Combs - CombBind Standard Spines 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	GBG4090034	BOX	5	4.28/Bx
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Acco	GBG4090046	BOX	0	6.87/Bx
21104	Binding Combs - CombBind Standard Spines 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBG4090052	BOX	1	7.56/Bx
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBG4090306	BOX	0	6.01/Bx
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBG4200010	EACH	0	9.30/Bx
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	34	10 B/D
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	6	19.32/EA
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLSJ490	EACH	0	57.50/EA
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	7.86/EA
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	10	12.16/EA
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	0	15.77/EA

ML

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
22600	Posterboard - White Poster Board, 28 x 23.50/Carton <i>FRIGIDOL BID 76510</i>	Elmers	EP1750173	EACH	6	<i>11.32/ct</i>
22800	Waste Basket - 7 gallon <i>FRIGIDOL BID 124867</i>	Rubbermaid	22177	EACH	10	<i>4.55/EA</i>
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board, 3'x2' <i>QUARTET BID 5543</i>	Quartet	QRT S573	EACH	5	<i>24.35/EA</i>
22902	Cork Board - Quartet® Oak Finish Frame Cork Board, 36" x 24" <i>QUARTET BID 303</i>	Quartet	QRT303	EACH	4	<i>22.20/EA</i>
23000	Floor Mats - Economy Carpet Chair Mat, 36x48" Standard Lip <i>QUILL BID 118650</i>	Rubbermaid	11265STCLR	EACH	42	<i>12.30/EA</i>
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box <i>GBC BID 3745022</i>	GBC	GBC3745022	BOX	9	<i>18.71/BA</i>
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box <i>GBC BID 3745011</i>	GBC	GBC3745011	PACKAGE	0	<i>44.25/BA</i>
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack <i>GBC BID 3200579</i>	HeatSeal	3200579	EACH	50	<i>24.25/EA</i>
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack <i>AVEY BID 8376</i>	Avery	AVE 8376	PACKAGE	4	<i>6.78/EA</i>
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades <i>FELLOWES BID 35250</i>	Fellowes	FEL 35250	EACH	3	<i>3.79/EA</i>
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack <i>AVEY BID 74471</i>	Avery	74471	PACKAGE	1	<i>9.38/EA</i>
28002	Lanyards - Round Lanyards w/ Bulldog Clips, 24/Pack <i>GBC BID 3747478</i>	GBC	3747478	PACKAGE	4	<i>5.20/PA</i>

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Quill Bid Response Form

Quill Bid#: 15-12153
Customer Bid#: 2016 OFFICE SUPPLIES
Organization Name: COUNTY OF JEFFERSON
Enterprise# : 10558820
Contact Name: VICKIE PRATT
Contact Phone#: 6367975380
Bid Type: Item

Bid Open Date: 10/27/2015
Bid Open Time: 2:00 PM

Item Expiration Date: 11/1/2016
Catalog Expiration Date:

Total Items: 284 (0 Won, 0 Lost)
Total: \$ 23141.62 (0.00 Won, 0.00 Lost)

Line#	Item#	Customer Item#	Description	Color	Make	Qty	Price	UoM	Conv	Case Qty	Ext Total	Note	Page
1	04301	1100	BINDER RING W/LBL HLDR 1 BK	BLACK	HEWLETT PACKARD	123	1.90	EA		1	233.70		
2	04401	1101	BINDER RING W/LBL HLDR 1.5 BK	BLACK		27	3.14	EA		1	84.78		
3	04501	1102	ECONOMY BINDER, 2 BLACK	BLACK	HEWLETT PACKARD	30	3.83	EA		1	114.90		
4	04601	1103	3 RING BINDER W/LABEL HOLDER	BLACK	AVERY	36	5.61	EA		12	201.96		
5	79604	1104	VIEW BINDER, HEAVY DUTY 4	BLACK	AVERY	17	8.62	EA		4	146.54		
6	79606	1105	VIEW BINDER, HEAVY DUTY 5	BLACK	AVERY	1	16.95	EA		2	16.95		
7	7221BK	1110	QB 1 ROUND-RING VIEW BINDER	BLACK		2	1.72	EA		12	3.44	Quill Brand	
8	7222BK	1112	QB 2 ROUND-RING VIEW BINDER	BLACK		19	2.27	EA		12	43.13	Quill Brand	
9	7223BK	1113	QUILL 3 ROUND-RING VIEW BIND	BLACK		1	3.12	EA		12	3.12	Quill Brand	
10	7221WE	1120	QB 1 ROUND-RING VIEW BINDER	WHITE		1	1.72	EA		12	1.72	Quill Brand	
11	72215WE	1121	QB 1-1/2 RR VIEW BINDER	WHITE		17	1.78	EA		12	30.26	Quill Brand	
12	7222WE	1122	QB 2 ROUND-RING VIEW BINDER	WHITE	TOPS	1	2.27	EA		12	2.27	7223we	
13	7223WE	1123	QUILL 3 ROUND-RING VIEW BIND	WHITE		2	3.12	EA		12	6.24	Quill Brand	
14	54132Q	1150	PRESSTEX DATA BINDER	LTBE	WILSON JONES	1	5.23	EA		25	5.23		
15	11370Q	1195	LEGAL EXHIBIT DIVIDERS 1-25	WHITE	AVERY	1	1.35	ST		12	1.35		
16	11372Q	1196	LEGAL INDEX DIVIDERS, #26-50	WHITE	AVERY	1	1.35	ST		12	1.35		
17	11396	1197	LEGAL DIVIDERS,LTR SZ, 51-75	WHITE	AVERY	1	1.35	ST		12	1.35		
18	11397Q	1198	LEGAL INDEX DIVIDERS # 76-100	WHITE	AVERY	1	1.35	ST		1	1.35		

19	78118Q	1200	QB INSERTABLE INDEXES, 8-TAB	ASSTD		59	.34	ST		192	20.06	Quill Brand	
20	78115CQ	1201	QB INSERTABLE INDEXES, 5-TAB	CLEAR		73	.23	ST		384	16.79	Quill Brand	
21	unircd60218	1202	SHARPS 3 GALLON ALWAYS OPEN			10	3.90	BX		1	39.00	uni	
22	728100	1301	QB 2.8MIL TOPLOAD SHT PROTECT	CLEAR		33	5.41	BX	100 EA = 1 BX	5	178.53	Quill Brand	
23	55806Q	1403/1500	CLEAR FRONT REPORT COVER	BLACK	ESSELTE	16	6.00	BX	25 EA = 1 BX	5	96.00		
24	57513	1405	2-POCKET PORTFOLIO, ASSORT	ASSTD		12	4.69	BX	25 EA = 1 BX	5	56.28	Quill Brand	
25	P1KS	2103	QB PAPER CLIPS, REGULAR SMOOTH			22	2.17	PK	1000 EA = 1 PK	12	47.74	Quill Brand	
26	P1JG	2104	QB PAPER CLIPS, JUMBO SMOOTH			28	5.08	PK	1 PK = 10 BX	10	142.24	Quill Brand	
27	720200	2105	QB STL BNDR CLIP SMALL 3/4X3/8			78	.21	BX		300	16.38	Quill Brand	
28	720500	2106	QB STL BNDR CLPS, MED 1-1/4X5/8			80	.51	BX		144	40.80	Quill Brand	
29	721000	2107	QB STEEL BINDER CLIPS, 2X1			44	1.23	BX	12 EA = 1 BX	60	54.12	Quill Brand	
30	721860	2150	VERBATIM STORE N GO V3 8GB			1	7.00	EA		10	7.00		
31	721864	2151	STORE N GO V3 USB 16GB			1	9.80	EA		10	9.80		
32	721868	2152	STORE N GO V3 USB 32GB			1	19.00	EA		10	19.00		
33	72215BK	1111	QB 1-1/2 RR VIEW BINDER	BLACK		2	1.78	EA		12	3.56	Quill Brand	
34	73112	2153	64GB BLK PINSTRIPE USB DRIVE			1	31.80	EA		1	31.80		
35	12992	2205	PRONG FASTENER, 2 CAPACITY		ACCO	121	1.84	BX	50 EA = 1 BX	15	222.64		
36	11175QL	2300	QUILL PLASTIC PUSH PINS	ASSTD		13	1.87	PK	500 EA = 1 PK	72	24.31	Quill Brand	
37	790018	2400	QB RUBBER BANDS, 1/16X3			5	2.93	BX	1 LB = 1 BX	10	14.65	Quill Brand	
38	790032	2401	QB RUBBER BANDS, 1/8X3			7	2.93	BX	1 LB = 1 BX	10	20.51	Quill Brand	
39	790033	2402	QB RUBBER BANDS, 1/8X3-1/2			5	2.93	BX	1 LB = 1 BX	10	14.65	Quill Brand	
40	790064	2403	QB RUBBER BANDS, 1/4X3-1/2			2	2.93	BX	1 LB = 1 BX	10	5.86	Quill Brand	
41	WOTAPP11	3100	BIC WITE-OUT CORRECTION TAPE	WHITE	BIC	516	1.13	EA		36	583.08		
42	PAP56224UNI	3101	7ML WHT CORRECTION PEN			14	5.81	PK		1	81.34		
43	WOFQD12	3200	WITE-OUT, QUICK DRY	WHITE	BIC	87	.80	EA		144	69.60		
44	17BEBK	4100	STEEL BOOKENDS 9 OPEN BACK	BLACK		1	2.83	PR		12	2.83		
45	717643	4200	CLIPBOARD LTR 9X12.5 BN	TAN		23	.90	EA		24	20.70	Quill Brand	

46	717644	4201	CLIPBOARD LGL MASNTE 9X15.5	TAN		4	1.09	EA		48	4.36	Quill Brand	
47	54032	4302	RUBBER FINGER PADS, LARGE		ACCO	4	.82	DZ	12 EA = 1 DZ	12	3.28		
48	10134	4305	SORTKWK FINGERTIP MOISTENER			27	1.50	EA		144	40.50		
49	66998	4504	ROLODEX OPEN VIP FILE	BLACK	ELDON RUBBERMAID	2	11.22	EA		4	22.44		
50	46808	4602	CARBONLESS RECEIPT BOOK 3 PART		TOPS	65	8.19	EA		50	532.35		
51	fe172613	4705	SHARPS 3 GALLON ALWAYS OPEN			1	12.49	BX		1	12.49	uni	
52	63202	4706	SINGLE WALL POCKET, LETTER	SMOKE	DEFLECT-O	1	2.24	EA		12	2.24		
53	64302	4707	DEFLECTO SINGLE POCKET,LEGAL	SMOKE	DEFLECT-O	2	3.41	EA		12	6.82		
54	736901	4708	QUILL 3-POCKET SET	SMOKE		1	4.16	ST	1 EA = 1 ST	4	4.16	Quill Brand	
55	70404	4710	DEFLECTO BUSINESS CARD HOLDER	BLACK	DEFLECTO	9	1.73	EA		1	15.57		
56	199299	4711	SOFTALK PHONE SHOULDER REST BK			13	4.86	EA		96	63.18		
57	53052	4712	FOUR MAGAZINE WALL RACK		HEWLETT PACKARD	2	44.49	EA		1	88.98		
58	756013	4800	RECYCLED LETTER TRAY 2/PK			16	3.25	PK		1	52.00		
59	756010	4801	RECYCLED LEGAL TRAY 2/PK			1	6.25	PK		1	6.25		
60	RUB17671	4802	SHARPS 3 GALLON ALWAYS OPEN			14	15.20	BX		1	212.80	uni	
61	MP21DX	4900	CANON MP21DX DESKTOP 12-DIGIT	SILVR		1	59.20	EA		1	59.20		
62	813174	4901	8-DIGIT TWIN POWERED HARD CVR			1	2.48	EA		160	2.48		
63	090406CT	5100	PAD #1 FELT STAMP BLACK CT			1	16.40	CT		1	16.40		
64	090410CT	5101	FELT STAMP PAD #1 RED CT			1	16.40	CT		1	16.40		
65	21448	5200	STAMP PAD INKER	BLACK	AVERY	4	1.12	EA		3	4.48		
66	21447	5201	STAMP PAD INKER	RED	AVERY	1	1.12	EA		36	1.12		
67	035532	5218	ACCUSTAMP2 MSG STAMP-COPY	BLUE		6	5.04	EA		12	30.24		
68	321598	5219	OFFSTAMP MESSAGE STAMP	RED		1	1.87	EA		24	1.87		
69	920280	5220	DATE STAMP 5MM			1	6.49	EA		1	6.49		
70	035537	5221	ACCUSTAMP2 MSG STAMP-RECEIVED	BLUE		1	5.04	EA		12	5.04		
71	740137	6100	QB FILE FOLDER, LTR, 1/3-CUT	MNILA	ESSELTE	98	4.20	BX	100 EA = 1 BX	5	411.60		
72	760137	6101	QB FILE FOLDER, LEGAL, 1/3-CUT	MNILA		75	5.73	BX	100 EA = 1 BX	5	429.75	Quill Brand	
73	811262	6103	FLDR MLA 1/3 LTR 100/BX PINK			1	16.45	BX		1	16.45		

74	740913RD	6104	QB 1/3-CUT LETTER SIZE FOLDERS	RED		6	7.42	BX	100 EA = 1 BX	5	44.52	Quill Brand
75	740913BE	6105	QB 1/3-CUT LETTER SIZE FOLDERS	BLUE		1	7.42	BX	100 EA = 1 BX	5	7.42	Quill Brand
76	740913YW	6106	QB 1/3-CUT LETTER SIZE FOLDERS	YELLOW		4	7.42	BX	100 EA = 1 BX	5	29.68	Quill Brand
77	740913OE	6107	QB 1/3-CUT LETTER SIZE FOLDERS	ORNGE		1	7.42	BX	100 EA = 1 BX	5	7.42	Quill Brand
78	740913GR	6108	QB 1/3-CUT LETTER SIZE FOLDERS	GREEN		1	7.42	BX	100 EA = 1 BX	5	7.42	Quill Brand
79	741013BE	6109	QB 1/3-CUT LEGAL SIZE FOLDERS	BLUE		3	9.87	BX	100 EA = 1 BX	5	29.61	Quill Brand
80	741013RD	6110	QB 1/3-CUT LEGAL SIZE FOLDERS	RED		1	9.87	BX	100 EA = 1 BX	5	9.87	Quill Brand
81	741013GR	6111	QB 1/3-CUT LEGAL SIZE FOLDERS	GREEN		1	9.87	BX	100 EA = 1 BX	5	9.87	Quill Brand
82	741013YW	6112	QB 1/3-CUT LEGAL SIZE FOLDERS	YELLOW		1	9.87	BX	100 EA = 1 BX	5	9.87	Quill Brand
83	741013OE	6113	QB 1/3-CUT LEGAL SIZE FOLDERS	ORNGE		1	9.87	BX	100 EA = 1 BX	5	9.87	Quill Brand
84	75361UNI	6114	PINK 1/3 CUT LGL TOP TAB FLDR			1	40.50	PK		1	40.50	
85	24100	6116	FILE FOLDERS,W/STRAIGHT TABS	MNILA	SMEAD	21	9.59	BX	100 EA = 1 BX	5	201.39	
86	25010Q	6118	RECYC STRAIGHT CUT END TAB FLD	BLUE		1	16.43	BX	100 EA = 1 BX	5	16.43	
87	25110	6118	RECYC STRAIGHT-CUT END FLD,GN	GREEN		1	16.43	BX	100 EA = 1 BX	1	16.43	
88	25710	6121	RECYC STRAIGHT-CUT END FLD,RD	RED	SMEAD	1	16.43	BX	100 EA = 1 BX	1	16.43	
89	25910	6122	STRAIGHT-CUT END TAB FOLDERS,Y	YELLOW		1	16.43	BX	100 EA = 1 BX	1	16.43	
90	25410	6123	STRAIGHT CUT ENTAB FOLDER,LTR	LVNDR		1	16.92	BX	100 EA = 1 BX	5	16.92	
91	25740	6125	2FASTENER FOLDER,LTR,STRAIGHT	RED	SMEAD	8	15.25	BX	50 EA = 1 BX	5	122.00	
92	24210	6126	END-TAB FOLDERS,LETTER SIZE	MNILA	SMEAD	28	7.30	BX	50 EA = 1 BX	5	204.40	
93	738034	6127	QB 6-FAST. PARTITION FLDR, LTR	GREEN		5	16.10	BX	15 EA = 1 BX	5	80.50	Quill Brand
94	738030	6128	QB 6-FAST. PARTITION FLDR, LTR	RED		3	16.10	BX	15 EA = 1 BX	5	48.30	Quill Brand
95	7Q5215	6200	QB HANGING FILE FOLDERS,LTR	GREEN		54	3.41	BX	25 EA = 1 BX	10	184.14	Quill Brand
96	7Q5315	6201	QB HANGING FILE FOLDERS,LGL	GREEN		19	4.25	BX	25 EA = 1 BX	10	80.75	Quill Brand
97	18H24E	6205	HANGING POCKET,LTR,3-1/2 EXP	DKGN	SMEAD	3	20.40	BX	10 EA = 1 BX	5	61.20	
98	43CLQ	6300	PENDAFLEX PLASTIC INDEX TABS	CLEAR		1	.90	PK		80	.90	
99	42CLQ	6301	PENDAFLEX PLASTIC INDEX TABS	CLEAR		3	.75	PK		80	2.25	

100	686A1	6302	POST-IT HANGING FILE TABS		3M		9	1.98	PK		24	17.82	
101	16282	6305	PRINTABLE TABS, 1-3/4	WHITE	AVERY		1	4.08	PK	80 EA = 1 PK	24	4.08	
102	SMD50376	6500	SHARPS 3 GALLON ALWAYS OPEN				9	20.00	BX		1	180.00	uni
103	SMD52376	6501	SHARPS 3 GALLON ALWAYS OPEN				5	23.50	BX		1	117.50	uni
104	71353	6600	FILE PORTFOLIO W/ELASTIC CORD		SMEAD		5	15.44	BX	10 EA = 1 BX	5	77.20	
105	71356	6601	FILE PORTFOLIO W/ELASTIC CORD		SMEAD		24	16.89	BX	10 EA = 1 BX	5	405.36	
106	SMD70467	6608	SHARPS 3 GALLON ALWAYS OPEN				3	20.00	BX		1	60.00	uni
107	SMD70469UNI	6609	FILE EXP 15X10 DLY 31PKT				1	23.50	EA		1	23.50	
108	SMD70425	6610	SHARPS 3 GALLON ALWAYS OPEN				1	12.00	BX		1	12.00	uni
109	SMD70430	6611	SHARPS 3 GALLON ALWAYS OPEN				5	17.00	BX		1	85.00	uni
110	SMD70368	6612	SHARPS 3 GALLON ALWAYS OPEN				4	17.00	BX		1	68.00	uni
111	SMD70490	6613	SHARPS 3 GALLON ALWAYS OPEN				1	17.00	BX		1	17.00	uni
112	SMD73224	6700	SHARPS 3 GALLON ALWAYS OPEN				1	37.00	BX		1	37.00	uni
113	74224	6701	3-1/2 EXPAND FILE PKCT, LGL	RED			1	18.30	BX	25 EA = 1 BX	1	18.30	
114	74900	6702	QB FLAT FILE JACKET,LETTER				24	9.36	BX	100 EA = 1 BX	1	224.64	Quill Brand
115	74930	6703	QB FLAT FILE JACKET,LEGAL				2	12.48	BX	100 EA = 1 BX	1	24.96	Quill Brand
116	74920	6704	QB EXPAN FILE JACKET,LETTER	MNLA			3	8.58	BX	50 EA = 1 BX	1	25.74	Quill Brand
117	74950	6705	QB EXPAN FILE JACKET,LEGAL	MNLA			1	9.90	BX	50 EA = 1 BX	1	9.90	Quill Brand
118	FF25	6802	LIBERTY BOX LETTER/LEGAL		FELLOWES		6	43.08	CT	12 EA = 1 CT	1	258.48	
119	732030QQW	6803	QUILL ECONOMY STORAGE BOX	WHITE			23	13.76	CT	12 EA = 1 CT	1	316.48	Quill Brand
120	RK725	6804	R-KIVE FILE BOX, 12X10X15 1/4	WDGRN	FELLOWES		5	32.46	CT	12 EA = 1 CT	1	162.30	
121	00166	7100	PERMANENT GLUE STIC	WHITE			462	.32	EA		144	147.84	
122	765002	7200	QB TAPE, INVISIBLE, 3/4X1296				480	.55	RL		144	264.00	Quill Brand
123	2341	7201	TAPE, MASKING, 1X60-YARDS		3M		18	4.50	RL	36 RL = 1 CS	36	81.00	
124	78152CL	7203	QB ACRYLC TAPE, 2X110 YD 1.7ML	CLEAR			8	6.92	PK	6 RL = 1 PK	6	55.36	Quill Brand
125	07575	7204	HIGH PERFORMANCE FILAMENT STR		HEWLETT PACKARD		2	3.44	RL	1 EA = 1 RL	36	6.88	
126	711546QL	7300	QB TAPE DISPENSER BLK CONTOUR	BLACK			27	1.44	EA		24	38.88	Quill Brand
			MOISTENER BOTTLE,		OFFICEMATE								

127	97800	7500	WEDGE TYPE	INTERNATIONAL	7	.39	EA	144	2.73	
128	111Q	7601	SCOTCH MOUNTING SQUARES	3M	10	.99	PK	16 EA = 1 PK	24	9.90
129	5162	8105	LASER WHITE LABELS, 4X1-1/3	WHITE	1	21.46	BX		5	21.46
130	5351	8106	SELF-ADHESIVE COPIER LABELS	WHITE	1	17.63	BX	1 EA = 1 BX	5	17.63
131	5160	8107	LASER WHITE LABEL 1X 2-5/8	WHITE	13	21.46	BX	3 M = 1 BX	5	278.98
132	5161	8108	LASER LABELS, WHITE, 4X1	WHITE	15	21.46	BX		5	321.90
133	5163	8109	LASER WHITE LABELS 2 X 4	WHITE	5	22.10	BX		5	110.50
134	30605UNI	8110	30605 WHT ADD LBL, 100/BX		1	9.82	EA		1	9.82
135	05466	8116	REMOVABLE 3/4 ROUND LABEL	RED	17	2.80	PK	1000 EA = 1 PK	18	47.60
136	05462	8117	REMOVABLE 3/4 ROUND LABEL	YELLOW	3	2.80	PK	1000 EA = 1 PK	18	8.40
137	05469	8119	REMOVABLE 3/4 ROUND LABEL	DKBE	1	2.80	PK	1000 EA = 1 PK	18	2.80
138	30252	8125	PRINTER LABELS, 1-1/8X3-1/2	WHITE	204	12.52	BX	2 RL = 1 BX	10	2,554.08
139	05729	8200	HOLE REINFORCEMENTS	WHITE	7	.64	BX	200 EA = 1 BX	24	4.48
140	64112Q	8201	SELF-REINFORCING STRIP 200/BO	CLEAR	7	11.95	BX	200 EA = 1 BX	24	83.65
141	5868	8300	NOTARIAL SEAL, 2 DIAMETER	GOLD	6	1.81	PK	44 EA = 1 PK	18	10.86
142	653YW	8400	POST-IT NOTE PADS, 1-1/2X2	YELLOW	105	4.08	DZ	1 DZ = 1 PK	36	428.40
143	654YW	8401	POST-IT NOTE PADS, 3X3	YELLOW	168	9.50	DZ	1 DZ = 1 PK	18	1,596.00
144	680YW	8403	POST-IT FLAGS, 1X1-3/4, 2PK	YELLOW	40	2.91	PK	2 EA = 1 PK	24	116.40
145	680BE	8404	POST-IT FLAGS, 1 X 1.719, 2PK	BLUE	24	2.91	PK	2 EA = 1 PK	24	69.84
146	680RD	8405	POST-IT FLAGS, 1X1-3/4, 2PK		25	2.91	PK	2 EA = 1 PK	24	72.75
147	680GN	8406	POST-IT FLAGS, 1X1-3/4, 2PK	GREEN	24	2.91	PK	2 EA = 1 PK	24	69.84
148	680OE	8407	POST-IT FLAG, 1X1-3/4, 2PK, ORNG	ORNGE	24	2.91	PK	2 EA = 1 PK	24	69.84
149	684SH	8410	POST-IT TAPE FLAGS, SIGN HERE	ASSTD	8	3.40	PK		24	27.20
150	793271	9201	QB 2-HOLE PPR PUNCH LIGHT DUTY		7	2.82	EA		12	19.74 Quill Brand
151	793030	9202	QB 2-3 HOLE PPR PUNCH ADJUSTBL		15	2.65	EA		12	39.75 Quill Brand
152	902994UNI	9203	3 HOLE PUNCH W/PADDED HANDLE		1	37.82	EA		1	37.82
153	45012	9301	ACME UNITED 12 PLASTIC RULER	CLEAR	3	.34	EA		720	1.02 Quill Brand

154	1417731UNI	9302	SCALE 12 ENGINEER WH				1	7.43	EA		1	7.43	
155	10572	9401	CONTRACT SNLESS SRS,8STRAIGH	BLACK	ACME		36	.59	EA		144	21.24	
156	889081	9501	STAPLES STD CHISEL POINT				155	.68	BX		1	105.40	
157	SF4	9503	SPEEDPOINT CHISEL STENO STAPLE		ACCO		8	1.60	BX	1 EA = 1 BX	20	12.80	
158	35550	9504	2 TO 60 SHEET STAPLES		ACCO		1	3.01	BX	2500 EA = 1 BX	20	3.01	
159	SB35121M	9507	1/2 HEAVY DUTY STAPLES				8	1.62	BX	1000 EA = 1 BX	100	12.96	
160	SB35581M	9508	5/8 HEAVY DUTY STAPLES				1	1.78	BX	1000 EA = 1 BX	100	1.78	
161	35312Q	9511	1/2 STAPLES HEAVY DUTY		ACCO		2	2.44	BX	1000 EA = 1 BX	20	4.88	
162	35556Q	9515	OPTIMA PREMIUM STAPLES 1/4	SILVR	ACCO		60	3.01	BX		1	180.60	
163	504258	9602	STAPLER 1/2 STRIP BK				1	3.80	EA		1	3.80	
164	40701Q	9603	SWINGLINE ECONOMY STAPLER	BLACK	ACCO		33	3.09	EA		6	101.97	
165	39005	96004	PALMGRIIP HEAVY DUTY STAPLER	GREY			4	19.25	EA		6	77.00	
166	30005	9605	STAND UP STAPLER	BLACK			34	2.96	EA		48	100.64 Quill Brand	
167	SWI38101UNI	9702	DELUXE JAW STYLE STAPLE REMOVR				3	3.52	EA		1	10.56	
168	711431	9800	QB 9 LETTER OPENER	SILVR			62	.38	EA		360	23.56 Quill Brand	
169	740100	10100	2 1/4 ADD ROLL BULK PACK	WHITE			2	29.14	CS	100 RL = 1 CS	1	58.28 Quill Brand	
170	CG7070UNI	10201	FILMLTRCLR8 1/2WX 11H50/BOX				6	32.30	EA		1	193.80	
171	740022	10400	QUILL RULED PADS, 8-1/2X11	YELLOW			40	5.72	DZ	12 EA = 1 DZ	6	228.80 Quill Brand	
172	740022L	10401	QUILL RULED PADS, 8-1/2X14	YELLOW			7	6.45	DZ		3	45.15 Quill Brand	
173	742332	10402	QUILL RULED PADS, 5X8	YELLOW			34	2.66	DZ		6	90.44 Quill Brand	
174	SBNG	10500	QB STENO BOOK, GREGG RULING	GREEN			26	4.82	DZ	12 EA = 1 DZ	6	125.32 Quill Brand	
175	06622	10501	MEAD 1-SUBJECT COLLEGE RULED	ASSTD	MEAD		31	1.60	EA		24	49.60	
176	SC1154L	10600	MESSAGE BOOK WITH LABELS		CARDINAL		1	2.00	EA	400 EA = 1 BK	30	2.00	
177	30	10811	3X5 BLANK INDEX CARD	WHITE	ESSELTE		40	.31	PK	100 EA = 1 PK	100	12.40	
178	31	10812	3X5 RULED INDEX CARD	WHITE	ESSELTE		41	.31	PK	100 EA = 1 PK	100	12.71	
179	41	10813	4X6 RULED INDEX CARD	WHITE	ESSELTE		4	.58	PK	100 EA = 1 PK	60	2.32	
180	40	10815	4X6 BLANK INDEX CARD	WHITE	ESSELTE		264	.58	PK	100 EA = 1 PK	60	153.12	
181	34500Q	11200	CAP ERASERS, PINK, 144 COUNT	PINK			1	3.44	PK	144 EA = 1 PK	24	3.44	

182	Z21	11201	PENTEL ERASER REFILLS	WHITE	PENTEL	1	.61	TB		144	.61	
183	ZE21BP3	11202	REFILLABLE RETRACTABLE ERASER		HEWLETT PACKARD	4	2.24	PK	3 EA = 1 PK	144	8.96	
184	ZER2	11203	PENTEL CLICK ERASE REFILL	WHITE	PENTEL	9	.87	PK	2 EA = 1 PK	576	7.83	
185	81505	11204	EXPO ERASER		SANFORD	8	1.55	EA		12	12.40	
186	BL11YW	11300/11312	BIC BRITE LINER	YELLOW	BIC	72	2.66	DZ	12 EA = 1 DZ	18	191.52	
187	BLRP51	11301	BRITE LINER RT HIGHLIGHTER	ASSTD	BIC	18	2.71	PK	5 EA = 1 PK	36	48.78	
188	728153	11302	QUILL TANK STYLE HIGHLIGHTER	BLUE		2	2.00	DZ	12 EA = 1 DZ	24	4.00	Quill Brand
189	25006	11303	MAJOR ACCENT HIGHLIGHTERS	FLORG		6	2.68	DZ		12	16.08	
190	728152	11304	QUILL TANK HIGHLIGHTERS	GREEN		4	2.00	DZ	12 EA = 1 DZ	24	8.00	Quill Brand
191	81850	11306	EXPO TOWELETTES		SANFORD	3	4.55	EA		6	13.65	
192	86074	11307	FINE POINT DRY ERASE MARKER	ASSTD	SANFORD	22	2.64	ST	1 EA = 1 ST	72	58.08	
193	80074Q	11308	DRY ERASE MARKER 4- COLOR SET	ASSTD	SANFORD	15	3.11	ST	1 EA = 1 ST	12	46.65	
194	716897QL	11309	QB PERMANENT MARKERS CHISEL T	BLACK		5	2.10	DZ	12 EA = 1 DZ	36	10.50	Quill Brand
195	98017	11310	MARKS-A-Lot CHISEL- TIP MARKER	RED	AVERY	1	5.21	DZ	12 EA = 1 DZ	12	5.21	
196	42530	11311	Z-GRIP GEL STICK RED DZ			1	7.34	DZ		96	7.34	
197	351B	11350	COUNTERFEIT DETECTOR PEN	BLACK	MAJOR METALFAB	1	.49	EA		24	.49	
198	T7112	11400	QUILLS ECONOMY PENCILS, #2			7	.79	DZ	12 EA = 1 DZ	120	5.53	Quill Brand
199	P205	11401	PENTEL .5MM ULTRA FINE PENCIL	BLACK	PENTEL	1	2.37	EA		576	2.37	
200	P207	11402	PENTEL .7MM FINE MECH PENCIL	BLUE	PENTEL	2	2.37	EA		576	4.74	
201	PENA129EUNI	11403	BROWN 0.9MM MECH PENCIL			12	1.68	EA		1	20.16	
202	LC505HB	11404	PENTEL HI- POLYMER .5MM LEADS		PENTEL	6	.40	TB		1728	2.40	
203	L50HB	11405	PENTEL HI- POLYMER .7MM LEADS		PENTEL	12	.38	TB		144	4.56	
204	L509HB	11406	PENTEL HI- POLYMER .9MM LEADS		PENTEL	4	.45	TB		144	1.80	
205	30301	11408	SHARPWRITER PENCIL	YELLOW	HEWLETT PACKARD	4	2.69	DZ		36	10.76	
206	60153	11605	MICRO UNI-BALL .5MM	BLUE	SANFORD	5	7.58	DZ	1 BX = 1 DZ	72	37.90	
207	60151	11606	MICRO UNI-BALL .5MM	BLACK	SANFORD	4	7.58	DZ	1 BX = 1 DZ	72	30.32	
208	60101	11607	UNI-BALL .7MM FINE PT PEN	BLACK	SANFORD	2	7.58	DZ	1 BX = 1 DZ	72	15.16	
209	PV5BK	11610	PRECISE ROLLING BALL V5	BLACK	PILOT	8	11.13	DZ		72	89.04	
210	PV5RD	11611	PRECISE ROLLING BALL	RED	PILOT	5	11.13	DZ		72	55.65	

		V5			HEWLETT PACKARD		1	7.34	DZ		48	7.34
211	S520A	11620	PEN S520A SIGN BK- BOLD PT									
212	05057UNI	11702	STANDARD BALLPOINT COUNTER PEN				43	2.84	EA		1	122.12
213	GSFG11RD	11797	ROUND STICK GRIP BP PEN	RED	BIC		1	1.37	DZ	12 EA = 1 DZ	36	1.37
214	GSMG11RD	11798	BIC ROUND STIC GRIP BALL PEN	RED	BIC		5	1.37	DZ	12 EA = 1 DZ	36	6.85
215	GSM118E	11799	BIC ROUNDSTIC MEDIUM POINT PEN	BLUE	BIC		36	.83	DZ	1 BX = 1 DZ	36	29.88
216	SCSM11BK	11801	SOFTFEEL RETRACTABLE PEN, MED	BLACK	BIC		36	4.97	DZ	12 EA = 1 DZ	18	178.92
217	GSM11BK	11802	BIC ROUNDSTIC MEDIUM POINT PEN	BLACK	BIC		23	.83	DZ	1 BX = 1 DZ	36	19.09
218	ITA31966	11809	PEN ADVINK GRP BP 1MM BE DZ				1	2.91	DZ		1	2.91
219	ITA31965	11810	PEN ADVINK GRP BP 1MM BK DZ				1	2.91	DZ		1	2.91
220	1770Q	11822	X-ACTO SHARPX BATTERY SHARPEN				3	14.49	EA		4	43.47
221	GSF11BK	11827	BIC ROUNDSTIC FINE POINT PEN	BLACK	BIC		20	.83	DZ	1 BX = 1 DZ	36	16.60
222	GSF11BE	11830	BIC ROUNDSTIC FINE POINT PEN	BLUE	BIC		1	.83	DZ	1 BX = 1 DZ	36	.83
223	CSM11BK	11835	CLIC STIC RETRACTABLE PEN, MED	BLACK	BIC		25	3.87	DZ	12 EA = 1 DZ	18	96.75
224	CSM11BE	11836	CLIC STIC RETRACTABLE PEN, MED	BLUE	BIC		4	3.87	DZ		18	15.48
225	14680Q	11838	SARASA GEL PEN BONUS BOX	BLACK	ZEBRA PEN CORPORATION		25	13.26	BX	24 EA = 1 BX	48	331.50
226	3000BK	11903	FINE-POINT MARKERS	BLACK	SANFORD		18	7.09	DZ	12 EA = 1 DZ	24	127.62
227	35001	11904	EXTRA FINE-POINT MARKERS	BLACK	SANFORD		5	7.09	DZ	12 EA = 1 DZ	24	35.45
228	3000RD	11905	FINE-POINT MARKERS	RED	SANFORD		8	7.09	DZ	12 EA = 1 DZ	24	56.72
229	65940	11907	UNIBALL GEL RT MED PT PEN	BLACK	SANFORD		4	10.51	DZ	12 EA = 1 DZ	12	42.04
230	PIL77240	11909	G2 GEL INK REFILL	BLACK	PILOT		2	1.03	PK		6	2.06
231	G27RD	11910	G2 GEL INK PEN, FINE PT	RED	PILOT		3	10.39	DZ		72	31.17
232	G27BK	11911	G2 GEL INK PEN, FINE PT	BLACK	PILOT		14	10.39	DZ	12 EA = 1 DZ	72	145.46
233	G27BE	11912	G2 GEL INK PEN, FINE PT	BLUE	PILOT		12	10.39	DZ	12 EA = 1 DZ	72	124.68
234	33951Q	11913	UNI-BALL SIGNO GEL 207 RT PEN	BLUE	SANFORD		17	11.98	DZ	12 EA = 1 DZ	12	203.66
235	65450	11914	UNI-GEL GRIP MEDIUM POINT PEN	BLACK	SANFORD		15	10.39	DZ	12 EA = 1 DZ	72	155.85
236	R5110	12105	TYPEWRIT RIBB F/IBM WHEELWRIT	BLACK	CLOVER		1	3.05	EA		72	3.05

237	R1427	12107	DP INK ROLLER F/CANON / CASIO	BKRD		2	1.29	EA		144	2.58	
238	R3027	12112	RIBB F/UNIVERSAL CALC/CASH RE	BKRD	CLOVER	21	.71	EA		144	14.91	
239	R1420	12116	TYPEWRITER RIBBON F/BROTHER A	BLACK	CLOVER	1	1.56	EA		72	1.56	
240	R51816	12203	DP LIFT-OFF TAPE F/BIM SELECT		HEWLETT PACKARD	1	2.44	PK	6 EA = 1 PK	48	2.44	
241	MN1500B16	13200	COPPERTOP AA BATTERIES 16-PK		DURACELL	85	6.10	PK	16 EA = 1 PK	12	518.50	
242	MN24RT12Z	13201	COPPERTOP AAA BATTERIES 12-PK		DURACELL	60	4.85	PK	12 EA = 1 PK	12	291.00	
243	MN14RT8Z	13202	COPPERTOP C BATTERIES 8-PK		DURACELL	2	6.53	PK	8 EA = 1 PK	12	13.06	
244	MN13RT8Z	13203	COPPERTOP D BATTERIES 8-PK		DURACELL	28	6.53	PK	8 EA = 1 PK	12	182.84	
245	MN16RT4Z	13204	COPPERTOP 9VOLT BATTERIES 4-PK		DURACELL	15	6.53	PK	4 EA = 1 PK	12	97.95	
246	IM1T45903IN	13205	ENERGIZER LITHIUM DIGICAM BATT			54	5.79	EA		1	312.66	
247	M1T40295ING	17101	JEWEL CASE CDRW HIGH SPEED			2	6.28	PK		1	12.56	
248	17262Q	17102	IMATION 52X CD-R 100PK SPINDLE		IMATION	14	17.09	PK	100 EA = 1 PK	2	239.26	
249	IM1848587IN	17103	MAXELL 700MB 40X CD- R			10	6.15	PK		1	61.50	
250	IM1C77746IN	17105	VERBATIM 4.70GB DVDRW			20	4.67	EA		1	93.40	
251	32025619	17110	DVDR 50PK SPINDLE 16X		MEMOREX	18	12.18	PK	50 EA = 1 PK	4	219.24	
252	S041649	17200	GLOSSY PHOTO LAB INKJET PPR	WHITE	EPSON	1	15.34	PK	50 EA = 1 PK	10	15.34	
253	33998QL	17210	QUILL PAPER CD ENVELOPES 50PK	WHITE		26	1.34	PK	50 EA = 1 PK	20	34.84	Quill Brand
254	5007521C	17300	DUST DESTROYER 7 OZ			74	2.10	EA		12	155.40	Quill Brand
255	99027	17400	6 OUTLET METAL STRIP	PLAT	FELLOWES	14	9.45	EA		6	132.30	
256	382954QL	17500	QUILL MOUSE PAD	BLUE		22	.56	EA		60	12.32	Quill Brand
257	9175801	17501	MEMORY FOAM MOUSEPAD/WRISTREST	SILVR	FELLOWES	18	7.49	EA		4	134.82	
258	9252101	17502	PLUSH TOUCH WRIST REST			1	8.65	EA		4	8.65	
259	E1700	18101	#17 CALENDAR BASE		MEAD	1	5.96	EA		50	5.96	
260	E1900	18103	CALENDAR BASE	BLACK		1	5.24	EA		25	5.24	
261	52507	21100	PLASTIC COMB BINDINGS 5/16IN	BLACK		5	2.85	PK		30	14.25	
262	52325Q	21101	PLASTIC COMB BINDING 3/8INCH	BLACK	FELLOWES	1	3.14	PK	100 EA = 1 PK	20	3.14	
263	52326Q	21102	PLASTIC COMB BINDING 1/2IN	BLACK	FELLOWES	5	4.28	PK	100 EA = 1 PK	12	21.40	
264	52327Q	21103	PLASTIC COMB BINDINGS, 5/8	BLACK		1	6.87	PK		1	6.87	
265	52367Q	21104	PLASTIC COMB	BLACK	FELLOWES	1	7.56	PK	100 EA = 1	5	7.56	

			BINDING 3/4IN							PK			
266	52328Q	21105	BIND COMBS PLAST,BK,1.50PK	BLACK	FELLOWES	1	6.01	PK	50 EA = 1 PK	5	6.01		
267	52368Q	21106	BIND COMBS PLAST, BK,1.5 50P	BLACK	FELLOWES	1	9.30	PK	50 EA = 1 PK	5	9.30		
268	1416961UNI	22400	CLOCK WALL QUARTZ BK			6	19.32	EA		1	115.92		
269	WLJS490	22500				1	57.50				57.50 uni		
270	880	22502	NOTARY PUBLIC RECORD BOOK		HEWLETT PACKARD	3	7.86	EA		72	23.58		
271	66150J	22505	12-1/8X7-1/2 JOURNAL BOOK	BLUE		10	12.16	EA	1 EA = 1 BX	12	121.60		
272	A66500J	22506	ACCT BOOK,JOURNAL RULED,500PG	GREEN	REDIFORM	1	15.77	EA		6	15.77		
273	76510	22600	SUPER VALUE POSTER BOARD	WHITE		6	11.32	CT	50 EA = 1 CT	1	67.92		
274	124867	22800	WASTE 28QT BLACK PLASTIC			10	4.55	EA		0	45.50	Quill Brand	
275	S573	22901	3X2 WOOD FRAMED DRY ERASE BRD		QUARTET	5	24.35	EA		1	121.75		
276	303	22902	3X2 WOOD FRAMED CORK BOARD		QUARTET	4	22.20	EA		1	88.80		
277	11265Q	23000	ECONOMY CHAIRMAT 36X48	CLEAR		42	12.30	EA		35	516.60	Quill Brand	
278	3745022	24001	LAMINATING POUCHES,LTR SZ 9X12	CLEAR	GBC	9	18.71	BX	100 EA = 1 BX	12	168.39		
279	SWI3745011	24002				1	44.25				44.25 uni		
280	SWI3200579	24003	SHARPS 3 GALLON ALWAYS OPEN			1	24.25	BX		1	24.25 uni		
281	8376	25000	INKJET BUSINESS CARD 2 X 3-1/2	IVORY	AVERY	4	6.78	PK	250 EA = 1 PK	5	27.12		
282	35250	26000	FELLOWES SHREDDER OIL 12OZ	CLEAR	FELLOWES	3	3.79	EA		6	11.37		
283	74471	28000	VINYL NAME BADGE HOLDER HORIZ	CLEAR	AVERY	1	9.38	PK	25 EA = 1 PK	12	9.38		
284	3747478	28002	ROUND LANYARD W/ BULLDOG CLIP	BLACK	ACCO	4	5.20	PK	12 EA = 1 PK	50	20.80		



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

Invitation for Bid: OFFICE SUPPLIES 2016

Date Issued: 9-15-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 27, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380
 vpratt@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

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

SAMPLE ENVELOPE

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

Contract Term:
 UPON APPROVAL OF THE
 COUNTY COUNCIL AND
 COUNTY EXECUTIVE

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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:**

<u>OFFICE SOURCE</u>	<u>KRAIG SIMMONS</u>
Company Name	Authorized Agent (Print)
<u>719 RUDDER ROAD</u>	<u>[Signature]</u>
Address	Signature
<u>FENTON MO 63024</u>	<u>Owner / PARTNER</u>
City/State/Zip Code	Title
<u>636-349-5101</u>	<u>10-21-15 43-1863461</u>
Telephone #	Date Tax ID #
<u>Kraig@officesource1.com</u>	<u>636349-5109</u>
E-mail	Fax #

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	BSN28559	EACH	123	\$1.24
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	BSN28560	EACH	27	\$1.89
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	BSN28561	EACH	30	\$2.24
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Business Avery Source	BSN28562	EACH	36	\$3.55
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	SPARCO	SPR26964	EACH	17	\$6.89
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Business Avery Source	SPR62474	EACH	0	\$7.19
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09952	EACH	2	\$1.29
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09954	EACH	2	\$1.89
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09956	EACH	19	\$2.29
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Business Avery Source	BSN09958	EACH	1	\$3.30
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09953	EACH	0	\$1.24
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09955	EACH	17	\$1.49
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09957	EACH	1	\$2.24
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Business Avery Source	BSN09959	EACH	2	\$2.99
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	EACH	0	\$5.89
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	0	\$1.59
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	0	\$1.89
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	0	\$1.89

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	SET	0	\$1.89
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	0	\$1.89
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Business Universal Source	BSN36493	SET	59	\$4.40
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab, Buff	Business Universal Source	BSN20068	SET	73	\$4.29
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	10	\$1.99
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25 / Pack	Avery	AVE16241	PACKAGE	4	\$2.09
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25 / Pack	Avery	AVE16239	PACKAGE	0	\$2.09
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	Business Universal Source	BSN74449	BOX	33	\$3.99
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806	BOX	11	\$18.99
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	12	\$4.87
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	Oxford *	OXF55806	BOX	5	\$18.99
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Business Universal Source	SPR85001	BOX	220	\$1.01
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	SPR85009	BOX	280	\$1.29
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Business Universal Source	BSN36550	DOZEN	78	\$5.18
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Business Universal Source	BSN36551	DOZEN	80	\$6.39
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Business Universal Source	BSN36552	DOZEN	44	\$6.99
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	0	\$6.59
2151	Flash Drive - 16GB Flash Drive, USB 3.0., Retractable, Gray	Verbatim	VER49172	EACH	0	\$9.39

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
2152	Flash Drive - 32GB Flash Drive, USB 3.0,, Retractable, Gray	Verbatim	VER49173	EACH	0	\$15.49
2153	Flash Drive - 64GB Flash Drive, USB 3.0,, Retractable, Gray	Verbatim	VER49174	EACH	0	\$25.49
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	SPR Acce	SPR220	BOX	121	\$1.00
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	SPR81001	PACKAGE	13	\$1.45
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	BSN15735	PACKAGE	5	\$1.99
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	BSN15741	PACKAGE	7	\$1.99
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	BSN15743	PACKAGE	5	\$1.99
2403	Rubber Bands - Size 64, 3-1/2 x 1/4, 320 Bands/1lb Pack	Universal	BSN15748	PACKAGE	2	\$1.99
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC *	BICWOTAP10	EACH	516	\$1.35 *
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	LT Papermate	ITA00307	EACH	28	\$1.29
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC *	BICWOFQD12WE	EACH	87	\$1.59
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	BSN42550	PAIR	0	\$1.99
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	BSN65637	EACH	23	\$1.69
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	BSN28534	EACH	4	\$1.89
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline Swingline	SWI54032	PACKAGE	4	\$1.09
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	SPR Acce	SPR01571	EACH	27	\$1.55
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	2	\$9.00
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	65	\$7.29

Sold
Box
05/10

Sold
Pack
05/12

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	BSN32353	EACH	11	\$.82
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	SPR11796	EACH	9	\$.44
4705	Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	Fellowes	FEL72613	EACH	1	\$ 2.99
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	\$ 4.45
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2	\$ 5.45
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	1	\$ 6.00
4710	Business Card Holder - Holds 50 Cards, Black	OIC	OIC97833	EACH	9	\$.44
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF001014	EACH	13	\$ 5.25
4712	Organizer - Drawer Tray, 9 Section	Sparco	SPR60000	EACH	2	\$ 1.09
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	B.S.	BSN42585	SET	16	\$ 1.49
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	OIC	OIC21102	SET	0	\$ 2.49
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	B.S.	BSN62884	SET	7	\$ 2.94
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMP21DX	EACH	0	\$ 55.00
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	\$ 3.19
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	\$.74
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	\$ 1.59
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	EACH	4	\$ 1.18
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	EACH	1	\$ 1.18

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
5204	Ink - Stamp Pad Refill Ink for Click! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	\$1,90
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	SAECO Universal	SPR60014	EACH	6	\$1,90
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	SAECO Universal	SPR60026	EACH	0	\$1,90
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	SAECO Gesso	SPR01493	EACH	0	\$1,29
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63"	US Stamp & Sign	USSE4752	EACH	0	\$15,00
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	\$10,00
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	USSE4850L	EACH	0	\$11,00
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	B.S. Universal	BSN17525	BOX	98	\$4,29
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	B.S. Universal	BSN17526	BOX	75	\$6,49
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	0	\$15,49
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65776	BOX	6	\$11,00
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65779	BOX	1	\$11,00
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65778	BOX	4	\$11,00
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN44105	BOX	1	\$11,00
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	B.S. Smead	BSN65777	BOX	1	\$11,00
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	BOX	3	\$19,00
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	BOX	1	\$19,00
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	BOX	0	\$19,00

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	BOX	0	\$19.00
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD17534	BOX	0	\$24.00
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17634	BOX	1	\$24.00
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	SPAECO Smead	SPRSP17237	BOX	21	\$13.49
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25010	BOX	0	\$24.00
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	0	\$24.00
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	0	\$24.00
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	0	\$24.00
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	0	\$27.00
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	BOX	1	\$16.49
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SPRSP17247	BOX	8	\$22.00
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	28	\$14.00
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	NAT01057	BOX	5	\$18.00
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Universal	NATSP17206	BOX	3	\$19.40
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	BSN17533	BOX	54	\$5.12
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	BSN43570	BOX	19	\$7.12
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	SPAECO Smead	SPR17715	BOX	3	\$29.89
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	SPAECO Smead	SPRSP437	PACKAGE	0	\$1.45

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	SPARCO Smead	SPRSP42T	PACKAGE	3	\$.75
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	9	\$4.09
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	\$4.09
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	1	\$5.09
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	SPARCO Universal	SPR60529	EACH	22	\$2.29
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	SPARCO Universal	SPR60530	EACH	8	\$2.29
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	9	\$12.00
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	5	\$15.00
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	44	\$1.89
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71356	EACH	237	\$2.79
6608	Expansion Folder - Letter, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope	SPARCO Smead	SPR26535	EACH	3	\$7.09
6609	Expansion Folder - Legal, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope	SPARCO Smead	SPR26538	EACH	0	\$9.69
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	SPARCO Smead	SPR26534	EACH	0	\$5.09
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, Legal, Leather-Like Redrope	SPARCO Smead	SPR26537	EACH	5	\$6.99
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	SPARCO Smead	SPR23682	EACH	4	\$6.09
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	SPARCO Smead	SPR26539	EACH	0	\$4.89
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box	B. Smead	BSN65791	EACH	25	\$16.00
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	B. Smead	BSN65794	EACH	29	\$18.00

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6702	File Jackets - Letter, 11 Point Manila, 100/Box	B.S. Universal	BSN65796	BOX	24	\$14.50
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	B.S. Universal	BSN65800	BOX	2	\$20.00
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	B.S. Universal	BSN65799	BOX	3	\$16.49
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	B.S. Universal	BSN65803	BOX	1	\$19.49
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	B.S. Universal	BSN26750	CARTON	6	\$34.00
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid, White, 12/Ct	B.S. Universal	BSN32450	EACH	274	\$18.00
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	B.S. Fellowes	BSN26757	CARTON	5	\$27.00
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	B.S. Avery	BSN15786	EACH	462	\$1.15
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	B.S. Universal	BSN15787	EACH	90	\$3.33
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	SPARCO LOCTITE	SPR01264	PACKAGE	11	\$6.75
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	B.S. Universal	BSN32952	ROLL	480	\$5.59
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	B.S. Universal	BSN16461	ROLL	18	\$9.98
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	B.S. Universal	BSN32946	ROLL	46	\$6.00
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	SPARCO 3M	SPR64005	ROLL	2	\$2.00
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	B.S. Universal	BSN32954	EACH	27	\$1.00
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	SPARCO Universal	SPR01483	EACH	7	\$6.39
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111	PACKAGE	10	\$9.90
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	B.S. Avery	BSN26114	BOX	0	\$6.19

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8106	Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box	B.S. Universal	BSN26131	BOX	1	\$5.99
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	B.S. Universal	BSN21050	BOX	13	\$5.99
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	B.S. Universal	BSN26112	BOX	15	\$5.99
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	B.S. Universal	BSN26114	BOX	5	\$6.09
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	B.S. Avery	BSN26119	BOX	0	\$5.99
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466	PACKAGE	17	\$2.69
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	PACKAGE	3	\$2.69
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/ Pack	Avery	AVE05469	PACKAGE	0	\$2.69
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/8 x 3-1/2, White, 700/ Box	DYMO	DYM30252	BOX	204	\$13.50
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	\$17.00
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/ Pack	B.S. Avery	BSN161508	BOX	7	\$6.32
8201	Reinforcements - Self-Adhesive Reinforcing Strips, 10 3/4 x 1, 200/ BX	B.S. Avery	BSN16157	BOX	7	\$4.79
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	6	\$2.00
8400	Post-it - Standard Self-Stick Notes, 1- 1/2 x 2, Yellow, 12 100- Sheet Pad/ Pack	B.S. Universal	BSN361010	PACKAGE	105	\$1.95
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	B.S. Universal	BSN361012	PACKAGE	168	\$1.95
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	SPR19259	SPR19259	EACH	80	\$1.50
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	SPR19261	SPR19261	EACH	48	\$1.50
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	SPR19260	SPR19260	EACH	49	\$1.50

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M Post-it	SPR19262	EACH	48	\$1.50
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M Post-it	MMN1000-002	EACH	48	\$3.65
8410	Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M Post-it	SPR38008	PACKAGE	8	\$1.49
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	B.S. Universal	BSN65626	EACH	7	\$2.90
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/32" Holes, Black	B.S. Universal	BSN65645	EACH	15	\$3.30
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	0	\$26.49
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	B.S. Universal	BSN32365	EACH	3	\$4.24
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	0	\$8.00
9401	Scissors - All Purpose Scissors, Black, 8"	B.S. Universal	BSN65647	EACH	36	\$1.69
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	B.S. Universal	BSN65649	BOX	155	\$1.45
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	B.S. Universal	BSN65649	BOX	8	\$1.45
9504	Staples - High-Capacity Staples, 3/8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	0	\$3.00
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	B.S. Universal	BSN02615	BOX	8	\$1.90
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	0	\$4.00
9511	Staples - S.F. 13 Heavy- Duty 1/2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	B.S. Universal	BSN02615	BOX	2	\$1.90
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	BOX	60	\$2.89
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	B.S. Universal	SPR70350	EACH	1	\$2.95
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	B.S. Universal	BSN62836	EACH	33	\$2.95

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
9604	Stapler - Heavy-Duty Stapler, 160-Sheet Capacity, Black/ Gray	B-Swingline	BSN02879	EACH	4	\$18.70
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	34	\$7.40
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	B-S Universal	BSN05050	EACH	15	\$1.18
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	4	\$7.50
9702	Staple Remover - Deluxe Jaw Style Staple Remover	B-S Swingline	BSN05050	EACH	3	\$1.18
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	B-S Swingline	BOSG2K	EACH	3	\$2.40
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	B-S Universal	BSN32376	EACH	12	\$3.37
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2", White, 2/Pack	PAZCO Universal	SPR11818	EACH	62	\$2.28
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	ROLL	0	\$21.50
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	0	\$10.31
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/2" Core, 2-1/4" x 150 ft, White, 100/ CT	B-S Universal	BSN28025	ROLL	239	\$3.39 * SOLD 100 Per Pack
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/ Carton	PMC *	PMC05262	ROLL	50	\$3.34 * SOLD 50 Per Pack
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	PAZCO 3M	APOPP100	BOX	3	\$17.00
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	B-S Universal	BSN03105	PAD	477	\$5.57 SOLD by Dozen
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	B-S Universal	BSN03106	PAD	80	\$8.87 SOLD by Dozen
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	B-S Universal	BSN03107	PAD	405	\$4.40 SOLD by Dozen
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	B-S Universal	BSN20741	DOZEN	26	\$11.28
10501	Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	Mead	MEAD0022	EACH	31	\$1.70

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two-Part Carbonless, 400 Sets/Book	SPALCO Universal	SPR02301	BOOK	1	\$2.40
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Bic Esselte	BSN65258	PACKAGE	40	\$4.40
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Bic Esselte	BSN65259	PACKAGE	41	\$4.40
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Bic Esselte	BSN65261	PACKAGE	4	\$0.75
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Bic Esselte	BSN65260	PACKAGE	264	\$4.65
11200	Eraser - Eraser Caps, 144/Box	ITA Sanford	ITA36523	BOX	1	\$1.40
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0	\$5.50
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3K-L	PACKAGE	4	\$2.69
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2BPK6	PACKAGE	9	\$0.89
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	LEO74500	EACH	8	\$4.95
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic *	BLMG11YW	EACH	724	\$4.40
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	ITA Bic	ITA36180	SET	18	\$4.95
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	ITA Universal	ITA33323	DOZEN	2	\$2.90
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	ITA Universal	ITA33322	DOZEN	6	\$2.90
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	ITA Universal	ITA33324	DOZEN	4	\$2.90
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Genitive Inc Expo	GJO75627	CONTAINER	3	\$2.39
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	22	\$2.43
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	ITA Expo	ITA30015	SET	15	\$1.50

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	UNIVERSAL UNIVERSAL	ITA 30011	EACH DOZEN	56	\$2.79
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	UNIVERSAL	ITA 33328	DOZEN	1	\$2.79
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	B.S. UNIVERSAL UNIVERSAL	BSN 37504	DOZEN	1	.69
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	UNIVERSAL UNIVERSAL	ITA 36181	DOZEN	11	\$2.40
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	UniMark	351B1	EACH	1	\$1.90
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	B.S. UNIVERSAL UNIVERSAL	BSN 37507	DOZEN	7	\$6.77
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	1	\$13.00
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	2	\$14.00
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	12	\$1.25
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	UNIVERSAL Pentel	ITA 38014	TUBE	6	\$6.19
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	UNIVERSAL Pentel	ITA 38015	TUBE	12	\$6.19
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	4	\$6.45
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	UNIVERSAL Paper Mate	ITA 36153	DOZEN	4	\$1.49
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	ITA 36170	DOZEN	5	\$2.50
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford Sanford	ITA 36169	DOZEN	4	\$2.50
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	Sanford Sanford	ITA 36172	DOZEN	2	\$2.50
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot Pilot	ITA 36160	DOZEN	8	\$3.80
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot Pilot	ITA 36162	DOZEN	5	\$3.80

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	DOZEN	0	\$9.00
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	43	\$1.65
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1	\$1.40
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	5	\$3.99
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	17	\$3.59
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	36	\$3.59
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic Bic Source	BSN37501	DOZEN	23	\$6.69
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	BSN37502	DOZEN	0	\$6.69
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	Universal	BSN37503	DOZEN	1	\$6.69
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	Universal	BSN37504	DOZEN	1	\$6.69
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	Universal	BSN37501	DOZEN	4	\$6.69
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	Universal	BSN37500	DOZEN	4	\$6.69
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	B0302697	EACH	3	\$14.11
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	BSN37503	DOZEN	20	\$6.69
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	BSN37502	DOZEN	0	\$6.69
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	BSN37500	DOZEN	19	\$6.69
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	BSN25050	DOZEN	25	\$1.19
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	BSN25051	DOZEN	4	\$1.19

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	Zebra	ZEB14680	BOX	25	\$14.00
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	ITK KOR Sharpie	ITA 30016	DOZEN	18	\$2.89
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN 35001	DOZEN	5	\$2.89
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	ITA 30018	DOZEN	8	\$2.89
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	DOZEN	4	\$1.09
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	Pilot	PIL77240	PACKAGE	2	\$1.09
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	ITA 36159	DOZEN	3	\$3.89
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	ITA 30035	DOZEN	14	\$3.89
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	ITA 30036	DOZEN	12	\$3.89
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	17	\$12.06
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	ITA 39059	DOZEN	15	\$3.79
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters		ITKKOR192B	EACH	1	\$4.49
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	2	\$2.00
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	ITK DataProducts	ITK KOR 80082	EACH	21	\$1.09
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	ITK DataProducts	ITK KOR 1993	EACH	0	\$3.00
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	DataProducts	DPS R51816	BOX	0	\$4.49
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell *	MN1500B16Z	EACH	1359	\$13.65
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell *	MN24RT12Z	EACH	713	\$10.43

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell *	MN14RT8Z	EACH	16	\$12.40
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell *	MN13RT8Z	EACH	222	\$11.99
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell *	MN16RT4Z	EACH	61	\$11.99
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer *	EVE-EL123APB2	EACH	54	\$9.19
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Maxell Innovation 3	MAX630025 (Discontinued)	EACH	12	\$11.00
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Compucessory Innovata	CCS 72100	PACKAGE	14	\$15.00
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	105	\$3.70
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Verbatim Innovata	VEL9505B	EACH	0	\$7.40
17105	DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94839EA VER94520 (Discontinued)	EACH	20	\$6.90
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Compucessory Innovata	CCS33557	PACKAGE	18	\$13.20
17111	DVD-R - 8cm Minidisc DVD- R, 1.4GB, 4x, w/Jewel Case, Silver, 3/Pack	Verbatim Innovata	VEL97237	PACKAGE	0	\$6.49
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	0	\$13.00
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Compucessory Innovata	CCS26500	BOX	26	\$9.95
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can	Universal	CCS24305	EACH	74	\$2.59
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	EACH	14	\$8.18
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Compucessory Fellowes	CCS23405	EACH	22	\$6.94
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	Fellowes	FEL9175801	EACH	18	\$6.95
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black	Fellowes *	FEL9252101	EACH	0	\$11.25

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAG E7175014	EACH	15	\$1,39
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	At-A-Glance	AAGE1700	EACH	1	\$7.49
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	\$4.49
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4" for E919-50 Calendar Refills, Black	At-A-Glance	AAGE1900	EACH	0	\$6.49
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK240014	EACH	364	\$2.85
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	\$6.60
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAG G10000	EACH	2	\$8.95
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAG G56000	EACH	2	\$19.48
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	38	\$7.99
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	4	\$12.49
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	\$14.20
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG 7012705	EACH	5	\$8.19
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG 702600514	EACH	16	9.49
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG G40000	EACH	27	\$6.89
18603	Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7023605	EACH	1	\$38.-
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	\$11.99
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	\$9.09
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7029605	EACH	4	\$37.-

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Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	11	\$20.98
18619	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2015 Refill for 7023605 and 7029605	At-A-Glance	AAG7092375	EACH	4	\$8.79
18620	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2016 Refill for 7023605 and 7029605	At-A-Glance	AAG7092376	EACH	10	\$8.09
18621	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2017 Refill for 7023605 and 7029605 - **Available July, 2014**	At-A-Glance	AAG 7092377	EACH	4	\$7.59
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG 7092378	EACH	1	\$8.14
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Spaceo Fellows	SPR18004	BOX	5	\$2.65
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Aeco	SPR18005	BOX	0	\$3.19
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Building Line Aeco	SWI 4090034	BOX	5	\$3.59
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Aeco	SWI 4090046	BOX	0	\$4.49
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Spaceo Aeco	SPR18007	BOX	1	\$8.20
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	Building Line GBE	SWI4000320	BOX	0	\$4.79
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	Spaceo GBE	SPR18003	EACH	0	\$14.43
22201	Phone Cord - Handset 12', dark gray	Postalk Technologies	SOF48102	EACH	34	\$2.39
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Loxell Universal	LLR60989	EACH	6	\$10.59
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	0	\$34.-
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	\$8.79
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	10	\$14.59
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	0	\$34.-

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	EACH	6	\$36.00
22800	Waste Basket - 7 gallon	DA-200 Rubbermaid	SPR02160	EACH	10	\$3.00
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	DA-200 Quartet	SPR19767	EACH	5	\$13.00
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36"x24"	DA-200 Quartet	SPR19767	EACH	4	\$13.00
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	DA-200 Rubbermaid	L4R02156	EACH	42	\$17.00
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	Bulldog Bulldog	BSN 20870	BOX	9	\$9.49
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	Bulldog Bulldog	BSN 20869	PACKAGE	0	\$9.49
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3 mil, 25 Pack	HeatSeal	3200579	EACH	50	\$19.50
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	PACKAGE	4	\$8.50
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL 35250	EACH	3	\$5.30
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	1	\$12.64
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	Bulldog Bulldog	BAU69409	PACKAGE	4	\$4.49



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

Invitation for Bid: OFFICE SUPPLIES 2016

Date Issued: 9-15-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 27, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380
vp Pratt@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

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

Contract Term:
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE

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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:**

LD Products, Inc.	Frank Farina
Company Name	Authorized Agent (Print)
3700 Cover Street	
Address	Signature
Long Beach, CA 90808	VP of Business Development
City/State/Zip Code	Title
888-375-6648	23 October 2015 20-1858142
Telephone #	Date Tax ID #
gov@ldproducts.com	866-718-9458
E-mail	Fax #

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301	EACH	123	\$1.82
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401	EACH	27	\$2.93
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501	EACH	30	\$3.69
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601	EACH	36	\$5.25
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604	EACH	17	\$14.15
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79606	EACH	0	\$29.98
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710	EACH	2	\$4.31
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725	EACH	2	\$5.39
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05730	EACH	19	\$3.63
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05740	EACH	1	\$5.04
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711	EACH	0	\$1.99
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726	EACH	17	\$2.99
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731	EACH	1	\$6.11
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741	EACH	2	\$7.91
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	EACH	0	\$6.91
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	0	\$6.28
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	0	\$5.78
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	0	\$6.48

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	SET	0	\$6.98
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	0	\$1.92
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal	UNV21872	SET	59	\$0.55
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5-Tab, Buff	Universal	UNV21871	SET	73	\$0.42
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	10	\$2.58
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241	PACKAGE	4	\$5.01
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	PACKAGE	0	\$6.98
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CLI62028	BOX	33	\$10.96
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806	BOX	11	\$32.17
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	12	\$14.01
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	Oxford *	OXF55806	BOX	5	\$24.84
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72210	BOX	220	\$1.97
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72220	BOX	280	\$4.69
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV10200	DOZEN	78	\$0.31
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210	DOZEN	80	\$0.69
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220	DOZEN	44	\$1.73
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	0	\$7.00
2151	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49172	EACH	0	\$9.98

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
2152	Flash Drive - 32GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49173	EACH	0	\$19.79
2153	Flash Drive - 64GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49174	EACH	0	\$32.86
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992	BOX	121	\$2.35
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310	PACKAGE	13	\$0.96
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118	PACKAGE	5	\$4.59
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132	PACKAGE	7	\$4.10
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133	PACKAGE	5	\$4.22
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164	PACKAGE	2	\$6.10
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC *	BICWOTAP10	EACH	516	\$16.42
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115	EACH	28	\$2.06
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC *	BICWOFQD12WE	EACH	87	\$12.69
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051	PAIR	0	\$2.56
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	UNV40304	EACH	23	\$1.19
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	UNV40305	EACH	4	\$2.78
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline	SWI54032	PACKAGE	4	\$2.78
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LEE10134	EACH	27	\$2.69
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	2	\$17.39
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	65	\$9.03

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108	EACH	11	\$1.72
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	9	\$2.58
4705	Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	Fellowes	FEL72613	EACH	1	\$11.87
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	\$11.40
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2	\$13.91
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	1	\$9.70
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	9	No bid
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	EACH	13	\$10.83
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052	EACH	2	\$2.75
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	Universal	UNV08100	SET	16	\$2.61
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	Universal	UNV08101	SET	0	\$9.57
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	Eldon	16073	SET	7	No bid
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMMP21DX	EACH	0	\$63.33
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	\$4.04
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	\$1.78
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	\$3.84
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	EACH	4	\$2.45
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	EACH	1	\$2.45

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
5204	Ink - Stamp Pad Refill Ink for Klik! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	\$3.39
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048	EACH	6	\$2.36
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	Universal	UNV10067	EACH	0	\$4.06
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	Cosco	USSRD010	EACH	0	\$3.59
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US Stamp & Sign	USSE4752	EACH	0	\$13.84
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	\$11.87
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	USSE4050L	EACH	0	\$16.01
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV12113	BOX	98	\$7.98
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV15113	BOX	75	\$12.98
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	0	\$22.78
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD12743	BOX	6	\$18.62
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD12043	BOX	1	\$17.70
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD12943	BOX	4	\$17.70
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD12543	BOX	1	\$17.70
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD12143	BOX	1	\$17.70
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	BOX	3	\$26.62
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	BOX	1	\$29.98
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	BOX	0	\$26.99

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	BOX	0	\$29.98
6113	File Folders - Legal, Orange, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD17534	BOX	0	\$37.60
6114	File Folders - Legal, Pink, 1/ 3 Cut Top Tab, 100/ Box	Smead	SMD17634	BOX	1	\$37.60
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100	BOX	21	\$20.30
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/ Box	Smead	SMD25010	BOX	0	\$36.58
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	0	\$37.43
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	0	\$37.14
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	0	\$37.43
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	0	\$37.43
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/ Box	Esselte	SMD12643	BOX	1	\$22.78
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	BOX	8	\$29.65
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 Pt, 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	28	\$15.17
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046	BOX	5	\$31.12
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS1257SC	BOX	3	\$45.71
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14115	BOX	54	\$7.12
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14215	BOX	19	\$9.08
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD 64220	BOX	3	\$37.28
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615	PACKAGE	0	\$3.59

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600	PACKAGE	3	\$3.14
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	9	\$5.60
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	\$7.79
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	1	\$9.48
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000	EACH	22	\$3.22
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	EACH	8	\$4.53
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	9	\$15.86
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	5	\$19.27
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	44	\$3.15
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71356	EACH	237	\$3.42
6608	Expansion Folder - Letter, Daily 1- 31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Smead	SMD70467	EACH	3	\$17.07
6609	Expansion Folder - Legal, Daily 1- 31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Smead	SMD70469	EACH	0	\$20.28
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425	EACH	0	\$10.28
6611	Expansion Folder - Legal, A- Z Open Expanding File, 21 Pockets, Legal, Leather-Like Redrope	Smead	SMD70430	EACH	5	\$14.84
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70388	EACH	4	\$13.89
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490	EACH	0	\$17.98
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224	EACH	25	\$29.06
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224	EACH	29	\$34.44

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6702	File Jackets - Letter, 11 Point Manila, 100/Box	Universal	UNV72300	BOX	24	\$19.45
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Universal	UNV72500	BOX	2	\$30.36
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300	BOX	3	\$21.93
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500	BOX	1	\$29.78
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131	CARTON	6	\$81.19
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	Universal	UNV95223	EACH	274	\$27.04
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725	CARTON	5	\$69.98
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134	EACH	462	\$1.39
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749	EACH	90	\$0.48
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	11	\$2.50
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV83436	ROLL	480	\$0.73
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301	ROLL	18	\$1.66
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	Universal	UNV63120	ROLL	46	\$8.77
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	MMM 8931	ROLL	2	\$8.49
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001	EACH	27	\$1.69
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502	EACH	7	\$0.78
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111	PACKAGE	10	\$1.80
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106	BOX	0	\$14.48

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8106	Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box	Universal	UNV90102	BOX	1	\$14.22
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV80102	BOX	13	\$7.47
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80104	BOX	15	\$7.32
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal	UNV80107	BOX	5	\$8.16
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30605	BOX	0	\$8.08
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466	PACKAGE	17	\$3.92
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	PACKAGE	3	\$5.28
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia., Blue, 1008/Pack	Avery	AVE05469	PACKAGE	0	\$7.68
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/ B x 3- 1/ 2, White, 700/ Box	DYMO	DYM30252	BOX	204	\$17.82
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	\$22.12
8200	Reinforcements - Hole Reinforcements, 1/ 4" Diameter, White, 200/ Pack	Avery	AVE05729	BOX	7	\$1.69
8201	Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/ 4 x 1, 200/ BX	C-Line	CLI64112	BOX	7	\$15.01
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	6	\$3.42
8400	Post-it - Standard Self-Stick Notes, 1- 1/ 2 x 2, Yellow, 12 100- Sheet Pad/ Pack	Universal	UNV35662	PACKAGE	105	\$1.49
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35668	PACKAGE	168	\$2.75
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M	MMM680YW2	EACH	80	\$4.01
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2	EACH	48	\$4.08
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2	EACH	49	\$4.08

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2	EACH	48	\$4.08
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM6800E2	EACH	48	\$4.08
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH	PACKAGE	8	\$5.16
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222	EACH	7	\$4.24
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323	EACH	15	\$4.55
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	0	\$37.11
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022	EACH	3	\$0.45
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	0	\$9.17
9401	Scissors - All Purpose Scissors, Black, B"	Deskworks	ACM13135	EACH	36	\$3.03
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ 8ox	Universal	UNV79000	BOX	155	\$0.68
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline	SWI35450	BOX	8	\$2.99
9504	Staples - High-Capacity Staples, 3/ 8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	0	\$5.48
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M	BOX	8	\$3.50
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	0	\$7.68
9511	Staples - S.F. 13 Heavy- Duty 1/ 2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	Swingline	SWI35312	BOX	2	\$7.36
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	BOX	60	\$4.00
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	Universal	UNV43119	EACH	1	\$10.78
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SWI40701	EACH	33	\$6.79

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
9604	Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	Swingline	SWI39005	EACH	4	\$27.17
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	34	\$9.09
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	Universal	UNV00700	EACH	15	\$0.61
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	4	\$9.22
9702	Staple Remover - Deluxe Jaw Style Staple Remover	Swingline	SWI38101	EACH	3	\$4.54
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SWI37141	EACH	3	\$4.68
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal	UNV31750	EACH	12	\$0.94
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2", White, 2/Pack	Universal	UNV31B03	EACH	62	\$0.44
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEWC1861A	ROLL	0	\$30.55
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	0	\$20.29
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/ 2" Core, 2- 1/ 4" x 150 ft, White, 100/ CT	Universal	UNV35710	ROLL	239	\$47.57
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	PMC *	PMC05262	ROLL	50	\$16.84
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	BOX	3	\$19.63
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630	PAD	477	\$8.33
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000	PAD	80	\$15.20
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200	PAD	405	\$5.88
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNV86920	DOZEN	26	\$1.94
10501	Spiral Bound Notebook - College Rule, 8- 1/ 2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	EACH	31	\$2.21

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003	BOOK	1	\$5.84
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS 30	PACKAGE	40	\$1.04
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS 31	PACKAGE	41	\$0.83
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS 41	PACKAGE	4	\$2.38
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS 40	PACKAGE	264	\$1.23
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015	BOX	1	\$11.08
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0	\$1.48
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	PACKAGE	4	\$4.82
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	PACKAGE	9	\$1.79
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505	EACH	8	\$1.96
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic *	BLMG11YW	EACH	724	\$5.79
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST	SET	18	\$2.28
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal	UNV08864	DOZEN	2	\$6.47
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal	UNV08863	DOZEN	6	\$4.92
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal	UNV08862	DOZEN	4	\$5.15
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo	SAN81850	CONTAINER	3	\$8.79
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	22	\$3.34
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074	SET	15	\$4.35

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal	UNV07051	EACH	56	\$3.45
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	UNV07052	DOZEN	1	\$6.96
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503	DOZEN	1	\$1.34
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW	DOZEN	11	\$4.81
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B	EACH	1	\$5.13
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal	UNV55400	DOZEN	7	\$1.58
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	1	\$1.38
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	2	\$1.38
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	12	\$1.38
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB	TUBE	6	\$1.18
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB	TUBE	12	\$1.06
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	4	\$1.19
1140B	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301	DOZEN	4	\$4.96
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153	DOZEN	5	\$9.86
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151	DOZEN	4	\$10.15
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	Sanford	SAN60101	DOZEN	2	\$11.61
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334	DOZEN	8	\$14.26
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	DOZEN	5	\$14.73

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	DOZEN	0	\$16.42
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	43	\$2.29
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1	\$2.78
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	5	\$5.70
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	17	\$4.85
11B01	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	36	\$4.60
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK	DOZEN	23	\$1.46
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	UNV27421	DOZEN	0	\$1.61
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	Universal	UNV27420	DOZEN	1	\$1.68
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	Universal	UNV27412	DOZEN	1	\$1.16
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	Universal	UNV27410	DOZEN	4	\$1.28
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	Universal	UNV27411	DOZEN	4	\$1.28
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	EPI16750	EACH	3	\$13.67
11B27	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK	DOZEN	20	\$1.36
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE	DOZEN	0	\$2.08
11B31	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE	DOZEN	19	\$1.49
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	CSM11BK	DOZEN	25	\$5.09
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	CSM11BE	DOZEN	4	\$6.22

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	Zebra	ZEB14680	BOX	25	\$18.45
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001	DOZEN	18	\$8.64
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN 35001	DOZEN	5	\$7.80
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN 30002	DOZEN	8	\$8.78
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	DOZEN	4	\$2.19
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	Pilot	PIL77240	PACKAGE	2	\$2.62
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	PIL31022	DOZEN	3	\$13.75
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	PIL31020	DOZEN	14	\$12.94
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021	DOZEN	12	\$12.79
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	17	\$14.31
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450	DOZEN	15	\$13.51
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters		ITKKOR192B	EACH	1	\$6.99
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	2	\$4.18
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	EACH	21	\$1.35
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	DataProducts	R1420	EACH	0	No bid
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	DataProducts	R51816	BOX	0	No bid
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell *	MN1500B16	EACH	1359	\$11.77
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell *	MN24RT12Z	EACH	713	\$10.34

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell *	MN14RT8Z	EACH	16	\$14.54
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell *	MN13RT8Z	EACH	222	\$14.61
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell *	MN16RT4Z	EACH	61	\$14.11
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer *	EVE-EL123AP	EACH	54	\$5.05
17101	CD-RW Discs - 700MB/B0min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	EACH	12	\$4.50
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	IVR77990	PACKAGE	14	\$23.64
17103	CD-R Discs - 700MB/B0min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	105	\$4.62
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	EACH	0	No bid
17105	DVD+RW - Rewritable DVDs w/jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94520	EACH	20	No bid
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46850	PACKAGE	18	\$14.39
17111	DVD-R - 8cm Minidisc DVD- R, 1.4GB, 4x, w/ Jewel Case, Silver, 3/ Pack	Innovera	IVR46803	PACKAGE	0	No bid
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	0	\$17.98
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403	BOX	26	\$3.05
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can	Universal	IVR51501	EACH	74	\$3.66
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CCS25102	EACH	14	\$9.52
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021	EACH	22	\$3.19
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	Fellowes	FEL9175801	EACH	18	\$10.36
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black	Fellowes *	FEL9252101	EACH	0	\$12.96

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAG E71750	EACH	15	\$2.30
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	At-A-Glance	AAGE1700	EACH	1	\$15.70
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	\$6.93
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4" for E919-50 Calendar Refills, Black	At-A-Glance	AAGE1900	EACH	0	\$14.50
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	364	\$4.49
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	\$8.71
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAG G10000	EACH	2	\$13.83
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAG G56000	EACH	2	\$31.71
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	38	\$11.20
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	4	\$15.91
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	\$19.66
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG 7012705	EACH	5	\$11.58
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG 7026005	EACH	16	\$11.04
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG G40000	EACH	27	\$9.16
18603	Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7023605	EACH	1	\$49.80
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	\$19.97
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	\$13.62
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather. Black	At-A-Glance	AAG 7029605	EACH	4	\$47.44

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	11	\$28.53
18619	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2015 Refill for 7023605 and 7029605	At-A-Glance	AAG7092375	EACH	4	\$10.36
18620	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2016 Refill for 7023605 and 7029605	At-A-Glance	AAG7092376	EACH	10	\$8.96
18621	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2017 Refill for 7023605 and 7029605 - **Available July, 2014**	At-A-Glance	AAG 7092377	EACH	4	\$10.34
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG 7092378	EACH	1	\$12.25
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL 52507	BOX	5	\$5.70
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325	BOX	0	\$9.98
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	GBC4090034	BOX	5	\$5.22
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Acco	GBC4090046	BOX	0	\$8.23
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	BOX	1	\$15.05
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	BOX	0	\$7.11
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	EACH	0	\$39.61
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	34	No bid
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	6	\$11.26
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	0	\$46.49
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	\$11.34
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	10	\$14.01
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	0	\$49.92

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
22600	Posterboard - White Poster Board, 28 x 22, 50/Carton	Elmers	EPI750173	EACH	6	\$39.10
22800	Waste Basket - 7 gallon	Rubbermaid	22177	EACH	10	No bid
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	Quartet	QRT S573	EACH	5	\$38.19
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36"x24"	Quartet	QRT303	EACH	4	\$35.56
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	11265STCLR	EACH	42	No bid
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022	BOX	9	\$26.59
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	PACKAGE	0	\$40.47
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack	HeatSeal	3200579	EACH	50	\$18.95
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	PACKAGE	4	\$9.67
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FBL 35250	EACH	3	\$7.84
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	1	\$17.28
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	PACKAGE	4	No bid



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Item Number	Description	Unit Price
AVE-04301	Economy Ring Binder W/Label holder, 1" Capacity, Black	\$1.82
AVE-04401	Economy Ring Binder W/Label holder, 1-1/2" Capacity, Black	\$2.93
AVE-04501	Economy Ring Binder W/Label holder, 2" Capacity, Black	\$3.69
AVE-04601	Economy Ring Binder W/Label holder, 3" Capacity, Black	\$5.25
AVE-79-604	EZD Nonstick View Binder, 4" Capacity, 11"x8-1/2", Black	\$14.15
AVE-79-606	EZD Nonstick View Binder, 5" Capacity, 11"x8-1/2", Black	\$29.98
AVE-05710	Economy View Binder, Round Ring, 1" Cap., 11"x8-1/2", BK	\$4.31
AVE-05725	Economy View Binder, Round Ring, 1-1/2" Cap., 11"x8-1/2", BK	\$5.39
AVE-05730	Economy View Binder, Round Ring, 2" Cap., 11"x8-1/2", BK	\$3.63
AVE-05740	Economy View Binder, Round Ring, 3" Cap., 11"x8-1/2", BK	\$5.04
AVE-05711	Economy View Binder, Round Ring, 1" Cap., 11"x8-1/2", WE	\$1.99
AVE-05726	Economy View Binder, Round Ring, 1-1/2" Cap., 11"x8-1/2", WE	\$2.99
AVE-05731	Economy View Binder, Round Ring, 2" Cap., 11"x8-1/2", WE	\$6.11
AVE-05741	Economy View Binder, Round Ring, 3" Cap., 11"x8-1/2", WE	\$7.91
ACC-54132	Data Processing Binder, 6" Cap, 12"x8-1/2", Light Blue	\$6.91
AVE-11370	Index Divider, 1-25, w/Table of Content, 11"x8-1/2", WE	\$6.28
AVE-11372	Index Divider, 26-50, w/Table of Content, 11"x8-1/2", WE	\$5.78
AVE-11396	Index Divider, 51-75, w/Table of Content, 11"x8-1/2", WE	\$6.48
AVE-11397	Index Divider, 76-100W/Table of Content, 11"x8-1/2", WE	\$6.98
AVE-01334	Index Dividers, Side Tab, 101-125, 8-1/2"x11", White	\$1.92
BSN-36693	Ring Binder Indexes, 1-1/2" Tabs, 11"x8-1/2", 8-Tabs, Multi	\$0.55
BSN-20068	Binder Indexes, 2" Tabs, 11"x8-1/2", 5 Tab, CL Tabs/Buf	\$0.42
SPR-21905	Index Dividers, w/Table Of Contents, Punched, A-Z, Multi	\$2.58
AVE-16241	Index Tabs W/ Printable Inserts, 2"L, 25/PK, Clear	\$5.01



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AVE-16239	Index Tabs W/ Printable Inserts, 2"L, 25/PK, Assorted	\$6.98
CLI-62028	Top-Load Sheet Protct,Hvywt,Nonglare,11"x8-1/2",100/BX,CL	\$10.96
OXF-55806	Clear Front Report Covers,Ltr, 1/2" Cap., 25/BX, Black	\$32.17
OXF-57513	Twin Pocket Folders,w/o Fasteners,11"x8-1/2",25/BX,AST	\$14.01
OXF-55806	Clear Front Report Covers,Ltr, 1/2" Cap., 25/BX, Black	\$24.84
BSN-65638	Paper Clips,Size 1,Regular,.033 Wire Gauge,1000/PK,Silver	\$1.97
BSN-65639	Paper Clips,Jumbo,.041 Wire Gauge,1000/PK,Silver	\$4.69
SPR-87002	Small Binder Clip,3/4"Wide,3/8" Capacity,12/BX,Black	\$0.31
BSN-36551	Binder Clip, Medium, 1-1/4", Steel, 5/8" Cap.,1/DZ,Black	\$0.69
SPR-87010	Large Binder Clip, 2" Wide,1" Capacity,12/BX,Black	\$1.73
VER-49171	USB Drive, 3.0, V3, 8G, Gray	\$7.00
VER-49172	USB Drive, 3.0, V3, 16GB, Gray	\$9.98
VER-49173	USB Drive, 3.0, V3, 32GB, Gray	\$19.79
VER-49174	V3 USB 3.0 Drive, 64GB, Black/Gray	\$32.86
ACC-12992	Economy Prong Fasteners, 2" Cap, 2-3/4" Prongs, 50/BX	\$2.35
SPR-81001	Pushpins, 3/8" Point, 1/2" Heads, 100/BX, Assorted	\$0.96
BSN-15735	Rubber Bands,Size 18,1 lb./BG,3"x1/16",Natural Crepe	\$4.59
BSN-15741	Rubber Bands,Size 32,1 lb./BG,3"x1/8",Natural Crepe	\$4.10
BSN-15743	Rubber Bands,Size 33,1 lb./BG,3-1/2"x1/8",Natural Crepe	\$4.22
BSN-15748	Rubber Bands,Size 64,1 lb./BG,3-1/2"x1/4",Natural Crepe	\$6.10
BIC-WOTAP10	Correction Tape, 1/5"x39.4', Single Line, 10/BX, White	\$16.42
PAP-5620115	Correction Pen, .24 oz./7ml, Double Ball Tip, White	\$2.06
BIC-WOFQD12WE	Correction Fluid, Quick Dry Formula, 20ml, White	\$12.69
BSN-42550	Bookend Supports, Standard, 4-3/4"x5-1/4"x5", Black	\$2.56



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BSN-65637	Hardboard Clipboard, Nickel-Plated Clip, 9"x12-1/2", Brown	\$1.19
BSN-28554	Hardboard Clipboard, Nickel-Plated Clip, 9"x15-1/2", Brown	\$2.78
SWI-54032	Rubber Finger Tips, Medium, 11/16" Diameter, 12/BX, Amber	\$2.78
LEE-10134	Fingertip Moistener, Nonskid Base, 1-3/4 oz	\$2.69
ROL-66998	Open Card File, 500 Cap., A-Z Tabs, 4-3/4"x9-3/8"x3", Black	\$17.39
TOP-46808	Receipt Book, Carbonless, 3-Part, 2-3/4"x7-1/4", 100/BK, WE/CA/PK	\$9.03
BSN-32355	Large Pencil Cup, 3 Compartments, 3"x3"x4-1/8", Black	\$1.72
GEM-700B	Paper Clip Dispenser, Magnetic, Clear/Black	\$2.58
FEL-72613	Step File Jr., 6 Compartments, 4-3/8"x6-1/2"x7-3/4", BK	\$11.87
DEF-63202	Unbrkbl Wall Pocket, Letter, Single, 14-1/2"x3"x6-1/2", SM	\$11.40
DEF-64302	Unbreakable Wall Pocket, 1 Cmptrmnt, 17-1/2"x3"x6-1/2", SM	\$13.91
SPR-60000	Vertical File System, 13-1/8"x4-1/4"x14-3/4", 3/PK, Black	\$9.70
SOF-00101M	Phone Shoulder Rest, Microban, Black	\$10.83
SPR-60006	Drawer Organizer Tray, 9 Comp., 14"Wx9-3/8"Dx1-1/4"H, Black	\$2.75
BSN-42585	Stacking Tray, Side Load, 8-9/10"x13-1/5"x2-9/10", Black	\$2.61
OIC-21102	Side Loading Stackable Desk Tray, 16-1/4"x9"x2-4/5", BK	\$9.57
CNM-MP21DX	12-Digit Calculator, 2-Color Print, Tax Keys, 9-1/8"x12"x3"	\$63.33
SHR-EL244TB	8-Digit Pocket Calculator, LCD, Dual Power, 2-1/2"x4"x1/2"	\$4.04
AVE-21-381	Foam Rubber Stamp Pad, Size 1, 2-3/4"x4-1/4", Black	\$1.78
AVE-21-071	Felt Stamp Pad, Size 1, 2-3/4"x4-1/4", Red Ink	\$3.84
AVE-21-448	Stamp Pad Inkers, 2 oz. Bottle, Nontoxic, Black	\$2.45
AVE-21-447	Stamp Pad Inkers, 2 oz. Bottle, Nontoxic, Red	\$2.45
USS-IK60	Refill Ink Fluid, F/ Gel Stamp, 7mL, Green	\$3.39
SPR-60014	COPY Title Stamp, 1-3/4"x5/8", Red Ink	\$2.36
SPR-60026	RECEIVED Title Stamp, 1-3/4"x5/8", Red Ink	\$4.06



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USS-RD010	Rubber Date Stamp, Heavy Duty, Sz 1, Gray	\$3.59
USS-E4752	Date Stamp, w/ RECEIVED, 1"x1-5/8", Blue/Red	\$13.84
USS-E4820	Date Stamp, Self-Inking, Four Band, 3/8"x1-5/8", Black	\$11.87
USS-E4850L	Micro Date Stamp, w/4 Key Phrases, 3/4"x1", Blue/Red	\$16.01
BSN-17525	File Folders, 11 Pt., 1/3 Cut Ast Tab, Letter, 100/BX, Manila	\$7.98
BSN-17526	File Folders, 11 Pt., 1/3 Cut Ast Tab, Legal, 100/BX, Manila	\$12.98
SMD-12643	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Pink	\$22.78
SMD-12743	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Red	\$18.62
SMD-12043	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Blue	\$17.70
SMD-12943	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Yellow	\$17.70
SMD-12543	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Orange	\$17.70
SMD-12143	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Green	\$17.70
SMD-17043	File Folder, 1/3 AST 1-Ply Tab, Legal, 100/BX, Blue	\$26.62
SMD-17743	File Folder, 1/3 AST 1-Ply Tab, Legal, 100/BX, Red	\$29.98
SMD-17143	File Folder, 1/3 AST 1-Ply Tab, Legal, 100/BX, Green	\$26.99
SMD-17943	File Folder, 1/3 AST 1-Ply Tab, Legal, 100/BX, Yellow	\$29.98
SMD-17534	File Folder, 1/3 AST 2-Ply Tab Cut, Legal, 100/BX, Orange	\$37.60
SMD-17634	File Folder, 1/3 AST 2-Ply Tab Cut, Legal, 100/BX, Pink	\$37.60
SMD-24100	End Tab Folders, 1-Ply Straight Tab, Letter, 100/BX, Manila	\$20.30
SMD-25010	End Tab Folder, Straight Cut, Letter, 9-1/2"H, 100/BX, BE	\$36.58
SMD-25110	End Tab Folder, Straight Cut, Letter, 9-1/2"H, 100/BX, GN	\$37.43
SMD-25710	End Tab Folder, Straight Cut, Letter, 9-1/2"H, 100/BX, RD	\$37.14
SMD-25910	End Tab Folder, Straight Cut, Letter, 9-1/2"H, 100/BX, YW	\$37.43
SMD-25410	End Tab Folder, Straight Cut, Letter, 9-1/2"H, 100/BX, LV	\$37.43
SMD-12643	File Folder, 1/3 AST 1-Ply Tab, Letter, 100/BX, Pink	\$22.78



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SMD-25740	Color Fastener Folder, 3/4" Exp, Letter-Size, 50/BX, Red	\$29.65
SMD-24210	End-Tab Folders, Straight Cut Tab, 14 Pt., 12-1/4"x9-1/2", MLA	\$15.17
ACC-15046	Classification Folders, 3" Exp, Letter, 2 Partition, Leaf Green	\$31.12
PFX-1257SC	Classification Folder, 2" Expansion, 25 pt, Ltr, 10/BX, ST	\$45.71
BSN-17533	Hanging Folder, 1/5 Tab Cut, Letter, 25/BX, Standard Green	\$7.12
BSN-43570	Hanging Folder, 11 Pt., 1/5 Cut, Legal, 25/BX, Green	\$9.08
SMD-64220	Hanging Pockets, 3-1/2" Expansion, Letter, 10/BX, Green	\$37.28
SMD-64615	Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	\$3.59
SMD-64600	Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	\$3.14
MMM-686L-GBR	Dispenser File Tabs, 1", 66/PK, AST Primary Color Bars	\$5.60
MMM-686-RYB	Dispenser File Tabs, 1"x1-1/2", 66/Tabs/PK, AST Solid Primary	\$7.79
AVE-16282	Printable Tabs, Self-adhesive, 80/PK, 1-3/4", White	\$9.48
SPR-60529	Hanging File Folder Frames, Letter, Stainless Steel	\$3.22
SPR-60530	Hanging File Folder Frames, Legal, Stainless Steel	\$4.53
SMD-50376	Pressbrd File Guides, A-Z, 1/5 Self Tab, Letter, GY/Green	\$15.86
SMD-52376	Pressbrd File Guides, A-Z, 1/5 Self Tab, Legal, GY/Green	\$19.27
SMD-71353	Leather Like Wallet, Elastic Cord, 3-1/2" Exp, 11-3/4"x9-1/2"	\$3.15
SMD-71356	Leather Like Wallet, Elastic Cord, 3-1/2" Exp, 15"x10"	\$3.42
SMD-70467	Daily Expanding File, 1-31, Letter, 12"x10", Brown	\$17.07
SMD-70469	Daily Expanding File, 1-31, Legal, 15"x10", Brown	\$20.28
SMD-70425	Expanding File, No Flap, A-Z, 21 Pockets, Letter, 12"x10", RDR	\$10.28
SMD-70430	Expanding File, No Flap, A-Z, 21 Pockets, Legal, 15"x10", RDR	\$14.84
SMD-70388	Expanding Files w/Flap, 12"x10", Letter, Jan-Dec, Brown	\$13.89
SMD-70490	Monthly Expanding File, Jan-Dec, 12 Pkt, Legal, 15"x10", RDR	\$17.98
SMD-73224	File Pocket, 3-1/2" Exp, Straight Cut, Ltr, 25/BX, RDR	\$29.06



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SMD-74224	File Pocket, 3-1/2" Exp, Straight Cut , Lgl, 25/BX, RDR	\$34.44
BSN-65796	File Pocket, Straight Cut Tab, Flat, 50 Cap., Letter, 100/BX, MLA	\$19.45
BSN-65800	File Pocket, Straight Cut Tab, Flat, 50 Cap., Legal, 100/BX, MLA	\$30.36
BSN-65799	Filing Jackets, 2" Exp, 400 Cap., Letter, 50/BX, Manila	\$21.93
BSN-65803	File Pockets, 2" Exp., 400 Cap., Legal, 50/BX, Manila	\$29.78
FEL-00705	Stor/File Storage Boxes, Legal, 15"x24"x10", 12/CT, White	\$81.19
BSN-32450	Storage Boxes, Ltr/Legal, 400 lb, 12"x15"x10", 12/CT, White	\$27.04
FEL-00725	Storage File, Letter/Legal, 12"x15"x10", 12/CT, Woodgrain	\$69.98
AVE-00134	Glue Stic, Permanent, .26 oz., White	\$1.39
BSN-15787	Glue Stick, Permanent, Acid-free, .74 oz., Clear	\$0.48
LOC-1363131	Liquid Super Glue, Twin Tubes, 14 oz., 2/PK, Clear	\$2.50
BSN-32952	Invisible Tape Refill Roll, 1" Core, 3/4"x1296", Clear	\$0.73
BSN-16461	Masking Tape, 3" Core, 1"x60 Yards, Natural Kraft	\$1.66
BSN-32946	Sealing Tape, Heavy Duty, 3" Core, 110YD, 1.6mil, 6Rolls, CLR	\$8.77
MMM-8931	Filament Tape, 1"x60Yards, Clear	\$8.49
BSN-32954	Tape Dispenser, Holds 1/2"-3/4"x36 Yds, 1"Core, Black	\$1.69
SPR-01483	Envelope Moistener, Bottle Type, Sponge Tipped	\$0.78
MMM-111	Mounting Tape Squares, Permanent, 1"x1", 16/Pack	\$1.80
BSN-26114	Mailing Labels, Laser, 1-1/3"x4", 1400/PK, White	\$14.48
BSN-26131	Mailing Labels, 1"x2-3/4", 3300/PK, White	\$14.22
BSN-21050	Mailing Label, Laser, 1"x2-5/8", 3000/PK, White	\$7.47
BSN-26112	Mailing Labels, Laser, 1"x4", 2000/PK, White	\$7.32
BSN-26116	Mailing Labels, Shipping, Laser, 2"x4", 1000/PK, White	\$8.16
AVE-30605	Laser Labels, Full Sheet, 8-1/2"x11", 100/BX, White	\$8.08
AVE-05466	Removable Labels, 3/4" Round, 1008/PK, Red	\$3.92



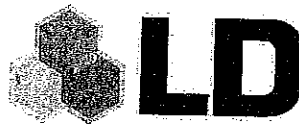
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AVE-05462	Removable Labels, 3/4" Round, 1008/PK, Yellow	\$5.28
AVE-05469	Removable Labels, 3/4" Round, 1008/PK, Dark Blue	\$7.68
DYM-30252	Address Labels, 1-1/8"x3-1/2", 350 Labels/RL, 2/BX, White	\$17.82
BRT-DK1209	Small Address Labels, 1-1/7"x2-3/7", 800/RL, WE	\$22.12
AVE-05729	Reinforcements, Roll Dispnsr, 1/4" Diameter, 200/PK, White	\$1.69
CLI-64112	Reinforcing Strips, Self Adhesive, Unpncd, 10-3/4"x1", 200/BX, WE	\$15.01
AVE-05868	Notarial/Certificate Seals, 2" D, 4"x6" Sht, 44/PK, Gold	\$3.42
BSN-36610	Adhesive Notes, 100 Sheets, 1-1/2"x2", 12/PK, Yellow	\$1.49
BSN-36612	Adhesive Notes, 100 Sheets, 3"x3", 12/PK, Yellow	\$2.75
MMM-680-YW2	Post-it Flags, 1"x1-3/4", 100/PK, Yellow	\$4.01
MMM-680-BE2	Post-it Flags, 1"x1-3/4", 100/PK, Blue	\$4.08
MMM-680-RD2	Post-it Flags, 1"x1-3/4", 100/PK, Red	\$4.08
MMM-680-GN2	Post-it Flags, 1"x1-3/4", 100/PK, Green	\$4.08
MMM-680-OE2	Post-it Flags, 1"x1-3/4", 100/PK, Orange	\$4.08
MMM-684-SH	"Sign Here" Flags, 1/2"x1-3/4", 120/Flags/PK, Assorted	\$5.16
BSN-65626	2-Hole Punch, 1/4", 2-3/4" Center, 20 Sheet Capacity, Black	\$4.24
BSN-65645	3-Hole Punch, Adjustable, 1/4" Hole Size, 8-10 Sht Cap., Black	\$4.55
ACI-2240	3-Hole Punch, Traditional, 9/32", 40 Sht Cap., BK/Silver	\$37.11
BSN-32365	Plastic Ruler, Beveled Edges, 12"L, White	\$0.45
CHA-235E	Triangular Scale, Engineers, 12"L, Plastic, White	\$9.17
ACM-13135	All Purpose Scissors, 3.5" Cut. Length, Black	\$3.03
BSN-65649	Standard Staples, Chisel Point, 1/2" W, 1/4"L, 210 Strip, 5000/BX	\$0.68
SWI-35450	Premium Staples, S.F.4-5, 1/4"L, 210/Strip, 5000/BX	\$2.99
SWI-35550	High Capacity Staples, 1/2"W, 3/8"L, 125/Strip, 2500/BX	\$5.48
BOS-SB351/2-1M	Heavy-Duty Staples, Use In B310HDS, 00540, 1/2"W, 1/2"L	\$3.50



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BOS-SB355/8-1M	Heavy-Duty Staples, Use In B310HDS, 00540, 5/8"L, 1000/BX	\$7.68
SWI-35312	Staples For Heavy-Duty Staplers,Chisel,1/2"L,1000/BX	\$7.36
SWI-35556	Premium Staples,1/2"W, 1/4" Leg, 210/Strip, 3750/BX	\$4.00
SWI-78911	Standard Stapler Kit, 20 Sht/105 Cap.,1000 Staples, BK	\$10.78
SWI-40701	Light Duty Stapler, 20 Sht/210 Cap., Standard Staples, Black	\$6.79
SWI-39005	Heavy-Duty Stapler, 160 Sht Capacity, Gray/Black	\$27.17
ACI-1423	Desktop Stapler, 20 Sht Capacity, Standard Staples, BK	\$9.09
BSN-65650	Staple Remover, Plastic Grip, Black	\$0.61
MXB-RZ3F	Heavy-Duty Staple Remover,Removes 150 Staples Sheets,Black	\$9.22
SWI-38101	Deluxe Staple Remover,Steel Jaw,Extra-Wide Holding Tabs, BK	\$4.54
BOS-G2K	Premium Staple Remover, Chrome Finish	\$4.68
BSN-32376	Letter Opener, Nickel Plated, 9"L, Silver	\$0.94
SPR-11818	Letter Opener, Plastic, 2-7/8"x2-1/8", Black	\$0.44
HEW-C1861A	Inkjet Bond Paper,24 lb,36"x150' Roll,95 GE/108 ISO,BR WE	\$30.55
HEW-Q1396A	Universal Bond Paper,24"x150',21lb.,96 GE/110 ISO,White	\$20.29
BSN-28625	Machine Receipt Rolls, Single-Ply, 2-1/4"x150', 100/CT, WE	\$47.57
PMC-05262	Single Ply Thermal Cash Register/POS Rolls, 2 1/4" x 55 ft., White, 5 Rolls/Pack	\$16.84
APO-PP10DC	Transparency Film, 8-1/2 x11", 100/BX, Black on Clear	\$19.63
BSN-63105	Legal Pads, Legal Ruled, 50 Sht, 8-1/2"x11-3/4",12Pack, CA	\$8.33
BSN-63106	Legal Pads, Legal Ruled, 50 Sht, 8-1/2"x14",12Pack, CA	\$15.20
BSN-63107	Legal Pads, Jr. Legal Ruled, 50 Sht, 5"x8", 12Pack, CA	\$5.88
TOP-2S274	Steno Book, 15 lb., Gregg Ruled, 80 Sheets, 6"x9", GN Tint	\$1.94
MEA-06622	Spiral Notebk,1-Subject,College Rule,100 Sht,11"x8-1/2",AST	\$2.21
SPR-02301	Telephone Message Book, 400 Sets, 5-1/4"x11"Sheet, White	\$5.84
OXF-30	Index Cards, Blank, 8 Point, 85 lb., 3"x5", 100/PK, White	\$1.04



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OXF-31	Index Cards, Ruled, 8 Pt., 85 lb., 3"x5", 100/PK, White	\$0.83
OXF-41	Index Cards, Ruled, 8 Pt., 85 lb., 4"x6", 100/PK, White	\$2.38
OXF-40	Index Card, Blank, 8 Point, 85 lb., 4"x6", 100/PK, White	\$1.23
PAP-73015	Pencil Cap Erasers, F/Standard Pencils, 144/BX, Pink	\$11.08
PEN-Z2-1	Eraser Refill, for Pentel Pencils, 3/TB, 1 TB/PK, White	\$1.48
PEN-ZE21BP3-K6	Clic Eraser, Retractable, 3/PK, Assorted	\$4.82
PEN-ZER2BPK6	Eraser Refill, Nonabrasive, 2/PK, White	\$1.79
SAN-81505	Marker Board Eraser, Charcoal	\$1.96
BIC-BLMG11-YW	Brite Liner Highlighter, w/Rubber Grip, Chisel Tip, Yellow	\$5.79
BIC-BLP51W-ASST	Highlighter, w/ Clip, Chisel Point, Nontoxic, 5/ST, AST	\$2.28
ITA-33323	Desk Highlighter, Chisel Tip, 12/PK, Fluorescent Blue	\$6.47
ITA-33322	Desk Highlighter, Chisel Tip, 12/PK, Fluorescent Orange	\$4.92
ITA-33324	Desk Highlighter, Chisel Tip, 12/PK, Fluorescent Green	\$5.15
SAN-81850	Markerboard Towelettes, 6"x9" Sheet, 50 Count	\$8.79
SAN-86074	Dry-erase Markers, Fine Point, Nontoxic, 4/ST, Assorted	\$3.34
SAN-80074	Dry-erase Markers, Chisel Point, Nontoxic, 4/PK, Assorted	\$4.35
ITA-30011	Permanent Marker, Chisel Tip, Black	\$3.45
ITA-33328	Permanent Marker, Chisel Tip, Red	\$6.96
PIL-11015	Fineliner Marker, Airtight Cap, .7mm, Fine Point, Red Ink	\$1.34
BIC-BL11-YW	Highlighter, w/Clip, Chisel Point, Nontoxic, Yellow	\$4.81
DRI-351B-1	Counterfeit Detector UV Pen, Black	\$5.13
BSN-37507	Woodcase Pencils, No. 2, 12/pk, Yellow	\$1.58
PEN-A125A	Mechanical Pencil, 0.5 mm, Black	\$1.38
PEN-A127C	Mechanical Pencil, 0.7 mm, Dark Blue	\$1.38
PEN-A129E	Mechanical Pencil, 0.9 mm, Dark Brown	\$1.38



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PEN-C505-HB	Hi-Polymer Lead, 0.5 mm, Fine, HB, 12/TB, Black	\$1.18
PEN-50-HB	Hi-Polymer Lead, 0.7 mm, Medium, HB, Black, 12ea/TB	\$1.06
PEN-50-9-HB	Hi-Polymer Lead, 0.9 mm, Bold, HB, Black, 15ea/TB	\$1.19
PAP-3030131	Sharpwriter Pencil, No 2 Lead, 0.7mm, Goldenrod	\$4.96
SAN-60153	Uniball Rollerball Pen, Micro Point, 0.5 mm, Blue Ink	\$9.86
SAN-60151	Uniball Rollerball Pen, Micro Point, 0.5 mm, Black Ink	\$10.15
SAN-60101	Uniball Rollerball Pen, Fine Point, 0.7 mm, Black Ink	\$11.61
PIL-35334	Roller Ball Pen, Nonrefillable, .5mm, Extra Fine, Black	\$14.26
PIL-35336	Roller Ball Pen, Nonrefillable, .5mm, Extra Fine Point, Red	\$14.73
PEN-5520-A	Sign Pens, Fiber Tip, Bold Point, 12/PK, Black Barrel/Ink	\$16.42
PMC-05057	Counter Pen, Square Adhesive Base/Chain, BK Barrel/ Ink	\$2.29
BIC-GSFG11RD	Round Stic Pens, Comfort Grip, Fine Point, SR Barrel/RD Ink	\$2.78
BIC-SGSM11RD	Soft Feel Stic Pen, Medium Point, Red Ink/Red Barrel	\$5.70
BIC-SGSM11-BE	Soft Feel Stic Pens, Medium Point, Blue Ink/ Barrel	\$4.85
BIC-SGSM11-BK	Soft Feel Stic Pens, Medium Point, Black Ink/ Barrel	\$4.60
BIC-GSM11-BK	Round Stic Ballpoint Pen, Med. Point, Frost Barrel/BK Ink	\$1.46
BSN-37502	Ballpoint Stick Pens, Fine Pt, Light Gray Barrel, Blue Ink	\$1.61
BSN-37503	Ballpoint Stick Pens, Fine Pt, Light Gray Barrel, Black Ink	\$1.68
BSN-37504	Ballpoint Stick Pens, Med Pt, Lt Gray Barrel/ Red Ink	\$1.16
BSN-37501	Ballpoint Stick Pens, Med Pt, Lt Gray Barrel/ Black Ink	\$1.28
BSN-37500	Ballpoint Stick Pens, Med Pt, Lt Gray Barrel/ Blue Ink	\$1.28
BOS-02697	Pencil Sharpener, Battery Powered, 4-1/4"x6"x2-1/4", Black	\$13.67
BIC-GSF11-BK	Round Stic Ballpoint Pen, Fine Point, Frost Barrel/BK Ink	\$1.36
BIC-GSF11-BE	Round Stic Ballpoint Pen, Fine Point, Frost Barrel/BE Ink	\$2.08
BIC-GSM11-BE	Round Stic Ballpoint Pen, Med. Point, Frost Barrel/BE Ink	\$1.49



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BIC-CSM11-BK	Clic Stic Pen, Medium Point, 1DZ, Black Ink/White Barrel	\$5.09
BIC-CSM11-BE	Clic Stic Pen, Medium Point, 1DZ, Blue Ink/White Barrel	\$6.22
ZEB-14680	Gel Pens, Retractable, Value Pack, .7mm, 24/PK, AST Ink	\$18.45
SAN-30001	Permanent Marker, Fine Point, 12 Pack/DZ, Black	\$8.64
SAN-35001	Sharpie Permanent Marker, Extra-Fine Point, Black Ink	\$7.80
SAN-30002EA	Permanent Marker, Fine Point, Red	\$8.78
SAN-65940	Uni-Ball Micro-Tip Gel Pen, 0.7mm, Black	\$2.19
PIL-77240	Gel Ink Refill, Fine Point, 2/PK, Black Ink	\$2.62
PIL-31022	Gel Pen, Retractable/Refillable, Fine Point, Red Ink	\$13.75
PIL-31020	Gel Pen, Retractable/Refillable, Fine Point, Black Ink	\$12.94
PIL-31021	Gel Pen, Retractable/Refillable, Fine Point, Blue Ink	\$12.79
SAN-33951	Gel Pen, Retractable, Refillable, .7mm Point, Blue Ink	\$14.31
SAN-65450	Uni-Gel Grip Rollerball Pen, 0.7 mm, Black Ink	\$13.51
ITK-KOR192B	Typewriter Ribbon, Corr, IBM WheelPrinter, Black	\$6.99
ITK-KOR42	Ink Roller, F/Calculator, 1/Pack, Black & Red	\$4.18
ITK-KOR80CBR	Printer Ribbon, NYL, C Wind, Black/Red	\$1.35
DUR-MN1500B16Z	Coppertop Alkaline Batteries, AA, 16/PK, BK/GD	\$11.77
DUR-MN24RT12Z	Alkaline Battery, AAA, 12/PK	\$10.34
DUR-MN14RT8Z	Alkaline Battery, Size C, 8/PK	\$14.54
DUR-MN13RT8Z	Alkaline Battery, D Size, 8/PK	\$14.61
DUR-MN16RT4Z	Alkaline Battery, 9 Volt, 4/PK	\$14.11
EVE-EL123APBP	Lithium Photo Battery, 3 Volt, 1/PK	\$5.05
SAM-16950	View Binder, 1-1/2" Cap, Black	\$4.50
CCS-72100	CD-R, 52x, 700MB/80Min, Branded, 100/PK	\$23.64



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VER-94935	CD-R Disc, 52X, 700MB/80MIN, Branded, Slim Case, 10/PK	\$4.62
CCS-35557	DVD-R, 4.7GB, 16X, Branded, 50/PK	\$14.39
EPS-S041649	Inkjet Photo Paper, Glossy, 52 lb, 8.1 mil, 8-1/2"x11", 50/PK, WE	\$17.98
CCS-26500	CD/DVD Window Envelopes, 5"x5", 100/BX, White	\$3.05
CCS-24305	Air Duster Cleaner, Moisture-free/Ozone Safe, 10 oz.	\$3.66
CCS-25102	Strip Surge Protector, 1080 Joules, 6 Outlets, 6' Cord, Putty	\$9.52
FEL-58021	Mouse Pad, Nonskid, 9"x8"x1/8", Blue	\$3.19
FEL-9175801	Memory Foam Mouse Pad, Nonskid, 8"x9-1/4"x1", Silver Streak	\$10.36
FEL-9252101	Keyboard Wrist Rest, w/Foam Fusion, 18-1/3"x3-1/4"x1", BK	\$12.96
AAG-E7175015	Calendar Refill, For 17-Style, 12Mths Jan-Dec, 3-1/2"x6", WE	\$2.30
AAG-E17-00	17-Style Desk Calendar Base, Plastic, 2 Rings, 3-1/2"x6", BK	\$15.70
AAG-E919-50	Compact Desk Calendar Refill F/E19 Base, w/Tabs, 3-3/4"x3"	\$6.93
AAG-E19-00	Compact-Size Calendar Base, 2 Rings, Plastic, Black	\$14.50
AAG-SK240015	Desk Pad, 1PPM, 12Mths, Jan-Dec, 22"x17", Black	\$4.49
AAG-PM12-28	Yearly Wall Calendar, 12 Mths Jan-Dec, 24"x36", BE/RD Ink	\$8.71
AAG-G100-00	Daily Appointment Book, 12 Mth Jan-Dec, 4-7/8"x8", BK	\$13.83
AAG-G560-00	4-Person Appt Book, 1/4 Hourly, Jan-Dec, 7-7/8"x11", Black	\$31.71
AAG-G535-00	Weekly Appt Book, 12 Months Jan-Dec, 6-7/8"x8-3/4", Black	\$11.20
AAG-709500515	Weekly Appointment Book, Jan-Jan 8-1/4"x10-7/8", Black	\$15.91
AAG-76-01-05	Weekly/Monthly Planner, 12Mths Jan-Dec, 8"x9-7/8", BK	\$19.66
AAG-70-127-05	Classic Monthly Planner, 18Mth July-Dec, 6-7/8"x8-3/4", BK	\$11.58
AAG-702600516	13-Month Planner, Jan-Jan, Wirebound, 9-1/2"x11", Black	\$11.04
AAG-G400-00	Monthly Planner, 12 Mths Jan-Dec, 6-7/8"x8-3/4", Black	\$9.16
AAG-70-236-05	3-Year Monthly Planner, Tabbed Dividers, 2PPM, 9"x11", Black	\$49.80
AAG-76-06-05	Monthly Planner System, 12 Mth Jan-Dec, 8-1/4"x10-7/8", Black	\$19.97



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AAG-K1-50	"Today Is" Wall Cal. Refill, F/ K1, 365 Days, Jan-Dec, 6"x6"	\$13.62
AAG-70-296-05	5-Year Monthly Planner, Multi-Ring Binding, 9"x11", Black	\$47.44
AAG-G560-00	4-Person Appt Book, 1/4 Hourly, Jan-Dec, 7-7/8"x11", Black	\$28.53
7092375	AT-A-GLANCE 2015 Refillable Multi-Year Monthly Planner Refill, January - December, White, 9 x 11	\$10.36
AAG-70-923-76	Monthly Planner Refill, 12 Mth Jan-Dec 2016, 2PPM, 9"x11"	\$8.96
AAG-70-923-77	Monthly Planner Refills, 2PPM, 12 Month, 9"x11"	\$10.34
AAG-70-923-78	Yearly Refill, For 70236-70296, Jan-Dec, 9"x11", White	\$12.25
FEL-52507	Plastic Comb Bindings, 5/16", 21-40 Sht Capacity, 100/PK, BK	\$5.70
FEL-52325	Plastic Comb Bindings, 3/8", 41-55 Sht Capacity, 100/PK, BK	\$9.98
SWI-4090034	Binding Spines, 1/2" Diameter, 85 Sht Cap, 25/BX, BK	\$5.22
SWI-4090046	Plastic Binding, 5/8" Diameter, 125-Sht Cap, 25/BX, Black	\$8.23
SPR-18007	Plastic Binding Spines, 3/4", 150 Sheet Capacity, 100/BX, BK	\$15.05
SWI-4000020	Plastic Binding, 1/4" Diameter, 25-Sht Cap, 100/BX, Black	\$7.11
SWI-4200010	Plastic Binding, 1-1/2" Diameter, 330-Sht Cap, 100/BX, Black	\$39.61
LLR-60989	Wall Clock, 13-1/4", Arabic Numerals, Black Frame	\$11.26
WLI-5490	Visitors Register Bk., 1500 Entries, 8-1/2"x11-1/2", Red	\$46.49
DOM-880	Notary Public Record Book, 64 Pages, 8-3/8"x10-1/2", Maroon	\$11.34
BOR-66150J	Account Book, Journal-Ruled, 150 Pages, 12-1/8"x7-5/8", Blue	\$14.01
BOR-66500J	Account Book, Journal-Ruled, 500 Pages, 12-1/8"x7-5/8", Blue	\$49.92
EPI-750173	Poster Board, 22"x28", 18 lb., 50 Count, White	\$39.10
QRT-S573	Marker Board, 3'x2', Oak Frame	\$38.19
QRT-303	Cork Board, 1" Face Frame, 3'x2', Oak Frame	\$35.56
SWI-3745022	Laminating Pouch, 3 mil, Letter, 9"x11-1/2", 100/PK, Clear	\$26.59
SWI-3745011	Laminating Pouch, 3 mil, Legal, 9"x14-1/4", 100/PK, Clear	\$40.47
SWI-3200579	Laminated Pouch, 3 mil, Menu, 11-1/4"x17-1/4", 25/PK, Clear	\$18.95



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AVE-8376	Business Cards, Inkjet, Matte, 2"x3-1/2", 250/PK, Ivory	\$9.67
FEL-35250	Shredder Performance Lubricant, Plastic Squeeze Bottle, 12oz	\$7.84
AVE-74471	Badge Holders, Top Load, Landscape, Pre-Punched, 3"x4", 25/PK	\$17.28



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

Invitation for Bid: OFFICE SUPPLIES 2016

Date Issued: 9-15-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 27, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380
vpratt@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

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

Contract Term:
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE

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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:**

Office Depot, Inc.	<u>JEFFREY GELMER</u>	
Company Name	Authorized Agent (Print)	
6600 North Military Trail	<u>[Signature]</u>	
Address	Signature	
Boca Raton, Florida 33496	Vice President	
City/State/Zip Code	Title	
(561) 438-4800	10/27/15	59-2663954
Telephone #	Date	Tax ID #
kevin.herr@officedepot.com		(800) 593-8830
E-mail		Fax #

1.10 INCORPORATION OF DOCUMENTS:

The terms of the Bid Invitation, Bid Specifications, Bid Form are and shall be incorporated into the contract as if fully setout therein. The Bid, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

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 insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at its own expense. Such insurance shall be provided 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. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. (X)Required () Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms 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. (X)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. (X)Required () Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

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

Response: Office Depot takes exception to providing Professional Liability Insurance. Office Depot can provide an appropriate level of insurance coverage for the County. Currently, our insurance provider is National Union. Office Depot has the following coverage:

- Workers Compensation – statutory coverage for all states. \$1 million each loss self-insured retention.
- Commercial General Liability – \$1 million each loss self-insured retention, with \$15 million aggregate.

- Automobile Liability – all owned, hired and non-owned autos are covered to \$2 million per accident.
- Employee Dishonesty/Third Party Fidelity Bond – \$20 million.

Office Depot has included our Memorandum of Insurance with our response which includes all of our insurance coverages and amounts of coverage. We do not agree to provide Professional Liability Insurance, as that would not be applicable to the services that we are providing on any resulting agreement. The above is in no way a certificate of insurance, or a legal representation of binding coverage. It is intended as a general outline of what intended coverage will be. At the time of finalization, Office Depot will provide a Memorandum of insurance that documents binding coverage. Please refer to the attached, Office Depot Inc. Sample Certificate of insurance.

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 TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective Bidder is required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

2.3 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.

2.4 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.**

Response: Office Depot offers competitive pricing to each customer based on several factors, including Office Depot's total delivered cost, the customer's unique service level requirements, the customer's total volume of spend, and the customer's product mix. Because Office Depot customizes its pricing for each individual customer based on numerous factors, and because each customer is unique in its requirements, spend and product mix, we are unable to guarantee that one particular customer's pricing is as favorable as any other customer's pricing at the SKU-level. However, Office Depot is committed to providing each customer the best valued program that suits such customer's needs.

1. CORE LIST PRICING. Office Depot agrees to supply to Customer those office products and services as set forth on the pricing file included in the bid documents (the "Core List") at the prices listed. With the exception of paper and toner/ink items, Core List pricing will be held firm for one year from the Effective Date of any resulting agreement and thereafter will be firm for one year and updated on an annual basis. Pricing for paper and toner/ink items on the Core List will be firm for three months from the Effective Date and will fluctuate with market conditions. Upon request, and when available, Office Depot shall provide Customer with manufacturer documentation to verify that paper and toner/ink price adjustments are being appropriately passed through to Customer. Office Depot will meet with Customer on an annual basis (or as otherwise necessary) during the "Initial Term" (as hereinafter defined) and any "Renewal Term" (as hereinafter defined) to review the products and services on the Core List. In addition, the products and services on the Core List, and the prices thereof, may be updated from time to time upon notification by Office Depot to Customer (including via e-mail).

2. NON-CORE ITEM PRICING. Items not on the Core List ("Non-Core Items"), but which are identified in the primary printed catalog in use for account customers (also known as "contract" customers) of the Business Solutions Division that is in circulation at the time of the order ("BSD Catalog"), will be priced at a discount up to 5 % off of the regular sales price (promotions excluded) set forth on www.officedepot.com at the time of the order, exclusive of bulk pricing discounts or other specials. Notwithstanding anything herein to the contrary, the aforementioned discount shall not apply to (i) products in the following categories (as such categories are identified on www.officedepot.com): Technology, Custom Printing, Breakroom Supplies, Food and Beverage, Copy and Print Services, Promotional Products, Furniture, Mail Room and Shipping Supplies, Gift Cards, and Warranties; and (ii) clearance items and promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the BSD Catalog shall not be subject to the discounts or pricing methodology otherwise set forth in this Agreement. Rather, prices for such items, as well as Excluded Categories, will be established by Office Depot in its discretion and will be presented to the Customer at the point of sale or otherwise at the time of order placement.

2.5 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.

Response: Office Depot is unable to certify that the products that we would be selling to the County will all meet the intent of the Missouri Domestic Product Procurement Act, as frequently they are manufactured outside of the United States in order to provide the highest quality for the lowest cost to the County and other Customers.

2.6 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.

2.7 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.

2.8 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.

2.9 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.

Response: To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot-branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

2.10 PAYMENT:

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

2.11 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.

2.12 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.

2.13 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.

2.14 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.

Response: Office Depot would request that the term "subcontractor" not include those parties involved in Office Depot's day-to-day business operations, including but not limited to, delivery carriers and customer service providers and that Office Depot would not need prior approval from the County to delegate the respective duties to such third parties.

2.15 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.

2.16 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.

Response: In the event the County terminates for Breach, Office Depot agrees to pay any extra costs over the contract price, however, Office Depot does not agree to pay any addition costs if Office Depot terminates for any reason.

- 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. Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

- D. Default: County may terminate the whole Contract or any part in either of the following circumstances:

D-1. If supplier fails to deliver the items required by the contract within the time specified; or

D-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 ~~thirty ten~~ (30) 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.

Response: Office Depot requests a thirty (30) day cure period.

D-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.

2.17 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.

2.18 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
Invitation for Bid and Bid Form
Page 8 of 32
Bidders Initials: 

Seller at any time and the acceptance by the County for any goods furnished.

2.19 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.

2.20 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.

2.21 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.

2.22 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.

2.23 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 requests 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.

Indicate: ☐ Individual: ☐ Partnership: ☒ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of Delaware

2.25 LITIGATION:

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

2.26 LANGUAGE: Bids and all related documents will only be accepted in the English Language.

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
Vice President _____ (Position/Title) first being duly sworn on my oath, affirm
_____ Office Depot, Inc. (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 Office Supplies 2016 Bid
(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 Office Depot, Inc.
Office Supplies 2016 Bid (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
Office Supplies 2016 Bid (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.)

[Signature]
Authorized Representative's Signature

JETREY GILNER
Printed Name

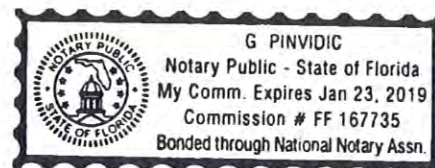
Vice President _____ Date 10/27/15
Title _____

Subscribed and sworn to before me this 27th Of October, 2015. I am
(DAY) (MONTH, YEAR)

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

Florida and my commission expires on January 23, 2019
(NAME OF STATE) (DATE)

[Signature] 10 27 15
Signature of Notary Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Office Depot, Inc. (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.

Jeffrey GILMER
Authorized Business Entity
Representative's Name
(Please Print)

Jeff Gilmer
Authorized Business Entity
Representative's Signature

Office Depot, Inc.
Business Entity Name

10/27/15
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/e-verify>;
Phone: 888-464-4218; Email: 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).**

Order by 5 PM local time via phone/online or by 3 PM local time by fax and your order will be delivered the next business day between 8:30 AM and 5 PM. local time, Monday through Friday, within our local delivery areas. Orders for delivery outside of the Office Depot next business day delivery zone would be shipped by UPS and delivered within either 2 or 3 business days. Most furniture items excluded. Subject to product availability.

Office Depot agrees that all products on the Pricing Worksheet will be delivered freight free. All other products ordered under any resulting agreement will also be FOB Delivered with the following exceptions: Any items exceeding 70 lbs. and/or 110" in length/width will be assessed a special handling charge that will be determined by the distance of the customer's location from the Office Depot distribution center. That fee will be visible on the BSD website at order placement time. Special order items and deliveries in AK, HI, and PR may incur additional fees which will be advised prior to placing the order.
4. **Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section "2.4").**

As previously mentioned, Office Depot agrees that all products on the Pricing Worksheet will be delivered freight free. All other products ordered under any resulting agreement will also be FOB Delivered with the following exceptions: Any items exceeding 70 lbs. of the customer's location from the Office Depot distribution center. That fee will be visible on the BSD website at order placement time. Special order items and deliveries in AK, HI and PR may incur additional fees which will be advised prior to placing the order.
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.**

Our Item Number	Suggested Manufacturer	Manufacturer	Item Description	Unit Of Measure	Estimated Annual Use	Unit Cost	Qty	Price	Quantity	Multiple	Key Price	SKU
1100		Avery	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	123	\$ 3.19	1	\$ 318.57	471844	1	\$ 318.57	471844
1101		Avery	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	27	\$ 3.19	1	\$ 86.13	471853	1	\$ 86.13	471853
1102		Avery	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	30	\$ 3.89	1	\$ 116.70	471880	1	\$ 116.70	471880
1103		Avery	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	36	\$ 4.49	1	\$ 161.64	471907	1	\$ 161.64	471907
1104		Avery	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	17	\$ 12.29	1	\$ 208.93	213004	1	\$ 208.93	213004
1105		Avery	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	EACH	0	\$ 21.39	1	\$ -	213031	1	\$ -	213031
1110		Avery	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	EACH	2	\$ 3.19	1	\$ 6.38	396311	1	\$ 6.38	396311
1111		Avery	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	EACH	2	\$ 3.19	1	\$ 6.38	396311	1	\$ 6.38	396311
1112		Avery	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	EACH	2	\$ 3.89	1	\$ 7.78	396271	1	\$ 7.78	396271
1113		Avery	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	EACH	19	\$ 4.49	1	\$ 85.31	396231	1	\$ 85.31	396231
1120		Avery	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	EACH	1	\$ 5.19	1	\$ 5.19	396221	1	\$ 5.19	396221
1121		Avery	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	EACH	17	\$ 3.89	1	\$ 66.13	396251	1	\$ 66.13	396251
1122		Avery	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	EACH	0	\$ 3.89	1	\$ 4.49	396241	1	\$ 4.49	396241
1123		Avery	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	EACH	0	\$ 5.19	1	\$ 10.38	396201	1	\$ 10.38	396201
1150		Acco	Data Binder - Hanging Data Binder, 5" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Prestav, Light Blue	SET	0	\$ 3.89	1	\$ -	916957	1	\$ -	916957
1155		Index	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	SET	0	\$ 3.89	1	\$ -	920884	1	\$ -	920884
1196		Index	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	SET	0	\$ 3.89	1	\$ -	920900	1	\$ -	920900
1197		Index	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	SET	0	\$ 3.89	1	\$ -	920975	1	\$ -	920975
1198		Index	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	SET	0	\$ 3.89	1	\$ -	920975	1	\$ -	920975
1199		Index	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	SET	0	\$ 3.89	1	\$ -	920975	1	\$ -	920975
1200		Indexes	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-1/2" Buff	SET	0	\$ 3.89	1	\$ -	920975	1	\$ -	920975
1201		Indexes	Indexes - Letter, Insertable Index, Clear Tabs, 5-1/2" Buff	SET	0	\$ 3.89	1	\$ -	920975	1	\$ -	920975
1202		Indexes	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - ZS / Sec, White Divider, Multicolor Tab	SET	59	\$ 5.19	1	\$ 30.90	475144	1	\$ 30.90	475144
1204		Indexes	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - ZS / Sec, White Divider, Multicolor Tab	SET	73	\$ 3.19	1	\$ 232.87	369275	1	\$ 232.87	369275
1205		Indexes	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - ZS / Sec, White Divider, Multicolor Tab	SET	10	\$ 3.19	1	\$ 31.90	475144	1	\$ 31.90	475144
1301		C-Line	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	BOX	33	\$ 4.49	1	\$ 17.96	315473	1	\$ 17.96	315473
1406		Report Covers	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Bos	BOX	11	\$ 31.69	1	\$ 348.59	928649	1	\$ 348.59	928649
2100		Paper Clips	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	BOX	12	\$ 11.79	1	\$ 141.48	697417	1	\$ 141.48	697417
2104		Paper Clips	Paper Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	BOX	5	\$ 31.69	1	\$ 158.45	928649	1	\$ 158.45	928649
2105		Paper Clips	Paper Clips - Medium, Steel Wire, 5/8" Capacity, 3/4" Wide, Black/Silver, Dozen	BOX	220	\$ 3.39	1	\$ 74.80	308478	1	\$ 74.80	308478
2106		Paper Clips	Paper Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	BOX	280	\$ 6.09	1	\$ 170.80	308239	1	\$ 170.80	308239
2150		Flash Drive	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	DOZEN	78	\$ 0.69	1	\$ 53.82	419415	1	\$ 53.82	419415
2151		Flash Drive	Flash Drive - 16GB Flash Drive, USB 3.0, Retractable, Gray	DOZEN	80	\$ 1.09	1	\$ 87.20	419431	1	\$ 87.20	419431
2152		Flash Drive	Flash Drive - 32GB Flash Drive, USB 3.0, Retractable, Gray	DOZEN	44	\$ 2.39	1	\$ 105.16	308957	1	\$ 105.16	308957
2153		Paper File Fasteners	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	BOX	121	\$ 3.49	1	\$ 422.39	825489	1	\$ 422.39	825489
2205		Correction Fluid	Correction Fluid - 68 oz Bottle, White, 12/ Pack	PACK	13	\$ 0.95	1	\$ 24.70	565308	1	\$ 24.70	565308
2300		Rubber Bands	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	PACK	5	\$ 7.49	1	\$ 37.45	725997	1	\$ 37.45	725997
2400		Rubber Bands	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	PACK	7	\$ 4.69	1	\$ 32.83	855595	1	\$ 32.83	855595
2401		Rubber Bands	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	PACK	5	\$ 4.69	1	\$ 23.45	855883	1	\$ 23.45	855883
2402		Rubber Bands	Rubber Bands - Size 64, 3-1/2 x 1/4, 320 Bands/1lb Pack	PACK	2	\$ 4.69	1	\$ 9.38	855946	1	\$ 9.38	855946
2403		Correction Tape	Correction Tape - Non-Retractable, 1/6" x 3/4", White Tape	EACH	516	\$ 14.29	1	\$ 737.88	826876	1	\$ 737.88	826876
3101		Correction Fluid	Correction Fluid - 68 oz Bottle, White, 12/ Pack	PACK	28	\$ 4.09	1	\$ 57.40	576025	1	\$ 57.40	576025
4100		Book Ends	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9" Black	PAIR	87	\$ 10.99	1	\$ 80.04	273361	1	\$ 80.04	273361
4200		Clipboard	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	EACH	0	\$ 3.49	1	\$ -	78543	1	\$ -	78543
4201		Finger Tip	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	EACH	23	\$ 1.29	1	\$ 29.67	591992	1	\$ 29.67	591992
4302		Sorter	Sorter - Sorter Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	EACH	4	\$ 1.79	1	\$ 7.16	174276	1	\$ 7.16	174276
4305		Sorter	Sorter - Sorter Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	EACH	4	\$ 1.79	1	\$ 7.16	174276	1	\$ 7.16	174276
4504		Recap Dispenser	Recap Dispenser - Magnific Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	EACH	27	\$ 3.49	1	\$ 6.36	964486	1	\$ 6.36	964486
4602		Step File	Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	EACH	2	\$ 16.19	1	\$ 49.95	458554	1	\$ 49.95	458554
4701		Wall Pocket	Wall Pocket - Unbreakable Document Pocket Single Wall File, Letter, Smoke	EACH	65	\$ 11.39	1	\$ 740.35	255760	1	\$ 740.35	255760
4705		Wall Pocket	Wall Pocket - Unbreakable Document Pocket Single Wall File, Legal, Smoke	EACH	11	\$ 4.09	1	\$ 44.99	198579	1	\$ 44.99	198579
4706		Wall Pocket	Wall Pocket - Unbreakable Document Pocket Single Wall File, Legal, Smoke	EACH	9	\$ 3.19	1	\$ 28.71	199784	1	\$ 28.71	199784
4707		Wall Pocket	Wall Pocket - Vertical File System - 14.5" x 13.0" x 4.0" - Black, 3/Pack	EACH	0	\$ 6.79	1	\$ 6.79	346411	1	\$ 6.79	346411
4708		Business Card Holder	Business Card Holder - Holds 50 Cards, Black	EACH	1	\$ 5.39	1	\$ -	899195	1	\$ -	899195
4710		Shoulder Rest	Shoulder Rest - Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	EACH	1	\$ 10.39	1	\$ 20.78	867662	1	\$ 20.78	867662
4711		Organizer	Organizer - Drawer Tray, 9 Section	EACH	2	\$ 12.29	1	\$ 12.29	851583	1	\$ 12.29	851583
4712		Letter Tray	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	EACH	13	\$ 6.49	1	\$ 8.01	999063	1	\$ 8.01	999063
4801		Legal Tray	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	SET	2	\$ 2.79	1	\$ 5.58	669426	1	\$ 5.58	669426
4802		Letter Tray	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	SET	16	\$ 3.59	1	\$ 57.41	999198	1	\$ 57.41	999198
				SET	0	\$ 7.79	1	\$ -	999261	1	\$ -	999261
				SET	7	\$ 4.09	1	\$ 14.35	999252	1	\$ 14.35	999252

Our Item Number	Suggested Manufacturer	Manuf. Item Number	Unit of Measure	Estimated Annual Use	Unit Cost	Quantity	Multiplied by	Unit Price	Ext. Price
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon	EACH	0	\$ 70.99	1	1	\$ -	776809
4901	Calculator - Pocket Calculator, Dual Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	EACH	0	\$ 3.79	EA	1	\$ -	901032
5100	Stamp Pad - Foam Stamp Pad, 4.1/4 x 2 1/4, Black, 12 Each/Box	Santford	EACH	0	\$ 1.59	EA	1	\$ -	139 204271
5101	Stamp Pad - Felt Stamp Pad, 4.1/4 x 2 3/4, Red, 12 Each/Box	Avery	EACH	0	\$ 2.79	EA	1	\$ -	486169
5200	Ink - Stamp Pad Near-Rio Bottle Ink, Two Ounces, Black	Avery	EACH	4	\$ 1.59	EA	1	\$ -	636 203885
5201	Ink - Stamp Pad Near-Rio Bottle Ink, Two Ounces, Red	Avery	EACH	4	\$ 1.59	EA	1	\$ -	159 203893
5204	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	EACH	10	\$ 3.19	PK	2	0.5	\$ 16.00 603293
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	Universal	EACH	6	\$ 4.09	EA	1	\$ -	24.54 942698
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	Cosco	EACH	0	\$ 2.79	EA	1	\$ -	942979
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US Stamp & Sign	EACH	0	\$ 12.79	EA	1	\$ -	603398
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	EACH	2	\$ 9.69	EA	1	\$ -	421062
5225	Date Stamp - Message/Date Stamp, "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1.1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	EACH	0	\$ 11.99	EA	1	\$ -	973014
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	BOX	98	\$ 5.19	BX	100	1	\$ 508.82 810838
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	BOX	75	\$ 9.09	BX	100	1	\$ 681.75 810846
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	BOX	0	\$ 10.99	BX	100	1	\$ 65.94 1E+06
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/Box	Smead	BOX	8	\$ 10.99	BX	100	1	\$ 85.94 1E+06
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/Box	Smead	BOX	4	\$ 10.99	BX	100	1	\$ 43.96 1E+06
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	BOX	1	\$ 10.99	BX	100	1	\$ 10.99 542281
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/Box	Smead	BOX	3	\$ 17.49	BX	100	1	\$ 10.99 1E+06
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	BOX	1	\$ 17.49	BX	100	1	\$ 52.47 542605
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	BOX	0	\$ 17.49	BX	100	1	\$ 17.49 542803
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	BOX	0	\$ 31.09	BX	100	1	\$ - 542587
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	BOX	0	\$ 31.09	BX	100	1	\$ - 542586
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	BOX	0	\$ 32.69	BX	100	1	\$ 32.69 188250
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead	BOX	21	\$ 19.49	BX	100	1	\$ 409.29 1E+06
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	BOX	0	\$ 35.99	BX	100	1	\$ - 470645
6115	File Folders - Letter, Manila Sheaf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	BOX	0	\$ 35.99	BX	100	1	\$ - 470654
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	BOX	0	\$ 35.99	BX	100	1	\$ - 470672
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	BOX	0	\$ 35.99	BX	100	1	\$ - 470681
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	BOX	0	\$ 35.99	BX	100	1	\$ - 778047
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	BOX	0	\$ 10.99	BX	100	1	\$ 10.99 542578
6123	File Folders - Letter, Lavender, Straight Cut, Reinforced End Tab, 100/Box	Smead	BOX	8	\$ 27.79	BX	100	1	\$ 222.32 957142
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two-Ply Top Tab, 100/Box	Smead	BOX	28	\$ 16.19	BX	50	1	\$ 453.32 889980
6125	File Folders - Letter, Red, 2-Capacity Fastener Folders, Straight Tab, 50/Box	Esselte	BOX	5	\$ 22.69	BX	10	1	\$ 113.45 544351
6126	File Folders - Letter, Manila, End Tab Folders, Straight Cut Tab, 14P, 13-1/4" x 9-1/2" 50/Box	Esselte	BOX	3	\$ 45.49	BX	10	1	\$ 136.47 936252
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	BOX	54	\$ 6.49	BX	25	1	\$ 350.46 810994
6128	File Folders - Letter, Scarlet, Pressboard Classification Folders, Six-Section, 10/Box	Universal	BOX	19	\$ 9.49	BX	25	1	\$ 184.11 811018
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	BOX	3	\$ 25.99	BX	10	1	\$ 77.97 957182
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	BOX	3	\$ 3.49	PK	25	1	\$ - 1E+06
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	BOX	8	\$ 10.99	BX	2	0.5	\$ 106.70 7E+06
6300	Hanging File Folders - Tabs-Poly Tabs, 1/3" Cut, 3-1/2" x 12 1/2", 25/PK Clear	Smead	BOX	9	\$ 16.09	ST	1	1	\$ 144.81 703768
6301	Hanging File Folder - Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4" x 12", 25/PK Clear	Smead	BOX	44	\$ 3.39	EA	1	1	\$ 80.95 543924
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	Smead	BOX	237	\$ 4.59	EA	1	1	\$ 1087.89 2E+06
6304	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	Smead	BOX	3	\$ 25.99	BX	10	1	\$ 77.97 957182
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Smead	BOX	3	\$ 3.49	PK	25	1	\$ - 1E+06
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	MMMB6868YB	PACK	0	\$ 4.49	PK	3	1	\$ 40.41 666013
6500	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Presboard, 25/Set	MMMB6868YB	PACK	0	\$ 4.49	PK	3	1	\$ 717321
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Presboard, 25/Set	MMMB6868YB	PACK	0	\$ 4.49	PK	3	1	\$ 717321
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Universal	EACH	22	\$ 9.69	BX	80	1	\$ 6.09 110134
6601	Expansion Folder - Letter, Daily 1-31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Universal	EACH	8	\$ 10.99	EA	1	1	\$ 86.70 7E+06
6608	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pockets, Leather-Like Redrope	Universal	EACH	9	\$ 16.09	ST	1	1	\$ 144.81 703768
6609	Expansion Folder - Legal, 3 1/2 Inch Expanding File, 31 Pockets, Leather-Like Redrope	Universal	EACH	44	\$ 3.39	EA	1	1	\$ 80.95 543924
6610	Expansion Folder - Letter, Alphabetical A-Z Open Expanding File, 21 Pockets, Leather-Like Redrope	Universal	EACH	237	\$ 4.59	EA	1	1	\$ 1087.89 2E+06
6611	Expansion Folder - Legal, A-Z Open Expanding File, 21 Pockets, Leather-Like Redrope	Universal	EACH	3	\$ 12.99	EA	1	1	\$ 38.97 1E+06
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pockets, Leather-Like Redrope	Universal	EACH	0	\$ 19.69	EA	1	1	\$ - 211235
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pockets, Leather-Like Redrope	Universal	EACH	0	\$ 10.99	EA	1	1	\$ - 1E+06
6700	File Pockets - Letter, 3 1/2 Inch Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	EACH	4	\$ 9.69	EA	1	1	\$ 67.95 1E+06
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	EACH	5	\$ 9.69	EA	1	1	\$ 38.76 545085
6702	File Pockets - Letter, 11 Point Manila, 100/Box	Smead	EACH	25	\$ 32.49	BX	25	1	\$ - 544900
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Smead	EACH	25	\$ 32.49	BX	25	0.04	\$ 32.50 295620
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	BOX	29	\$ 38.99	BX	25	0.04	\$ 45.24 546898
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	BOX	24	\$ 30.49	BX	100	1	\$ 731.76 545863
6800	Storage Boxes - Legal, String/Burton Storage Box, Fiberboard, White, 12/Carton	Universal	BOX	3	\$ 29.19	BX	50	1	\$ 70.78 545872
6801	Storage Boxes - Legal, String/Burton Storage Box, Fiberboard, White, 12/Carton	Universal	BOX	3	\$ 29.19	BX	50	1	\$ 87.57 546007
6802	Storage Boxes - Letter/Legal, Economy Storage Box, Lih-Off Lid, White, 12/Ct	Universal	BOX	1	\$ 32.49	PK	12	1	\$ 32.49 546016
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lih-Off Lid, White, 12/Ct	Universal	EACH	274	\$ 22.69	CT	12	0.0833333	\$ 517.86 402139

Our Item Number	Suggested Manufacturer	Manufacturer	Unit Of Measure	Estimated Annual Use	Unit Cost	UOM	Pack Quantity	Manufacturer's Catalog Price	STC
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Followers	CARTON	5	\$ 45.49	CT	12	1	\$ 227.45 323829
7100	Glue Stick - Glue Stick for Envelopes, 26 oz. Stick	Avery	AVE00234	462	\$ 3.19	PK	6	0.1666667	\$ 244.86 668657
7102	Glue Stick - Permanent Glue Stick, 74 oz. Stick	Universal	UNV75749	90	\$ 2.19	PK	6	0.1666667	\$ 33.30 571121
7103	Glue - Lunette Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LC1363131	11	\$ 2.59	PK	2		\$ 28.49 641895
7200	Tape - Invisible Tape, 3/4" x 1295", 1" Core, Clear	Universal	UNV83436	480	\$ 18.79	PK	16	0.0625	\$ 561.60 473576
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301	18	\$ 1.49	RL	1	1	\$ 26.62 666537
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	3M	MM18931	48	\$ 11.99	PK	6	0.1666667	\$ 88.70 220836
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	Universal	UNV15001	27	\$ 9.39	RL	1	1	\$ 18.78 173179
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV5502	7	\$ 2.79	EA	1	1	\$ 75.33 520828
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz. Blue	3M	MM1111	10	\$ 0.69	EA	1	1	\$ 4.83 165121
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106	30	\$ 1.89	EA	16	1	\$ 16.90 234591
8106	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV90102	1	\$ 20.79	PK	1400	1	\$ - 941026
8107	Labels - Laser Printer Permanent Labels, 1 x 4, White, 3000/Box	Universal	UNV80102	13	\$ 13.79	PK	3800	1	\$ 13.79 817721
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80104	15	\$ 16.19	PK	3000	1	\$ 210.47 612011
8109	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80107	15	\$ 20.79	PK	2000	1	\$ 311.85 612031
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Universal	UNV80107	5	\$ 19.49	PK	1000	1	\$ 97.45 612051
8115	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE05005	0	\$ 21.39	PK	100	1	\$ - 612071
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/Pack	Avery	AVE05466	17	\$ 4.69	PK	1008	1	\$ 79.73 112896
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/Pack	Avery	AVE05462	3	\$ 4.69	PK	1008	1	\$ 14.07 112854
8125	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Blue, 1008/Pack	Avery	AVE05469	0	\$ 4.69	PK	1008	1	\$ - 112920
8200	Reinforcements - Hole Reinforcements, 1 1/4" Diameter, White, 200/Pack	DYMO	DYM30252	204	\$ 17.49	PK	700	1	\$ 3,567.96 463314
8201	Reinforcements - Self-Adhesive Reinforcing Strips, 10 3/4 x 1.200/ BX	Brother *	BRTDK1209	0	\$ 18.69	PK	800	1	\$ - 506072
8300	Seals - Inlet Print or Write Nostril Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05729	7	\$ 1.59	PK	200	1	\$ 11.13 113167
8400	Post-it - Standard Self-Stick Notes, 1- 1/2 x 2- 1/2, Yellow, 12 100-Sheet Pad/ Pack	C-Line	CL184112	6	\$ 16.89	PK	200	1	\$ 118.23 198374
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	Avery	AVE05898	105	\$ 3.19	PK	44	1	\$ 19.34 947671
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	Universal	UNV35562	168	\$ 4.09	PK	12	0.6666667	\$ 1,241.52 420994
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MM1660YV2	80	\$ 4.09	PK	2	1	\$ 327.20 42409
8406	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MM1680S2	48	\$ 4.09	PK	2	1	\$ 196.32 452375
8407	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MM1680R2	49	\$ 4.09	PK	2	1	\$ 200.41 452367
8410	Message Tabs - "Sign Here" Arrow Message, 1/2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MM1680G2	48	\$ 4.09	PK	2	1	\$ 196.32 452391
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	MM1680H5H	8	\$ 3.69	PK	4	1	\$ 29.52 750097
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/32" Holes, Black	Universal	UNV74222	7	\$ 6.49	EA	1	1	\$ 45.43 825307
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Universal	UNV74223	15	\$ 10.39	EA	1	1	\$ 155.85 427251
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Paperpro *	AC12420	0	\$ 28.59	EA	1	1	\$ - 791797
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color-Coded	Charpak	CHA235E	3	\$ 1.09	EA	1	1	\$ 3.27 242745
9401	Scissors - All Purpose Scissors, Black, 8"	Universal	UNV59022	0	\$ 5.19	EA	1	1	\$ - 448921
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Deskworks	ACM13135	36	\$ 3.89	EA	1	1	\$ 140.04 375567
9503	Staples - 3/8" Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Universal	UNV79000	155	\$ 1.59	PK	5000	1	\$ 246.45 766967
9504	Staples - High-Capacity Staples, 3/8 inch Leg Length, 2500/ Box	Swingline	SW195450	8	\$ 2.39	PK	5000	1	\$ 19.12 221051
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85-Sheet Capacity, 1,000/ Box	Swingline	SW195550	0	\$ 3.49	PK	2500	1	\$ - 214718
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1,000/Box	Bostitch	SB35121M	8	\$ 3.69	EA	1000	1	\$ 29.52 321448
9511	Staples - 5/8" Heavy-Duty 1/2 inch Leg Length Staples, 90-Sheet Capacity, 1,000/ Box	Bostitch	SB35581M	0	\$ 4.49	PK	1000	1	\$ - 344153
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3/750/Box	Swingline *	SW195512	2	\$ 4.09	PK	1000	1	\$ 245.40 118645
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	Universal	UNV43119	60	\$ 4.09	PK	3750	1	\$ 7.09 572058
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SWH4701	33	\$ 5.79	EA	1	1	\$ 191.07 908210
9604	Heavy-Duty-Stapler,160-Sheet Capacity,Black/ Gray	Swingline	SWB9005	4	\$ 8.39	EA	1	1	\$ 153.16 187453
9605	Light-duty-Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	Swingline	SW19741	34	\$ 1.29	EA	1	1	\$ 285.26 664582
9700	Staple Remover-Jaw Style Staple Remover,Burgundy	Universal	UNV00700	15	\$ 1.29	EA	1	1	\$ 19.35 427111
9701	Staple Remover-Heavy-Duty Staple Remover, Black	Max	MXB R23F	60	\$ 4.09	PK	3750	1	\$ 25.96 645178
9702	Staple Remover - Deluxe Jaw Style Staple Remover	Swingline	UNV43119	3	\$ 3.39	EA	1	1	\$ 10.17 908681
9703	Letter Opener - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SW19741	12	\$ 0.79	EA	1	1	\$ 9.48 313692
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal	UNV31803	62	\$ 1.29	EA	1	1	\$ 79.98 800332
9901	Plotter Paper - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2", White, 2/Pack	HP *	HEWC1861A	0	\$ 26.59	EA	1	1	\$ - 332821
10001	Plotter Paper - DesignJet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HEW02196A	239	\$ 14.55	RL	1	0.01	\$ - 598832
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	PMC *	UNV35710	50	\$ 57.79	CT	100	0.02	\$ 138.62 554035
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb., 1/2" Core, 2- 1/4" x 150 ft, White	3M	PWC5262	3	\$ 52.65	CT	50	0.02	\$ 52.50 308776
10201	Thermal Paper Rolls - Per Verifone V9520 Credit Card Terminal, 50/Carton	MM19	MM192500	477	\$ 25.99	PK	100	1	\$ 52.50 308776
10400	Dry Toner - Transparency Film for Laser Copiers, 40, Clear, 100/ Box	Universal	UNV10630	80	\$ 7.59	DZ	12	0.0833333	\$ 300.51 305706
10401	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000	405	\$ 10.99	DZ	12	0.0833333	\$ 73.60 223111
10402	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV46200	26	\$ 5.49	DZ	12	0.0833333	\$ 186.30 307997
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets / Pad	Universal	UNV96520	31	\$ 9.09	DZ	12	1	\$ 236.34 307989
10501	Spiral Bound Notebook - College Rule, 8- 1/2 x 11, White, 100 Sheets/Pad	Mead	MEA6522	31	\$ 2.39	EA	1	1	\$ 74.09 588285

Our Item Number	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost	Join	Qty	Multiple	Net Price	SKU
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	17K0142	EACH	2	\$ 2.59	EA	1	1	\$ 5.18	483036
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/Red	R3027	EACH	21	\$ 4.19	EA	1	1	\$ 5.18	483036
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	R1420	EACH	0	\$ 0.5	EA	2	0.5	\$ 44.10	848598
12203	LR-Off Tape - LR-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	6/Box	EACH	0	\$ 10.39	EA	2	0.5	\$ -	399253
13200	Batteries "AA" - Duracell Alkaline "AA" Batteries, 15-Pack	RS1816	BOX	0	\$ 3.39	PK	2	3	\$ -	385427
13201	Batteries "AAA" - Duracell Alkaline "AAA" Batteries, 12-Pack	MN1500816	EACH	1359	\$ 10.39	EA	16	0.0625	\$ 883.35	242237
13202	Batteries "C" - Duracell Alkaline "C" Batteries, 15V, B-PACK	MN24RT12Z	EACH	716	\$ 8.09	PK	12	0.0833333	\$ 477.71	571373
13203	Batteries "D" - Duracell Alkaline "D" Batteries, 8-PACK	MN14HT8Z	EACH	13	\$ 9.89	EA	8	0.125	\$ 19.84	571318
13204	Batteries "9V" - Duracell Alkaline "9V" Batteries, 4-PACK	MN18RT6Z	EACH	222	\$ 10.39	PK	8	0.125	\$ 288.60	571296
13205	BATTERIES "E2 LITHIUM" - ENERGIZER SPECIALTY BATTERIES; E2 LITHIUM PHOTO BATTERY, 123, 3V, EACH	MN16RT4Z	EACH	61	\$ 11.69	EA	4	0.25	\$ 178.12	571362
13206	CD-RW DISCS - 700MB/80MIN, 12X, W/JEWEL CASES, SILVER, 100/PACK	ENERGIZER	EACH	54	\$ 4.49	PK	2	0.5	\$ 121.50	908856
13207	CD-RW DISCS - 700MB/80MIN, 12X, W/JEWEL CASES, SILVER, 100/PACK	EVE-EL123AP	EACH	12	\$ 9.69	PK	10	0.1	\$ 11.64	966117
13208	CD-RW DISCS - 700MB/80MIN, 12X, W/JEWEL CASES, SILVER, 100/PACK	16RS0	EACH	105	\$ 22.69	PK	100	1	\$ 317.66	608650
13209	CD-RW DISCS - 700MB/80MIN, 12X, W/JEWEL CASES, SILVER, 100/PACK	16RS0	EACH	105	\$ 4.79	PK	10	0.1	\$ 50.40	314728
13210	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 3.39	PK	5	0.2	\$ -	633077
13211	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	1	\$ 1.59	EA	1	1	\$ 31.80	449112
13212	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	18	\$ 13.99	PK	50	1	\$ 251.82	314936
13213	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 4.69	PK	50	1	\$ -	997040
13214	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 16.29	PK	50	1	\$ -	275066
13215	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	26	\$ 5.39	PK	50	1	\$ 140.14	560941
13216	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	14	\$ 3.89	EA	1	1	\$ 172.06	847595
13217	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	22	\$ 3.89	EA	1	1	\$ 85.58	509513
13218	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	18	\$ 12.29	EA	1	1	\$ 220.50	317707
13219	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 4.69	PK	50	1	\$ -	498017
13220	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	15	\$ 3.49	EA	1	1	\$ 52.35	481291
13221	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	7	\$ 12.29	EA	1	1	\$ 12.29	677574
13222	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 8.39	EA	1	1	\$ 58.73	613024
13223	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	364	\$ 30.99	EA	1	1	\$ -	677882
13224	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	20	\$ 10.39	EA	1	1	\$ 1,435.96	990085
13225	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	2	\$ 33.59	EA	1	1	\$ 207.80	615427
13226	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	38	\$ 33.09	EA	1	1	\$ 27.18	619630
13227	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	4	\$ 16.19	EA	1	1	\$ 66.18	619684
13228	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	8	\$ 20.79	EA	1	1	\$ 61.42	322844
13229	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	5	\$ 12.59	EA	1	1	\$ 166.32	618280
13230	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	16	\$ 12.99	EA	1	1	\$ 62.95	619072
13231	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	27	\$ 10.99	EA	1	1	\$ 207.84	616300
13232	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	1	\$ 45.49	EA	1	1	\$ 296.73	616858
13233	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	1	\$ 16.89	EA	1	1	\$ 45.49	616066
13234	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	3	\$ 14.29	EA	1	1	\$ 16.89	616363
13235	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	4	\$ 48.09	EA	1	1	\$ 42.87	481426
13236	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	11	\$ 33.09	EA	1	1	\$ 192.36	616912
13237	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	4	\$ 10.15	EA	1	1	\$ 363.99	619684
13238	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	10	\$ 10.15	EA	1	1	\$ 40.60	829949
13239	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	4	\$ 10.25	EA	1	1	\$ 101.50	829949
13240	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	1	\$ 10.25	EA	1	1	\$ 41.00	817241
13241	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	5	\$ 5.49	PK	100	1	\$ 10.25	509196
13242	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 11.69	PK	50	0.02	\$ 27.45	534856
13243	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	34	\$ 3.19	EA	1	1	\$ 108.46	452557
13244	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	6	\$ 9.69	EA	1	1	\$ 58.14	706526
13245	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 47.95	EA	1	1	\$ -	255992
13246	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	3	\$ 10.79	EA	1	1	\$ 32.37	232710
13247	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	10	\$ 15.59	EA	1	1	\$ 155.90	911067
13248	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	0	\$ 31.49	EA	1	1	\$ -	786531
13249	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	6	\$ 3.75	PK	10	0.1	\$ 2.18	858277
13250	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	10	\$ 5.19	EA	1	1	\$ 51.90	221481
13251	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	5	\$ 25.99	EA	1	1	\$ 129.95	836435
13252	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	4	\$ 25.99	EA	1	1	\$ 103.96	836554
13253	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	42	\$ 22.69	EA	1	1	\$ 952.98	475676
13254	DVD-RW - REWRITABLE DVD'S, REWRITABLE 1000 TIMES, CAPACITY 4.7GB/DOUBLE-SIDED, EACH	16RS0	EACH	9	\$ 25.19	PK	100	1	\$ 262.71	479673

Our Item Number	Item Description	Suggested Manufacturer	Mand. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost	Unit Price	Quantity	Supplier	Net Price	SKU
24002	LAMINATING POUCHES - HEATSEAL LAMINATING POUCHES, 5 MIL, LEGAL, 9 X 14 1/2, 100/BOX	GBC	GBC1745011	PACKAGE	0	\$ 45.49	\$	100	1	\$ -	475664
24003	LAMINATING POUCHES - HEATSEAL LAMINATING POUCH, 11.25" X 17.25", 3 MIL, 25/PACK	HEATSEAL	320679	EACH	50	\$ 18.19	\$	25	1	\$ 909.50	984625
25000	BUSINESS CARD KIT - INKJET MATTE BUSINESS CARDS, 2 X 3 1/2, IVORY, 20/SHEET, 250/PACK	AVERY	AVE 8376	PACKAGE	4	\$ 10.99	\$	250	1	\$ 43.96	297840
26000	SHREDDER OIL - 12 OZ BOTTLE, FOR OILING SHREDDER BLADES	FELLOWES	FEL 35250	EACH	3	\$ 5.79	\$	1	1	\$ 17.37	365153
28000	NAME BADGE HOLDERS - PHOTO ID BADGE HOLDER, HORIZONTAL, 4W X 3H, CLEAR, 25/PACK	AVERY	74471	PACKAGE	1	\$ 11.19	\$	25	1	\$ 11.19	594262
28002	LANYARDS - ROUND LANYARDS W/BULLDOG CLIPS, 24/PACKAGE	GBC	3747476	PACKAGE	4	\$ 5.79	\$	12	0.8333333	\$ 19.32	681583



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

Invitation for Bid: OFFICE SUPPLIES 2016

Date Issued: 9-15-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, OCTOBER 27, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380
vpratt@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

**Contract Term:
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE**

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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:**

OFFICE ESSENTIALS

Company Name

Ken Cooksey

Authorized Agent (Print)

1834 Walton Road

Address

Ken Cooksey

Signature

St. Louis / MO / 63114

City/State/Zip Code

Business Development Manager

Title

314-227-4318

Telephone #

10-23-15

Date

43-1910261

Tax ID #

KCooksey@OFFESS.com

E-mail

314-432-4691

Fax #

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1100	Binder - 1" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04301	EACH	123	1.80
1101	Binder - 1-1/2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04401	EACH	27	3.35
1102	Binder - 2" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE04501	EACH	30	3.75
1103	Binder - 3" Vinyl Round Ring Binder With Label Holder, Black, Two Inside Pockets	Avery	AVE04601	EACH	36	5.42
1104	Binder - 4" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79604	EACH	17	16.49
1105	Binder - 5" Vinyl Round Ring Binder With Label Holder, Black, 2 Inside Pockets	Avery	AVE79606	EACH	0	27.15
1110	Binder - 1" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05710	EACH	2	2.07
1111	Binder - 1-1/2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05725	EACH	2	2.99
1112	Binder - 2" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05730	EACH	19	3.46
1113	Binder - 3" View (Presentation) Binder, Black, Two Inside Pockets	Avery	AVE05740	EACH	1	5.08
1120	Binder - 1" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05711	EACH	0	2.07
1121	Binder - 1-1/2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05726	EACH	17	2.99
1122	Binder - 2" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05731	EACH	1	3.46
1123	Binder - 3" View (Presentation) Binder, White, Two Inside Pockets	Avery	AVE05741	EACH	2	5.08
1150	Data Binder - Hanging Data Binder, 6" Capacity, 8.50" x 12" Sheet Size, Post Fastener, Presstex, Light Blue	Acco *	ACC54132	EACH	0	6.72
1195	Index - Legal Exhibit Dividers, Letter, Printed 1-25, White	Avery *	AVE11370	SET	0	2.00
1196	Index - Legal Exhibit Dividers, Letter, Printed 26-50, White	Avery *	AVE11372	SET	0	2.00
1197	Index - Legal Exhibit Dividers, Letter, Printed 51-75, White	Avery *	AVE11396	SET	0	2.00

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
1198	Index - Legal Exhibit Dividers, Letter, Printed 76-100, White	Avery *	AVE11397	SET	0	2.00
1199	Index - Legal Exhibit Dividers, Letter, Printed 101-125, White	Avery *	AVE01334	SET	0	1.98
1200	Indexes - Letter, Insertable Index, Multicolor Tabs, 8-Tab, Buff	Universal	UNV21872	SET	59	.36
1201	Indexes - Letter, Insertable Index, Clear Tabs, 5- Tab, Buff	Universal	UNV21871	SET	73	.24
1202	Indexes - A-Z Quick Index Dividers With Contents Page, Printed A-Z - 25 / Set, White Divider, Multicolor Tab	Sparco	SPR21905	SET	10	1.71
1204	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Clear Tab, 25/ Pack	Avery	AVE16241	PACKAGE	4	3.76
1205	Tabs - Self-Adhesive Tabs with White Printable Inserts, Two Inch, Assorted Tab, 25/ Pack	Avery	AVE16239	PACKAGE	0	3.82
1301	Sheet Protectors - Heavyweight Polypropylene Sheet Protector, Non-Glare, 11 x 8 1/2, 100/BX	C-Line	CLI62028	BOX	33	9.38
1403	Report Covers - Clear Front Report Cover, Tang Clip, Letter, 1/2" Capacity, Black, 25/Box	Duo-Tang *	ESS55806	BOX	11	23.47
1405	Report Covers - Twin-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box	Duo-Tang *	ESS57513	BOX	12	6.61
1500	Transcript Covers - Deluxe Transcript Covers with Clear Front Cover, Black, 100/Box	Oxford *	OXF55806	BOX	5	23.47
2103	Paper Clips - Smooth Finish, No. 1, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72210	BOX	220	1.37
2104	Paper Clips - Smooth, Wire, Jumbo, Silver, 100/Box, 10 Boxes/Pack	Universal	UNV72220	BOX	280	.52
2105	Binder Clips - Small, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen	Universal	UNV10200	DOZEN	78	.30
2106	Binder Clips - Medium, Steel Wire, 5/8" Cap., 1-1/4" Wide, Black/Silver, Dozen	Universal	UNV10210	DOZEN	80	.58
2107	Binder Clips - Large, Steel Wire, 1" Capacity, 2" Wide, Black/Silver, Dozen	Universal	UNV10220	DOZEN	44	1.51
2150	Flash Drive - 8GB Flash Drive, USB 3.0, Retractable, Gray	Verbatim	VER49171	EACH	0	8.68
2151	Flash Drive - 16GB Flash Drive, USB 3.0,, Retractable, Gray	Verbatim	VER49172	EACH	0	10.72

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
2152	Flash Drive - 32GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49173	EACH	0	15.87
2153	Flash Drive - 64GB Flash Drive, USB 3.0, , Retractable, Gray	Verbatim	VER49174	EACH	0	32.86
2205	Paper File Fasteners - Standard Two-Piece, Two Inch Capacity, 50/Box	Acco	ACC12992	BOX	121	2.37
2300	Push Pins - Colored Push Pins, Plastic, Rainbow, 3/8", 100/Pack	Universal	UNV31310	PACKAGE	13	.77
2400	Rubber Bands - Size 18, 3 x 1/16, 1600 Bands/1lb Pack	Universal	UNV00118	PACKAGE	5	3.07
2401	Rubber Bands - Size 32, 3 x 1/8, 820 Bands/1lb Pack	Universal	UNV00132	PACKAGE	7	2.92
2402	Rubber Bands - Size 33, 3-1/2 x 1/8, 640 Bands/1lb Pack	Universal	UNV00133	PACKAGE	5	3.14
2403	Rubber Bands - Size 64, 3-1.2 x 1/4, 320 Bands/1lb Pack	Universal	UNV00164	PACKAGE	2	3.14
3100	Correction Tape - Non-Refillable, 1/6" x 394", White Tape	BIC *	BICWOTAP10	EACH	516	1.56
3101	Correction Pen - .24 oz./7ml, Double Ball Tip, White	Papermate	PAP5620115	EACH	28	1.74
3200	Correction Fluid - .68 oz Bottle, White, 12/ Pack	BIC *	BICWOFQD12WE	EACH	87	.98
4100	Book Ends - Standard, 4 3/4 x 5 1/4 x 5, Heavy Gauge Steel, 9", Black	Universal	UNV54051	PAIR	0	2.22
4200	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2 x 11, Brown	Universal	UNV40304	EACH	23	1.12
4201	Clipboard - Hardboard Clipboard, 1-1/4" Capacity, Holds 8-1/2w x 14h, Brown	Universal	UNV40305	EACH	4	1.12
4302	Finger Tip - Rubber Finger Tips, Size 12, Medium/Large, Amber, 12/Pack	Swingline	SWI54032	PACKAGE	4	1.22
4305	Sortkwik - Sortkwik Fingertip Moisteners, 1 3/4 oz, Pink	Lee	LBE10134	EACH	27	2.42
4504	Rolodex - Open Tray Card File with 24 A-Z Guides Holds 500 2 1/4 x 4 Cards, Black	Eldon	ROL66998	EACH	2	13.61
4602	Receipt Book - Money/Rent Receipt Books, 2-3/4 x 7 1/8, Three-Part Carbonless, 100 Sets/Book	Tops	TOP46808	BOOK	65	9.68

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
4701	Pencil Cup - Big Pencil Cup, Plastic, 4 1/4 dia. x 5 3/4, Black	Universal	UNV08108	EACH	11	2.51
4703	Clip Dispenser - Magnetic Clip Dispenser, Two Compartments, Plastic, 2 1/2 x 2 1/2 x 3	Universal	UNV08126	EACH	9	1.11
4705	Step File - Wire Step File Junior, Six Sections, 4 3/8 x 6 1/2 x 7 3/4, Black	Fellowes	FEL72613	EACH	1	6.16
4706	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Letter, Smoke	Deflect-O	DEF63202	EACH	0	7.13
4707	Wall Pocket - Unbreakable Docupocket Single Pocket Wall File, Legal, Smoke	Deflect-O	DEF64302	EACH	2	9.25
4708	Wall Pocket - Vertical File System - 14.9" x 13.0" x 4.0" - Black, 3/Pack	Sparco	SPR60000	PACKAGE	1	12.16
4710	Business Card Holder - Holds 50 Cards, Black	Eldon	ELDON63525	EACH	9	.53
4711	Shoulder Rest - Standard Telephone Shoulder Rest, 7 Long x 2w x 2-1/2h, Black	Softalk	SOF101	EACH	13	9.11
4712	Organizer - Drawer Tray, 9 Section	Universal	UNV53052	EACH	2	3.83
4800	Letter Tray - Side Load Letter Desk Tray, Two Tier, Plastic, Black	Universal	UNV08100	SET	16	4.24
4801	Legal Tray - Side Load Legal Desk Tray, Two Tier, Plastic, Black	Universal	UNV08101	SET	0	10.56
4802	Letter Tray - Front Load Letter Desk Tray, Two Tier, Plastic, Smoke	Eldon	16073	SET	7	4.24
4900	Calculator - Canon MP21DX Color Printing Calculator - 12 Digit - 2 Color Display (Black/Red) - AC Supply Powered - 12.2" x 9" - White	Canon *	CNMMP21DX	EACH	0	58.69
4901	Calculator - Pocket Calculator, Dual-Power, 8 Digit(s), LCD, Battery/Solar Powered, 2.4" x 4.1"	Sharp	SHREL244TB	EACH	0	1.91
5100	Stamp Pad - Foam Stamp Pad, 4 1/4 x 2 3/4, Black, 12 Each/Box	Sanford	AVE21381	EACH	1	1.01
5101	Stamp Pad - Felt Stamp Pad, 4 1/4 x 2 3/4, Red, 12 Each/Box	Avery	AVE21071	EACH	0	1.64
5200	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Black	Avery	AVE21448	EACH	4	1.29
5201	Ink - Stamp Pad Neat-Flo Bottle Inker, Two Ounces, Red	Avery	AVE21447	EACH	1	1.29

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
5204	Ink - Stamp Pad Refill Ink for Klik! & Universal Stamps, 7ml-Bottle, Black	Universal	USSIK60	EACH	10	2.86
5218	Message Stamp - "COPY", Pre-Inked/Re-Inkable, Red	Universal	UNV10048	EACH	6	4.84
5219	Message Stamp - "RECEIVED", Pre-Inked/Re-Inkable, Red	Universal	UNV10067	EACH	0	4.84
5220	Date Stamp - Rubber Stamp, Dater, Conventional, Type Size 1	Cosco	USSRD010	EACH	0	2.58
5221	Date Stamp - Self-Inking Stamp, "RECEIVED" with Date, 1" x 1.63" Impression, Blue/Red Ink	US Stamp & Sign	USSE4752	EACH	0	13.70
5222	Date Stamp - Self-Inking Date Stamp, 0.38" x 1.63", 4 Bands, Black	US Stamp & Sign	USSE4820	EACH	2	9.61
5225	Date Stamp - Message/Date Stamp - "RECEIVED, FAXED, E-MAILED, PAID" - 0.38" x 1" Impression - 4 Bands - Blue, Red	US Stamp & Sign	USSE4850L	EACH	0	11.84
6100	File Folders - Letter, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV12113	BOX	98	6.12
6101	File Folders - Legal, Manila, 1/3 Cut Assorted, One-Ply Top Tab, 100/Box	Universal	UNV15113	BOX	75	8.88
6103	File Folders - Letter, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD12643	BOX	0	15.27
6104	File Folders - Letter, Red, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12743	BOX	6	15.27
6105	File Folders - Letter, Blue, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12043	BOX	1	15.27
6106	File Folders - Letter, Yellow, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12943	BOX	4	15.27
6107	File Folders - Letter, Orange, 1/3 Cut Top Tab, 100/ Box	Smead	SMD12543	BOX	1	15.27
6108	File Folders - Letter, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD12143	BOX	1	15.27
6109	File Folders - Legal, Blue, 1/3 Cut Top Tab, 100/Box	Smead	SMD17043	BOX	3	22.27
6110	File Folders - Legal, Red, 1/3 Cut Top Tab, 100/Box	Smead	SMD17743	BOX	1	22.27
6111	File Folders - Legal, Green, 1/3 Cut Top Tab, 100/Box	Smead	SMD17143	BOX	0	22.27

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6112	File Folders - Legal, Yellow, 1/3 Cut Top Tab, 100/Box	Smead	SMD17943	BOX	0	22.47
6113	File Folders - Legal, Orange, 1/3 Cut Top Tab, 100/Box	Smead	SMD17534	BOX	0	28.53
6114	File Folders - Legal, Pink, 1/3 Cut Top Tab, 100/Box	Smead	SMD17634	BOX	1	28.53
6116	File Folders - Letter, Manila, Shelf Folders, Straight Cut, Single-Ply End Tab, 100/Box	Smead	SMD24100	BOX	21	15.88
6118	File Folders - Letter, Blue, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25010	BOX	0	28.53
6119	File Folders - Letter, Green, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25110	BOX	0	28.53
6121	File Folders - Letter, Red, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25710	BOX	0	28.53
6122	File Folders - Letter, Yellow, Straight Cut, Reinforced End Tab, 100/Box	Smead	SMD25910	BOX	0	28.53
6123	File Folders - Letter, Lavender, Straight Cut Reinforced End Tab, 100/Box	Smead	SMD25410	BOX	0	28.53
6124	File Folders - Letter, Pink, Reinforced End Tab Folders, Two Ply Tab, 100/Box	Esselte	SMD12643	BOX	1	15.27
6125	File Folders - Letter, Red, 2" Capacity Fastener Folders, Straight Tab, 50/Box	Smead	SMD25740	BOX	8	27.84
6126	File Folders - Letter, Manila, End-Tab Folders, Straight Cut Tab, 14 Pt, 12-1/4"x9-1/2", 50/Box	Smead	SMD24210	BOX	28	14.73
6127	File Folders - Letter, Green, Pressboard Classification Folder, Six-Section, 10/Box	Universal	ACC15046	BOX	5	36.52
6128	File Folders - Letter, Scarlet, Pressguard Classification Folders, Six-Section, 10/Box	Esselte	ESS1257SC	BOX	3	33.15
6200	Hanging File Folders - Letter, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14115	BOX	54	5.81
6201	Hanging File Folders - Legal, Standard Green, 1/5 Tab, 25/Box	Universal	UNV14215	BOX	19	8.28
6205	Hanging File Folders - Letter, Standard Green, 3-1/2 Inch Hanging File Pockets with Sides, 10/Box	Smead	SMD 64220	BOX	3	29.54
6300	Hanging File Folder Tabs - Poly Tabs, 1/3" Cut, 3-1/2"x1/2", 25/PK, Clear	Smead	SMD64615	PACKAGE	0	2.11

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6301	Hanging File Folder Tabs - Poly Tabs, 1/5" Cut Tab, 2-1/4"x1/2", 25/PK, Clear	Smead	SMD64600	PACKAGE	3	1.63
6302	File Tabs - 1" x 1 1/2", Striped, Blue/Green/Red, Self-Stick Tabs, 66/Pack	3M	MMM686LGBR	PACKAGE	9	5.28
6304	File Tabs - 1" x 1 1/2", Assorted Standard Colors, Self-Stick Tabs, 66/Pack	3M	MMM686RYB	PACKAGE	0	4.67
6305	File Tabs - Printable Repositionable Plastic Tabs, 1 3/4 Inch, White, 80/Pack	Avery	AVE16282	PACKAGE	1	5.42
6400	Drawer Frames - Letter Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV17000	EACH	22	4.34
6401	Drawer Frames - Legal Size, Screw-Together Hanging Folder Frame, 23-26.77" Long	Universal	UNV18000	EACH	8	3.72
6500	File Guides - Letter, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD50376	SET	9	12.33
6501	File Guides - Legal, Recycled Top Tab File Guides, Alpha, 1/5 Tab, Pressboard, 25/Set	Smead	SMD52376	SET	5	15.27
6600	Expansion Wallet - Letter, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71353	EACH	44	2.93
6601	Expansion Wallet - Legal, 3 1/2 Inch Expansion Wallets, Leather-Like Redrope, 10/Box	Smead	SMD71356	EACH	237	3.22
6608	Expansion Folder - Letter, Daily 1- 31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Smead	SMD70467	EACH	3	14.61
6609	Expansion Folder - Legal, Daily 1- 31 Open Expanding File, 31 Pockets, Leather-Like Redrope	Smead	SMD70469	EACH	0	18.91
6610	Expansion Folder - Letter, Alphabetic A-Z, Open Expanding File, 21 Pockets, Leather-Like Redrope	Smead	SMD70425	EACH	0	8.92
6611	Expansion Folder - Legal, A- Z Open Expanding File, 21 Pockets, Legal, Leather-Like Redrope	Smead	SMD70430	EACH	5	13.06
6612	Expansion Folder - Letter, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70388	EACH	4	14.62
6613	Expansion Folder - Legal, Monthly Jan-Dec Expanding File, 12 Pocket, Leather-Like Redrope	Smead	SMD70490	EACH	0	12.01
6700	File Pockets - Letter, 3 1/2 Expansion Drop Front Pocket, Straight Tab, 25/Box	Smead	SMD73224	EACH	25	2.84
6701	File Pockets - Legal, 3 1/2 Inch Expansion Drop Front Pocket, 25/Box	Smead	SMD74224	EACH	29	1.09

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
6702	File Jackets - Letter, 11 Point Manila, 100/Box	Universal	UNV72300	BOX	24	22.14
6703	File Jackets - Legal, File Jackets, 11 Point Manila, 100/Box	Universal	UNV72500	BOX	2	27.70
6704	File Jackets - Letter, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76300	BOX	3	16.11
6705	File Jackets - Legal, File Jackets with Two Inch Expansion, 11 Point Manila, 50/Box	Universal	UNV76500	BOX	1	27.02
6802	Storage Boxes - Legal, String/Button Storage Box, Fiberboard, White, 12/Carton	Universal	UNV75131	CARTON	6	60.88
6803	Storage Boxes - Letter/Legal, Economy Storage Box, Lift-Off Lid. White, 12/Ct	Universal	UNV95223	EACH	274	1.98
6804	Storage Boxes - Letter/Legal, R-Kive Max Storage Box, Locking Lid, Woodgrain, 12/Carton	Fellowes	FEL00725	CARTON	5	34.06
7100	Glue Stick - Glue Stic for Envelopes, .26 oz, Stick	Avery	AVE00134	EACH	462	.58
7102	Glue Stick - Permanent Glue Stick, .74 oz, Stick	Universal	UNV75749	EACH	90	.48
7103	Glue - Loctite Super Glue Gel, .07 Grams, 2 pk	LOCTITE	LOC1363131	PACKAGE	11	2.32
7200	Tape - Invisible Tape, 3/4" x 1296", 1" Core, Clear	Universal	UNV83436	ROLL	480	.74
7201	Tape - General Purpose Masking Tape, 1" x 60 yards, 3" Core	Universal	UNV51301	ROLL	18	1.13
7203	Tape - Box Sealing Tape, 2" x 110 yards, 3" Core, Clear, 6/Box	Universal	UNV63120	ROLL	46	1.35
7204	Tape - Filament Tape, .94" x 60 yards, 3" Core	3M	MMM 8931	ROLL	2	7.35
7300	Tape Dispenser - Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Universal	UNV15001	EACH	27	1.14
7500	Envelope Moistener - Squeeze Bottle Moistener, 2 oz, Blue	Universal	UNV56502	EACH	7	.44
7601	Mounting Squares - Precut Foam Mounting 1 Squares, Double-Sided, Permanent, 16 Squares/Pack	3M	MMM111	PACKAGE	10	1.11
8105	Labels - Laser Printer Permanent Labels, 1 1/3" x 4, White, 1400/Box	Avery	UNV80106	BOX	0	10.48

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8106	Labels - Address Labels for Copiers, 1 x 2-3/4, Bright White, 3300/Box	Universal	UNV90102	BOX	1	16.58
8107	Labels - Laser Printer Permanent Labels, 1 x 2-5/8, White, 3000/Box	Universal	UNV80102	BOX	13	6.74
8108	Labels - Laser Printer Permanent Labels, 1 x 4, White, 100 Sheets, 2000/Box	Universal	UNV80104	BOX	15	6.92
8109	Labels - Laser Printer Permanent Labels, 2 x 4, White, 1000/Box	Universal	UNV80107	BOX	5	14.49
8110	Labels - Laser Printer Permanent Labels, Full Sheet Letter 8.5" x 11", White, 100/Box	Avery	AVE30605	BOX	0	4.92
8116	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Red, 1008/ Pack	Avery	AVE05466	PACKAGE	17	3.68
8117	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Yellow, 1008/ Pack	Avery	AVE05462	PACKAGE	3	3.68
8119	Labels - Print or Write Removable Color-Coding Labels, 3/4 in dia, Blue, 1008/ Pack	Avery	AVE05469	PACKAGE	0	3.68
8125	Label Cartridge - For DYMO Label Writer Printer, Address Labels, 1- 1/8 x 3-1/2, White, 700/ Box	DYMO	DYM30252	BOX	204	17.38
8150	Labels - Brother Address Label - 1.14" Width x 2.42" Length - 800/Roll - White - 1/Roll	Brother *	BRTDK1209	ROLL	0	20.30
8200	Reinforcements - Hole Reinforcements, 1/4" Diameter, White, 200/ Pack	Avery	AVE05729	BOX	7	.86
8201	Reinforcements - Self- Adhesive Reinforcing Strips, 10 3/4 x 1, 200/ 8X	C-Line	CLI64112	BOX	7	13.55
8300	Seals - Inkjet Print or Write Notarial Seals, 2" Diameter, Gold, 44/ Pack	Avery	AVE05868	PACKAGE	6	2.48
8400	Post-it - Standard Self-Stick Notes, 1- 1/2 x 2, Yellow, 12 100- Sheet Pad/ Pack	Universal	UNV35662	PACKAGE	105	1.38
8401	Post-it - Standard Self-Stick Notes, 3 x 3, Yellow, 12 100- Sheet Pads/ Pack	Universal	UNV35668	PACKAGE	168	2.67
8403	Post-it - Standard Tape Flags in Dispenser, Yellow, 50 Flags/ Dispenser	3M	MMM680YW2	EACH	80	1.71
8404	Post-it - Standard Tape Flags in Dispenser, Blue, 50 Flags/ Dispenser	3M	MMM680BE2	EACH	48	1.71
8405	Post-it - Standard Tape Flags in Dispenser, Red, 50 Flags/ Dispenser	3M	MMM680RD2	EACH	49	1.71

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
8406	Post-it - Standard Tape Flags in Dispenser, Green, 50 Flags/ Dispenser	3M	MMM680GN2	EACH	48	1.71
8407	Post-it - Standard Tape Flags in Dispenser, Orange, 50 Flags/ Dispenser	3M	MMM680OE2	EACH	48	1.71
8410	Message Tabs - "Sign Here" Arrow Message, 1/ 2" Flags, 4 Colors w/ Dispensers, 120/Pack	3M	MMM684SH	PACKAGE	8	4.80
9201	Punch - 30-Sheet Two-Hole Punch, 9/32" Holes, Black	Universal	UNV74222	EACH	7	3.89
9202	Punch - 12-Sheet Deluxe Two- and Three- Hole Adjustable Punch, 9/ 32" Holes, Black	Universal	UNV74323	EACH	15	4.15
9203	Punch - 40-Sheet Three-Hole Punch, Reduced Effort, 9/32" Holes, Black/Silver	Paperpro *	ACI2240	EACH	0	30.58
9301	Ruler - Acrylic Plastic Ruler, 12", Clear	Universal	UNV59022	EACH	3	.42
9302	Engineering Scale - Triangular Scale, Plastic, 12", Engineering, Color- Coded	Chartpak	CHA235E	EACH	0	6.08
9401	Scissors - All Purpose Scissors, Black, 8"	Deskworks	ACM13135	EACH	36	3.43
9501	Staples - Standard Chisel Point 210 Strip Count Staples, 5,000/ Box	Universal	UNV79000	BOX	155	.67
9503	Staples - S.F. 4 Premium Chisel Point 210 Count Full Strip Staples, 5,000/ Box	Swingline	SWI35450	BOX	8	2.47
9504	Staples - High-Capacity Staples, 3/ 8 Inch Leg Length, 2500/ Box	Swingline	SWI35550	BOX	0	3.93
9507	Staples - Stanley® Bostitch 1/2" Heavy-Duty Staples, 85- Sheet Capacity, 1,000/ Box	Bostitch	SB35121M	BOX	8	2.94
9508	Staples - Heavy Duty, 150 Sheet Capacity, 5/8", 1000/Box	Bostitch	SB35581M	BOX	0	5.83
9511	Staples - S.F. 13 Heavy- Duty 1/ 2 Inch Leg Length Staples, 90- Sheet Capacity, 1,000/ Box	Swingline	SWI35312	BOX	2	4.33
9515	Staples - Swingline Optima Jam-Free Premium Staples - Standard 1/4" Leg, 3,750/Box	Swingline *	SWI35556	BOX	60	3.57
9602	Stapler - Half Strip Stapler, 12-Sheet Capacity, Black	Universal	UNV43119	EACH	1	3.81
9603	Stapler - Light-Duty Desk Stapler, 20-Sheet Capacity, Black, Full Strip	Swingline	SWI40701	EACH	33	7.66

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
9604	Stapler - Heavy-Duty Stapler, 160- Sheet Capacity, Black/ Gray	Swingline	SWI39005	EACH	4	28.60
9605	Stapler - Light-duty Stand-up Stapler, Reduced effort, Full-Strip, Black/Gray	PaperPro	ACI1423	EACH	34	8.58
9700	Staple Remover - Jaw Style Staple Remover, Burgundy	Universal	UNV00700	EACH	15	.35
9701	Staple Remover - Heavy-Duty Staple Remover, Black	Max	MXB RZ3F	EACH	4	7.21
9702	Staple Remover - Deluxe Jaw Style Staple Remover	Swingline	SWI38101	EACH	3	2.61
9703	Staple Remover - Premium Blade Style Staple Remover, Satin Chrome Finish	Swingline	SWI37141	EACH	3	2.14
9800	Letter Opener - Lightweight Hand Letter Opener, 9", Silver	Universal	UNV31750	EACH	12	.77
9801	Letter Opener - Letter Slitter Hand Letter Opener w/ Concealed Blade, 2 1/2", White, 2/Pack	Universal	UNV31803	EACH	62	.38
10001	Plotter Paper - Designjet Bright White Inkjet Paper, 24 lbs., 36" x 150 ft, White	HP *	HBWC1861A	ROLL	0	22.13
10002	Plotter Paper - HP Universal Brand Paper Roll, 21 lbs., 2" Core, 24" x 150 ft, White	HP *	HEWQ1396A	EACH	0	10.89
10100	Adding Tape - Adding Machine/ Calculator Roll, 16 lb, 1/ 2" Core, 2- 1/ 4" x 150 ft, White, 100/ CT	Universal	UNV35710	ROLL	239	.49
10120	Thermal Paper Rolls - For Verifone VX520 Credit Card Terminal, 50/Cartron	PMC *	PMC05262	ROLL	50	.28
10201	Dry Toner - Transparency Film for Laser Copiers, Ltr, Clear, 100/ Box	3M	MMM PP2500	BOX	3	20.86
10400	Pads - Letter, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV10630	PAD	477	.66
10401	Pads - Legal, Perforated Edge Writing Pad, Canary, 50-Sheet, Dozen	Universal	UNV40000	PAD	80	.97
10402	Pads - 5 x 8 Perforated Edge Writing Pad, Jr. Legal Rule, 5 x 8, Canary, 50-Sheet, Dozen	Universal	UNV46200	PAD	405	.48
10500	Steno Notebooks - Steno Book, Gregg Rule, 6 x 9, Green, 80 Sheets/Pad	Universal	UNVB6920	DOZEN	26	1.06
10501	Spiral Bound Notebook - College Rule, 8- 1/ 2 x 11, White, 100 Sheets/Pad	Mead	MEA06622	EACH	31	2.31

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
10600	Phone Message Books - Wirebound Message Books, 2 3/4 x 5, Two- Part Carbonless, 400 Sets/Book	Universal	UNV48003	BOOK	1	3.27
10811	Index Cards - 3" x 5" Unruled Index Cards, White, 100/Pack	Esselte	ESS 30	PACKAGE	40	.58
10812	Index Cards - 3" x 5" Ruled Index Cards, White, 100/Pack	Esselte	ESS 31	PACKAGE	41	.58
10813	Index Cards - 4" x 6" Ruled Index Cards, White, 100/Pack	Esselte	ESS 41	PACKAGE	4	1.09
10815	Index Cards - 4" x 6" Unruled Index Cards, White, 100/Pack	Esselte	ESS 40	PACKAGE	264	1.09
11200	Eraser - Eraser Caps, 144/Box	Sanford	PAP73015	BOX	1	4.39
11201	Eraser - Eraser Refills, Z21, 3/Tube	Pentel	PENZ21	PACKAGE	0	.73
11202	Eraser - Clic Eraser Pen-Style Eraser, 3/Pack	Pentel	ZE21BP3	PACKAGE	4	3.81
11203	Eraser - Clic Eraser Pen-Style Eraser Refills, 2/Pack	Pentel	ZER2	PACKAGE	9	1.02
11204	Dry Erase Eraser - Expo Dry Erase Marker Board Eraser - Charcoal Gray	Expo	SAN81505	EACH	8	1.71
11300	Highlighter - Brite Liner Grip XL Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12/Pk	Bic *	BLMG11YW	EACH	724	1.42
11301	Highlighter - Assorted Colors, Chisel Tip, Fluorescent, 5/Set	Bic	BICBLP51WASST	SET	18	1.81
11302	Highlighter - Chisel Tip, Fluorescent Blue, Dozen	Universal	UNV08864	DOZEN	2	3.31
11303	Highlighter - Chisel Tip, Fluorescent Orange, Dozen	Universal	UNV08863	DOZEN	6	3.31
11304	Highlighter - Chisel Tip, Fluorescent Green, Dozen	Universal	UNV08862	DOZEN	4	3.31
11306	Towelettes - Dry Erase Board Cleaning Wet Wipes, 6 x 9, 50/Container	Expo	SAN81850	CONTAINER	3	6.46
11307	Markers - Low Odor Dry Erase Marker, Fine Point, Assorted, 4/Set	Expo	SAN86074	SET	22	3.17
11308	Markers - Low Odor Dry Erase Markers, Chisel Tip, Basic Assorted, 4/Set	Expo	SAN80074	SET	15	3.59

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11309	Markers - Permanent Markers, Chisel Tip, Black, Dozen	Universal	UNV07051	EACH	56	.29
11310	Markers - Permanent Markers, Chisel Tip, Red, Dozen	Universal	UNV07052	DOZEN	1	3.44
11311	Markers - Red Porous Point Stick Pen, Red Ink, Medium, Dozen	Universal	UNV50503	DOZEN	1	4.01
11312	Highlighter - Brite Liner Highlighter, Chisel Tip, Fluorescent Yellow Ink, 12 per Pack	Bic	BICBL11YW	DOZEN	11	4.13
11350	Pen - Counterfeit Bill Detector Pen for Use w/U.S. Currency	DriMark	351B	EACH	1	2.68
11400	Pencils - Economy Woodcase Pencil, HB #2, Yellow Barrel, Dozen	Universal	UNV55400	DOZEN	7	.75
11401	Pencils - Sharplet-2 Mechanical Pencil, 0.50 mm, Black Barrel	Pentel	PENA125A	DOZEN	1	1.16
11402	Pencils - Sharplet-2 Mechanical Pencil, 0.70 mm, Dark Blue Barrel	Pentel	PENA127C	DOZEN	2	1.16
11403	Pencils - Sharplet-2 Mechanical Pencil, 0.90 mm, Brown Barrel	Pentel	PENA129E	EACH	12	1.16
11404	Pencils - Super Hi-Polymer Lead Refills, 0.5mm, HB, Black, 12 Leads/Tube	Pentel	PENC505HB	TUBE	6	.58
11405	Pencils - Super Hi-Polymer Lead Refills, 0.7mm, HB, Black, 12 Leads/Pack	Pentel	PEN50HB	TUBE	12	.58
11406	Pencils - Super Hi-Polymer Lead Refills, 0.9mm, HB, Black, 15 Leads/Pack	Pentel	PEN509HB	TUBE	4	.58
11408	Pencils - Sharpwriter Mechanical Pencil, HB, 0.70 mm, Yellow Barrel, Dozen	Paper Mate	PAP30301	DOZEN	4	3.80
11605	Pens - Roller Ball Stick Dye-Based Pen, Blue Ink, Micro, Dozen	Sanford	SAN60153	DOZEN	5	7.98
11606	Pens - Roller Ball Stick Dye-Based Pen, Black Ink, Micro, Dozen	Sanford	SAN60151	DOZEN	4	7.98
11607	Pens - Roller Ball Stick Dye-Based Pen Black Ink, Fine, Dozen	Sanford	SAN60101	DOZEN	2	7.98
11610	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Black Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35334	DOZEN	8	15.03
11611	Pens - Precise V5 Roller Ball Stick Pen, Needle Pt, Red Ink, 0.5mm Extra Fine, Dozen	Pilot	PIL35336	DOZEN	5	15.03

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11620	Pens - Sign Pen Porous Point Pen, Bold, Black, Dozen	Pentel *	PENS520A	DOZEN	0	11.74
11702	Pens - Standard Ballpoint Counter Pen, Black Ink, Medium	PMF	PMC05057	EACH	43	2.02
11797	Pens - Round Stic Grip Ballpoint Stick Pen, Red Ink, Fine, Dozen	Bic	GSFG11RD	DOZEN	1	1.97
11798	Pens - Soft Feel Ballpoint Stick Pen, Red Ink, Medium, Dozen	Bic	SGSM11RD	DOZEN	5	4.68
11799	Pens - Soft Feel Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	SGSM11BE	DOZEN	17	4.68
11801	Pens - Soft Feel Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	SGSM11BK	DOZEN	36	4.68
11802	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Medium, Dozen	Bic	GSM11BK	DOZEN	23	1.06
11809	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Fine, Dozen	Universal	UNV27421	DOZEN	0	.90
11810	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Fine, Dozen	Universal	UNV27420	DOZEN	1	.90
11811	Pens - Ballpoint Stick Oil- Based Pen, Red Ink, Medium, Dozen	Universal	UNV27412	DOZEN	1	.90
11812	Pens - Ballpoint Stick Oil- Based Pen, Black Ink, Medium, Dozen	Universal	UNV27410	DOZEN	4	.90
11813	Pens - Ballpoint Stick Oil- Based Pen, Blue Ink, Medium, Dozen	Universal	UNV27411	DOZEN	4	.90
11822	Pencil Sharpener - Compact Desktop Battery-Operated Pencil Sharpener, Black, Uses Four AA batteries	Hunt	EPI16750	EACH	3	12.05
11827	Pens - Round Stic Ballpoint Stick Pen, Black Ink, Fine, Dozen	Bic	GSF11BK	DOZEN	20	1.06
11830	Pens - Round Stic Ballpoint Stick Pen Blue Ink, Fine, Dozen	Bic	GSF11BE	DOZEN	0	1.06
11831	Pens - Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen	Bic	GSM11BE	DOZEN	19	1.06
11835	Pens - Clic Stic Ballpoint Retractable Pen, Black Ink, Medium, Dozen	Bic	CSM11BK	DOZEN	25	5.43
11836	Pens - Clic Stic Ballpoint Retractable Pen, Blue Ink, Medium, Dozen	Bic	CSM11BE	DOZEN	4	5.43

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
11838	Pens - Zebra Sarasa Roller Ball Retractable Gel Pen, Black Ink, Medium, 20 per Box	Zebra	ZEB14680	BOX	25	17.38
11903	Sharpie - Permanent Marker, Fine Point, Black, Dozen	Sharpie	SAN30001	DOZEN	18	8.08
11904	Sharpie - Permanent Marker, Extra Fine Point, Black, Dozen	Sharpie	SAN 35001	DOZEN	5	7.29
11905	Sharpie - Permanent Marker, Fine Point, Red, Dozen	Sharpie	SAN 30002	DOZEN	8	7.91
11907	Pens - Signo Gel RT Roller Ball Retractable Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65940	DOZEN	4	15.22
11909	Pen Refill - Refill for G2 Gel, Dr. Grip Gel/ Ltd, ExecuGel G6, Q7, Fine Tip, Black, 2/ Pack	Pilot	PIL77240	PACKAGE	2	1.23
11910	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Red Ink, 0.7mm Fine, Dozen	Pilot	PIL31022	DOZEN	3	13.14
11911	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Black Ink, 0.7mm Fine, Dozen	Pilot	PIL31020	DOZEN	14	13.14
11912	Pens - G2 Gel Roller Ball Pen, Retractable, Refillable, Blue Ink, 0.7mm Fine, Dozen	Pilot	PIL31021	DOZEN	12	13.14
11913	Pens - Signo Gel 207 Roller Ball Retractable Gel Pen, Blue Ink, Medium, Dozen	Sanford	SAN33951	DOZEN	17	16.06
11914	Pens - Signo Gel GRIP Roller Ball Stick Gel Pen, Black Ink, Medium, Dozen	Sanford	SAN 65450	DOZEN	15	12.57
12105	Ribbon - Data Products® R5110 Correctable Ribbon for IBM Wheelwriter Series Typewriters		ITKKOR192B	EACH	1	7.32
12107	Ribbon - DPS-R1427 Compatible Ribbon, Calculator Ribbon, Black/Red	Industrias Kores	ITKKOR42	EACH	2	3.41
12112	Ribbon - Calculator, R3027 Compatible Ribbon, Black/ Red	DataProducts	R3027	EACH	21	1.25
12116	Ribbon - R1420 Compatible Ribbon, Black, Typewriter, (for use in Brother typewriter)	DataProducts	R1420	EACH	0	2.42
12203	Lift-Off Tape - Lift-Off Tape for use with IBM Selectric II/III Series and Others, 6/Box	DataProducts	R51816	BOX	0	3.09
13200	Batteries "AA" - Duracell® Alkaline "AA" Batteries; 16-Pack	Duracell *	MN1500B16	EACH	1359	.67
13201	Batteries "AAA" - Duracell® Alkaline "AAA" Batteries; 12-Pack	Duracell *	MN24RT12Z	EACH	713	.64

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
13202	Batteries "C" - Duracell® Alkaline "C" Batteries; 1.5V, 8-Pack	Duracell *	MN14RT8Z	EACH	16	1.22
13203	Batteries "D" - Duracell® Alkaline "D" Batteries; 8-Pack	Duracell *	MN13RT8Z	EACH	222	1.20
13204	Batteries "9V" - Duracell® Alkaline "9V" Batteries; 4-Pack	Duracell *	MN16RT4Z	EACH	61	2.44
13205	Batteries "E2 Lithium" - Energizer® Specialty Batteries; e2 Lithium Photo Battery, 123, 3V, EACH	Energizer *	EVE-EL123AP	EACH	54	5.27
17101	CD-RW Discs - 700MB/80min, 12x, w/Jewel Cases, Silver, 5/Pack	Imation *	16950	EACH	12	1.15
17102	CCS72100 CD-R Discs - 700MB/80min, 52x, Spindle, Silver, 100/Pack	Innovera	IVR77990	PACKAGE	14	20.27
17103	CD-R Discs - 700MB/80min, 52x, w/Slim Jewel Cases, Silver, 10/Pack	Verbatim *	VER94935	EACH	105	.45
17104	DVD-R/RAM - Recordable DVD's, Rewriteable 1000 times, Capacity 9.4GB/Double-Sided, Each	Innovera	IVR46805	EACH	0	.31
17105	DVD+RW - Rewritable DVDs w/Jewel case, Capacity 4.7GB/Single-Sided, 120 minute capacity, Each	Verbatim	VER94520	EACH	20	.80
17110	DVD-R - 4.7GB, 16x, Spindle, Silver, 50/Pack	Innovera	IVR46B50	PACKAGE	18	15.37
17111	DVD-R - 8cm Minidisc DVD- R, 1.4GB, 4x, w/ Jewel Case, Silver, 3/ Pack	Innovera	IVR46803	PACKAGE	0	1.80
17200	Photo Paper - Glossy Photo Paper, 60 lbs., Glossy, 8-1/2 x 11, 50 Sheets/Pack	Epson	EPSS041649	PACKAGE	0	14.39
17210	CD/DVD Envelopes - CD/DVD Envelopes, Paper Envelope With Clear Poly Window, 50/Box	Innovera	IVR39403	BOX	26	3.16
17300	Compressed Air Duster - Compressed Gas Duster, 7 oz Can	Universal	IVR51501	EACH	74	4.14
17400	Surge Protector - Six- Outlet Surge Suppressor, 1080 Joules, 6 ft. cord, Putty	Compucessory	CC525102	EACH	14	9.56
17500	Mouse Pad - Standard Mouse Pad, 8" x 9", Blue	Fellowes	FEL58021	EACH	22	3.26
17501	Wrist Rest - Memory Foam Mouse Pad/Wrist Rest, 1.0" x 7.9" x 9.3", Silver/Black	Fellowes	FEL9175801	EACH	18	11.86
17502	Wrist Rest - PlushTouch Keyboard Wrist Rest with FoamFusion Technology, 3.2" x 18.1", Microban Anti-Microbial Protection, Contoured, Black	Fellowes *	FEL9252101	EACH	0	12.90

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18100	Calendar Refill - Desk Calendar Refill, 3-1/2" x 6", 2 Pages For Each Weekday	At-A-Glance	AAG E71750	EACH	15	1.52
18101	Calendar Base - Base for E71750 Calendar Refills, 3 1/2" x 6", Black	At-A-Glance	AAGE1700	EACH	1	9.15
18102	Calendar Refill - Compact Desk Calendar Refill, 3" x 3 3/4", 2 Pages For Each Weekday	At-A-Glance	AAGE91950	EACH	7	5.29
18103	Calendar Base - Compact Desk Calendar Base, 3" x 3 3/4" for E919-50 Calendar Refills, Black	At-A-Glance	AAGE1900	EACH	0	8.76
18200	Calendar - Desk Pad, 22" x 17", Non-Refillable, Ruled Daily Blocks, Vinyl Corners, Eyelets For Hanging, Jan-Dec	At-A-Glance	AAGSK2400	EACH	364	3.03
18301	Calendar - Yearly Wall Calendar, Metal Bound, Unruled Daily Blocks, Hanging Eyelets, 24" x 36", Blue Ink	At-A-Glance	AAG PM1228	EACH	20	8.72
18401	Appointment Book - Daily Appointment Book, 4-7/8" x 8", DayMinder, Nonrefillable, Ruled, One Day Per Page, 2 month reference blocks	At-A-Glance	AAG G10000	EACH	2	9.98
18402	Appointment Book - 4-Person Daily Appt. Book, 7 7/8" x 11", DayMinder, Nonrefillable, Ruled, 1 Day/Page, 2 Month Ref. Blocks	At-A-Glance	AAG G56000	EACH	2	25.78
18502	Appointment Book - Weekly Planner, 6-7/8" x 8-3/4", Nonrefillable, Ruled, One Week Per Spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	38	10.95
18503	Appointment Book - Weekly Appointment Book, 8-1/4" x 10 -7/8", Nonrefillable, Ruled, One Week Per Spread, 12 Month Reference Blocks	At-A-Glance	AAG7095005	EACH	4	13.03
18504	Appointment Book - Weekly/Monthly Appointment Book, 8" x 9-7/8", Simulated Leather, Black	At-A-Glance	AAG760105	EACH	8	16.87
18600	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, One Month Per Spread, 6 Month Reference Blocks, 16 Month Fiscal	At-A-Glance	AAG 7012705	EACH	5	8.71
18601	Appointment Book - Monthly Planner, 9" x 11", Nonrefillable, Unruled, One Month Per Spread, 13 Month Jan-Jan, Telephone/Address Pages	At-A-Glance	AAG 7026005	EACH	16	10.05
18602	Appointment Book - Monthly Planner, 6-7/8" x 8-3/4", Nonrefillable, Unruled, 1 Month/Spread, 6 Month Reference Blocks, Memo Section	At-A-Glance	AAG G40000	EACH	27	9.29
18603	Appointment Book - 3-Year Mo. Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, 6 Month Ref. Blocks, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7023605	EACH	1	41.49
18604	Appointment Book - QuickNotes Monthly Planner, Jan. - Dec., 8 1/4" x 10 7/8", Black	At-A-Glance	AAG 760605	EACH	1	15.46
18605	"Today Is" Wall Calendar - Refill, 6 5/8" x 9 1/8", 2013	At-A-Glance	AAGK150	EACH	3	10.38
18606	Appointment Book - 5-Year Monthly Planner, 8-1/2" x 11", Refillable, Unruled, 1 Month/Spread, Yrly. Dividers. Sim. Leather, Black	At-A-Glance	AAG 7029605	EACH	4	42.37

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
18610	Appointment Book - DayMinder Four-Person Group Appointment Book	At-A-Glance	AAGG5600	EACH	11	25.78
18619	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2015 Refill for 7023605 and 7029605	At-A-Glance	AAG7092375	EACH	4	8.49
18620	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2016 Refill for 7023605 and 7029605	At-A-Glance	AAG7092376	EACH	10	8.49
18621	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2017 Refill for 7023605 and 7029605 - **Available July, 2014**	At-A-Glance	AAG 7092377	EACH	4	8.49
18622	Appointment Book Refill - Three- Or Five-Year Planner, Black, 9" x 11", 2018 Refill for 7023605 and 7029605	At-A-Glance	AAG 7092378	EACH	1	8.49
21100	Binding Combs - Plastic Comb Bindings, 5/16" Diameter, 40 Sheet Capacity, Black, 100 Combs/Pack	Fellows	FEL 52507	BOX	5	5.00
21101	Binding Combs - Plastic Comb Bindings, 3/8" Diameter, 55 Sheet Capacity, Black, 100 Combs/Pack	Acco	FEL52325	BOX	0	5.03
21102	Binding Combs - CombBind Standard Spines, 1/2" Diameter, 85 Sheet Capacity, Black, 100/Box	Acco	GBC4090034	BOX	5	3.30
21103	Binding Combs - CombBind Standard Spines, 5/8" Diameter, 125 Sheet Capacity, Black, 25/Box	Acco	GBC4090046	BOX	0	6.69
21104	Binding Combs - CombBind Standard Spines, 3/4" Diameter, 150 Sheet Capacity, Black, 100/Box	Acco	GBC4090052	BOX	1	14.88
21105	Binding Combs - CombBind Standard Spines, 1" Diameter, 200 Sheet Capacity, Black, 100/Pack	GBC	GBC4090306	BOX	0	25.02
21106	Binding Combs - CombBind Standard Spines, 1-1/2" Diameter, 320 Sheet Capacity, Black, 100/Box	GBC	GBC 4200010	EACH	0	.41
22201	Phone Cord - Handset 12', dark gray	Tech Electronics	B107	EACH	34	2.51
22400	Wall Clock - Round Wall Clock, 12-1/2in, Black	Universal	UNV10431	EACH	6	15.71
22500	Visitor Register Book - Visitor Register Book, Red Hardcover, 112 Pages, 8 1/2 x 11 1/2	Wilson-Jones	WLJS490	EACH	0	37.08
22502	Notary Public Record Book - Burgundy Cover, 60 Pages, 8 1/2 x 10 1/2	Dome	DOM880	EACH	3	9.72
22505	Journal Books - Esselte Canvas Journal Books, 150 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66150J	EACH	10	17.25
22506	Journal Book - Esselte Canvas Journal Book, 500 Sheet(s), Thread Sewn, 12.12" x 7.62" Sheet Size	Esselte*	66500J	EACH	0	38.99

2016 OFFICE SUPPLIES BID

Our Item Number	Item Description	Suggested Manufacturer	Manuf. Item Number	Unit Of Measure	Estimated Annual Use	Unit Cost
22600	Posterboard - White Poster Board, 28 x 22, 50/Cartron	Elmers	EP1750173	EACH	6	.66
22800	Waste Basket - 7 gallon	Rubbermaid	22177	EACH	10	5.65
22901	Dry Erase Board - Quartet® Wood Framed Dry-Erase Board; 3'x2'	Quartet	QRT S573	EACH	5	40.21
22902	Cork Board - Quartet® Oak Finish Frame Cork Board; 36"x24"	Quartet	QRT303	EACH	4	37.37
23000	Floor Mats - Economy Carpet Chair Mat; 36x48", Standard Lip	Rubbermaid	11265STCLR	EACH	42	39.99
24001	Laminating Pouches - HeatSeal Laminating Pouches, 3 mil, Letter, 9 x 11 1/2, 100/Box	GBC	GBC3745022	BOX	9	31.58
24002	Laminating Pouches - HeatSeal Laminating Pouches, 5 mil, Legal, 9 x 14 1/2, 100/Box	GBC	GBC3745011	PACKAGE	0	35.83
24003	Laminating Pouches - HeatSeal Laminating Pouch, 11.25" x 17.25", 3mil, 25 Pack	HeatSeal	3200579	EACH	50	.69
25000	Business Card Kit - Inkjet Matte Business Cards, 2 x 3 1/2, Ivory, 10/Sheet, 250/Pack	Avery	AVE 8376	PACKAGE	4	8.53
26000	Shredder Oil - 12 oz. Bottle, for Oiling Shredder Blades	Fellowes	FEL 35250	EACH	3	5.08
28000	Name Badge Holders - Photo ID Badge Holder, Horizontal, 4w x 3h, Clear, 25/Pack	Avery	74471	PACKAGE	1	13.28
28002	Lanyards - Round Lanyards w/Bulldog Clips, 24/Package	GBC	3747478	PACKAGE	4	19.11

Office Essentials Response to Jefferson County Bid: Office Supplies 2016

Our Item Number	Suggested Manufacturer	Manuf Item Number	UM	Estimated Annual Use	Product Number	Description	UM	UM Qty	Price	Conversion Factor	UM Conversion Price
1100	AVERY	AVE04301	EACH	123	AVE04301	BNDR,RNG,11X8.5,1IN,BK	EA	1-EA	1.80	1	1.80
1101	AVERY	AVE04401	EACH	27	AVE04401	BNDR,RNG,11X8.5,1.5IN,BK	EA	1-EA	3.35	1	3.35
1102	AVERY	AVE04501	EACH	30	AVE04501	BNDR,RNG,11X8.5,2IN,BK	EA	1-EA	3.75	1	3.75
1103	AVERY	AVE04601	EACH	36	AVE04601	BNDR,RNG,11X8.5,3IN,BK	EA	1-EA	5.42	1	5.42
1104	AVERY	AVE79604	EACH	17	AVE79604	BNDR,D-RING,VIEW,4",BK	EA	1-EA	16.49	1	16.49
1105	AVERY	AVE79606	EACH	0	AVE79606	BNDR,D-RING,VIEW,5",BK	EA	1-EA	27.15	1	27.15
1110	AVERY	AVE05710	EACH	2	AVE05710	BNDR,ECONO VIEW 1 IN,BK	EA	1-EA	2.07	1	2.07
1111	AVERY	AVE05725	EACH	2	AVE05725	BINDER,VU11X8.5,1.5CAP,BK	EA	1-EA	2.99	1	2.99
1112	AVERY	AVE05730	EACH	19	AVE05730	BINDER,ECONMYVIEW,2",BK	EA	1-EA	3.46	1	3.46
1113	AVERY	AVE05740	EACH	1	AVE05740	BINDER,ECONMYVIEW,3",BK	EA	1-EA	5.08	1	5.08
1120	AVERY	AVE05711	EACH	0	AVE05711	BNDR,RNDR,8.5X11,1"WHT	EA	1-EA	2.07	1	2.07
1121	AVERY	AVE05726	EACH	17	AVE05726	BNDR,RNDR,8.5X11,1.5WHT	EA	1-EA	2.99	1	2.99
1122	AVERY	AVE05731	EACH	1	AVE05731	BNDR,RNDR,8.5X11,2"WHT	EA	1-EA	3.46	1	3.46
1123	AVERY	AVE05741	EACH	2	AVE05741	BNDR,RNDR,8.5X11,3"WHT	EA	1-EA	5.08	1	5.08
1150	ACCO*	ACC54132	EACH	0	ACC54132	BNDR,DATA,12X8.5,UB,LBE	EA	1-EA	6.72	1	6.72
1195	AVERY*	AVE11370	SET	0	AVE11370	INDEX,SDE TABD,1-25,LTR	ST	26-EA	2.00	1	2.00
1196	AVERY*	AVE11372	SET	0	AVE11372	INDEX,SDE TABD,26-50,LTR	ST	26-EA	2.00	1	2.00
1197	AVERY*	AVE11396	SET	0	AVE11396	INDEX,SDE TABD,51-75,LTR	ST	26-EA	2.00	1	2.00
1198	AVERY*	AVE11397	SET	0	AVE11397	INDEX,SDE TABD,76-100,LTR	ST	26-EA	2.00	1	2.00
1199	AVERY*	AVE01334	SET	0	AVE01334	INDEX,SIDE TAB 101-125WHT	ST	25-EA	1.98	1	1.98
1200	UNIVERSAL	UNV21872	SET	59	UNV21872	INDEX,ECON,8TAB,6/PK,COL	PK	6-ST	2.13	6	0.36
1201	UNIVERSAL	UNV21871	SET	73	UNV21871	INDEX,ECON,5TAB,6/PK,CR	PK	6-ST	1.46	6	0.24
1202	SPARCO	SPR21905	SET	10	UNV24812	INDEX,LTR,A-Z,COL,WE	ST	26-EA	1.71	1	1.71
1204	AVERY	AVE16241	PACKAGE	4	AVE16241	TAB,INDX,2X1/3,25/PK,CLR	PK	25-EA	3.76	1	3.76
1205	AVERY	AVE16239	PACKAGE	0	AVE16239	TAB,INDX,2",PRE-CUT,25/PK	PK	25-EA	3.82	1	3.82
1301	C-LINE	CL162028	BOX	33	CL162028	PROTECTOR,SHT,PLY,HVY,NGL	EX	100-EA	9.38	1	9.38
1403	DUO-TANG*	ESS55806	BOX	11	OXF55806	COVER,REPORT,CLR,FRNT,BK	EX	25-EA	23.47	1	23.47
1405	DUO-TANG*	ESS57513	BOX	12	OXF57513	PORTFOLIO,LTR,2 PKCT,AST	EX	25-EA	6.61	1	6.61
1500	OXFORD*	OXF55806	BOX	5	OXF55806	COVER,REPORT,CLR,FRNT,BK	EX	25-EA	23.47	1	23.47
2103	UNIVERSAL	UNV72210	BOX	220	UNV72210	CLIP,#1,GEM,SMOOTH,1M/PK	PK	1000-EA	1.37	1	1.37
2104	UNIVERSAL	UNV72220	BOX	280	UNV72220	CLIP,JUMBO,SMOOTH,1M/PK	PK	1000-EA	5.18	10	0.52
2105	UNIVERSAL	UNV10200	DOZEN	78	UNV10200	CLIP,BINDER,SMALL	DZ	12-EA	0.30	1	0.30
2106	UNIVERSAL	UNV10210	DOZEN	80	UNV10210	CLIP,BINDER,MEDIUM	DZ	12-EA	0.58	1	0.58
2107	UNIVERSAL	UNV10220	DOZEN	44	UNV10220	CLIP,BINDER,LARGE	DZ	12-EA	1.51	1	1.51
2150	VERBATIM	VER49171	EACH	0	VER49171	DRIVE,V3,8GB,MDIA,DT,BK	EA	1-EA	8.68	1	8.68
2151	VERBATIM	VER49172	EACH	0	VER49172	DRIVE,V3,16GB,BK	EA	1-EA	10.72	1	10.72
2152	VERBATIM	VER49173	EACH	0	VER49173	DRIVE,V3,32GB,BK	EA	1-EA	15.87	1	15.87
2153	VERBATIM	VER49174	EACH	0	VER49174	DRIVE,V3,64GB,USB3.0,BK	EA	1-EA	32.86	1	32.86
2205	ACCO	ACC12992	BOX	121	ACC12992	FASTENER,PRONG,2IN,2PC	EX	50-EA	2.37	1	2.37
2300	UNIVERSAL	UNV31310	PACKAGE	13	UNV31310	PUSHPIN,PLAS,100/PK,RW	PK	100-EA	0.77	1	0.77
2400	UNIVERSAL	UNV00118	PACKAGE	5	UNV00118	RUBBERBANDS,SIZE 18,1LB	PK	1600-EA	3.07	1	3.07
2401	UNIVERSAL	UNV00132	PACKAGE	7	UNV00132	RUBBERBANDS,SIZE 32,1LB	PK	820-EA	2.92	1	2.92
2402	UNIVERSAL	UNV00133	PACKAGE	5	UNV00133	RUBBERBANDS,SIZE 33,1LB	PK	640-EA	3.14	1	3.14
2403	UNIVERSAL	UNV00164	PACKAGE	2	UNV00164	RUBBERBANDS,SIZE 64,1LB	PK	320-EA	3.14	1	3.14
3100	BIC*	BICWOTAP10	EACH	516	BICWOTAP10	TAPE,CORRECTION,10/BX,WH	EX	10-EA	15.58	10	1.56
3101	PAPERMATE	PAP5620115	EACH	28	PAP5620115	PEN,CORR,LIQUID PAPER	EA	1-EA	1.74	1	1.74
3200	BIC*	BICWOFQD12WE	EACH	87	BICWOFQD12WE	FLUID,CORRECT,7OZ,WHT	DZ	12-EA	11.72	12	0.98
4100	UNIVERSAL	UNV54051	PAIR	0	UNV54051	BOOKEND,ECONMY,5"H,BK	PR	2-EA	2.22	1	2.22
4200	UNIVERSAL	UNV40304	EACH	23	UNV40304	CLIPBOARD,STD CLP,LETTER	EA	1-EA	1.12	1	1.12

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4201	UNIVERSAL	UNV40305	EACH	4	UNV40305	CLIPBOARD, STD CLIP, LEGAL	EA	1-EA	1.22	1	1.22
4302	SWINGLINE	SWI54032	PACKAGE	4	SWI54032	PAD, F/FINGER, RUBER, SZ 12	DZ	12-EA	1.72	1	1.72
4305	LEE	LEE10134	EACH	27	LEE10134	MOISTENER, SORTKWK, 1.75OZ	EA	1-EA	2.42	1	2.42
4504	ELDON	ROL66998	EACH	2	ROL66998	FILE, CRD, OPN VIP, PLST, BK	EA	1-EA	13.61	1	13.61
4602	TOPS	TOP46808	EACH	65	TOP46808	BOOK, RCPT, 4UP, CBNLS, TRI1C	EA	1-EA	9.68	1	9.68
4701	UNIVERSAL	UNV08108	EACH	11	UNV08108	CUP, BIG PENCIL HOLDER, BK	EA	1-EA	2.51	1	2.51
4703	UNIVERSAL	UNV08126	EACH	9	UNV08126	DISPENSER, CLIP, MAGNETC, BK	EA	1-EA	1.11	1	1.11
4705	FELLOWES	FEL72613	EACH	1	FEL72613	ORGANIZER, WIRE, JR SIZE, BK	EA	1-EA	6.16	1	6.16
4706	DEFLECT-O	DEF63202	EACH	0	DEF63202	FILE, PLAS, HNG, LTR, SMK	EA	1-EA	7.13	1	7.13
4707	DEFLECT-O	DEF64302	EACH	2	DEF64302	FILE, WALL, LEGAL, SMK	EA	1-EA	9.25	1	9.25
4708	SPARCO	SPR60000	PACKAGE	1	UNV08121	FILE, WALL, RECYCLE, 3/PK, BK	PK	3-EA	12.16	1	12.16
4710	ELDON	ELDON63525	EACH	9	UNV08109	CARDHOLDER, BUSINESS, BK	EA	1-EA	0.53	1	0.53
4711	SOFTALK	SOF101	EACH	13	SOF101M	REST, PHONE, SOFTALK, BK	EA	1-EA	9.11	1	9.11
4712	UNIVERSAL	UNV53052	EACH	2	RUB45706	TRAY, DWR, 9-SECT, BK	EA	1-EA	3.83	1	3.83
4800	UNIVERSAL	UNV08100	SET	16	UNV08100	TRAY, DESKTP, LETTER2/PK, BK	PK	2-EA	4.24	1	4.24
4801	UNIVERSAL	UNV08101	SET	0	UNV08101	TRAY, DESKTP, LEGAL 2/PK, BK	PK	2-EA	10.56	1	10.56
4802	ELDON	16073	SET	7	UNV08100	TRAY, DESKTP, LETTER2/PK, BK	PK	2-EA	4.24	1	4.24
4900	CANON*	CNMP21DX	EACH	0	CNMP21DX	CALCULATOR, 12DIG PRINTING	EA	1-EA	58.69	1	58.69
4901	SHARP	SHREL244TB	EACH	0	SHREL233SB	CALCULATOR, 8 DIG LRG DIS	EA	1-EA	1.91	1	1.91
5100	SANFORD	AVE21381	EACH	1	AVE21381	PAD, STAMP, FOAM, 4.25, BK	EA	1-EA	1.01	1	1.01
5101	AVERY	AVE21071	EACH	0	AVE21071	PAD, STAMP, FELT, 4.25, RD	EA	1-EA	1.64	1	1.64
5200	AVERY	AVE21448	EACH	4	AVE21448	INK, STAMP, PAD, 2 OZ, BK	EA	1-EA	1.29	1	1.29
5201	AVERY	AVE21447	EACH	1	AVE21447	INK, STAMP, PAD, 2 OZ, RD	EA	1-EA	1.29	1	1.29
5204	UNIVERSAL	USSIK60	EACH	10	USSIK60	REFILL, INK BOTTLE, BLACK	EA	1-EA	2.86	1	2.86
5218	UNIVERSAL	UNV10048	EACH	6	UNV10048	STAMP, COPY, RD	EA	1-EA	4.84	1	4.84
5219	UNIVERSAL	UNV10067	EACH	0	UNV10067	STAMP, RECEIVED, RD	EA	1-EA	4.84	1	4.84
5220	COSCO	USSRD010	EACH	0	USSRD010	STAMP, RBR DTR TYP SZ 1	EA	1-EA	2.58	1	2.58
5221	US STAMP & SIGN	USSE4752	EACH	0	USSE4752	STAMP, ECON SI RECEIVED	EA	1-EA	13.70	1	13.70
5222	US STAMP & SIGN	USSE4820	EACH	2	USSE4820	STAMP, DATER ECON SI	EA	1-EA	9.61	1	9.61
5225	US STAMP & SIGN	USSE4850L	EACH	0	USSE4850L	STAMP, 5 IN 1 MICRO DATER	EA	1-EA	11.84	1	11.84
6100	UNIVERSAL	UNV12113	BOX	98	UNV12113	FOLDER, MLA, 1/3 CT, LTR, 100	BX	100-EA	6.12	1	6.12
6101	UNIVERSAL	UNV15113	BOX	75	UNV15113	FOLDER, MLA, 1/3 CT, LGL, 100	BX	100-EA	8.88	1	8.88
6103	SMEAD	SMD12643	BOX	0	SMD12643	FOLDER, 1/3 CUT, LTR, PK	BX	100-EA	15.27	1	15.27
6104	SMEAD	SMD12743	BOX	6	SMD12743	FOLDER, 1/3 CUT, LTR, RD	BX	100-EA	15.27	1	15.27
6105	SMEAD	SMD12043	BOX	1	SMD12043	FOLDER, 1/3 CUT, LTR, BE	BX	100-EA	15.27	1	15.27
6106	SMEAD	SMD12943	BOX	4	SMD12943	FOLDER, 1/3 CUT, LTR, YW	BX	100-EA	15.27	1	15.27
6107	SMEAD	SMD12543	BOX	1	SMD12543	FOLDER, 1/3 CUT, LTR, OE	BX	100-EA	15.27	1	15.27
6108	SMEAD	SMD12143	BOX	1	SMD12143	FOLDER, 1/3 CUT, LTR, GN	BX	100-EA	22.27	1	22.27
6109	SMEAD	SMD17043	BOX	3	SMD17043	FOLDER, LGL 11PT 1/3, BE	BX	100-EA	22.27	1	22.27
6110	SMEAD	SMD17743	BOX	1	SMD17743	FOLDER, LGL 11 PT 1/3, RD	BX	100-EA	22.27	1	22.27
6111	SMEAD	SMD17143	BOX	0	SMD17143	FOLDER, LGL 11PT 1/3, GN	BX	100-EA	22.27	1	22.27
6112	SMEAD	SMD17943	BOX	0	SMD17943	FOLDER, LGL 11 PT 1/3, YW	BX	100-EA	22.27	1	22.27
6113	SMEAD	SMD17534	BOX	0	SMD17534	FOLDER, 1/3 CUT, LGL, OE	BX	100-EA	28.53	1	28.53
6114	SMEAD	SMD17634	BOX	1	SMD17634	FOLDER, 1/3 CUT, LGL, PK	BX	100-EA	28.53	1	28.53
6116	SMEAD	SMD24100	BOX	21	SMD24100	FOLDER, SHF, STR CUT, LTR	BX	100-EA	15.88	1	15.88
6118	SMEAD	SMD25010	BOX	0	SMD25010	FOLDER, FILE, END TB, LTR, BE	BX	100-EA	28.53	1	28.53
6119	SMEAD	SMD25110	BOX	0	SMD25110	FOLDER, FILE, END TB, LTR, GN	BX	100-EA	28.53	1	28.53
6121	SMEAD	SMD25710	BOX	0	SMD25710	FOLDER, FILE, END TB, LTR, RD	BX	100-EA	28.53	1	28.53
6122	SMEAD	SMD25910	BOX	0	SMD25910	FOLDER, FILE, END TB, LTR, YW	BX	100-EA	28.53	1	28.53

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6123	SMEAD	SMD25410	BOX	0	SMD25410	FOLDER, FILE END TB LTR, LV	EX	100-EA	28.53	1	28.53
6124	ESSELTE	SMD12643	BOX	1	SMD12643	FOLDER, 1/3 CUT, LTR, PK	EX	100-EA	15.27	1	15.27
6125	SMEAD	SMD25740	BOX	8	SMD25740	FOLDER, EXP, 2FSTNR, RD	EX	50-EA	27.84	1	27.84
6126	SMEAD	SMD24210	BOX	28	SMD24210	FOLDER, ET, LTR, STRAIGHT, MLA	EX	50-EA	14.73	1	14.73
6127	UNIVERSAL	ACC15046	BOX	5	ACC15046	FOLDER, PSBD, LTR, 6SEC, LFGN	EX	10-EA	36.52	1	36.52
6128	ESSELTE	ESS1257SC	BOX	3	PFX1257SC	FOLDER, CLASS, LTR, 2DIV, SCR	EX	10-EA	33.15	1	33.15
6200	UNIVERSAL	UNV14115	BOX	54	UNV14115	FOLDER, HANG, 1/5 CUT, LTR, 25	EX	25-EA	5.81	1	5.81
6201	UNIVERSAL	UNV14215	BOX	19	UNV14215	FOLDER, HANG, 1/5 CUT, LGL, 25	EX	25-EA	8.78	1	8.78
6205	SMEAD	SMD64220	BOX	3	SMD64220	FOLDER, HNG, EXP, LTR, 10BX, GN	EX	10-EA	29.54	1	29.54
6300	SMEAD	SMD64615	PACKAGE	0	SMD64615	TAB, HNG FLDR, 1/3 CUT, 25, CR	PK	25-EA	2.11	1	2.11
6301	SMEAD	SMD64600	PACKAGE	3	SMD64600	TAB, HNG FLDR, 1/5 CUT, 25, CR	PK	25-EA	1.63	1	1.63
6302	3M	MMM686LGBR	PACKAGE	9	MMM686LGBR	TAB, INDEX FILE 1"AST	PK	66-EA	5.28	1	5.28
6304	3M	MMM686RYB	PACKAGE	0	MMM686RYB	TAB, DURABLE, 66/PK, AST	PK	66-EA	4.67	1	4.67
6305	AVERY	AVE16282	PACKAGE	1	AVE16282	TAB, PRBL 1-3/4", WHT, 80/PK	PK	80-EA	5.42	1	5.42
6400	UNIVERSAL	UNV17000	EACH	22	UNV17000	FRAME, HANGING FOLDER, LTR	EA	1-EA	4.34	1	4.34
6401	UNIVERSAL	UNV18000	EACH	8	UNV18000	FRAME, HANGING FOLDER, LGL	EA	1-EA	3.72	1	3.72
6500	SMEAD	SMD50376	SET	9	SMD50376	GUIDE, PLAIN TAB, A-Z, LTR25	ST	25-EA	12.33	1	12.33
6501	SMEAD	SMD52376	SET	5	SMD52376	GUIDE, PLAIN TAB, A-Z, LGL25	ST	25-EA	15.27	1	15.27
6600	SMEAD	SMD71353	EACH	44	SMD71353	WALLET, EXP, 3.5, ELAS, LTR	EA	1-EA	2.93	1	2.93
6601	SMEAD	SMD71356	EACH	237	SMD71356	WALLET, EXP, 3.5, ELAS, 15X10	EA	1-EA	3.22	1	3.22
6608	SMEAD	SMD70467	EACH	3	SMD70467	FILE, EXP, 12X10, DLY, 31PKT	EA	1-EA	14.61	1	14.61
6609	SMEAD	SMD70469	EACH	0	SMD70469	FILE, EXP, 15X10, DLY, 31PKT	EA	1-EA	18.91	1	18.91
6610	SMEAD	SMD70425	EACH	0	SMD70425	FILE, EXP, 12X10, A-Z, 21PKT	EA	1-EA	13.06	1	13.06
6611	SMEAD	SMD70430	EACH	5	SMD70430	FILE, EXP, 15X10, A-Z, 21PKT	EA	1-EA	12.01	1	12.01
6612	SMEAD	SMD70388	EACH	4	SMD70388	FILE, EXP, 12X10 JAN-DEC, BN	EA	1-EA	14.62	1	14.62
6613	SMEAD	SMD70490	EACH	0	SMD70490	FILE, EXP, 15X10, MLY, 12PKT	EA	1-EA	20.96	25	0.84
6700	SMEAD	SMD73224	EACH	25	SMD73224	POCKET, FILE, LTR, STR,	EX	25-EA	27.18	25	1.09
6701	SMEAD	SMD74224	EACH	29	SMD74224	POCKET, FILE, LGL, STR, 3.5"	EX	100-EA	22.24	1	22.24
6702	UNIVERSAL	UNV72300	BOX	24	UNV72300	JACKET, FILE, FLAT, LETTER	EX	100-EA	27.70	1	27.70
6703	UNIVERSAL	UNV72500	BOX	2	UNV72500	JACKET, FILE, FLAT, LEGAL	EX	50-EA	16.11	1	16.11
6704	UNIVERSAL	UNV76300	BOX	3	UNV76300	JACKET, FILE, EXP, 2" LETTER	EX	50-EA	27.02	1	27.02
6705	UNIVERSAL	UNV76500	BOX	1	UNV76500	JACKET, FILE, EXP, 2" LEGAL	EX	12-EA	60.88	1	60.88
6802	UNIVERSAL	UNV75131	CARTON	6	UNV75131	BOX, STORAGE, LEGAL, WE	CT	12-EA	23.75	12	1.98
6803	UNIVERSAL	UNV95223	EACH	274	UNV95223	BOX, STOR, LTR, LGL	CT	12-EA	34.06	1	34.06
6804	FELLOWES	FEL00725	CARTON	5	FEL00725	FILE, STOR, LTR, LGL, CTN12	CT	12-EA	1.74	3	0.58
7100	AVERY	AVE00134	EACH	462	AVE00134	GLUE, STICK, F/ENVY, 26OZ, 3PK	PK	3-EA	5.71	12	0.48
7102	UNIVERSAL	UNV75749	EACH	90	UNV75750	GLUE, STICK, F/ENVY, 26OZ, 3PK	PK	2-EA	2.32	1	2.32
7103	LOCTITE	LOC1363131	PACKAGE	11	LOC1363131	GLUE, SUPER, LIQ, 2/PK	RL	1-RL	0.74	1	0.74
7200	UNIVERSAL	UNV83436	ROLL	480	UNV83436	TAPE, WRITE ON, 3/4X36YD	PK	3-RL	3.40	3	1.13
7201	UNIVERSAL	UNV51301	ROLL	18	UNV51301	TAPE, MASKING, 1"X60YD, 3/PK	PK	6-RL	8.10	6	1.35
7203	UNIVERSAL	UNV63120	ROLL	46	UNV63120	TAPE, 2"X110YD, 6/PK, CR	RL	1-RL	7.35	1	7.35
7204	3M	MMM8931	ROLL	2	MMM8931	TAPE, FILA, ECON, 1X60YD, 36	EA	1-EA	1.14	1	1.14
7300	UNIVERSAL	UNV15001	EACH	27	UNV15001	DISPENSER, TAPE, 1" CORE, BK	EA	1-EA	0.44	1	0.44
7500	UNIVERSAL	UNV56502	EACH	7	UNV56502	MOISTENER, SQUEEZE BOTTLE	EA	1-EA	1.11	1	1.11
7601	3M	MMM111	PACKAGE	10	MMM111	TAPE, MOUNTING, 16 1"SQS/PK	PK	16-EA	10.48	1	10.48
8105	AVERY	UNV80106	BOX	0	UNV80106	LABEL, DT, 1-1/3X4, 1400, WH	EX	1400-EA	16.58	1	16.58
8106	UNIVERSAL	UNV90102	BOX	1	UNV90102	LABEL, COPY, 1X2-13/16, WH	EX	3300-EA	6.74	1	6.74
8107	UNIVERSAL	UNV80102	BOX	13	UNV80102	LABEL, DT, 1X2-5/8, 3000, WH	EX	3000-EA	6.92	1	6.92
8108	UNIVERSAL	UNV80104	BOX	15	UNV80104	LABEL, DT, 1X4, 2000, WH	EX	2000-EA	6.92	1	6.92

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8109	UNIVERSAL	UNV80107	BOX	5	UNV80107	LABEL,DT,2X4,1000,WH	BX	1000-EA	14.49	1	14.49
8110	AVERY	AVE30605	BOX	0	AVE30605	LABEL,ADDRESS,8X11,100BX	BX	100-EA	4.92	1	4.92
8116	AVERY	AVE05466	PACKAGE	17	AVE05466	LABEL,,75RND,1008/PK,RD	PK	1008-EA	3.68	1	3.68
8117	AVERY	AVE05462	PACKAGE	3	AVE05462	LABEL,,75RND,1008/PK,YL	PK	1008-EA	3.68	1	3.68
8119	AVERY	AVE05469	PACKAGE	0	AVE05469	LABEL,,75RND,1008/PK,DBE	PK	1008-EA	3.68	1	3.68
8125	DYMO	DYM30252	BOX	204	DYM30252	LABEL,ADDRESS,HICAP,700/BX	BX	2-RL	17.38	1	17.38
8150	BROTHER*	BRTDK1209	ROLL	0	BRTDK1209	LABEL,1-1/7X2-3/7,800,WH	RL	1-RL	20.30	1	20.30
8200	AVERY	AVE05729	BOX	7	AVE05729	REINFORCEMENT,2C/PK	PK	200-EA	0.86	1	0.86
8201	C-LINE	CL164112	BOX	7	CL164112	STRIP,RENFMT,1X10.75,2C	BX	200-EA	13.55	1	13.55
8300	AVERY	AVE05868	PACKAGE	6	AVE05868	SEAL,2"DIA GD,44/PK	PK	44-EA	2.48	1	2.48
8400	UNIVERSAL	UNV35662	PACKAGE	105	UNV35662	NOTE,STICK-IT,1.5X2YW12PD	PK	12-PD	1.38	1	1.38
8401	UNIVERSAL	UNV35668	PACKAGE	168	UNV35668	NOTE,STICK-IT,3X3,YW,12PD	PK	12-PD	2.67	1	2.67
8403	3M	MMM680YW2	EACH	80	MMM680YW2	FLAG,1IN,2PK OF 50,YW	PK	100-EA	3.41	2	1.71
8404	3M	MMM680BE2	EACH	48	MMM680BE2	FLAG,1 IN, 2 PK OF 50,BE	PK	100-EA	3.41	2	1.71
8405	3M	MMM680RD2	EACH	49	MMM680RD2	FLAG,1IN,2PK OF 50,RD	PK	100-EA	3.41	2	1.71
8406	3M	MMM680GN2	EACH	48	MMM680GN2	FLAG,1 IN,2PK OF 50,GN	PK	100-EA	3.41	2	1.71
8407	3M	MMM680OE2	EACH	48	MMM680OE2	FLAG,1 IN,2 PK OF 50,OE	PK	100-EA	3.41	2	1.71
8410	3M	MMM684SH	PACKAGE	8	MMM684SH	FLAG,120/PK,SIGN HDRE,AST	PK	120-EA	4.80	1	4.80
9201	UNIVERSAL	UNV74222	EACH	7	UNV74222	PUNCH,2 HOLE,BLACK	EA	1-EA	3.89	1	3.89
9202	UNIVERSAL	UNV74323	EACH	15	UNV74323	PUNCH,3-HOLE,DLUX	EA	1-EA	4.15	1	4.15
9203	PAPERPRO*	ACI2240	EACH	0	ACI2240	PUNCH,3HOLE,40 SHT,BKSV	EA	1-EA	30.58	1	30.58
9301	UNIVERSAL	UNV59022	EACH	3	UNV59022	RULER,ACRYLIC,CLR,12"	EA	1-EA	0.42	1	0.42
9302	CHARTPAK	CHA235E	EACH	0	CHA235E	SCALE,12", ENGINEER,WH	EA	1-EA	6.08	1	6.08
9401	DESKWORKS	ACM13135	EACH	36	ACM13135	SCISSORS,8" STRAIGHT,BK	EA	1-EA	3.43	1	3.43
9501	UNIVERSAL	UNV79000	BOX	155	UNV79000	STAPLES,CHSEL PT,5M/BX	BX	5-TH	0.67	1	0.67
9503	SWINGLINE	SWI35450	BOX	8	SWI35450	STAPLES,FULL STRIP,5M/BX	BX	5-TH	2.47	1	2.47
9504	SWINGLINE	SWI35550	BOX	0	SWI35550	STAPLES,F77701/15,2500BX	BX	2500-EA	3.93	1	3.93
9507	BOSTITCH	SB35121M	BOX	8	BOSSB35121M	STAPLES,HVYDTY,1/2",1M/BX	BX	1-TH	2.94	1	2.94
9508	BOSTITCH	SB35581M	BOX	0	BOSSB35125M	STAPLES,HVYDTY,1/2",5M/BX	BX	1-EA	5.93	1	5.93
9511	SWINGLINE	SWI35312	BOX	2	SWI35312	STAPLES,H/DTY,5",1M/BX	BX	1000-EA	4.33	1	4.33
9515	SWINGLINE*	SWI35556	BOX	60	SWI35556	STAPLES,OPTIMA PREMIUM	BX	3750-EA	3.57	1	3.57
9602	UNIVERSAL	UNV43119	EACH	1	UNV43119	STAPLER,ECON,HALF	EA	1-EA	3.81	1	3.81
9603	SWINGLINE	SWI40701	EACH	33	SWI40701	STAPLER,DSK,FL STP,BK	EA	1-EA	7.66	1	7.66
9604	SWINGLINE	SWI39005	EACH	4	SWI39005	STAPLER,HVYDTY,GY/BK	EA	1-EA	28.60	1	28.60
9605	PAPERPRO	ACI1423	EACH	34	ACI1423	STAPLER,EVO DESKTOP,BK	EA	1-EA	8.58	1	8.58
9700	UNIVERSAL	UNV00700	EACH	15	UNV00700	REMOVER,STAPLE,JAWSTY,BK	EA	1-EA	0.35	1	0.35
9701	MAX	MXBR23F	EACH	4	MXBR23F	REMOVER,STAPLE,HVY DTY	EA	1-EA	7.21	1	7.21
9702	SWINGLINE	SWI38101	EACH	3	SWI38101	REMOVER,STAPLE,BK	EA	1-EA	2.61	1	2.61
9703	SWINGLINE	SWI37141	EACH	3	SWI38121	REMOVER,STAPLE,ULTIMATEGY	EA	1-EA	2.14	1	2.14
9800	UNIVERSAL	UNV31750	EACH	12	UNV31750	OPENER,LETTER,9",OFF SET	EA	1-EA	0.77	1	0.77
9801	UNIVERSAL	UNV31803	EACH	62	UNV31803	OPENER,LETTER,3/PK,WH	PK	3-EA	1.13	3	0.38
10001	HP*	HEWC1861A	ROLL	0	HEWC1861A	PAPER,BRGHT WHITE,36 ROLL	RL	1-RL	22.13	1	22.13
10002	HP*	HEWQ1396A	EACH	0	HEWQ1396A	PAPER,BOND,24"X150"	RL	1-RL	10.89	1	10.89
10100	UNIVERSAL	UNV35710	ROLL	239	UNV35710	ROLL,ADD/CALC,2.25,100/CT	CT	100-EA	48.57	100	0.49
10120	PMC*	PMC05262	ROLL	50	PMC05262	ROLL,THERMAL PPR,5/PK,WH	PK	5-RL	1.40	5	0.28
10201	3M	MMMPP2500	BOX	3	APOPP100C	TRANSFLM,PLNPAPR,100SH/BX	BX	100-SH	20.86	1	20.86
10400	UNIVERSAL	UNV10630	PAD	477	UNV10630	PAD,LGL RULED,PERF,LTR,CA	DZ	12-EA	7.95	12	0.66
10401	UNIVERSAL	UNV40000	PAD	80	UNV40000	PAD,LGL RULD,PERF,LGL,CA	DZ	12-EA	11.60	12	0.97
10402	UNIVERSAL	UNV46200	PAD	405	UNV46200	PAD,NRW RULD,PERF,5X8,CA	DZ	12-EA	5.78	12	0.48

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Our Item Number	Suggested Manufacturer	Manuf Item Number	UM	Estimated Annual Use	Product Number	Description	UM	UM Qty	Price	Conversion Factor	UM Conversion Price
10500	UNIVERSAL	UNV86920	DOZEN	26	UNV86920	BOOK,STENO,GREGG,80SH,GN	EA	1-EA	1.06	1	1.06
10501	MEAD	MEA06622	EACH	31	MEA06622	NOTEBOOK,11X8.5,100 SHT	EA	1-EA	2.31	1	2.31
10600	UNIVERSAL	UNV48003	BOOK	1	UNV48003	BOOK,PHONE REC,NCR,400ST	EA	1-EA	3.27	1	3.27
10811	ESSELTE	ESS30	PACKAGE	40	OXF30	CARD,INDEX,PLAIN,3 X 5,WE	PK	100-EA	0.58	1	0.58
10812	ESSELTE	ESS31	PACKAGE	41	OXF31	CARD,INDEX,RULED,3X5,WHT	PK	100-EA	0.58	1	0.58
10813	ESSELTE	ESS41	PACKAGE	4	OXF41	CARD,INDEX,RULED,4X6,WHT	PK	100-EA	1.09	1	1.09
10815	ESSELTE	ESS40	PACKAGE	264	OXF40	CARD,INDEX,PLAIN,4X6,WHT	PK	100-EA	1.09	1	1.09
11200	SANFORD	PAP73015	BOX	1	PAP73015	ERASER,PENCIL CAP,RED	BX	144-EA	4.39	1	4.39
11201	PENTEL	PEN221	PACKAGE	0	PEN221	ERASER,REFILL,PENTEL,3/PK	PK	3-EA	0.73	1	0.73
11202	PENTEL	PEN2321BP3	PACKAGE	4	PEN2321BP3K6	ERASER,CLIC,STICK,AST,3PK	PK	3-EA	3.81	1	3.81
11203	PENTEL	PEN2ER2	PACKAGE	9	PEN2ER2	ERASER,REFILL,CLIC,2/PK	PK	2-EA	1.02	1	1.02
11204	EXPO	SAN81505	EACH	8	SAN81505	ERASER,DRY ERASE SURFACES	EA	1-EA	1.71	1	1.71
11300	BIC*	BICBLMG11YW	EACH	724	BICBLMG11YW	HIGHLIGHTER,BRIT GRPXL,FLYL	DZ	12-EA	5.00	12	0.42
11301	BIC	BICBLP51WASST	SET	18	BICBLP51WASST	HIGHLIGHTER,BRITELN5/ST,AST	ST	5-EA	1.81	1	1.81
11302	UNIVERSAL	UNV08864	DOZEN	2	UNV08864	HIGHLIGHTER,DESK,PBE	DZ	12-EA	3.31	1	3.31
11303	UNIVERSAL	UNV08863	DOZEN	6	UNV08863	HIGHLIGHTER,DESK,FOE	DZ	12-EA	3.31	1	3.31
11304	UNIVERSAL	UNV08862	DOZEN	4	UNV08862	HIGHLIGHTER,DESK,FLGN	DZ	12-EA	3.31	1	3.31
11306	EXPO	SAN81850	CONTAINER	3	SAN81850	TOWELETTIE,50-6X9SH,EXPO	EA	1-EA	6.46	1	6.46
11307	EXPO	SAN86074	SET	22	SAN86074	MARKER,EXPO 2,FINE,4/ST	ST	4-EA	3.17	1	3.17
11308	EXPO	SAN80074	SET	15	SAN80074	MARKER,EXPO 2,CHISEL,4/ST	ST	4-EA	3.59	1	3.59
11309	UNIVERSAL	UNV07051	EACH	56	UNV07051	MARKER,PERM,CHSL,RG,BK	DZ	12-EA	3.44	12	0.29
11310	UNIVERSAL	UNV07052	DOZEN	1	UNV07052	MARKER,PERM,CHSL,RG,BK	DZ	12-EA	3.44	1	3.44
11311	UNIVERSAL	UNV50503	DOZEN	1	UNV50503	PEN,POROUS LIQD,RBALL,RD	DZ	12-EA	4.01	1	4.01
11312	BIC	BICBL11YW	DOZEN	11	BICBL11YW	HIGHLIGHTER,BRITELINER,FLYL	DZ	12-EA	4.13	1	4.13
11350	DRUMARK	351B	EACH	1	DR351B1	PEN,COUNTERPEIT DETECTOR	EA	1-EA	2.68	1	2.68
11400	UNIVERSAL	UNV55400	DOZEN	7	UNV55400	PENCIL,#2,UNIVERSAL	DZ	12-EA	0.75	1	0.75
11401	PENTEL	PENAI25A	DOZEN	1	PENAI25A	PENCIL,SHARPLET-2,5MM,BK	EA	1-EA	1.16	1	1.16
11402	PENTEL	PENAI27C	DOZEN	2	PENAI27C	PENCIL,SHARPLET2,7MM,DBE	EA	1-EA	1.16	1	1.16
11403	PENTEL	PENAI29E	EACH	12	PENAI29E	PENCIL,SHARPLET-2,9MM,BN	EA	1-EA	1.16	1	1.16
11404	PENTEL	PENC505HB	TUBE	6	PENC505HB	LEAD,PENCIL,5MM,HB,12/PK	PK	12-EA	0.58	1	0.58
11405	PENTEL	PEN50HB	TUBE	12	PEN50HB	LEAD,PENCIL,7MM,HB,12/PK	PK	12-EA	0.58	1	0.58
11406	PENTEL	PEN509HB	TUBE	4	PEN509HB	LEAD,PENCIL,9MM,HB,15/PK	PK	15-EA	0.58	1	0.58
11408	PAPERMATE	PAP30301	DOZEN	4	PAP3030131	PENCIL,AUTO,SHARPWRTR,#2	DZ	12-EA	3.80	1	3.80
11505	SANFORD	SAN60153	DOZEN	5	SAN60153	PEN,UNIBALL,MICRO,.5MM,BE	DZ	12-EA	7.98	1	7.98
11506	SANFORD	SAN60151	DOZEN	4	SAN60151	PEN,UNIBALL,MICRO,.5MM,BK	DZ	12-EA	7.98	1	7.98
11607	SANFORD	SAN60101	DOZEN	2	SAN60101	PEN,UNIBALL,7MM,BK	DZ	12-EA	7.98	1	7.98
11610	PILOT	PIL35334	DOZEN	8	PIL35334	PEN,PENICISE V5,X-FINE,BK	DZ	12-EA	15.03	1	15.03
11611	PILOT	PIL35336	DOZEN	5	PIL35336	PEN,PENICISE V5,X-FINE,RD	DZ	12-EA	15.03	1	15.03
11620	PENTEL*	PENS520A	DOZEN	0	PENS520A	PEN,SIGN,FINE POINT,BK	DZ	12-EA	11.74	1	11.74
11702	PMF	PMC05057	EACH	43	PMC05057	PEN,BPT,SECURITY,BK	EA	1-EA	2.02	1	2.02
11797	BIC	BICSGFG11RD	DOZEN	1	BICSGFG11RD	PEN,BPT,RNDSTC,GRP,PN,RD	DZ	12-EA	1.97	1	1.97
11798	BIC	BICSGSM11RD	DOZEN	5	BICSGSM11RD	PEN,SOFT FEEL,STIC,MED,RD	DZ	12-EA	4.68	1	4.68
11799	BIC	BICSGSM11BE	DOZEN	17	BICSGSM11BE	PEN,SOFT FEEL,STIC,MED,BE	DZ	12-EA	4.68	1	4.68
11801	BIC	BICSGSM11BK	DOZEN	36	BICSGSM11BK	PEN,SOFT FEEL,STIC,MED,BK	DZ	12-EA	4.68	1	4.68
11802	BIC	BICSGSM11BK	DOZEN	23	BICSGSM11BK	PEN,ROUND STIC,MED,BK	DZ	12-EA	1.06	1	1.06
11809	UNIVERSAL	UNV27421	DOZEN	0	UNV27421	PEN,BALLPT,ECONOMY,FNE,BE	DZ	12-EA	0.90	1	0.90
11810	UNIVERSAL	UNV27420	DOZEN	1	UNV27420	PEN,BALLPT,ECONOMY,FNE,BK	DZ	12-EA	0.90	1	0.90
11811	UNIVERSAL	UNV27412	DOZEN	1	UNV27412	PEN,BALLPT,ECONOMY,MED,RD	DZ	12-EA	0.90	1	0.90
11812	UNIVERSAL	UNV27410	DOZEN	4	UNV27410	PEN,BALLPT,ECONOMY,MED,BK	DZ	12-EA	0.90	1	0.90

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11813	UNIVERSAL	UNV27411	DOZEN	4	UNV27411	PEN,BALLPT,ECONOMY,MED,BE	DZ	12-EA	0.90	1	0.90
11822	HUNT	EPI16750	EACH	3	UNV30011	SHARPENER,ELECTRIC,STD,BK	EA	1-EA	12.05	1	12.05
11827	BIC	BICGSF11BK	DOZEN	20	BICGSF11BK	PEN,ROUND STIC,FINE,BK	DZ	12-EA	1.06	1	1.06
11830	BIC	BICGSF11BE	DOZEN	0	BICGSF11BE	PEN,ROUND STIC,FINE,BE	DZ	12-EA	1.06	1	1.06
11831	BIC	BICGSF11BE	DOZEN	19	BICGSF11BE	PEN,ROUND STIC,MED,BE	DZ	12-EA	1.06	1	1.06
11835	BIC	BICCSM11BK	DOZEN	25	BICCSM11BK	PEN,CLIC STIC,RET,MED,BK	DZ	12-EA	5.43	1	5.43
11836	BIC	BICCSM11BE	DOZEN	4	BICCSM11BE	PEN,CLIC STIC,RET,MED,BE	DZ	12-EA	5.43	1	5.43
11838	ZEBRA	ZEB14680	BOX	25	ZEB14680	PEN,7MM,GEL,RULR,BALL,BK	BX	24-EA	17.38	1	17.38
11903	SHARPIE	SAN30001	DOZEN	18	SAN30001	MARKER,SHARPIE,FINE PT,BK	DZ	12-EA	8.08	1	8.08
11904	SHARPIE	SAN35001	DOZEN	5	SAN35001	MARKER,SHARPIE,X-FINE,BK	DZ	12-EA	7.29	1	7.29
11905	SHARPIE	SAN30002	DOZEN	8	SAN30002	MARKER,SHARPIE,FINE PT,RD	DZ	12-EA	7.91	1	7.91
11907	SANFORD	SAN65940	DOZEN	4	SAN65940	PEN,UNI-BLL,GELRT,7,BK	DZ	12-EA	15.22	1	15.22
11909	PILOT	PIL77240	PACKAGE	2	PIL77240	REFILL,RBALL,G2,FN,BK,2PK	PK	2-EA	1.23	1	1.23
11910	PILOT	PIL31022	DOZEN	3	PIL31022	PEN,RBALL,RT,G2,GEL,FN,RD	DZ	12-EA	13.14	1	13.14
11911	PILOT	PIL31020	DOZEN	14	PIL31020	PEN,RBALL,RT,G2,GEL,FN,BK	DZ	12-EA	13.14	1	13.14
11912	PILOT	PIL31021	DOZEN	12	PIL31021	PEN,RBALL,RT,G2,GEL,FN,BE	DZ	12-EA	13.14	1	13.14
11913	SANFORD	SAN33951	DOZEN	17	SAN33951	PEN,RBL,GEL 207,BE	DZ	12-EA	16.06	1	16.06
11914	SANFORD	SAN65450	DOZEN	15	SAN65450	PEN,UNI-GEL GRIP,MED,BK	DZ	12-EA	12.57	1	12.57
12105	INDUSTRIAS KORES	ITKKOR192B	EACH	1	DPSR5110	RIBBON,F/ IBM WHL WRTR,BK	EA	1-EA	7.32	1	7.32
12107	INDUSTRIAS KORES	ITKKOR42	EACH	2	DPSR1427	ROLLER,F/AUR 14PD RED/BK	EA	1-EA	3.41	1	3.41
12112	DATAPRODUCTS	R3027	EACH	21	DPSR3027	RIBBON,F/CNMM310 BK/RD	EA	1-EA	1.75	1	1.75
12116	DATAPRODUCTS	R1420	EACH	0	DPSR1420	RIBBON,F/BRT AX10 CORR,BK	EA	1-EA	2.42	1	2.42
12203	DATAPRODUCTS	R51816	BOX	0	DPSR51816	RIBBON,F/ADL LOT	BX	6-EA	3.09	1	3.09
13200	DURACELL*	DURMN1500B16	EACH	1359	DURMN1500B16Z	BATTERY,DBL WIDE AA,16/PK	PK	16-EA	10.64	16	0.67
13201	DURACELL*	DURMN24RT12Z	EACH	713	DURMN24RT12Z	BATTERY,AAA12/PK	PK	12-EA	7.63	12	0.64
13202	DURACELL*	DURMN14RT8Z	EACH	16	DURMN14RT8Z	BATTERY,C 8-PK	PK	8-EA	9.78	8	1.22
13203	DURACELL*	DURMN13RT8Z	EACH	222	DURMN13RT8Z	BATTERY,D 8/PK	PK	8-EA	9.60	8	1.20
13204	DURACELL*	DURMN16RT4Z	EACH	61	DURMN16RT4Z	BATTERY,9 VOLT 4/PK	PK	4-EA	9.76	4	2.44
13205	ENERGIZER*	EVEEL123AP	EACH	54	EVEEL123APBP	BATTERY,E2 LITH PHT,3V	EA	1-EA	5.27	1	5.27
17101	IMATION*	16950	EACH	12	IMN16950	DISC,CDR-W,JC,12X,SR,5/PK	PK	5-EA	5.74	5	1.15
17102	INNOVERA	IVR77990	PACKAGE	14	IVR77990	DISC,CD-R,52X,100PK,SPNDL	PK	100-EA	20.27	1	20.27
17103	VERBATIM*	VER94935	EACH	105	VER94935	DISC,CD-R,52X,10/PK,SR	PK	10-EA	4.48	10	0.45
17104	INNOVERA	IVR46805	EACH	0	IVR46850	DISC,DVD-R,4.7GB,50PK	PK	50-EA	15.37	50	0.31
17105	VERBATIM	VER94520	EACH	20	IVR46846	DISC,DVD+RW 4X,4.7GB,10	PK	10-EA	8.02	10	0.80
17110	INNOVERA	IVR46850	PACKAGE	18	IVR46850	DISC,DVD-R,4.7GB,50PK	PK	50-EA	15.37	1	15.37
17111	INNOVERA	IVR46803	PACKAGE	0	IVR46803	DISC,MINI,DVD-R,1.4GB,3PK	PK	3-EA	1.80	1	1.80
17200	EPSON	EPSS041649	PACKAGE	0	EPSS041649	PAPER,8.5X11,50SHTS,GLOSS	PK	50-SH	14.39	1	14.39
17210	INNOVERA	IVR39403	BOX	26	IVR39403	ENVELOPE,CD/DVD,50PK,WH	PK	50-EA	3.16	1	3.16
17300	UNIVERSAL	IVR51501	EACH	74	FALCDS	DUSTER,100Z,GAS	EA	1-EA	4.14	1	4.14
17400	COMPUCESSORY	CCS25102	EACH	14	IVR71652	SURGE,6-OUTLET,WHT	EA	1-EA	9.56	1	9.56
17500	FELLOWES	FEL58021	EACH	22	FEL58021	PAD,MOUSE,9X8,BE	EA	1-EA	3.26	1	3.26
17501	FELLOWES	FEL9175801	EACH	18	FEL9175801	REST,WRIST MOUSEPAD,SV	EA	1-EA	11.86	1	11.86
17502	FELLOWES*	FEL9252101	EACH	0	FEL9252101	REST,WRIST,FOAM,BK	EA	1-EA	12.90	1	12.90
18100	AT-A-GLANCE	AAGE1750	EACH	15	AAGE1750	CALENDAR,REFILL,3.5X6	EA	1-EA	1.52	1	1.52
18101	AT-A-GLANCE	AAGE1700	EACH	1	AAGE1700	BASE,F/E717&S170,PLAS,BK	EA	1-EA	9.15	1	9.15
18102	AT-A-GLANCE	AAGE1950	EACH	7	AAGE1950	CALENDAR,EKSTYL,3X3.75	EA	1-EA	5.29	1	5.29
18103	AT-A-GLANCE	AAGE1900	EACH	0	AAGE1900	BASE,F/E919 CAL,PLAS,BK	EA	1-EA	8.76	1	8.76
18200	AT-A-GLANCE	AAGSK2400	EACH	364	AAGSK2400	CALENDAR,DSK PD/WALL,BK	EA	1-EA	3.03	1	3.03
18301	AT-A-GLANCE	AAGPM1228	EACH	20	AAGPM1228	CALENDAR,WALL,YEARLY	EA	1-EA	8.72	1	8.72

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18401	AT-A-GLANCE	AAG10000	EACH	2	AAG10000	BOOK,APT,DLY,8X4.88,BK	EA	1-EA	9.98	1	9.98
18402	AT-A-GLANCE	AAG56000	EACH	2	AAG56000	BOOK,APT,GRP PRACTICE,BK	EA	1-EA	25.78	1	25.78
18502	AT-A-GLANCE	AAG53500	EACH	38	AAG53500	BOOK,APT,WKLY,8.75X7,BK	EA	1-EA	10.95	1	10.95
18503	AT-A-GLANCE	AAG7095005	EACH	4	AAG7095005	BOOK,APT WKLY,8.5X11, BK	EA	1-EA	13.03	1	13.03
18504	AT-A-GLANCE	AAG760105	EACH	8	AAG760105	BOOK,QUICKNOT MLYWKLY,8X10	EA	1-EA	16.87	1	16.87
18600	AT-A-GLANCE	AAG7012705	EACH	5	AAG7012705	BOOK,APT 16MO ACAD,BK	EA	1-EA	8.71	1	8.71
18601	AT-A-GLANCE	AAG7026005	EACH	16	AAG7026005	BOOK,APT,MNTH,9X11,BK	EA	1-EA	10.05	1	10.05
18602	AT-A-GLANCE	AAG40000	EACH	27	AAG40000	BOOK,APT,MLY,8.75X6.9,BK	EA	1-EA	9.29	1	9.29
18603	AT-A-GLANCE	AAG7023605	EACH	1	AAG7023605	BOOK,APT,3-YR,11X9,BK	EA	1-EA	41.49	1	41.49
18604	AT-A-GLANCE	AAG760605	EACH	1	AAG760605	CALENDAR,MNTHY QN SYS,BK	EA	1-EA	15.46	1	15.46
18605	AT-A-GLANCE	AAGK150	EACH	3	AAGK150	REFILL,F/K1-00,DAILY CAL	EA	1-EA	10.38	1	10.38
18606	AT-A-GLANCE	AAG7029605	EACH	4	AAG7029605	BOOK,APT,5-YR,9X11,BK	EA	1-EA	42.37	1	42.37
18610	AT-A-GLANCE	AAG56000	EACH	11	AAG56000	BOOK,APT,GRP PRACTICE,BK	EA	1-EA	25.78	1	25.78
18619	AT-A-GLANCE	AAG7092375	EACH	4	AAG7092375	REFILL,EDITION YR 2015	EA	1-EA	8.49	1	8.49
18620	AT-A-GLANCE	AAG7092376	EACH	10	AAG7092376	PLANNER,MONTHLY,REFILL,BK	EA	1-EA	8.49	1	8.49
18621	AT-A-GLANCE	AAG7092377	EACH	4	AAG7092377	PLANNER,MONTHLY,REFILL,BK	EA	1-EA	8.49	1	8.49
18622	AT-A-GLANCE	AAG7092378	EACH	1	AAG7092378	PLANNER,MONTHLY,REFILL,BK	EA	1-EA	8.49	1	8.49
21100	FELLOWES	FEL52507	BOX	5	FEL52507	BINDING,PLS,5/16,100PK,BK	PK	100-EA	5.00	1	5.00
21101	ACCO	FEL52325	BOX	0	FEL52325	BINDING,PLAS,3/8,100PK,BK	PK	100-EA	5.03	1	5.03
21102	ACCO	GBC4090034	BOX	5	SW14090034	BINDING,PLAS,1/2"DIA,25BK	BX	25-EA	3.30	1	3.30
21103	ACCO	GBC4090046	BOX	0	SW14090046	BINDING,PLAS,5/8"DIA,25BK	BX	25-EA	6.69	1	6.69
21104	ACCO	GBC4090052	BOX	1	SW14000104	BINDING,PLAS,3/4"100BX,BK	BX	100-EA	14.88	1	14.88
21105	GBC	GBC4090306	BOX	0	SW14000118	BINDING,PLSTC,1"100BX,BK	BX	100-EA	25.02	1	25.02
21106	GBC	GBC4200010	EACH	0	SW14200010	BINDING,PLAS,1.5"100/BXBK	BX	100-EA	41.39	100	0.41
22201	TECH ELECTRONICS	B107	EACH	34	SOP48102	CORD,HANDSET,12"COL,BK	EA	1-EA	2.51	1	2.51
22400	UNIVERSAL	UNV10431	EACH	6	UNV10431	CLOCK,WALL,12.5" BK	EA	1-EA	15.71	1	15.71
22500	WILSON-JONES	WLJS490	EACH	0	WLJS490	BOOK,VISITOR,112 PG,RD	EA	1-EA	37.08	1	37.08
22502	DOM	DOM880	EACH	3	DOM880	BOOK,NOTARY PUBLIC,RECORD	EA	1-EA	9.72	1	9.72
22505	ESSELTE*	ESS66150J	EACH	10	BOR66150J	BOOK,JRNL,33LN,150PG,BE	EA	1-EA	17.25	1	17.25
22506	ESSELTE*	ESS66500J	EACH	0	BOR66500J	BOOK,JRNL,33LN,500PG,BE	EA	1-EA	38.99	1	38.99
22600	ELMERS	EPI750173	EACH	6	EPI750173	BOARD,PSR,22X28,50CTN,WE	CT	50-EA	33.04	50	0.66
22800	RUBBERMAID	22177	EACH	10	RCP295600BK	WASTEBASKET,PLAS,15H,BK	EA	1-EA	5.65	1	5.65
22901	QUARTET	QRTS573	EACH	5	QRTS573	BOARD,MARK-WPE,36X24,OK	EA	1-EA	40.21	1	40.21
22902	QUARTET	QRT303	EACH	4	QRT303	BOARD,BULLETIN,36 X 24,OK	EA	1-EA	37.37	1	37.37
23000	RUBBERMAID	11265STCLR	EACH	42	DEFCM11112	CHAIRMAT,36X48 LP,NOBVL	EA	1-EA	39.99	1	39.99
24001	GBC	GBC3745022	BOX	9	SW13745022	POUCH,LTR 3MIL LAM,100/PK	PK	100-EA	31.58	1	31.58
24002	GBC	GBC3745011	PACKAGE	0	SW13745011	POUCH,LGL 3MIL LAM,100/PK	PK	100-EA	35.83	1	35.83
24003	HEATSEAL	GBC3200579	EACH	50	SW13200579	POUCH,MENU SZ11X17,25/PK	PK	25-EA	17.16	25	0.69
25000	AVERY	AVE8376	PACKAGE	4	AVE8376	CARD,BUS,INKJT,250/PK,IVY	PK	250-EA	8.53	1	8.53
26000	FELLOWES	FEL35250	EACH	3	FEL35250	LUBRICANT,F/SHREDDERS	EA	1-EA	5.08	1	5.08
28000	AVERY	AVE74471	PACKAGE	1	AVE74471	BADGE,4X3,TOP,25/PK,CLR	PK	25-EA	13.28	1	13.28
28002	GBC	GBC3747478	PACKAGE	4	AVT75401	BADGE,NECK LNYRD,24/BX,BK	BX	24-EA	19.11	1	19.11