

THE BOARD OF EDUCATION OF MONTGOMERY COUNTY  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
PROCUREMENT UNIT  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999  
301-279-3090

November 25, 2019

**INVITATION FOR BID**

**4087.12, Office and School Supplies**

Bid Opening Time: 2:00 PM

Bid Opening Date: January 7, 2020

**NOTE:** In the event of emergency closing of Board of Education offices, this bid will open at the same time on the next regular working day.

**BIDS RECEIVED AFTER THE BID OPENING TIME AND DATE WILL NOT BE ACCEPTED.**

**COMPANY NAME:**

\_\_\_\_\_  
\_\_\_\_\_

1. Term of Contract: March 1, 2020 through February 28, 2021
2. Terms of Delivery: 14 Days
3. Delivery Destination: Supply and Property Warehouse, Rockville, MD
4. Bid Security Required: None  
Bid Security must be made payable to Montgomery County Board of Education
5. Performance Bond Required: None
- 6a. Samples Required: ☒ Yes ☐ No
- 6b. Sample Delivery Requirements:
  - ☐ Deliver to the Procurement Unit
  - ☒ Deliver to Supply and Property Management
  - ☐ Deliver to the Food Service Warehouse

☐ Other

6c. Sample Delivery Time:

☒ Prior to bid opening

☒ At time of bid opening

☐ Subsequent to bid opening

## NOTICE TO BIDDERS

The appropriate items below must be completed as part of the bid. Failure to comply may disqualify your bid. Type or print legibly in ink.

**I. BIDDER INFORMATION:** As appropriate, check and/or complete one of the items below.

- ☐ 1. Legal name (as shown on your income tax return) \_\_\_\_\_
- ☐ 2. Business Name (if different from above) \_\_\_\_\_
- ☐ 3. Tax Identification Number \_\_\_\_\_

A copy of your W-9 must be submitted with this bid response.

**II. BIDDER'S CONTACT INFORMATION:** This will be filed as your permanent contact information.

- 1. Company Name \_\_\_\_\_
- 2. Address \_\_\_\_\_
- 3. Bid Representative's Name \_\_\_\_\_
- 4. Phone Number(s)/Extension(s) \_\_\_\_\_
- 5. Fax Number \_\_\_\_\_
- 6. Email Address \_\_\_\_\_
- 7. Website \_\_\_\_\_

**III. PURCHASE ORDER ADDRESS:** Please complete if different from Bidder's Contact Information.

- 1. Purchase Order Address \_\_\_\_\_
- 2. Representative's Name \_\_\_\_\_
- 3. Phone Number(s)/Extension(s) \_\_\_\_\_
- 4. Fax Number \_\_\_\_\_
- 6. Email Address \_\_\_\_\_

**IV. PROMPT PAYMENT DISCOUNT:** MCPS may consider prompt payment discounts as part of the award process; however, the Board reserves the right to make awards according to the best interests of MCPS.

\_\_\_\_\_ Prompt payment discounts of less than twenty (20) days will not be considered.

**V. PURCHASING CARD AND SUA PAYMENT PROGRAM:** MCPS is currently utilizing a purchasing card and Single Use Accounts (SUA) payment program through JP Morgan MasterCard. Please check the appropriate box below.

☐ Yes, we accept MasterCard

☐ No, we do not accept MasterCard

**Note:** Beginning April 1, 2018, MCPS will no longer process check payments. To avoid payment delays after this change is enacted, all bidders that accept MasterCard are strongly encouraged to sign up to receive SUA payments upon being notified of an award. For bidders that do not accept MasterCard, the ACH payment method is also available. Please e-mail [SUA@mcpsmd.org](mailto:SUA@mcpsmd.org) to register for SUA, or e-mail

accountspayable@mcpsmd.org to request ACH registration forms.

**VI. PURCHASE ORDER PREFERENCE:** Montgomery County Public Schools (MCPS) is in the process of issuing orders via Facsimile or US Mail. MCPS prefers facsimile. Please check your preference below.

☐ Facsimile    ☐ US Mail    ☐ Email    ☐ EDI

**VII. SLMBE (SMALL, LOCAL AND MINORITY BUSINESS ENTERPRISE):** Check the appropriate box below.

☐ African American    ☐ Asian American    ☐ Hispanic    ☐ Native American  
☐ Female    ☐ Disabled    ☐ None

### **VIII. NON-DEBARMENT ACKNOWLEDGEMENT**

\_\_\_\_\_ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

\_\_\_\_\_ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. (Attachment)

As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Montgomery County Public Schools should there be a change in status.

By (Signature) \_\_\_\_\_

Name and Title \_\_\_\_\_

Witness Name and Title \_\_\_\_\_

**IX. BIDDER'S CERTIFICATION:** Upon notification of award, this document in its entirety is the awarded vendors contract with MCPS. By signing below, the undersigned acknowledges that s/he is entering into a contract with MCPS.

A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.

B. I hereby certify that I am authorized to sign for the bidder. (Bidders are cautioned to read the material under Section XXVII, signature to Bids, and to comply with its stipulations.) I/We certify that none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of the Montgomery County Public Schools, Administrative or Supervisory Personnel, or other employees of the Board of Education has any interest in the bidding company except as follows:

By (Signature) \_\_\_\_\_

Name and Title \_\_\_\_\_

Witness Name and Title \_\_\_\_\_



**Metropolitan Washington Council of Governments Rider Clause  
Invitation For Bid 4087.12, Office and School Supplies**

**USE OF CONTRACT(S) BY MEMBERS COMPRISING Mid-Atlantic Purchasing Team COMMITTEE**

**Extension to Other Jurisdictions**

The [issuing jurisdiction] extends the resultant contract (s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

**Inclusion of Governmental & Nonprofit Participants (Optional Clause)**

This shall include but not be limited to private schools, Parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these good, commodities and/or services.

**Notification and Reporting**

The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

**Contract Agreement**

Any jurisdiction or entity using the resultant contract (s) may enter into its own contract with the successful Contractor (s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract (s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction Including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

**Metropolitan Washington Council of Governments Rider Clause  
Invitation For Bid 4087.12, Office and School Supplies**

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

Vendor Name \_\_\_\_\_ Revised 11/25/19

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

|                                          | Yes | No |                                                      | Yes | No |                                                | Yes | No |
|------------------------------------------|-----|----|------------------------------------------------------|-----|----|------------------------------------------------|-----|----|
| Alexandria, Virginia                     |     |    | Gaithersburg, Maryland                               |     |    | Rockville, Maryland                            |     |    |
| Alexandria Public Schools                |     |    | Greenbelt, Maryland                                  |     |    | Spotsylvania County                            |     |    |
| Alexandria Sanitation Authority          |     |    | Harford County                                       |     |    | Spotsylvania County Gov & Schools              |     |    |
| Annapolis City                           |     |    | Harford County Schools                               |     |    | Stafford County, Virginia                      |     |    |
| Anne Arundel County                      |     |    | Howard County                                        |     |    | Takoma Park, Maryland                          |     |    |
| Anne Arundel School                      |     |    | Howard County Schools                                |     |    | Upper Occoquan Service Authority               |     |    |
| Arlington County, Virginia               |     |    | Herndon, Virginia                                    |     |    | Vienna, Virginia                               |     |    |
| Arlington County Public Schools          |     |    | Leesburg, Virginia                                   |     |    | Washington Metropolitan Area Transit Authority |     |    |
| Baltimore City                           |     |    | London County, Virginia                              |     |    | Washington Suburban Sanitary Commission        |     |    |
| Baltimore County Schools                 |     |    | Loudoun County Public Schools                        |     |    | Winchester, Virginia                           |     |    |
| Bladensburg, Maryland                    |     |    | Loudoun County Water Authority                       |     |    | Winchester Public Schools                      |     |    |
| Bowie, Maryland                          |     |    | Manassas City Public Schools                         |     |    |                                                |     |    |
| Carroll County                           |     |    | Manassas Park, Virginia                              |     |    |                                                |     |    |
| Carroll County Schools                   |     |    | Maryland DGS Purchasing                              |     |    |                                                |     |    |
| Charles County Government                |     |    | Maryland-National Capital Park & Planning Commission |     |    |                                                |     |    |
| City of Fredericksburg                   |     |    | Metropolitan Washington Airport Authority            |     |    |                                                |     |    |
| College Park, Maryland                   |     |    | Metropolitan Washington Council of Government        |     |    |                                                |     |    |
| District of Columbia Government          |     |    | Montgomery College                                   |     |    |                                                |     |    |
| District of Columbia Water & Sewer Auth. |     |    | Montgomery County, Maryland                          |     |    |                                                |     |    |
| District of Columbia Public Schools      |     |    | Montgomery County Public School                      |     |    |                                                |     |    |
| Fairfax, Virginia                        |     |    | Northern Virginia Community College                  |     |    |                                                |     |    |
| Fairfax County, Virginia                 |     |    | Prince George's Community College                    |     |    |                                                |     |    |
| Fairfax County Water Authority           |     |    | Prince George's County, Maryland                     |     |    |                                                |     |    |
| Falls Church, Virginia                   |     |    | Prince George's Public Schools                       |     |    |                                                |     |    |
| Fauquier County Schools & Government     |     |    | Prince William County, Virginia                      |     |    |                                                |     |    |
| Frederick, Maryland                      |     |    | Prince William County Public Schools                 |     |    |                                                |     |    |
| Frederick County, Maryland               |     |    | Prince William County Service Author                 |     |    |                                                |     |    |

**Procurement Unit  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999**



## General Stipulations and Instructions To Bidders

### I. Invitation For Bid

The Board of Education of Montgomery County Maryland, herein after referred to as The Board of Education, will receive sealed proposals until the date and time indicated on the cover of the Invitation For Bid. Bids must be delivered to the Procurement Unit at the above address where it will be opened and publicly read at the stated time. Bids must be delivered in sealed opaque envelopes. Envelopes shall be clearly marked on the outside lower left corner with the bid number and bid opening date and time.

### II. Intent

These specifications are intended to cover the furnishing and delivery of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, offices, or to any designated warehouse or warehouses in Montgomery County, Maryland, whichever is specified, in quantities to be determined subsequent to the bid opening.

### III. Right To Cancel Or Reject Bids

- A. The Board of Education reserves the right to cancel any contract if, in its opinion, there is a failure at any time to perform adequately the stipulations of this Invitation For Bid, or if the general conditions and specifications which are attached and made part of this bid are not fulfilled, or if in any case there is any attempt to willfully impose upon the Board of Education materials or products or workmanship which are in the opinion of the Board of Education of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of the Board of Education to damages for the breach of any covenants of the contract by the contractor. The Board of Education also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials or services similar in nature to those mentioned in this bid.
- B. The Board of Education reserves the right to reject any or all bids in whole or in part; to make partial awards; to waive any irregularity in any quotation; to increase or decrease quantities if quantities are listed in the bid; to reject any bid that shows any omissions, alterations of form, and additions, conditions, or alternate proposals not called for; and to make any such award as is deemed to be in the best interests of the Board of Education.
- C. All items furnished must be completely new and free from defects. No others will be accepted under the terms and intent of this bid.

### IV. Right To Purchase In The Open Market

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, The Board of Education reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor or by recourse to provisions of the faithful performance bond if such bond is required under the conditions of the bid.

### V. Failure To Furnish Item(s)

Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, The Board of Education reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities on the part of the Board of Education.

### VI. Employer Information Report EEO-1

The Board of Education requires that each successful bidder be liable for compliance with the provisions of Title VII of the Civil

Rights Act of 1964. In order to fully comply with Title VII, a company must file Employer Information Report EEO-1 with the Joint Report Committee, 1800 G Street, NW, Washington, D.C. 20036. Only companies that fall within the following categories are required to file the Employer Information Report EEO-1:

The entire company has at least 100 employees on the payroll. The company is affiliated through centralized ownership and/or centralized management, and the group legally constitutes a single enterprise employing a total of 100 or more employees.

If your company has already filed an EEO-1 by virtue of supplying materials or services under Federal Government Contracts, it is necessary to submit only a copy of your most recent EEO-1 report to the Procurement Unit. If you are filing a report for the first time, send a copy of EEO-1 to the Procurement Unit. Please note that purchase orders will not be issued to companies that fall into the above categories until proof of EEO-1 reporting has been received.

### VII. Preparation Of Bid

Bids must be submitted on the copy provided. Bidders may wish to reproduce and retain one copy for its files. Bids must be signed by an authorized representative of the company submitting a bid. It is the intent of this solicitation that should a given bid be accepted, it will automatically become the contract. Notification of the bid award will be made by letter. Bidders shall submit its bids and specifications on the appropriate specification sheets that show the schedule of items to be purchased. Bidders may attach a letter of explanation to its bid if it so desire.

Prices quoted shall not exceed the prices established under any governmental price control regulations. Bidders will be required if requested by The Board of Education, to furnish satisfactory evidence that they are qualified as manufacturers or dealers in the items listed and have a regularly established place of business. An inspection of any bidder's place of business may be made to determine the bidder's ability to perform.

### VIII. Discounts

The Board of Education reserves the right to consider discounts in computing the bid.

#### A. Trade Discounts

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

#### B. Payment Discounts

Prompt payment discounts are solicited and will be treated as follows:

(1) Unless specifically stated otherwise, discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.

(2) Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.

### IX. "Or Equal" Interpretation

Unless the specifications and/or conditions state a specific brand and substitutions will not be considered, the Board of Education will consider other brands or the product of other manufacturers as long as the product meets the same specifications, standards, and quality of the material being solicited through the bid. On all such bids the bidder shall indicate clearly the product on which it is bidding and shall supply sufficient data on its own letterhead to enable an intelligent comparison to be made with the particular brand or manufacturer specified.

Whenever the specifications indicate a product of a particular manufacturer, model, or brand and in the absence of any written statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories enumerated in the specifications.

#### **X. Consideration of Prior Service**

Awards on this bid will be made after consideration has been given to any previous performance for The Board of Education as to quality of service and/or merchandise and with regard to the bidder's ability to perform should it be awarded the bid.

#### **XI. Delivery**

The bidder agrees to furnish and deliver during the period of the contract the items and articles which may be awarded to the bidder in such amounts and quantities within the terms of the contract. All Deliveries Must Be Prepaid FOB Destination, And In No Case Will Shipments Collect Or Sidewalk Deliveries Be Accepted. Bidders shall uncrate, completely assemble, and set in designated place all equipment and furniture. All delivery cost shall be included in the bid unit price.

#### **XII. Packing Slips And Delivery Tickets**

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging or for deposits on containers. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered: the quantity, bid number, and the name of the contractor.

#### **XIII. Invoices**

Payment depends on receipt of a proper invoice and satisfactory contract performance. All invoices are to be transmitted to the Division of Controller at:

Division of Controller  
45 West Gude Drive, Suite 3200  
Rockville, MD 20850-9999

Every invoice must include the following information:

- A. Name and address of the contractor
- B. Taxpayer Identification number
- C. The purchase order number
- D. An invoice number
- E. Bid number if applicable
- F. The ship to address
- G. Line item description, quantity, unit of measure, unit price, and extended price as stated on the purchase order
- H. Shipping and payment terms if not a bid item

When a discount for payment is authorized and taken; it will be made to the contractor as close as possible to, but not later than, the end of the discount period. Prices quoted shall not include federal excise or state sales and use taxes. Exemption certificates will be furnished upon request. Contractor inquiries concerning payment may be made to [accountspayable@mcpsmd.org](mailto:accountspayable@mcpsmd.org).

#### **XIV. Bid Security**

If bid security is required, it must be payable to: "Montgomery County Board of Education."

Such bid security will be returned to all except the successful bidder(s) within five business days after awards have been made. The bid security of the successful bidder(s) will be returned upon receipt of the performance bond if such bond is required under the terms of the award. If no award is made within 60 days after the date of the opening of the bids, bid security will be returned to any bidder upon demand of the bidder at any time after the 60-day period so long as it have not been notified of the acceptance of its bid.

Written notification of the acceptance of any bid will be made to the successful bidder(s).

#### **XV. Performance Bonds**

If required, the successful bidder or bidders on this bid must furnish a performance bond in the amount indicated in the bid document, made out to Montgomery County Board of Education and prepared on an approved performance bond form as security for the faithful performance of its contract. The performance bond shall be submitted within ten business days of the notification that the bid has been awarded. The surety thereon must be such surety company or companies as are acceptable to The Board of Education and as are authorized to transact business in the State of Maryland. Attorneys in fact who sign bid bonds must file with each bond a certified copy of its power of attorney to sign said bonds. Should the bidder fail or refuse to furnish the required performance bond within ten business days after notification the bidder shall pay to The Board of Education as liquidated damages for such failure or refusal an amount in cash equal to the security deposited with its bid.

#### **XVI. Provision For Municipal Offices**

Each bidder agrees when submitting its bid that it will make available to every office and department of the Montgomery County Government the bid prices submitted on this bid should any such department or office wish to take advantage of the bid prices submitted to The Board of Education.

#### **XVII. Product Testing During Time of Contract**

Material delivered on any contract resulting from this Invitation For Bid may be tested for compliance with the specification stipulated herein. Any shipment failing to fully meet or comply with the specification requirements will be promptly rejected.

The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the Board of Education except if the order or shipment is rejected for failure to meet the requirements of the specification. In case of failure to meet the requirements of the specification the cost of testing will be charged to the contractor.

#### **XVIII. Safety Standards**

All work performed and all items supplied shall be in compliance with applicable federal and state safety standards. (OSHA-MOSHA). Material Safety Data Sheets shall be included in all shipments.

#### **XIX. General Guaranty**

The contractor agrees to:

- A. Save the Board of Education, its agents, and employees harmless from liability of any nature or any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract of which the contractor is not patented assignee, licensee, or owner.
- B. Protect the Board of Education against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- C. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to its own work or to the work of the contractors for which it or its workers are responsible.
- D. Pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, rules, and regulations of the Board of Education and of the State of Maryland.

#### **XX. Indemnity**



The contractor shall indemnify, keep, and save harmless the Board of Education, its agents, officials, and employees against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way occur against them in consequence of the granting of this contract or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or its employees, except to the extent of the negligence of the Board of Education, its agents, officials and employees. The contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Board of Education in any such action based on the actions and/or negligence of the contractor, its agents and employees, the contractor shall at its own expense satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Board of Education as herein provided.

## **XXI. Insurance**

The contractor shall maintain Comprehensive Business Insurance for protection from claims under the Workmen's Compensation Act, claims for damage because of bodily injury, death, or property damage to others, including employees of the Board of Education; and claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them. The contractor shall also maintain product liability insurance. The aforementioned insurance shall cover the duration of the contract period, including all periods of the time and all places where work is performed under an expressed or implied warranty. The limits of such liability insurance for each occurrence shall be equal to or greater than \$500,000 for Bodily Injury and \$100,000 for Property Damage. The certificate on the insurance, indicating coverage for the term of the contract, shall be made in favor and provided to The Board of Education prior to commencement of the contract. A company duly licensed by the Maryland Insurance Commissioner and qualified to sell insurance in Maryland shall issue all insurance policies.

## **XXII. Inspection Of Premises**

Before submitting a bid for any construction or installation work in any building or on the premises of the Board of Education, the bidder should carefully examine the premises and upon submitting its bid will be considered to have examined the premises, building, or buildings where the work is to be done. For any work or installation requiring the use of labor, the successful bidder before starting work must provide sufficient evidence of insurance showing that it is adequately covered for Workmen's Compensation and Public Liability insurance.

## **XXIII. Patents**

The contractor shall hold and save the Board of Education, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs and expenses for or on account of any patented or unpatented inventions, articles, process, or appliance manufactured or used in performance of this contract including its use by Montgomery County, unless otherwise specifically stipulated in this contract.

## **XXIV. Samples And Catalog Cuts**

### **A. Requirements and Delivery**

Sample requirements and sample delivery stipulations are indicated in the bid document. Further details concerning samples may also be indicated in the detailed specification portion of the invitation. Bidders shall make all arrangements for delivery of samples to location indicated.

### **B. Sample Identification**

All sample packages shall be marked "Samples" and each sample shall bear the name of the bidder, item number, and bid number and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of its bid.

### **C. Testing or Comparing Samples**

Samples are requested for the purpose of testing or comparing with detailed specifications. Therefore, The Board of Education reserves the right to retain or destroy the articles or materials submitted as samples for the purpose of testing. Accordingly, The Board of Education shall be free from any change or claim on the part of the bidder or contractor if any articles or materials furnished as samples are lost or destroyed. Materials such as food may be tested from the raw, uncooked, baked, or canned sample being submitted at the time of bid opening or subsequent to bid opening. Food tests shall consider specification factors such as contents, weight, size, taste, texture, appearance, uniformity of color, and defects, if any.

### **D. Retention and Removal of Samples**

The samples submitted by bidders on items on which it have received an award will be retained by The Board of Education until the delivery of contracted items is completed and accepted. Bidders whose samples are retained will be notified when its samples may be removed. Samples on which bidders are unsuccessful must be removed as soon as possible but not more than 15 calendar days after notification that the award has been made by The Board of Education. The Board of Education will not be responsible for such samples if not removed by the bidder within 15 calendar days after the notification of award has been made.

### **E. Sample Quantities**

Samples are required in the exact packaging and size as stated in the item description unless otherwise indicated in the bid document or it is determined that a smaller quantity is sufficient for adequate testing.

### **F. Descriptive Literature**

All bidders are required to furnish with the bid proposal a brochure, properly bound and labeled, showing full illustrations and specifications on each item offered, if bidding other than specified; or if specifically requested. These cuts and specifications are to be arranged and labeled with the item number in the same sequence as the items appear in the specifications and attached on separate pages of a brochure. The cover of the brochure shall contain:

1. Vendor's name, address, and phone number
2. Bid number

## **XXV. Time of Completion**

The Board of Education reserves the right to revise the starting and completion dates for delivery and installation of equipment to new schools and additions as stated below if the bid is wholly or in part for the furnishing of new schools and additions to existing buildings. At least 60 days prior to the date scheduled for delivery and installation for each project, the Board of Education will notify the contractor whether or not any change will be required in the dates for the beginning and completion of delivery. The right is reserved to specify beginning dates and completion dates two weeks earlier than listed above or to postpone the beginning and completion dates for not more than 30 days later than the dates as listed. These changes in delivery dates, if any, for new schools and additions to older buildings will be applicable to individual projects as specified and not to all projects as a whole. The estimated dates on which deliveries may be begun and which time deliveries and installations must be completed have been estimated as carefully as possible; and if any change is required by circumstances beyond the control of the Board of Education, the revised delivery dates as established by the procedures outlined immediately above will become the definite schedule for completion of the contract as if it had been set in the original schedule as outlined.

## **XXVI. Guarantee**

The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by it for a period of one year from date of acceptance of the items delivered and installed. If, within the guarantee period, any defects or signs of deterioration are noted which in the opinion of The Board of Education are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition: or it shall replace the part or entire unit to the complete satisfaction of the Board of Education. These repairs, replacements, or adjustments shall be made only at such times as will be designated by the Board of Education as least detrimental to the instructional programs.

#### **XXVII. Signature To Bids**

Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, Copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When required, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of its authority to do so.

#### **XXVIII. Errors In Bids**

Bidders, or its authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders.

#### **XXIX. Resolution and Disputes**

Bidders who have any concerns regarding the recommended awards of this solicitation should promptly contact the buyer in the Procurement Unit before the scheduled Board action. Any concerns that cannot be resolved informally with the buyer should be addressed to the senior buyer of the Procurement Unit. The senior buyer of the Procurement Unit shall attempt to resolve, informally, all protests or complaints regarding bid award recommendations. Any formal protest must be filed with the senior buyer of the Procurement Unit within seven (7) calendar days of the date of the pre-award notice.

#### **XXX. Inquiries**

Should any bidder have any question as to the intent or meaning of any part of this bid, it must contact the undersigned to receive a written reply before submitting its bid. Inquires must be submitted in writing no later than four business days prior to bid opening date.

A handwritten signature in dark ink, appearing to read "Eugenia S. Dawson". The signature is fluid and cursive, with a large loop for the 'D' and a trailing flourish.

Eugenia S. Dawson  
Director, Department of Materials Management



**MONTGOMERY COUNTY PUBLIC SCHOOLS  
PROCUREMENT UNIT  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999**

**SPECIAL INSTRUCTIONS TO VENDORS FOR MAILING BIDS**

**Bids must be delivered in sealed, opaque envelopes, and labeled clearly as follows:**

**SAMPLE BID RESPONSE ENVELOPE**

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(Return Address)

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**BID ENVELOPE**

**TO BE DELIVERED TO**

**Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 West Gude Drive, Suite 3100  
Rockville, MD 20850-9999**

**BID NO. \_\_\_\_\_  
BID NAME \_\_\_\_\_  
OPENING DATE \_\_\_\_\_  
OPENING TIME \_\_\_\_\_**

---

Vendor name and address must appear on the upper left hand corner of the bid envelope.  
The specific bid number, opening date, and time must appear in the lower left hand corner of the bid envelope.  
It is suggested that vendors utilize a tracking service to insure prompt delivery.





Department of Materials Management

MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

Invitation for Bid #4087.12, Office and School Supplies

GENERAL CONDITIONS AND SPECIFICATIONS

I. GENERAL CONDITIONS

A. Intent

The specifications contained herein are intended to cover the furnishing and delivery of office and school supplies. Deliveries are to be made to the Montgomery County Public Schools (MCPS) Supply and Property Management, Supply Warehouse, 502 North Stonestreet Avenue, Rockville, Maryland 20850.

B. Delivery

Delivery will be required within fourteen (14) days after receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Department of Materials Management, or an order placed by an authorized representative using the MCPS Purchasing Card.

**Deliveries to MCPS Supply and Property Management shall occur by appointment between the business hours of 7:30 a.m. and 2:00 p.m., Monday through Friday, excluding school holidays. All deliveries are by appointment only. Contact the MCPS Warehouse at 301-279-3346, to schedule appointments. All appointments shall be scheduled at least twenty-four hours in advance, but may be made further in advance to assure appointment availability. MCPS reserves the right to reject deliveries made without an appointment. Deliveries must be accompanied with a shipping/packing list, which refers to a MCPS purchase order. Deliveries without a shipping/packing list may be refused by MCPS. Deliveries refused due to delivery hours or mismarked purchase orders will be reshipped at the vendor's expense.**

**This bid provides for stocking the MCPS Supply Warehouse which supplies approximately 200 schools and 30 offices. MCPS Supply Warehouse ships products with unit of issue, which may differ, from your supplier's standard package. It is necessary for the products on this bid to be priced and invoiced by the MCPS unit of issue listed in the item specification. Vendors must provide a volume price based on the total yearly quantity.**

Purchase orders will be issued based on MCPS unit price. MCPS will issue each order in sufficient quantities to meet vendor's standard packaging. Therefore, vendors should take care to state their quantity packaging.

C. Awards

It is the intention to award this contract to the bidder(s) submitting the most favorable unit prices with consideration being given to any previous performance for the Board of Education as to

**C. Awards (cont'd)**

quality of service and acceptable merchandise, and with regard to the bidder ability to perform should it be awarded the contract. Awards may be made to one (1) successful vendor submitting the lowest aggregate quotation on items of a similar nature or on an individual item basis. However, the Board reserves the right to **make** awards according to the best interests of the Board of Education of Montgomery County, Maryland. In addition, the Board reserves the right to remove or add additional items to the specifications as our requirements change, as well as, add suppliers throughout the contract term should a need arise that cannot be facilitated by an awarded supplier.

**D. Contract Term**

The term of contract shall be for one (1) year as stipulated on the Invitation for Bid. However, the contract may not begin until one day after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to three (3) additional terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful vendor(s) 90 days prior to the expiration of the original contract. The vendor(s) shall have ten (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension. Once all responses are evaluated, MCPS **staff** may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education a contract amendment will be issued.

**E. Provision for Price Adjustment**

Unit prices quoted herein are subject to price adjustment downward in accordance with decreases in prices announced by the manufacturer of the subject item anytime prior to award. Recommendations for awards, however, shall be made based on the **original** bid submission only.

Subsequent to award, the unit prices quoted herein are subject to price adjustment upward or downward in accordance with increases or decreases announced by the manufacturer after the contract award. The successful bidder must notify the director of the Department of Materials Management of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

Price increases will not be considered for the first 180 days of the contract. Thereafter the successful vendor must submit a written request for price relief. The request for a price increase shall include documentation from the manufacturer to verify the basis for such request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price. If the request for a price increase is approved, a contract amendment will be issued.

**F. Brand Names**

Reference to brand names and code or model numbers in the attached specifications is offered as a point of reference in order for bidders to consider style, sizes, weights, and similar characteristics. The use of brand names should not be interpreted as the exclusive brand desired.

In the brand column state the brand name, code or model number on each item being offered, even if bidding the specified brand. If a brand and code or model number is not shown your bid may not be considered.

When bidding a brand other than the specified brand on tapes, items #14748, 14749, 14750, 14751, 14752, 14753, 14754, 14755, 14756, 14759, and 28854 bidders shall submit with their bid an independent laboratory report showing the comparable test results of the brand offered with the brand specified.

If an item specification shows code or model numbers that have been discontinued, the bidder shall so state and indicate the current code or model number.

**G. Interpretation**

The commodities listed are specified to meet our minimum requirements. Therefore, vendors are informed that they must provide the items in conformance to quality standards equal to the brand specified.

**H. Samples**

Samples are required prior to or at bid opening on all items unless bidding the specified brand and model, or when noted on item specifications as "Sample required". Samples shall be separate from the bid response and shall be forwarded to MCPS, Department of Materials Management, 570 N. Stonestreet Ave., Rockville, MD 20850 to the attention of Tina Marie Booth. The outside of the sample package shall be marked "Samples" and identified with bid number affixed to packaging.

Samples shall be of sufficient quantity to allow thorough testing of the product and shall be packaged in the same manner as they will be packaged during the contract term. Each individual sample submitted shall bear the name of the bidder, item number, bid number and shall be carefully tagged or marked in a substantial manner. If samples are not properly marked, the samples may not be considered. (See Article XXIV of the General Stipulations and Instructions to Bidders).

Failure to deliver samples as required will result in automatic disqualification.

**I. Deviations**

All bids meeting the intent of the invitation will be considered for award. Bidders offering and quoting on substitutions or who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with its bid. The absence of such a sheet shall indicate that the bidder has taken no exception and shall be held responsible for performing in accordance with the terms, conditions and specifications as stated herein.



**J. Quotations**

No bidder will be allowed to offer more than one (1) price on each item even though it may feel that it has two (2) or more types of styles that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one (1) price on any item, all prices for that item will be rejected. However, this stipulation does not preclude the offering of new products which do not meet specifications in every respect from being offered as a separate item for consideration for future bids. Such product shall be offered under separate cover, identified as a new product and a brief explanation written as a part of the offer detailing the advantages which can normally be expected of this product over the product specified.

A bidder may restrict its bid to consideration in the aggregate by so stating, but shall name a unit price on each item bid upon. Any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item may be considered informal. If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail.

The solicitation shall be valid for acceptance during a period of no less than 90 days from date of opening. Once the contract is approved, terms and conditions of the solicitation shall prevail throughout the contract period.

**K. Warranty**

The supplier warrants the items delivered to be of the highest quality, complying with specifications and free from all defects whatsoever in workmanship and materials. The supplier agrees that any replacements and/or adjustments made necessary because of such defects will be made promptly without any cost and to the satisfaction of MCPS.

**L. Quantities**

The item quantities specified herein reflect a variable of plus or minus 20% of the totals indicated. It is not the intention to purchase entire quantities shown at one time. Individual purchase orders will be issued to the successful vendor(s) as needs arise during the contract term.

The number of units shown on this bid may vary as needs arise during the contract term and as budget limitations permit. MCPS shall not be obligated to purchase any specific quantity. Partial quantities may be shown on the purchase order. The usual quantity per order is one fourth of the total quantity stated.

**M. Packaging**

All items shall be clearly marked with the brand name of the article, quantity enclosed, size and/or color. All bulk material listed in the item specifications and designated by the word "Pallet", shall be delivered on pallets not less than 36 inches wide. The material shall be palletized in accordance with accepted trade practices. Pallets may be of the disposable type.

**N. Customer References**

Bidders are required to provide three (3) references. The references shall have company name, contact person, address and phone number of three (3) current customers for which a contract for similar size and products have been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named then your bid may not be considered.

Company Name & Address

Contact  
Person

Phone  
Number

Contract  
Number

1. \_\_\_\_\_

Email: \_\_\_\_\_

2. \_\_\_\_\_

Email: \_\_\_\_\_

3. \_\_\_\_\_

Email: \_\_\_\_\_

**O. Award Criteria**

1. Conformance to specifications
2. Ability to perform
3. Price
4. Past performance

**P. Errata/Addendum**

Changes and addenda may occur prior to the solicitation opening date and time. It is the sole responsibility of the vendor to check the "Event Calendar" on the MCPS website <http://www.montgomeryschoolsmd.org/departments/procurement> or contact Tina Marie Booth at 301-279-3510 or [Tinamarie.M.booth@mcpsmd.org](mailto:Tinamarie.M.booth@mcpsmd.org) to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in a bid being deemed non-responsive.

**Q. Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities**

Beginning July 1, 2015, all MCPS contracts must include the following provisions:

**I. Prohibition against assigning registered sex offenders and individuals convicted of sexual offenses, child sexual abuse, and other crimes of violence to MCPS contracts:**

Maryland Law requires that any person who enters into a contract with a county board of education "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. Under § 11-722 of the Criminal Procedure Article of the Maryland

Code, an employer who violates this requirement is guilty of a misdemeanor and, if convicted, may be subject to up to five years imprisonment and/or a \$5000 fine.

Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving:

- a) A sexual offense in the third or fourth degree under § 3-307 or § 3-308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;
- b) Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or
- c) A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.

Each contractor is required to submit, following award of a contract, documentation confirming that its direct employees and those of any subcontractors and/or independent contractors assigned to perform work in a MCPS school facility under the contract meet this obligation. Additionally, the contractor must confirm that it continues to meet this obligation on an annual basis and/or when there are changes in the work-force that the contractor and/or its subcontractors use to perform the work required by the contract.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the contract.

## **II. Required criminal background check process for certain individuals in the contractor's workforce:**

Under recent amendments to § 5-561 of the Family Law Article of the Maryland Code, each contractor and subcontractor shall require that any individuals in its work-force must undergo a criminal background check, including fingerprinting, if the individuals will work in a MCPS



**Q. Contractors' Obligation Regarding Criminal Records of Individuals Assigned to Work in MCPS Facilities (cont'd)**

school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children. The term "work-force" in this and the preceding section refers to all of the contractor's direct employees, subcontractors and their employees, and/or independent contractors and their employees that the contractor uses to perform the work required by the contract.

Fingerprinting for the criminal background check may be performed at any fingerprinting agency approved by the State of Maryland. A list of MCPS approved fingerprinting agencies can be found on the Procurement Unit website at <http://www.montgomeryschoolsmd.org/departments/procurement>.

The contractor must take appropriate steps to promptly follow up on information identified in the criminal background check related to the sexual offenses, child sexual abuse offenses, and crimes of violence enumerated above, as well as any information regarding offenses involving distribution of drugs or other controlled substances, or any other criminal information identified by MCPS as warranting further explanation insofar as it may significantly affect the safety and security of MCPS students. If, after following up, the contractor believes that the individual is qualified and should be assigned to work (or continue to work) in a MCPS school facility, then the contractor will provide a written summary to MCPS justifying its recommendation. MCPS will rely on the contractor's summary to determine whether to accept the contractor's recommendation, and the contractor will be responsible for any consequences of a material misrepresentation in its written summary.

Once the contract is awarded, the contractor is responsible for implementing the background check process. An individual in the contractor's work-force may not begin work in a MCPS school facility on an assignment where the individual will have direct, unsupervised, and uncontrolled access to children, until: (a) the background check results for that individual have been received by MCPS; (b) the contractor certifies to MCPS that the individual has received training and/or reviewed informational materials, as appropriate, regarding recognizing, reporting, and preventing child abuse and neglect, consistent with the content provided in training for MCPS employees; and (c) the individual obtains a MCPS identification badge. The badge will be issued by the MCPS Department of Safety and Security, 850 Hungerford Drive, Room 131, Rockville, MD 20850. Appointments are made by calling 301-279-3066. The contractor will be required to return all badges at the conclusion of the contract.

The criminal background check and badging process will be at the contractor's expense.

Violation of this provision is a material breach of contract for which MCPS may take appropriate action up to and including termination of the contract.

**R. GIF Electronic Picture File**

Upon determination of award, all suppliers submitting a response to this Invitation for Bid will be sent a Pre-Award Notification which will detail all of the awards that will be recommended to the Board of Education. Upon receipt of the Final Award Notification, it is requested that suppliers email a GIF or JPEG electronic picture file, no more than 100x100 pixels in size to

Tina Marie Booth @ [tinamarie M Booth@mcpsmd.org](mailto:tinamarie.M.Booth@mcpsmd.org). Each file name must include the product model #, IFB #, and the full, legal name of the supplier.

**S. Multi-Agency Participation**

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these goods, commodities and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the awarded bidder. MCPS assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid. MCPS pricing is based on the specifications provided in this solicitation. A negative reply will not adversely affect consideration of your bid/proposal.

**T. eMaryland Marketplace Advantage**

Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at <https://procurement.maryland.gov/> regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

**U. Inquiries**

All inquiries concerning this bid must be submitted in writing to Tina Marie Booth, Buyer II, Montgomery County Public Schools, Department of Materials Management, Rockville, Maryland 20850, or [tinamarie M Booth@mcpsmd.org](mailto:tinamarie.M.Booth@mcpsmd.org). Questions shall be received no later than four business days prior to bid opening in order for the bidder to receive a reply prior to submitting its bid. The Board of Education will not be responsible for any oral or telephone explanation or interpretation. Vendor contact with any other MCPS employee regarding this quotation will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its bid. The MCPS Procurement website address is <http://www.montgomeryschoolsmd.org/departments/procurement/>

**II. DETAILED SPECIFICATIONS****Item #'s: 14676, 14678, 14680, 14681, and 39727 Pencils**

Common hexagonal, yellow lacquer, brass ferrule, pink eraser, lead in suitable materials to produce smooth, even and uniform writing throughout. Casing of soft straight grain wood, not easily split or splintered, producing a smooth, even finish. Both halves of the casing uniform in structure securely glued together throughout. Lead to be bonded to wood. Eraser of good quality firmly secured in a suitable metal tip. Overall length 7", polished finish with degree of hardness stamped thereon. Pencil to be of a quality generally considered to be a medium grade or better. Packed one dozen per box, 12 dozen per carton. AS Dixon. (Pencil must pass scan test for carbon content).





Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                                                                                                                                              | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification ;<br>Deviations |
|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-------------------------------|
| 03-12-150        | 537                   | ALCOHOL, ISOPROPYL 99%, PINT                                                                                                                                                                                                                                                                             | 240                | Pint        |               |       |       |                               |
| 07-21-005        | 14461                 | BINDERS, SIZE 8 1/2" X 11" LOOSE LF 2" CAP<br>BLACK. 120 PT CHIPBD #100, 3 RING VINYL<br>#TBS-110 (-10 DEG.F) COLD CRACK, SHOE<br>CALF VINYL, .015+ .001 GA EXPOSED RIVETS,<br>FLAT BACK, MATCHING POCKET ON INSIDE<br>FRONT COVER. NO SHEET LIFTERS (PALLET)                                            | 4200               | Each        |               |       |       |                               |
|                  |                       | AS AVERY K311-20; BC LUCAS B-1120; WILSON<br>JONES 36844NB                                                                                                                                                                                                                                               |                    |             |               |       |       |                               |
| 07-21-008        | 14462                 | BINDERS, SIZE 8 1/2" X 11" LOOSE LF 1" CAP<br>BLACK. 120 PT CHIPBD #100, 3 RING VINYL<br>#TBS-110 (-10 DEG) COLD CRACK, SHOE CALF<br>VINYL, .015+ .001 GA EXPOSED RIVETS, FLAT<br>BACK, MATCHING POCKET ON INSIDE FRONT<br>COVER. NO SHEET LIFTERS (PALLET).                                             | 5400               | Each        |               |       |       |                               |
|                  |                       | AS WILSON JONES 36814NB                                                                                                                                                                                                                                                                                  |                    |             |               |       |       |                               |
| 07-21-014        | 14463                 | BINDERS, SIZE 8 1/2" X 11" LOOSE LF 1" VIEW<br>BINDERS, CLEAR OVERLAY FRONT & SPINE,<br>WHITE. 120 PT CHIPBD #100, 3 RING VINYL<br>#TBS-110 (-10 DEG.F) COLD CRACK, SHOE<br>CALF VINYL, .015+ .001 GA EXPOSED RIVETS,<br>FLAT BACK, MATCHING POCKET ON INSIDE<br>FRONT COVER. NO SHEET LIFTERS (PALLET). | 18000              | Each        |               |       |       |                               |
|                  |                       | AS WILSON JONES 27602                                                                                                                                                                                                                                                                                    |                    |             |               |       |       |                               |

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                                                                                                                                           | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-015        | 14464                 | BINDERS, SIZE 8 1/2" X 11" LOOSE LF 2" VIEW<br>BINDERS CLEAR OVERLAY FRONT & SPINE<br>WHITE. 120 PT CHIPBD #100, 3 RING VINYL<br>#TBS-110 (-10 DEG.F) COLD CRACK, SHOE<br>CALF VINYL, .015+ .001 GA EXPOSED RIVETS,<br>FLAT BACK, MATCHING POCKET ON INSIDE<br>FRONT COVER. NO SHEET LIFTERS (PALLET) | 10020              | Each        |               |       |       |                             |
|                  |                       | AS WILSON JONES 27606                                                                                                                                                                                                                                                                                 |                    |             |               |       |       |                             |
| 07-21-017        | 14467                 | BOOK, CASH RECEIPT, NUMBERED BLACK<br>BOOK SIZE 11 1/2" X 9 1/4", DUPLICATE,<br>ORIGINAL WHITE & PERFORATED. 500 SETS<br>PER BOOK. PRINTED IN BLACK INK DUPLICATE<br>SHALL NOT BE PERFORATED.                                                                                                         | 30                 | Each        |               |       |       |                             |
|                  |                       | AS TOPS 46816                                                                                                                                                                                                                                                                                         |                    |             |               |       |       |                             |
| 07-21-020        | 14468                 | BOOKS, COMPOSITION, 48 PAGES, 24 LEAVES,<br>RULED 3/8" WITH RED MARGIN ON 16# STOCK<br>SEWED CONSTRUCTION, BLACK MARBLE<br>COVER, SEMI STIFF, 8 1/2 X 7 SHALL BE<br>PACKAGED IN INDIVIDUAL PKGS. OF 12<br>(PALLET)                                                                                    | 7200               | Dozen       |               |       |       |                             |
|                  |                       | * ONLY ROARING SPRINGS 77331 WILL BE<br>CONSIDERED AT THIS TIME                                                                                                                                                                                                                                       |                    |             |               |       |       |                             |
| 07-21-023        | 14469                 | BOOKS, COMPOSITION, 120 PAGES, 60<br>LEAVES, RULED 3/8" WITH RED MARGIN ON 16#<br>STOCK SEWED CONSTRUCTION, BLACK<br>MARBLE COVER, 9 3/4" X 7 1/2, 6/PKG (PALLET)                                                                                                                                     | 12000              | Pkg.        |               |       |       |                             |
|                  |                       | *ONLY ROARING SPRING 77222 WILL BE<br>CONSIDERED AT THIS TIME                                                                                                                                                                                                                                         |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14470 BOOKS, SPIRAL, STENO, SIZE: 6" X 9", 120  
07-21-026 PAGES, 60 LEAVES. WIRE BOUND, STIFF  
COVERS & BACK, GOOD GRADE OF WHITE  
PAPER WITH THE LEAST POSSIBLE GLOSS TO  
PREVENT EXCESS LIGHT REFLECTION, RED  
RULING, WITH BLUE CENTERLINE. (PALLET  
DELIVERY)

\* ONLY ROARING SPRINGS 12105 WILL BE  
CONSIDERED AT THIS TIME

14472 CARDS, INDEX, BLANK, BLUE, 3"X5"  
07-21-038 CALENDERED FINISH, 90 LB #2 SULPHITE  
STOCK, BANDED IN 100'S, PKD. 1000/BOX  
(PALLET)

AS ESSELTE; GUSSCO 80102 SERIES;  
AMERICAN IND35BL

14473 CARDS INDEX, BLANK, BLUE, 3"X5", RECYCLED  
07-21-038 CALENDERED FINISH, 90 LB #2 SULPHITE  
STOCK, BANDED IN 100'S, PKD. 1000/BOX  
(PALLET)

AS ESSELTE 7320BL

STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14474 CARDS, INDEX, BLANK, CANARY, 3" X 5",  
07-21-041 CALENDERED FINISH, 90 LB #2 SULPHITE  
STOCK, BANDED IN 100'S, PKD. 1000/BOX  
(PALLET)

AS ESSELTE; GUSSCO 80102 SERIES,  
AMERICAN IND35CN



## Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14475 CARDS, INDEX, BLANK, CANARY, 3" X 5",  
07-21-041 RECYCLED CALENDERED FINISH, 90 LB #2  
SULPHITE STOCK, BANDED IN 100'S, PKD.  
1000/BOX (PALLET)

AS ESSELTE 7320CN;

STATE % OF POST CONSUMER: \_\_\_\_\_

STATE % OF PRE CONSUMER: \_\_\_\_\_

14476 CARDS, INDEX, BLANK, CHERRY, 3" X 5",  
07-21-044 CALENDERED FINISH, 90 LB #2 SULPHITE  
STOCK, BANDED IN 100'S, PKD. 1000/BOX  
(PALLET)

AS ESSELTE 7320CHE; GUSSCO 80102 SERIES;  
AMERICAN IND35RD

14477 CARDS INDEX, BLANK, CHERRY, 3" X 5",  
07-21-044 RECYCLED CALENDERED FINISH, 90 LB #2  
SULPHITE STOCK, BANDED IN 100'S, PKD.  
1000/BOX (PALLET)

AS ESSELTE 7320CH

STATE % OF POST CONSUMER: \_\_\_\_\_

STATE % OF PRE CONSUMER: \_\_\_\_\_

14478 CARDS INDEX, BLANK, GREEN, 3"X5",  
07-21-047 CALENDERED FINISH, 90 LB #2 SULPHITE  
STOCK, BANDED IN 100'S, PKD. 1000/BOX  
(PALLET)

AS ESSELTE 7320GN; GUSSCO 80102 SERIES;  
AMERICAN IND35GR

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14479 CARDS INDEX, BLANK, GREEN, 3" X 5",  
 07-21-047 RECYCLED CALENDERED FINISH, 90 LB #2  
 SULPHITE STOCK, BANDED IN 100'S, PKD.  
 1000/BOX (PALLET)

AS ESSELTE 7320GN

STATE % OF POST CONSUMER: \_\_\_\_\_  
 STATE % OF PRE CONSUMER: \_\_\_\_\_

14480 CARDS INDEX, BLANK, SALMON, 3" X 5",  
 07-21-050 CALENDERED FINISH, 90 LB, #2 SULPHITE  
 STOCK, BANDED IN 100'S, PKD 1000/BOX  
 (PALLET)

AS GUSSCO 80102 SERIES; AMERICAN IND35SL

14481 CARDS INDEX, BLANK, SALMON, 3" X 5",  
 07-21-050 RECYCLED CALENDERED FINISH, 90 LB, #2  
 SULPHITE STOCK, BANDED IN 100'S, PKD  
 1000/BOX (PALLET)

AS GUSSCO 80102 SERIES

STATE % OF POST CONSUMER: \_\_\_\_\_  
 STATE % OF PRE CONSUMER: \_\_\_\_\_

14482 CARDS, INDEX, BLANK, WHITE, 3"X5",  
 07-21-053 CALENDERED FINISH, 90 LB #2 SULPHITE  
 STOCK, BANDED IN 100'S, PKD. 1000/BOX  
 (PALLET)

AS ESSELTE; APC IND35P; OXFORD #30

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14483 CARDS INDEX, BLANK, WHITE, 3" X 5",  
07-21-053 RECYCLED CALENDERED FINISH, 90 LB #2  
SULPHITE STOCK, BANDED IN 100'S, PKD.  
1000/BOX (PALLET)

AS ESSELTE

STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14484 CARDS, INDEX, RULED, 3" X 5", HORIZONTAL,  
07-21-056 ONE SIDE, WHITE CALENDERED RED FINISH,  
90# #2 SULPHITE STOCK, BANDED IN 100'S,  
PKD. 1000/BOX (PALLET)

AS ESSELTE; APC IND35RL; OXFORD #31

14485 CARDS INDEX, RULED 3" X 5", HORIZONTAL,  
07-21-056 RECYCLED ONE SIDE, WHITE CALENDERED  
RED FINISH, 90# #2 SULPHITE STOCK, BANDED  
IN 100'S, PKD. 1000/BOX (PALLET)

AS ESSELTE 31

STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14486 CARDS, INDEX, RULED, 4" X 6", HORIZONTAL,  
07-21-062 ONE SIDE, WHITE CALENDERED RED FINISH,  
90# #2 SULPHITE STOCK, BANDED IN 100'S,  
PKD. 1000/BOX (PALLET)

AS ESSELTE; APC IND46RL; OXFORD #41

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14487 CARDS INDEX, RULED 4" X 6", HORIZONTAL,  
07-21-062 RECYCLED ONE SIDE, WHITE CALENDERED  
RED FINISH, 90# #2 SULPHITE STOCK, BANDED  
IN 100'S, PKD. 1000/BOX (PALLET)

AS ESSELTE

STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14488 CARDS, INDEX, BLANK, WHITE CALENDERED  
07-21-059 FINISH, 4" X 6", 90# #2 SULPHITE STOCK,  
BANDED IN 100'S, PKD. 1000/BOX (PALLET)

AS ESSELTE; APC IND46P; OXFORD #40

14489 CARDS INDEX, BLANK, WHITE, 4" X 6",  
07-21-059 RECYCLED CALENDERED FINISH, 90# #2-  
SULPHITE STOCK, BANDED IN 100'S, PKD.  
1000/BOX (PALLET)

AS ESSELTE

STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14490 CARDS, INDEX, BLANK, WHITE, CALENDERED  
07-21-065 RED FINISH, 5" X 8", 90# #2 SULPHITE STOCK,  
BANDED IN 100'S, PKD 500/BOX (PALLET)

AS ESSELTE; APC IND58P; OXFORD #50



## Company Name: \_\_\_\_\_

| Group/<br>Seq No   | Item/<br>Whse/<br>Old | Description                                                                                                                             | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|--------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 14491<br>07-21-065 |                       | CARDS INDEX, BLANK, WHITE/RED<br>CALENDERED FINISH 5" X 8", RECYCLED 90# #2<br>SULPHITE STOCK, BANDED IN 100'S, PKD<br>500/BOX (PALLET) | 720                | Box         |               |       |       |                             |

AS ESSELTE 50

STATE % OF POST CONSUMER: \_\_\_\_\_

STATE % OF PRE CONSUMER: \_\_\_\_\_

|                    |  |                                                                                                                                    |     |     |  |  |  |  |
|--------------------|--|------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|
| 14492<br>07-21-068 |  | CARDS, INDEX, RULED, 5" X 8", WHITE,<br>CALENDERED RED FINISH, 90# #2 SULPHITE<br>STOCK, BANDED IN 100'S, PKD. 500/BOX<br>(PALLET) | 720 | Box |  |  |  |  |
|--------------------|--|------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|

AS ESSELTE; APC IND58RL; OXFORD #51

|                    |  |                                                                                                                                           |     |     |  |  |  |  |
|--------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|
| 14493<br>07-21-068 |  | CARDS INDEX, RULED 5" X 8", WHITE,<br>CALENDERED RED FINISH, RECYCLED 90# #2<br>SULPHITE STOCK, BANDED IN 100'S, PKD.<br>500/BOX (PALLET) | 720 | Box |  |  |  |  |
|--------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|

AS ESSELTE

STATE % OF POST CONSUMER: \_\_\_\_\_

STATE % OF PRE CONSUMER: \_\_\_\_\_

|                    |  |                                                                                                  |    |     |  |  |  |  |
|--------------------|--|--------------------------------------------------------------------------------------------------|----|-----|--|--|--|--|
| 14494<br>07-21-071 |  | CARDS, INDEX GUIDES, 3" X 5" ALPHABETICAL,<br>25 DIVISION, SELF-TAB, 25 PT. MANILA<br>PRESSBOARD | 70 | Set |  |  |  |  |
|--------------------|--|--------------------------------------------------------------------------------------------------|----|-----|--|--|--|--|

AS ESSELTE OXFORD 40400, STANDARDS 35AZ

AS LEONARD 89004; PYRAMID 1162403  
\*SAMPLED REQUIRED

Company Name: \_\_\_\_\_

| Group/<br>Seq No                                       | Item/<br>Whse/<br>Old | Description                                                                                                                     | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|--------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-104                                              | 14506                 | CLIPS, BINDER, 2"W, 1" CAP ARMS MAY BE                                                                                          | 3600               | Dozen       |               |       |       |                             |
|                                                        | 07-21-104             | REVERSED & SNAPPED AGAINST DOCUMENT.<br>ONE ARM MAY BE REVERSED AGAINST<br>PAPERS AND THE OTHER FORMS A HOOK.<br>PRICE BY DOZEN |                    |             |               |       |       |                             |
| AS LEONARD BC10; STATUS PLUS 52-013;<br>GENERAL BU.100 |                       |                                                                                                                                 |                    |             |               |       |       |                             |
| 07-21-107                                              | 14507                 | CLIPS, BINDER, 1/4"W 5/8" CAP ARMS MAY BE                                                                                       | 6000               | Dozen       |               |       |       |                             |
|                                                        | 07-21-107             | REVERSED & SNAPPED AGAINST DOCUMENT.<br>ONE ARM MAY BE REVERSED AGAINST<br>PAPERS AND THE OTHER FORMS A HOOK.<br>PRICE BY DOZEN |                    |             |               |       |       |                             |
| AS LEONARD BC05; STATUS PLUS 1412;<br>GENERAL BC.50    |                       |                                                                                                                                 |                    |             |               |       |       |                             |
| 07-21-110                                              | 14508                 | CLIPS, BINDER, 3/4"W 3/8" CAP ARMS MAY BE                                                                                       | 5400               | Dozen       |               |       |       |                             |
|                                                        | 07-21-110             | REVERSED & SNAPPED AGAINST DOCUMENT.<br>ONE ARM MAY BE REVERSED AGAINST<br>PAPERS AND THE OTHER FORMS A HOOK                    |                    |             |               |       |       |                             |
| AS LEONARD BC02; STATUS PLUS 1411;<br>GENERAL BC.2D    |                       |                                                                                                                                 |                    |             |               |       |       |                             |
| 07-21-113                                              | 14509                 | CLIPS, PAPER, 100/BOX, STD. #1, 1,000/CTN,                                                                                      | 2000               | Carton      |               |       |       |                             |
|                                                        | 07-21-113             | .036 GAUGE (PALLET).                                                                                                            |                    |             |               |       |       |                             |

\*ONLY ACCO 72380 WILL BE CONSIDERED AT  
THIS TIME

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification,<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|------------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|------------------------------|

14510 CLIPS, PAPER, #3, .032 GAUGE MADE OF  
07-21-116 HIGHEST QUALITY WIRE WITH WHITE TINNED  
RUST RESISTING FINISH. PKD. 100/BOX, 10  
BOXES/CARTON (PALLET).

\*ONLY ACCO 72320 WILL BE CONSIDERED AT  
THIS TIME

14511 CLIPS, PAPER, JUMBO-.050 GA. MADE OF  
07-21-119 HIGHEST QUALITY WIRE WITH SHITE TINNED  
RUST RESISTING FINISH. PKD. 100/BOX, 10  
BOXES/CARTON (PALLET).

\*ONLY ACCO 72580 WILL BE CONSIDERED AT  
THIS TIME

14512 COMPASS, PENCIL, BALL BEARING,  
07-21-122 W/GRADUATED RADIUS MEASURING ARC 8 1/2"  
WITH PENCIL.

AS STANDARDS G591

14517 DATE STAMP, LINE DATER, CHROME PLATED  
07-21-137 STEEL FRAMES, BANDS SHALL BE DEEPLY  
MOLDED TO GIVE CLEARCUT IMPRESSIONS  
WITH MONTH, DAY & YEAR

AS OFFICEMATE 79004; USS-RD015

14524 DISPENSER, TAPE, DESK TYPE, 1" HEAVY  
07-21-158 DUTY, FOR USE WITH 1,296" ROLLS OF  
CELLULOSE TAPE ON 1" CORES. BASE TO  
HAVE SOFT RUBBER PAD THAT HOLDS  
DISPENSER IN PLACE (PALLET).

AS 3M C-38; SPARCO 64007; STATUS PLUS  
61-040; Pyramid 1111582



## Item Specification

Office and School Supplies

Bid No: 4087

From: 03/01/2020

11/19/2019

To: 02/28/2021

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Cycle No: 12

20705, 61500

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                             | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|                  |                       | 14525 DISPENSER, MASKING TAPE, 1" & 2" X 60 YDS.<br>07-21-975 HEAVY DUTY, DESK TYPE (PALLET).                                                                           | 80                 | Each        |               |       |       |                             |
|                  |                       | AS 3M C22                                                                                                                                                               |                    |             |               |       |       |                             |
|                  |                       | 14526 DISPENSER, TAPE, 1/2" HAND TYPE, STRONG<br>07-21-161 LIGHT PLASTIC FOR USE WITH APPROX. 1,296"<br>ROLLS OF 1/2" CELLULOSE TAPE                                    | 900                | Each        |               |       |       |                             |
|                  |                       | AS 3M 126; STANDARDS H-126; LEONARD 126                                                                                                                                 |                    |             |               |       |       |                             |
|                  |                       | 14527 DISPENSER CORE, 1" DIAMETER FOR<br>07-21-164 CELLOPHANE TAPE DISPENSER                                                                                            | 700                | Each        |               |       |       |                             |
|                  |                       | AS 3M C38 CORE; STANDARDS C-15-C38 CO                                                                                                                                   |                    |             |               |       |       |                             |
|                  |                       | 14528 DIVIDERS, LOOSE LEAF, A TO Z, 8 1/2" X 11",<br>07-21-173 32# SUBSTANCE. BUFF LEDGER STOCK,<br>PUNCHED WITH 5 HOLES FOR 2 OR 3 RING<br>BINDER, REINFORCED          | 1100               | Set         |               |       |       |                             |
|                  |                       | AS KLEERFAX 00125                                                                                                                                                       |                    |             |               |       |       |                             |
|                  |                       | 14529 DIVIDERS, LOOSE LEAF, A TO Z, 8 1/2" X 11",<br>07-21-173 RECYCLED 32# SUBSTANCE. BUFF LEDGER<br>STOCK, PUNCHED WITH 5 HOLES FOR 2 OR 3<br>RING BINDER, REINFORCED | 1100               | Set         |               |       |       |                             |
|                  |                       | AS KLEERFAX 11726<br>STATE % OF POST<br>CONSUMER: _____<br>STATE % OF PRE<br>CONSUMER: _____                                                                            |                    |             |               |       |       |                             |

**Company Name:**

| Group/<br>Seq No | Item/<br>Whse/<br>Qtd | Description                                                                                                                                                                                        | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-174        | 14530                 | DIVIDERS, NOTEBOOK, 1/5 CUT 8 1/2 X 11<br>THREE HOLE, ROUNDED CORNERS, CLEAR<br>TABS. 28# BUFF STOCK; TO INCLUDE INSERTS<br>REINFORCED BINDING EDGE (PALLET).                                      | 24000              | Set         |               |       |       |                             |
|                  |                       | AS KLEERFAX 05110                                                                                                                                                                                  |                    |             |               |       |       |                             |
| 07-21-174        | 14531                 | DIVIDERS, NOTEBOOK, 1/5 CUT 8 1/2 X 11<br>RECYCLED THREE HOLE, ROUNDED<br>CORNERS, CLEAR TABS. 28# BUFF STOCK; TO<br>INCLUDE INSERTS REINFORCED BINDING<br>EDGE.                                   | 24000              | Set         |               |       |       |                             |
|                  |                       | AS KLEERFAX                                                                                                                                                                                        |                    |             |               |       |       |                             |
|                  |                       | STATE % OF POST CONSUMER: _____                                                                                                                                                                    |                    |             |               |       |       |                             |
|                  |                       | STATE % OF PRE<br>CONSUMER: _____                                                                                                                                                                  |                    |             |               |       |       |                             |
| 07-21-179        | 14536                 | ENVELOPES, EXPANDING REINFORCED,<br>GUSSETS TAPE TIE, 10" X 15" X 3 1/2"                                                                                                                           | 200                | Each        |               |       |       |                             |
|                  |                       | EXPANSION W/FLAP REINFORCED ACROSS<br>THE ENTIRE FOLD TO PREVENT TEARING &<br>CRACKING, FRONT & BACK WITH SOLID GLUED<br>THICKNESS. HEAVY RED ROPE STOCK                                           |                    |             |               |       |       |                             |
|                  |                       | AS KLEERFAX 21056/1056E                                                                                                                                                                            |                    |             |               |       |       |                             |
| 07-21-179        | 14537                 | ENVELOPES, EXPANDING 10"X15"X3 1/2"                                                                                                                                                                | 200                | Each        |               |       |       |                             |
|                  |                       | RECYCLED REINFORCED, GUSSETS TAPE TIE,<br>EXPANSION W/FLAP REINFORCED ACROSS<br>THE ENTIRE FOLD TO PREVENT TEARING &<br>CRACKING, FRONT & BACK WITH SOLID GLUED<br>THICKNESS. HEAVY RED ROPE STOCK |                    |             |               |       |       |                             |
|                  |                       | AS KLEERFAX 21056; ESSELTE F1S56E                                                                                                                                                                  |                    |             |               |       |       |                             |
|                  |                       | STATE % OF POST CONSUMER: _____                                                                                                                                                                    |                    |             |               |       |       |                             |
|                  |                       | STATE % OF PRE CONSUMER: _____                                                                                                                                                                     |                    |             |               |       |       |                             |

## Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                                                                                                 | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 14565            | 07-21-222             | ERASERS, CAP, WEDGE SHAPED RUBBER<br>CAPS OF GOOD QUALITY RED ERASER<br>MATERIALS THAT WILL FIT OVER ANY PENCIL<br>OF STD. DIA. PKG. 1 GROSS PER BOX (PALLET).                                                                                              | 6000               | Gross       |               |       |       |                             |
|                  |                       | AS LEONARD 71541; STELLAR 13-064; SCHOOL<br>SMART 020754                                                                                                                                                                                                    |                    |             |               |       |       |                             |
| 14567            | 07-21-224             | ERASERS, OBLONG SHAPE, BOTH EDGES<br>BEVELED, SOFT PLIABLE PENCIL ERASER,<br>PKG. ONE DOZ. PER BOX, 1/2 GROSS PER<br>CARTON. QUOTE PRICE PER DOZ (PALLET).                                                                                                  | 7200               | Dozen       |               |       |       |                             |
|                  |                       | AS STANDARDS G-100                                                                                                                                                                                                                                          |                    |             |               |       |       |                             |
| 14572            | 07-21-242             | FASTENERS, STEEL, BRIGHT PLATED TO<br>PREVENT CORROSION; CORRUGATIONS IN<br>BOTH BASE & COMPRESSOR, SHALL CONSIST<br>OF A BASE W/TWO ATTACHED PRONGS, 2 3/4"<br>C TO C, 2" PRONG CAPACITY. BOXED 50 SETS<br>PER BOX.                                        | 150                | Box         |               |       |       |                             |
|                  |                       | AS ACCO 12992; LEONARD; STANDARD CF-2                                                                                                                                                                                                                       |                    |             |               |       |       |                             |
| 14573            | 07-21-248             | FASTENERS, PAPER, 1" SHANK, ROUND HEAD,<br>SOLID BRASS. SHANKS SHALL BE STIFF AND<br>SMOOTH & POINTS SHALL BE DESIGNED TO<br>PIERCE SEVERAL SHEETS OF PAPER WITHOUT,<br>AID OF A PUNCH. SHALL HAVE STRONG,<br>HEAVY HEADS. PKD. 100/BOX, 10<br>BOXES/CARTON | 150                | Carton      |               |       |       |                             |
|                  |                       | AS LEONARD 4RBP; STANDARDS CF-2;                                                                                                                                                                                                                            |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Qid | Description                                                                                                                                                                                                                                                     | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-245        | 14574                 | FASTENERS, PAPER, 1/2" SHANK ROUND HEAD, SOLID BRASS (CAPS) NOT BRASS PLATED. SHANKS SHALL BE STIFF & SMOOTH & POINTS SHALL BE DESIGNED TO PIERCE SEVERAL SHEETS OF PAPER WITHOUT AID OF A PUNCH. SHALL HAVE STRONG, HEAVY HEADS. PKD. 100/BOX, 10 BOXES/CARTON | 150                | Carton      |               |       |       |                             |
|                  |                       | AS LEONARD 2RBP; GENERAL 2RH                                                                                                                                                                                                                                    |                    |             |               |       |       |                             |
| 07-21-251        | 14575                 | FILE BOX 3" X 5", INDEX CARD, W/LIFT-OFF COVER, CONSTRUCTED OF 80 PT. HEAVY FIBER BOARD REINFORCED W/BINDERS CLOTH AND COVERED WITH BLACK AGATE PAPER SHALL HAVE STEEL FOLLOW BLOCK METAL LABEL HOLDER AND PULL                                                 | 80                 | Each        |               |       |       |                             |
|                  |                       | AS ESSELTE 40588                                                                                                                                                                                                                                                |                    |             |               |       |       |                             |
| 07-21-254        | 14576                 | FILE BOX 4" X 6", INDEX CARD, W/LIFT-OFF COVER, CONSTRUCTED OF 80 PT. HEAVY FIBER BOARD REINFORCED W/BINDERS CLOTH & COVERED WITH BLACK AGATE PAPER SHALL HAVE STEEL FOLLOW BLOCK WITH METAL LABEL HOLDER & PULL                                                | 90                 | Each        |               |       |       |                             |
|                  |                       | AS OXFORD ESSELTE 40589                                                                                                                                                                                                                                         |                    |             |               |       |       |                             |
| 07-21-257        | 14577                 | FILE BOX 5" X 8", INDEX CARD, W/LIFT-OFF COVER, CONSTRUCTED OF 80 PT. HEAVY FIBER BOARD REINFORCED W/BINDERS CLOTH AND COVERED WITH BLACK AGATE PAPER SHALL HAVE STEEL FOLLOW BLOCK METAL LABEL HOLDER AND PULL                                                 | 36                 | Each        |               |       |       |                             |
|                  |                       | AS ESSELTE F 40590                                                                                                                                                                                                                                              |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                       | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-----------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-177        | 14580                 | FILE, ENVELOPE POCKET, 9 1/2"X 14 3/4" WITH<br>3 1/2" EXPANSION RED FIBER GOSSETS | 600                | Each        |               |       |       |                             |

AS RED ROPE 1526E

14585 FOLDER INSERTS FOR 1/3 CUT FOLDERS, FOR  
07-21-301 COMMODITY # 14584, 100/BOX

150 Box

AS ESSELTE 343

14586 FOLDERS, FILE EXPANDING, 10"X15" A TO Z  
07-21-287 ACCORDION TYPE, MADE OF HEAVY BROWN  
KRAFT PAPER WITH HEAVY WEIGHT  
PARTITIONS & FLAP DOUBLE THICK ACROSS  
THE FOLD OF FLAP & CLOTH REINFORCED AT  
TOP OF GUSSET; EACH POCKET EXPANDS 7/8",  
21 POCKETS INDEXED

30 Each

AS KLEERFAX 18191

14587 FOLDERS, FILE 14 3/4" X 9 1/2", 1/3 CUT,  
07-21-290 MANILA, 11 PT. STOCK SINGLE PLY TOP. PKD.  
100/BOX. (PALLET)

300 Box

AS ESSELTE 371 - 1/3

\*SAMPLE REQUIRED\*

14588 FOLDERS, FILE 14 3/4" X 9 1/2", 1/3 CUT,  
07-21-290 MANILA, RECYCLED 11 PT. STOCK SINGLE PLY  
TOP. PKD. 100/BOX. (PALLET)

300 Box

AS ESSELTE

\*SAMPLE REQUIRED\*

STATE % OF POST CONSUMER: \_\_\_\_\_

STATE % OF PRE CONSUMER: \_\_\_\_\_



Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                        | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-293        | 14589                 | FOLDERS, FILE 11 3/4" X 9 1/2", 1/3 CUT,<br>MANILA, 11 PT. STOCK SINGLE PLY TOP. PKD.<br>100/BOX (PALLET)          | 8000               | Box         |               |       |       |                             |
|                  |                       | AS ESSELTE 370- 1/3                                                                                                |                    |             |               |       |       |                             |
|                  |                       | *SAMPLES REQUIRED*                                                                                                 |                    |             |               |       |       |                             |
| 07-21-293        | 14590                 | FOLDERS, FILE 11 3/4" X 9 1/2", 1/3 CUT,<br>MANILA, RECYCLED 11 PT. STOCK SINGLE PLY<br>TOP. PKD. 100/BOX (PALLET) | 8000               | Box         |               |       |       |                             |
|                  |                       | AS OXFORD/ESSELTE                                                                                                  |                    |             |               |       |       |                             |
|                  |                       | STATE % OF POST CONSUMER: _____                                                                                    |                    |             |               |       |       |                             |
|                  |                       | STATE % OF PRE CONSUMER: _____                                                                                     |                    |             |               |       |       |                             |
| 07-21-291        | 14591                 | FOLDERS, LEGAL SIZE, HANGING, WITHOUT<br>TABS. PKD. 25/BOX                                                         | 180                | Box         |               |       |       |                             |
|                  |                       | AS SMEAD 20H; ESSELTE 373- 1/5                                                                                     |                    |             |               |       |       |                             |
|                  |                       | *SAMPLES REQUIRED*                                                                                                 |                    |             |               |       |       |                             |
| 07-21-294        | 14592                 | FOLDERS, LETTER SIZE, HANGING WITHOUT<br>TABS. PKD. 25/BOX                                                         | 1500               | Box         |               |       |       |                             |
|                  |                       | AS SMEAD 10H (PALLET); ESSELTE 372- 1/5                                                                            |                    |             |               |       |       |                             |
|                  |                       | *SAMPLE REQUIRED*                                                                                                  |                    |             |               |       |       |                             |
| 07-21-288        | 14595                 | TABS, FOR HANGING FOLDERS. 25 TO BOX 1/5<br>CUT                                                                    | 240                | Box         |               |       |       |                             |
|                  |                       | AS OXFORD; KLEERFAX 02421; AMPAD                                                                                   |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Cld | Description                                                                                                                                  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-289        | 14596                 | TABS, FOR HANGING FOLDERS, 1/3 CUT CLEAR PLASTIC, BLANK WHITE INSERTS TO BE INCLUDED, 25 PER BOX                                             | 180                | Box         |               |       |       |                             |
|                  |                       | AS KLEERFAX 02431; ESSELTE F50M97200                                                                                                         |                    |             |               |       |       |                             |
| 07-21-330        | 14597                 | GLUE STICK .28 OZ., ODORLESS NONTOXIC LIPSTICK-STYLE APPLICATOR                                                                              | 18000              | Pkg         |               |       |       |                             |
|                  |                       | SPECIFY PACKAGING _____<br>SHELF LIFE _____<br>AP CERTIFIED (YES/NO) _____<br>WATER CONTENT _____                                            |                    |             |               |       |       |                             |
|                  |                       | AS: STATUS PLUS 67-473; DIXON PRANG 15083<br>*SAMPLE REQUIRED. VENDORS SHOULD SEND ONE PACKAGE TO BE TESTED.                                 |                    |             |               |       |       |                             |
| 07-21-604        | 14599                 | HIGHLIGHTER, EXTRA BRIGHT, FLOURESCENT YELLOW, FIBER CHISEL TIP, 4MM MEDIUM CHISEL TIP, CLIP CAP. PKG/12 (PALLET).                           | 7200               | Dozen       |               |       |       |                             |
|                  |                       | AS BIC BL11-YW; EMPHASIZER 7600XW                                                                                                            |                    |             |               |       |       |                             |
| 07-21-303        | 14602                 | TAB INSERTS FOR HANGING FOLDERS, WHITE, 100/PKG, 1/5 CUT                                                                                     | 150                | Pkg         |               |       |       |                             |
|                  |                       | AS OXFORD #242; KLEERFAX 01242                                                                                                               |                    |             |               |       |       |                             |
| 07-21-335        | 14604                 | INK, STAMP PAD, BLACK, 2 OZ. BOTTLE. PRODUCE CLEAN CUT, BRILLIANT COLORFUL IMPRESSIONS STOPPER TO HAVE A BRUSH ATTACHED FOR EASY APPLICATION | 300                | Each        |               |       |       |                             |
|                  |                       | AS CLASSIC 03002; STATUS PLUS 69-002                                                                                                         |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Wheel/<br>Old | Description                                                                                                                                          | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-338        | 14605                  | INK, STAMP PAD, BLUE, 2 OZ. BOTTLE.<br>PRODUCE CLEAN CUT, BRILLIANT COLORFUL<br>IMPRESSIONS STOPPER TO HAVE A BRUSH<br>ATTACHED FOR EASY APPLICATION | 200                | Each        |               |       |       |                             |
|                  |                        | AS CLASSIC 03102; STATUS PLUS 69-002                                                                                                                 |                    |             |               |       |       |                             |
| 03-00-044        | 572                    | Labels, blank, white, size 3 1/2" X 15/16", pin bar, 1<br>up continuous form, 5,000/box.                                                             | 100                | Box         |               |       |       |                             |
|                  |                        | As Nashua 10350-1; Z-Label #4013; MACO 42-451                                                                                                        |                    |             |               |       |       |                             |
| 07-21-374        | 14620                  | LABELS, SELF ADHESIVE, 3 UP, 33 LABELS PER<br>PAGE 100 PAGES PER BOX FOR XEROGRAPHY                                                                  | 700                | Box         |               |       |       |                             |
|                  |                        | AS MACO M-5351                                                                                                                                       |                    |             |               |       |       |                             |
| 03-00-030        | 571                    | Markers for melamine board, low odor, 4-color set,<br>chisel tip, dry erase                                                                          | 8400               | Set         |               |       |       |                             |
|                  |                        | *Only Sanford 80074 will be accepted at this time                                                                                                    |                    |             |               |       |       |                             |
| 07-21-835        | 14627                  | METER STICK, BRASS ENDS. SCALED IN<br>INCHES, DIVIDED IN 8THS. METRIC IN<br>MILLIMETERS HARD MAPLE, VARNISHED<br>(PALLET).                           | 900                | Each        |               |       |       |                             |
|                  |                        | AS ACME-WESTCOTT 10432                                                                                                                               |                    |             |               |       |       |                             |
| 07-21-401        | 14628                  | OPENER, LETTER, HEAVY GAUGE STEEL WITH<br>SHARP POINTS AND EDGES PLATED TO<br>PREVENT CORROSION. 9" LONG                                             | 72                 | Each        |               |       |       |                             |
|                  |                        | AS LEONARD 75002; GENERAL 175                                                                                                                        |                    |             |               |       |       |                             |
|                  |                        | *SAMPLE REQUIRED*                                                                                                                                    |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Ord | Description                                | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-423        | 14631                 | POST-IT NOTES, 2 X 1 1/2, PKG/12 (PALLET). | 4000               | Pkg         |               |       |       |                             |

AS 3M POST IT NOTES; HIGHLAND 6539; QUILL  
7382YW; UNIVERSAL 35662

\*SAMPLE REQUIRED\*

14632 POST-IT NOTES, 3" X 3", 3 Colors, PKG/12  
07-21-426 (PALLET).

AS 3M POST IT NOTES; HIGHLAND 6549; QUILL  
7384YW; UNIVERSAL 35668

\*SAMPLE REQUIRED\*

14633 POST-IT NOTES 3" X 5", PKG/12 (PALLET)

07-21-429

AS 3M POST IT NOTES; QUILL 7388YW;  
UNIVERSAL 35672

\*SAMPLE REQUIRED\*

42763 Privacy Partitions, sturdy cardboard, 14" X 42" for  
07-21-620 desk or table

State Color(s)

100 Case

Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Qtd | Description                                                                                                                                                                                                                                                                   | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-437        | 14634                 | SCRATCH PADS, 3" X 5" WHITE 16# SULPHITE BOND, SMOOTH TEXTURE TO ALLOW FOR PEN, PENCIL, OR TYPEWRITER USE. NARROW SIDE OF PAD SHALL BE FASTENED TO A STURDY CARDBOARD BACK BY A FLEXIBLE TYPE GLUE WHICH SHALL HOLD THE PAD FIRMLY TOGETHER. 100 SHEETS/PAD. PKD/12. (PALLET) | 300                | Pkg         |               |       |       |                             |

AS OFFICEMAX P30M97301; APC 3500

\*SAMPLE REQUIRED\*

|           |       |                                                                                                                                                                                                                                                                                          |     |     |  |  |  |  |
|-----------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|
| 07-21-437 | 14635 | SCRATCH PADS, 3" X 5", WHITE, 16# RECYCLED SULPHITE BOND, SMOOTH TEXTURE TO ALLOW FOR PEN, PENCIL, OR TYPEWRITER USE. NARROW SIDE OF PAD SHALL BE FASTENED TO A STURDY CARDBOARD BACK BY A FLEXIBLE TYPE GLUE WHICH SHALL HOLD THE PAD FIRMLY TOGETHER. 100 SHEETS/PAD. PKD/12. (PALLET) | 300 | Pkg |  |  |  |  |
|-----------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|

AS AMPAD

\*SAMPLE REQUIRED\*

STATE % OF POST

CONSUMER

STATE % OF PRE

CONSUMER

|           |       |                                                                                                                                                                                                                                                                                 |     |     |  |  |  |  |
|-----------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|
| 07-21-440 | 14636 | SCRATCH PADS, 4" X 6" WHITE, 16# SULPHITE BOND, SMOOTH TEXTURE TO ALLOW FOR PEN, PENCIL, OR TYPEWRITER USE. NARROW SIDE OF PAD SHALL BE FASTENED TO A STURDY CARDBOARD BACK BY A FLEXIBLE TYPE GLUE WHICH SHALL HOLD THE PAD FIRMLY TOGETHER. 100 SHEETS/PAD. PKD. 12. (PALLET) | 300 | Pkg |  |  |  |  |
|-----------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|

AS OFFICEMAX P30M97304; APC 4600

\*SAMPLE REQUIRED\*



Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                                                                                                                                                      | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-440        | 14637                 | SCRATCH PADS, 4" X 6", WHITE, 16# RECYCLED<br>SULPHITE BOND, SMOOTH TEXTURE TO<br>ALLOW FOR PEN, PEN- CIL, OR TYPEWRITER<br>USE. NARROW SIDE OF PAD SHALL BE<br>FASTENED TO A STURDY CARDBOARD BACK<br>BY A FLEXIBLE TYPE GLUE WHICH SHALL<br>HOLD THE PAD FIRMLY TOGETHER. 100<br>SHEETS/PAD. PKD. 12. (PALLET) | 300                | Pkg         |               |       |       |                             |
|                  |                       | AS AMPAD                                                                                                                                                                                                                                                                                                         |                    |             |               |       |       |                             |
|                  |                       | *SAMPLE REQUIRED*                                                                                                                                                                                                                                                                                                |                    |             |               |       |       |                             |
|                  |                       | STATE % OF POST                                                                                                                                                                                                                                                                                                  |                    |             |               |       |       |                             |
|                  |                       | CONSUMER                                                                                                                                                                                                                                                                                                         |                    |             |               |       |       |                             |
|                  |                       | STATE % OF PRE                                                                                                                                                                                                                                                                                                   |                    |             |               |       |       |                             |
|                  |                       | CONSUMER                                                                                                                                                                                                                                                                                                         |                    |             |               |       |       |                             |

|           |       |                                                                                                                                                                                                                                                                                                     |     |     |  |  |  |  |
|-----------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|
| 07-21-443 | 14638 | SCRATCH PADS, 5" X 8", WHITE, 16# SULPHITE<br>BOND, SMOOTH TEXTURE TO ALLOW FOR<br>PEN, PENCIL, OR TYPEWRITER USE. NARROW<br>SIDE OF PAD SHALL BE FASTENED TO A<br>STURDY CARDBOARD BACK BY A FLEXIBLE<br>TYPE GLUE WHICH SHALL HOLD THE PAD<br>FIRMLY TOGETHER. 100 SHEETS/PAD. PKD/12<br>(PALLET) | 150 | Pkg |  |  |  |  |
|-----------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|

AS APC 5800

\*SAMPLE REQUIRED\*

Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Qtd | Description                                                                                                                                                                                                                                                                                                  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-443        | 14639                 | SCRATCH PADS, 5" X 8", WHITE, 16# RECYCLED<br>SULPHITE BOND, SMOOTH TEXTURE TO<br>ALLOW FOR PEN, PENCIL, OR TYPEWRITER<br>USE. NARROW SIDE OF PAD SHALL BE<br>FASTENED TO A STURDY CARDBOARD BACK<br>BY A FLEXIBLE TYPE GLUE WHICH SHALL<br>HOLD THE PAD FIRMLY TOGETHER. 100<br>SHEETS/PAD. PKD/12 (PALLET) | 150                | Pkg         |               |       |       |                             |
|                  |                       | AS AMPAD                                                                                                                                                                                                                                                                                                     |                    |             |               |       |       |                             |
|                  |                       | *SAMPLE REQUIRED*                                                                                                                                                                                                                                                                                            |                    |             |               |       |       |                             |
|                  |                       | STATE % OF POST                                                                                                                                                                                                                                                                                              |                    |             |               |       |       |                             |
|                  |                       | CONSUMER                                                                                                                                                                                                                                                                                                     |                    |             |               |       |       |                             |
|                  |                       | STATE % OF PRE                                                                                                                                                                                                                                                                                               |                    |             |               |       |       |                             |
|                  |                       | CONSUMER                                                                                                                                                                                                                                                                                                     |                    |             |               |       |       |                             |

|           |       |                                                                                                                                                                                                                                                              |     |     |  |  |  |  |
|-----------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|--|--|
| 07-21-446 | 14640 | SCRATCH PADS, 8 1/2"X 11 3/4", WHITE, 16#<br>SULPHITE BOND SUB. CHIPBOARD BACK,<br>GUMMED AT TOP, RULED TWO SIDES,<br>PERFORATED SHEETS AT TOP, HEADSTRIP<br>STYLE PAD, WIRE STAPLED. 50 SHEETS/PAD.<br>PKD 12/PKG PADS SCRATCH 3" X 5", PKG/12<br>(PALLET). | 900 | Pkg |  |  |  |  |
|           |       | AS ROARING SPRINGS 74754; SCHOOL SMART<br>027433                                                                                                                                                                                                             |     |     |  |  |  |  |

\*SAMPLE REQUIRED\*

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14641 SCRATCH PADS, WHITE, 8 1/2"X 11", 16#  
07-21-446 RECYCLED SULPHITE BOND SUB. CHIPBOARD  
BACK, GUMMED AT TOP, RULED TWO SIDES,  
PERFORATED SHEETS AT TOP, WIRE  
STAPLED. 50 SHEETS/PAD. PKD 12/PKG

AS AMPAD 20-360

\*SAMPLE REQUIRED\*

STATE % OF POST CONSUMER: \_\_\_\_\_

STATE % OF PRE CONSUMER: \_\_\_\_\_

14642 PAD, STAMP, SILENT, LINT FREE, WITH  
07-21-457 MICRO-CELLULAR FOAM RUBBER SURFACE IN  
ALLOY CONTAINER, 2 3/4 X 4 1/4

360 Each

AS LEONARD 1RD; SCHOOL SMART FS-603-R

14643 PAD, STAMP, SILENT, LINT FREE, WITH  
07-21-459 MICRO-CELLULAR FOAM RUBBER SURFACE IN  
ALLOY CONTAINER, 3 1/4 X 6 1/4

180 Each

AS LEONARD 2RD; SCHOOL SMART FS-606-R

14644 PAD, STAMP, BLACK #1, 2 3/4"X 4 1/4",  
07-21-449 W/SPONGE PAD, COVERING OF FINE  
NAINSOOK & FOUR FELTS OF EVEN WGT.  
EVEN FIBRE AND THICKNESS, MAX INK  
CAP, SMOOTH RIGID NONABSORBENT OIL  
BOARD W/SPACEPERF. FOR SMOOTH ACTION  
& A SPONGY COMPOSITION BASE WHICH  
CANNOT WARPI/ABSORB INK. METAL OR  
PLASTIC BOX WITH HINGE COVER, INKED.

720 Each

AS AVERY 21381; LEONARD 2220; SCHOOL  
SMART FS-603-B

## Company Name:

| Group/<br>Seq No | Item/<br>Wheel/<br>Old | Description                                                                                                                                                                                                                                                                                                                                  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-452        | 14645                  | PAD, STAMP, BLACK #2, 2 3/4"X6 1/4"<br>W/SPONGE PAD, COVERING OF FINE<br>NAINSOOK & FOUR FELTS OF EVEN WGT.<br>EVEN FIBRE AND THICKNESS, MAX INK CAP.<br>SMOOTH RIGID NONABSORBENT OIL BOARD<br>W/ SPACEPERF. FOR SMOOTH ACTION & A<br>SPONGY COMPOSITION BASE WHICH CANNOT<br>WARP/ABSORB INK. METAL OR PLASTIC BOX<br>W/HINGE COVER, INKED | 300                | Each        |               |       |       |                             |
|                  |                        | AS AVERY 21082; LEONARD #2; SCHOOL<br>SMART FS-606-BLACK                                                                                                                                                                                                                                                                                     |                    |             |               |       |       |                             |
| 07-21-455        | 14646                  | PAD, STAMP, BLUE, #1 2 3/4" X 4 1/4"<br>W/SPONGE PAD, COVERING OF FINE<br>NAINSOOK & FOUR FELTS OF EVEN WGT.<br>EVEN FIBRE & THICKNESS, MAX INK CAP.<br>SMOOTH RIGID NONABSORBENT OIL BOARD<br>W/SPACEPERF. FOR SMOOTH ACTION & A<br>SPONGY COMPOSITION BASE WHICH CANNOT<br>WARP/ABSORB INK. METAL OR PLASTIC BOX<br>W/HINGE COVER, INKED   | 600                | Each        |               |       |       |                             |
|                  |                        | AS AVERY 21361; LEONARD 92215; SCHOOL<br>SMART FS-603-BLUE                                                                                                                                                                                                                                                                                   |                    |             |               |       |       |                             |
| 07-21-500        | 14651                  | PAPER, GRAPH, 10 SQUARES TO THE INCH 8<br>1/2" X 11", 100 SHEETS PER PACKAGE. BANDED                                                                                                                                                                                                                                                         | 250                | Pkg         |               |       |       |                             |
|                  |                        | AS WINDTREE 8121110100                                                                                                                                                                                                                                                                                                                       |                    |             |               |       |       |                             |
| 07-21-596        | 14661                  | PEN, BALL POINT, MEDIUM, BLUE<br>12/BOX (PALLET)<br>MIN WRITE OUT 8,000 FT                                                                                                                                                                                                                                                                   | 5400               | Dozen       |               |       |       |                             |
|                  |                        | STATE LENGTH OF WRITE OUT _____                                                                                                                                                                                                                                                                                                              |                    |             |               |       |       |                             |
|                  |                        | AS PAPERMATE 331; BIC<br>*SAMPLE REQUIRED (1 DOZ)*                                                                                                                                                                                                                                                                                           |                    |             |               |       |       |                             |

## Item Specification

Office and School Supplies

Bid No: 4087

From: 03/01/2020

11/19/2019

To:

02/28/2021

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Cycle No: 12

20705, 61500

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>QID | Description                                                                                                                                                                  | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-599        | 14662                 | PEN, BALL POINT, MEDIUM, RED<br>12/BOX (PALLET)<br>MIN WRITE OUT 8,000 FT<br><br>STATE LENGTH OF WRITE OUT _____<br><br>AS PAPERMATE 332; BIC<br>*SAMPLE REQUIRED (1 DOZ)*   | 3000               | Dozen       |               |       |       |                             |
| 07-21-600        | 14663                 | PEN, BALL POINT, MEDIUM, BLACK<br>12/BOX (PALLET)<br>MIN WRITE OUT 8,000 FT<br><br>STATE LENGTH OF WRITE OUT _____<br><br>AS PAPERMATE 333; BIC<br>*SAMPLE REQUIRED (1 DOZ)* | 7200               | Dozen       |               |       |       |                             |
| 08-31-280        | 14664                 | PEN, BALL POINT, FINE, BLUE<br>12/BOX (PALLET)<br>MIN WRITE OUT 10,000 FT<br><br>STATE LENGTH OF WRITE OUT _____<br><br>AS PAPERMATE 33611; BIC<br>*SAMPLE REQUIRED (1 DOZ)* | 2400               | Dozen       |               |       |       |                             |
| 08-31-283        | 14665                 | PEN, BALL POINT, FINE, RED<br>12/BOX (PALLET)<br>MIN WRITE OUT 10,000 FT<br><br>STATE LENGTH OF WRITE OUT _____<br><br>AS PAPERMATE 33711; BIC<br>*SAMPLE REQUIRED (1 DOZ)*  | 1200               | Dozen       |               |       |       |                             |

AS MUSGRAVE 510; GENERAL 1318; Leonard  
74505



## Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                              | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-617        | 14673                 | PENCILS, BLUE, THIN LEAD OF GOOD STRENGTH AND BRILLIANT PERMANENT COLORS. HEXAGON SHAPED, POLISHED OUTSIDE TO MATCH LEAD COLORS. BANDED/DOZ                                              | 120                | Dozen       |               |       |       |                             |
|                  |                       | AS LIQUI MARK 63173; MUSGRAVE .89                                                                                                                                                        |                    |             |               |       |       |                             |
| 07-21-617        | 14674                 | PENCILS, BLUE, THIN LEAD RECYCLED OF GOOD STRENGTH AND BRILLIANT PERMANENT COLORS. HEXAGON SHAPED, POLISHED OUTSIDE TO MATCH LEAD COLORS. BANDED/DOZ                                     | 120                | Dozen       |               |       |       |                             |
|                  |                       | AS MUSGRAVE 520; GENERAL 1303                                                                                                                                                            |                    |             |               |       |       |                             |
| 07-21-626        | 14675                 | PENCILS, #1, BLACK, COMMON, HEXAGONAL, YELLOW LACQUER, BRASS FERRULE, PINK ERASER, OVERALL LENGTH 7", POLISHED FINISH WITH DEGREE OF HARDNESS STAMPED THEREON. PKD 12/BOX, 12 BOXES/CTN  | 360                | Dozen       |               |       |       |                             |
|                  |                       | AS DIXON 12871                                                                                                                                                                           |                    |             |               |       |       |                             |
|                  |                       | *SEE DETAILED SPECIFICATIONS                                                                                                                                                             |                    |             |               |       |       |                             |
| 07-21-634        | 14676                 | PENCILS, #2, BLACK, VIRGIN, COMMON, HEXAGONAL, YELLOW LACQUER, BRASS FERRULE, PINK ERASER, OVERALL LENGTH 7" POLISHED FINISH WITH DEGREE OF HARDNESS STAMPED THEREON. 6 DOZ/PKG (PALLET) | 28000              | Pkg.        |               |       |       |                             |
|                  |                       | ONLY DIXON 12886 WILL BE ACCEPTED                                                                                                                                                        |                    |             |               |       |       |                             |
|                  |                       | *SEE DETAILED SPECIFICATIONS*                                                                                                                                                            |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

8400 Dozen

14678 PENCILS, #2 5/10, BLACK, COMMON  
07-21-632 HEXAGONAL, YELLOW LACQUER, BRASS  
FERRULE, PINK ERASER, OVERALL LENGTH 7",  
POLISHED FINISH WITH DEGREE OF  
HARDNESS STAMPED THEREON. PKD 12/BOX,  
12 BOXES/CTN

ONLY DIXON 12875 WILL BE ACCEPTED  
\*SEE DETAILED SPECIFICATIONS\*

480 Dozen

14680 PENCILS #3 BLACK, COMMON HEXAGONAL,  
07-21-635 VIRGIN, YELLOW LACQUER, BRASS FERRULE,  
PINK ERASER, OVERALL LENGTH 7", POLISHED  
FINISH WITH DEGREE OF HARDNESS  
STAMPED THEREON. PKD. 12/BOX, 12  
BOXES/CTN

DIXON 13883

\*SEE DETAILED SPECIFICATIONS\*

480 Dozen

14681 PENCILS #3 BLACK, RECYCLED COMMON  
07-21-635 HEXAGONAL, YELLOW LACQUER, BRASS  
FERRULE, PINK ERASER, OVERALL LENGTH 7",  
POLISHED FINISH WITH DEGREE OF  
HARDNESS STAMPED THEREON. PKD. 12/BOX,  
12 BOXES/CTN

AS DIXON ORIOLE

\*SEE DETAILED SPECIFICATIONS\*

96 Dozen

14682 PENCILS, DRAWING, H, HEXAGON SHAPED,  
07-21-641 GREEN CRACKLE FINISH, SCIENTIFICALLY  
GRADED, PRESSURE PROOFED FOR  
STRENGTH. PKD. 12/BOX

AS MUSGRAVE 1200-H; GENERAL #497

Company Name: \_\_\_\_\_

| Group/<br>Seq No   | Item/<br>Whse/<br>Ord | Description                                                                                                                          | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|--------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 14683<br>07-21-644 |                       | PENCILS, DRAWING, 2H, HEXAGON SHAPED,<br>GREEN CRACKLE FINISH, SCIENTIFICALLY<br>GRADED, PRESSURE PROOFED FOR<br>STRENGTH PKD 12/BOX | 60                 | Dozen       |               |       |       |                             |
|                    |                       | AS MUSGRAVE 1200-2H; GENERAL #497                                                                                                    |                    |             |               |       |       |                             |
| 14684<br>07-21-650 |                       | PENCILS, 4H, HEXAGON SHAPED, GREEN<br>CRACKLE FINISH, SCIENTIFICALLY GRADED,<br>PRESSURE PROOFED FOR STRENGTH PKD<br>12/BOX          | 240                | Dozen       |               |       |       |                             |
|                    |                       | AS MUSGRAVE 1200-4H; GENERAL #497                                                                                                    |                    |             |               |       |       |                             |
| 14685<br>07-21-653 |                       | PENCILS, DRAWING, 5H, HEXAGON SHAPED,<br>GREEN CRACKLE FINISH, SCIENTIFICALLY<br>GRADED, PRESSURE PROOFED FOR<br>STRENGTH PKD 12/BOX | 72                 | Dozen       |               |       |       |                             |
|                    |                       | AS MUSGRAVE 1200-5H; GENERAL #497                                                                                                    |                    |             |               |       |       |                             |
| 14686<br>07-21-656 |                       | PENCILS, DRAWING, 6H, HEXAGON SHAPED,<br>GREEN CRACKLE FINISH, SCIENTIFICALLY<br>GRADED, PRESSURE PROOFED FOR<br>STRENGTH PKD 12/BOX | 84                 | Dozen       |               |       |       |                             |
|                    |                       | AS MUSGRAVE 1200-6H; GENERAL #497                                                                                                    |                    |             |               |       |       |                             |
| 14687<br>07-21-665 |                       | PENCILS, DRAWING, F, HEXAGON SHAPED,<br>GREEN CRACKLE FINISH, SCIENTIFICALLY<br>GRADED, PRESSURE PROOFED FOR<br>STRENGTH PKD 12/BOX  | 60                 | Dozen       |               |       |       |                             |
|                    |                       | AS MUSGRAVE 1200-F; GENERAL #497                                                                                                     |                    |             |               |       |       |                             |

# Item Specification

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Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14693 PINS, STRAIGHT, STEEL, TRIPLE PLATED TO  
07-21-710 MAKE THEM RUST RESISTANT. GOOD  
PENETRATIVE QUALITY, SO PINS WILL NOT  
BEND OR BUCKLE. PACKAGED IN 1/2 LB BOXES  
#17

As: Leonard 83217

14695 PUNCH, PAPER TICKET, ONE HOLE ROUND 1/4"  
07-21-722 HOLES, MADE OF PRESSED STEEL WITH  
KNURLED HANDLES. TOTAL LENGTH OF  
PUNCH 4 5/16"

AS LEONARD 90001; STANDARDS G1

14699 PUNCH PAPER, HEAVY DUTY, PUNCHES UP TO  
07-21-728 50 SHEETS, COMES WITH 5 PUNCH HEADS.

AS SWINGLINE ACCO 74440

14701 REFILLS, CALENDAR, 5" X 8", GOOD QUALITY  
07-21-734 BOND PAPER WITH MOTTLED EDGES. SHEETS  
ARE LITHOGRAPHED IN RED AND BLACK. EACH  
DAY THE SHEET IS REMOVED CURRENT AND  
SUCCEEDING MONTHS PRINTED ON TOP OF  
PAGE AFFORDS IMMEDIATE DATE REFERENCE  
\*FOR CALENDAR YEAR 2013

AS KEITH CLARK/AAG #E458-50

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification ,<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-------------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-------------------------------|

14702 REFILLS, CALENDAR 5" X 8", RECYCLED GOOD  
07-21-734 QUALITY BOND PAPER WITH MOTTLED EDGES.  
SHEETS ARE LITHOGRAPHED IN RED AND  
BLACK. EACH DAY THE SHEET IS REMOVED  
CURRENT AND SUCCEEDING MONTHS  
PRINTED ON TOP OF PAGE AFFORDS  
IMMEDIATE DATE REFERENCE

AS KEITH CLARK/AAG #E458-50  
STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14703 REFILLS, APPOINTMENT CALENDAR APPROX. 3  
07-21-737 5/8" X 6", LEFT HAND PAGE RULED FOR HALF  
HOUR APPOINTMENTS FROM 8:00 A.M. TO 5:30  
P.M.

\*FOR CALENDAR YEAR 2016\*  
NEXT CALENDAR YEAR BECOMES AVAILABLE  
IN : \_\_\_\_\_ (month)

AS KEITH CLARK/AAG E717-50

14704 REFILLS, APPOINTMENT CALENDAR APPROX. 3  
07-21-737 5/8" X 6", RECYCLED LEFT HAND PAGE RULED  
FOR HALF HOUR APPOINTMENTS FROM 8:00  
A.M. TO 5:30 P.M.

AS KEITH CLARK/ AAG E717-50  
STATE % OF POST CONSUMER: \_\_\_\_\_  
STATE % OF PRE CONSUMER: \_\_\_\_\_

14705 REINFORCEMENTS, WHITE, SELF ADHESIVE,  
07-21-740 PKG. OF 200 PER BOX. 9/16" DIAMETER, 1/4"  
HOLE

As: Leonard 91200

## Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                         | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-818        | 14706                 | RUBBER BANDS #16-2 1/2"L X 1/16"W X 1/21"<br>THICK. SHALL BE FREE FROM FLAWS.<br>UNIFORM IN SIZE, STRENGTH AND<br>APPEARANCE. PREMIUM GRADE; PURE<br>RUBBER. PKD. 1/4#/BOX (PALLET) | 720                | Box         |               |       |       |                             |

ONLY ALLIANCE STERLING 24169

14707 RUBBER BANDS, #33-3 1/2"L X 1/8"W X 1/32"  
THICK. SHALL BE FREE FROM FLAWS.  
UNIFORM IN SIZE, STRENGTH AND  
APPEARANCE. PREMIUM GRADE, PURE  
RUBBER PKD 1/4#/BOX (PALLET)

1800 Box

ONLY ALLIANCE STERLING 24339

14708 RUBBER BANDS, #64-3 1/4"L X 1/4"W X 1/32"  
THICK. SHALL BE FREE FROM FLAWS.  
UNIFORM IN SIZE, STRENGTH AND  
APPEARANCE. PREMIUM GRADE, PURE  
RUBBER. PKD 1/4#/BOX (PALLET)

1000 Box

ONLY ALLIANCE STERLING 24649

14709 RUBBER FINGERS, GOOD QUALITY RUBBER,  
TO BE DURABLE AND HAVE GOOD GRIPPING  
POWER. MEDIUM SIZE APPROX. 11/16 DIA.  
LATEX RUBBER. PACKED ONE DOZEN PER BOX

96 Box

AS LEONARD 52072; OFFICEMATE OIC97816



## Company Name:

| Group/<br>Seq No                     | Item/<br>Whse/<br>Old | Description                                                                                                                                                     | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|--------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-830                            | 14710                 | RULERS, RIGID, 12", SINGLE EDGE WITH BRASS EDGE, SHALL BE MADE OF SELECTED MAPLE FINISHED WITH TWO COATS OF VARNISH, GLOSS FINISH. SCALED IN 16THS              | 2400               | Each        |               |       |       |                             |
| AS AAKRON 3703220                    |                       |                                                                                                                                                                 |                    |             |               |       |       |                             |
| 07-21-833                            | 14711                 | RULERS, RIGID, 18", SINGLE EDGE, WITH BRASS EDGE, SHALL BE MADE OF SELECTED MAPLE FINISHED WITH TWO COATS OF VARNISH, GLOSS FINISH. SCALED IN 16THS             | 600                | Each        |               |       |       |                             |
| AS AAKRON 101-18; ACME WESCOTT 05018 |                       |                                                                                                                                                                 |                    |             |               |       |       |                             |
| 07-21-834                            | 14712                 | RULERS, VINYL, PLASTIC, METRIC ONLY 30CM MILLIMETERS ON ONE SIDE, CENTIMETERS ON OTHER SIDE,<br>*10/PKG, WAREHOUSE UNIT OF ISSUE 1/EACH<br>*ONLY NASCO TB15939T | 400                | Each        |               |       |       |                             |
| 07-21-829                            | 14713                 | RULERS, 12" PLASTIC, MILLIMETERS ON ONE SIDE, 16TH INCHES ON THE OTHER<br>AS STANDARDS 16220                                                                    | 18000              | Each        |               |       |       |                             |
| 07-21-839                            | 14716                 | SHARPENER, PENCIL, RECEPTACLE IS NICKEL PLATED, STAND TO BE IN A SILVER GRAY FINISH<br>AS BOSTON HUNT KS 1031                                                   | 720                | Each        |               |       |       |                             |

Company Name:

| Group/<br>Seq No   | Item/<br>Whse/<br>Old | Description                                                                                       | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|--------------------|-----------------------|---------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 14718<br>07-21-841 |                       | SHEARS, STRAIGHT TRIMMERS, 6" POINTED,<br>NICKEL PLATED BLADES, HAVE STEEL SHARP<br>CUTTING EDGES | 5400               | Each        |               |       |       |                             |

AS ARMADA S811A; STATUS PLUS 26-109

\*SAMPLES REQUIRED\*

|                    |  |                                                                                                                              |      |      |  |  |  |  |
|--------------------|--|------------------------------------------------------------------------------------------------------------------------------|------|------|--|--|--|--|
| 14720<br>07-21-844 |  | SHEARS, OFFICE, 10" POINTED, NICKEL<br>PLATED BLADES, TO HAVE STEEL SHARP<br>CUTTING EDGES WITH TENSION ADJUSTMENT<br>DEVICE | 3600 | Each |  |  |  |  |
|--------------------|--|------------------------------------------------------------------------------------------------------------------------------|------|------|--|--|--|--|

AS FALCON FSS-9; FURST-METALL 631-9;  
ARMADA SN668/10

\*SAMPLES REQUIRED\*

|                    |  |                                                                                                                                                                                               |      |      |  |  |  |  |
|--------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|--|--|--|--|
| 14721<br>07-21-012 |  | SHEET PROTECTORS, NON-GLARE,<br>POLYPROPYLENE, SIZE 11"X 8 1/2", PUNCHED 3<br>HOLES TO FIT STD. RING BINDER, HEAVY<br>WEIGHT PACKED 50/BOX (PALLET DELIVERY)<br>MCPS DISTRIBUTES 5 BOXES/CASE | 1800 | Case |  |  |  |  |
|--------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|--|--|--|--|

AS C-LINE 62038

|                    |  |                                                                                                                 |    |      |  |  |  |  |
|--------------------|--|-----------------------------------------------------------------------------------------------------------------|----|------|--|--|--|--|
| 14726<br>07-21-870 |  | STANDS, CALENDAR DESK, 5" X 8" EQUIPPED<br>WITH RUBBER BUMPERS AND FRONT END<br>CURLED FOR A PEN OR PENCIL REST | 42 | Each |  |  |  |  |
|--------------------|--|-----------------------------------------------------------------------------------------------------------------|----|------|--|--|--|--|

AS KEITH CLARK/AAG E5800

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Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Qtd | Description                                                                                                                                    | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-873        | 14727                 | STANDS, CALENDAR, DESK, 3 5/8" X 6" BASE<br>OF HEAVY POLISHED PLASTIC WITH RUBBER<br>FEET                                                      | 30                 | Each        |               |       |       |                             |
|                  |                       | AS KEITH CLARKE/AAG E17-05; OFFICEMATE<br>21017                                                                                                |                    |             |               |       |       |                             |
| 07-21-876        | 14728                 | STAPLES, STANDARD #3, PREFORMED<br>MACHINE MADE FROM RUST RESISTANT<br>STEEL WIRE, STRIPS CONTAIN 210<br>PREFORMED STAPLES. PACKED 5M PER BOX. | 10000              | Box         |               |       |       |                             |
|                  |                       | As: Pyramid 3652393                                                                                                                            |                    |             |               |       |       |                             |
|                  |                       | *SAMPLE REQUIRED*                                                                                                                              |                    |             |               |       |       |                             |
| 07-21-882        | 14729                 | STAPLES, HEAVY DUTY 1/2" PACKED 1M PER<br>BOX                                                                                                  | 480                | Box         |               |       |       |                             |
|                  |                       | As: Bostich SB35-1/2-1M                                                                                                                        |                    |             |               |       |       |                             |
|                  |                       | *SAMPLE REQUIRED*                                                                                                                              |                    |             |               |       |       |                             |
| 07-21-894        | 14731                 | STAPLER, 7 1/2"L X 4" DEEP, PAPER FASTENER<br>OFFICE TYPE. BLACK FINISH, RUBBER PADS<br>OR FEET FOR DESK PROTECTION (PALLET)                   | 4200               | Each        |               |       |       |                             |
|                  |                       | AS SWINGLINE #444 01                                                                                                                           |                    |             |               |       |       |                             |
|                  |                       | *SAMPLE REQUIRED*                                                                                                                              |                    |             |               |       |       |                             |
| 07-21-900        | 14733                 | STAPLER, 6 3/8"L X 3" DEEP, PAPER<br>FASTENER, PLIER TYPE, GREY FINISH                                                                         | 840                | Each        |               |       |       |                             |
|                  |                       | AS SWINGLINE 09905; BOSTITCH 42100; BATES<br>210P                                                                                              |                    |             |               |       |       |                             |

## Item Specification

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Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                                                                                                                                            | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-906        | 14735                 | STAPLE REMOVER, SLIGHT PRESSURE OF FINGERS ON STAPLE REMOVER CLINCHES STAPLES QUICKLY, NEATLY, EASILY, PREVENTS DAMAGE TO PAPER                                                                                                                                                        | 1500               | Each        |               |       |       |                             |
|                  |                       | AS LEONARD 050; STANDARDS 32002                                                                                                                                                                                                                                                        |                    |             |               |       |       |                             |
| 07-21-270        | 14736                 | STORAGE FILE HOLDS LETTER OR LEGAL DOUBLE WALL CONSTRUCTION SIDES AND BOTTOM, TRIPLE WALL FRONT AND BACK. INSIDE DIM 12" W X 10"H X 15"D                                                                                                                                               | 420                | Each        |               |       |       |                             |
|                  |                       | AS FELLOWES FEL00725; BANKERS P500725<br>STATE RECYCLED %                                                                                                                                                                                                                              |                    |             |               |       |       |                             |
| 07-21-936        | 14740                 | TACKS THUMB, SOLID 3/8" HEAD, STEEL, NICKEL PLATED, LARGE SECURE HEADS, SHARP POINTS FOR EASY PENETRATION AND WITHDRAWAL. PKG 11/BOX. 1M/CTN                                                                                                                                           | 300                | Box         |               |       |       |                             |
|                  |                       | AS GENERAL TT-2; STATUS PLUS 53-044                                                                                                                                                                                                                                                    |                    |             |               |       |       |                             |
| 07-21-951        | 14744                 | TAPE, ADDING MACH. 2 9/32"W. WHITE SULPHITE PAPER STOCK WITH HARD FINISH, SMOOTH SURFACE PROVIDING CLEAR IMPRESSIONS & PREVENTING EXCESSIVE ABSORPTION OF RIBBON INK. PAPER FREE FROM FUZZ AND LINT. ROLLS TIGHTLY WOUND TO INSURE UNIFORM FEED. APPROX. 165'/ROLL. 100 ROLLS PER CASE | 100                | Roll        |               |       |       |                             |
|                  |                       | AS TOPS 7280; PAPER MFG 8677<br>* SAMPLE REQUIRED*                                                                                                                                                                                                                                     |                    |             |               |       |       |                             |

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| Group/<br>Seq No | Item/<br>Whse/<br>Qty | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>: Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-------------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-------------------------------|

14745 TAPE, ADDING MACH 3" WIDE, WHITE  
07-21-954 SULPHITE PAPER STOCK W/HARD FINISH,  
SMOOTH SURFACE PROVIDING CLEAR  
IMPRESSIONS & PREVENTING EXCESSIVE  
ABSORPTION OF RIBBON INK. PAPER FREE  
FROM FUZZ & LINT. ROLLS TIGHTLY WOUND  
TO INSURE UNIFORM FEED. APPROX.  
165'/ROLL, 50 ROLLS/CASE

AS TOPS 7284; PAPER MFG 07702; NASHUA  
\*SAMPLE REQUIRED\*

14748 TAPE, 1/2"X 1296", TRANSPARENT, CLEAR.  
07-21-962 SHALL HAVE HIGH TACK AND HIGH HOLDING  
POWER. ROLLS SHALL BE INDIVIDUALLY  
WRAPPED OR PACKAGED PER DOZEN (PALLET)  
AS 3M 600;

14749 TAPE, 3/4"X1296" TRANSPARENT, CLEAR.  
07-21-964 SHALL HAVE HIGH TACK AND HIGH HOLDING  
POWER. ROLLS SHALL BE INDIVIDUALLY  
WRAPPED OR PACKAGED PER DOZEN  
(PALLET)  
AS 3M 600

14752 TAPE, 1" X 60 YDS, MASKING MOISTURE  
07-21-969 PROOF, PRESSURE SENSITIVE, BULK PKG.  
(PALLET)  
\*SAMPLE REQUIRED\*  
AS SHUFORD CP66; 3M 2600-1

## Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description                                                                                                                                                          | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 14753            | 07-21-972             | TAPE, 2" X 60 YDS., MASKING MOISTURE PROOF, PRESSURE SENSITIVE, BULK PKG. (PALLET)<br>*SAMPLE REQUIRED*                                                              | 16000              | Roll        |               |       |       |                             |
|                  |                       | AS SHUFORD CP66-2; 3M 2600-2                                                                                                                                         |                    |             |               |       |       |                             |
| 14754            | 07-21-981             | TAPE, TRAFFIC, 1" X 36 YDS, YELLOW, PLASTIC, PRESSURE SENSITIVE                                                                                                      | 360                | Roll        |               |       |       |                             |
|                  |                       | AS SHUFORD 1117621                                                                                                                                                   |                    |             |               |       |       |                             |
| 14755            | 07-21-984             | TAPE, TRAFFIC, 2" X 36 YDS, YELLOW, PLASTIC, PRESSURE SENSITIVE                                                                                                      | 180                | Roll        |               |       |       |                             |
|                  |                       | AS SHUFORD 1117639                                                                                                                                                   |                    |             |               |       |       |                             |
| 14756            | 07-21-996             | TAPE, 1/16" X 600" ROLL CORRECTION, 1 LINE, CR16, SELF- ADHESIVE                                                                                                     | 600                | Roll        |               |       |       |                             |
|                  |                       | AS AVERY 30550; 3M 651                                                                                                                                               |                    |             |               |       |       |                             |
| 14759            | 07-21-999             | TAPE, 2/16" X 600" ROLL CORRECTION, 2 LINE, SELF-ADHESIVE                                                                                                            | 180                | Roll        |               |       |       |                             |
|                  |                       | AS AVERY 30551                                                                                                                                                       |                    |             |               |       |       |                             |
| 14761            | 07-21-993             | YARDSTICK, MADE OF SELECTED ROCK MAPLE. 3 COATS OF VARNISH, HAND RUBBED & POLISHED, BRASS COVERING ENDS, SCALED IN 1/8 YD ON ONE EDGE 1/8" ON OTHER EDGE, BOTH SIDES | 600                | Each        |               |       |       |                             |
|                  |                       | AS ACME/WESTCOTT R610B, R630B                                                                                                                                        |                    |             |               |       |       |                             |



## Company Name:

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

14762 ERASERS, BLACKBOARD, SPONGE RUBBER, 5"  
08-31-017 X 2" X 1 1/4" WITH HOLDERS

AS SCHOOL MATE 2100; STANDARDS CHA-5

14763 ERASERS, BLACKBOARD, WOOL FELT,  
08-31-020 DOUBLE SEWED WITH STURDY BACKS, 5" X 2"  
X 1 1/4"

AS SCHOOL MATE 2020; CHALKBUSTER 2010;  
Pyramid 1099241

14764 PENCILS, BEGINNER'S PRIMARY WRITING,  
08-31-096 ROUND BARREL, LARGE LEAD, WITH ERASER,  
13/32" (PALLET)

AS MUSGRAVE 500T  
\*SAMPLE REQUIRED\*\*

14765 PENCILS, ALTERNATE: BEGINNER'S, TRIANGLE  
08-31-098 SHAPED

AS MOON B21

14766 PENCILS, SECOND GRADE PRIMARY WRITING,  
08-31-101 ROUND, 11/32" DIAMETER, LARGE LEAD

AS GENERAL 909 ; MUSGRAVE 2020  
\*SAMPLE REQUIRED\*

14767 PORTFOLIOS, ASSORTED COLORS DOUBLE  
08-31-104 POCKET TWIN POCKETS ON INSIDE COVER,  
11" X 8 1/2", PACKED 25 PER BOX. (PALLET)

AS FILE-EZ 80125; ESSELTE 57513  
\*SAMPLE REQUIRED\*

| Group/<br>Seq No | Item/<br>Whse/<br>Old | Description | Quantity | Bid  | Unit | Price | Brand | Model | Specifications<br>Deviations |
|------------------|-----------------------|-------------|----------|------|------|-------|-------|-------|------------------------------|
|                  |                       |             | to Bid   | Unit |      |       |       |       |                              |

\*Only Sanford 80004 will be accepted at this time

Company Name:

| Group/<br>Seq No                                  | Item/<br>Whse/<br>Ord | Description                                                                                                                                    | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|---------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 03-00-108                                         | 27719                 | Markers for melamine board, low odor, chisel tip, dry erase, 12/Box, Purple                                                                    | 3000               | Box         |               |       |       |                             |
| *Only Sanford 80008 will be accepted at this time |                       |                                                                                                                                                |                    |             |               |       |       |                             |
| 07-21-480                                         | 28133                 | PUSH PINS, CLEAR PLASTIC, PKD. 100/BOX                                                                                                         | 1200               | Box         |               |       |       |                             |
|                                                   |                       | AS LABELON CPOA; LEONARD 200CL;<br>STANDARDS PP-CLR; Pyramid 1286202                                                                           |                    |             |               |       |       |                             |
| 07-21-978                                         | 28854                 | TAPE, SEALING, 2" CLEAR TAPE, 2" X 55 YD.                                                                                                      | 9600               | ROLL        |               |       |       |                             |
|                                                   |                       | AS CENTRAL NO. 720; SHURTAPE HP200;<br>PRIME TAC 405                                                                                           |                    |             |               |       |       |                             |
| 90-00-055                                         | 28857                 | LABELS FOR CONTINUOUS PRINTER, 3 7/8" W X 2 7/8" H, DIE CAST, FAN FOLDER IN PKGS. OF 1,000, PIN FEED, COLOR OF LABEL FLUORESCENT GREEN (STOCK) | 10                 | Box         |               |       |       |                             |
|                                                   |                       | AS VERNON LIBRARY SUPPLY NO. PLMCS43G;<br>ON TIME LABEL 4278FG                                                                                 |                    |             |               |       |       |                             |
| 07-21-380                                         | 29413                 | LABELS FOR BULK MAILINGS, CLEAR 1" DIAMETER, 480 PER PACK                                                                                      | 84                 | Pkg.        |               |       |       |                             |
|                                                   |                       | AS MACO #0S800; OFFICE DEPOT A5OD98778                                                                                                         |                    |             |               |       |       |                             |
| 90-21-995                                         | 29438                 | STRETCH WRAP, 15" WIDE, 80 GAUGE, 1500 FT. PER ROLL, 4 ROLLS PER CARTON                                                                        | 360                | Ctn         |               |       |       |                             |
|                                                   |                       | AS SIGMA CAST                                                                                                                                  |                    |             |               |       |       |                             |

## Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Wheel/<br>Old | Description                                                                | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|------------------------|----------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 29439            | 90-21-998              | STRETCH WRAP, 18" WIDE, 80 GAUGE, 1500 FT.<br>PER ROLL, 4 ROLLS PER CARTON | 96                 | Ctn         |               |       |       |                             |

AS SIGMA CAST

29556 CONTACT, TRANSPARENT, CLEAR, 18" X 60'  
08-31-390 PROTECTOR FILM (PALLET) 200 Roll

AS RUBBERMAID 9995; DECORA NORTH  
AMERICA 750 2037604

30878 SHARPENER, ELECTRIC, AUTO STOP,  
08-31-505 MULTIPLE DIAL SIZE FOR REGULAR AND  
CHILDREN'S THICK SIZE PENCILS, HEAVY DUTY  
MOTOR, AUTO-RESET MOTOR SHUT OFF,  
7"X4.44"X6.33"H, TWO YEAR WARRANTY  
(PALLET) 1700 Each

AS BOSTON HUNT 1670

34098 BOOKS, COMPOSITION GRADE 1  
07-21-272 9 3/4"X7 3/4" 720 Pkg.  
24 SHEETS, 12/PKG (PALLET)

\*ONLY ROARING SPRINGS 77901 WILL BE  
CONSIDERED AT THIS TIME

34099 BOOKS, COMPOSITION GRADE 2  
07-21-274 9 3/4"X7 3/4" 1200 Pkg.  
24 SHEETS, 12/PKG (PALLET)

\*ONLY ROARING SPRINGS 77902 WILL BE  
CONSIDERED AT THIS TIME

# Item Specification

Office and School Supplies

Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Whse/<br>Ord | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|------------------|-----------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

34406 CORRECTION FLUID FOR TYPING, PEN, FAX,  
 07-21-985 AND PHOTOCOPIERS, HIGH QUALITY SPONGE  
 BRUSH, DRIES FAST, DOES NOT SEPARATE,  
 WATER BASE, 12/PKG.

SHELF LIFE \_\_\_\_\_  
 EXPIRATION DATE \_\_\_\_\_  
 AS BIC WITE OUT, WATER BASE  
 \*SAMPLE REQUIRED\*

34793 GLUE STICK .28 OZ., ODORLESS NONTXIC  
 07-21-400 LIPSTICK-STYLE APPLICATOR  
 24/PKG

\*ONLY SAU99648 SAUNDERS WILL BE  
CONSIDERED AT THIS TIME.

34806 CD-RW Discs, spindle of 25  
 03-12-600 700MB

As TDK, VERBATIM 95155; Imation or equal

35126 PENCILS, #2 PRESSURE-BONDED CEDAR  
 07-21-640 WOOD BARREL FOR SUPERIOR POINT  
 STRENGTH AND FEWER SHARPENINGS,  
 DOZ/PKG

\*ONLY MIRADO BLACK WARRIOR, MEDIUM  
SOFT WILL BE CONSIDERED AT THIS TIME.

## Company Name: \_\_\_\_\_

| Group/<br>Seq No | Item/<br>Wheel/<br>Old | Description                                                                                    | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|------------------|------------------------|------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 03-12-660        | 35666                  | DVD-R RECORDABLE MEDIA DISC, 4.7GB, 120 MINUTES.                                               | 72                 | Pkg.        |               |       |       |                             |
|                  |                        | 50 SPINDLE PACK                                                                                |                    |             |               |       |       |                             |
|                  |                        | AS IMATION 17341; SONY; MEMOREX 32025619 OR EQUAL                                              |                    |             |               |       |       |                             |
| 08-31-240        | 36765                  | Paper, notebook, 10 1/2"x8", wide rule, 200 Sheets/Pkg                                         | 4800               | Pkg.        |               |       |       |                             |
|                  |                        | Roaring Spring 6150-W                                                                          |                    |             |               |       |       |                             |
| 03-12-640        | 36767                  | CD-R Disc, 700MB, 80 minutes, HUB printable, 50 spindle pack                                   | 12                 | Pkg.        |               |       |       |                             |
|                  |                        | Verbatim 94798                                                                                 |                    |             |               |       |       |                             |
| 07-21-420        | 36768                  | Post-It Self Stick Easel Pads, standard plain, 2/pkg, 24"Wx30"H, White                         | 2400               | Pkg.        |               |       |       |                             |
|                  |                        | 3M 559                                                                                         |                    |             |               |       |       |                             |
| 07-21-275        | 36812                  | Composition Journal, 100 sheets/200 pages, 12/pkg, Top of page is blank, bottom is wide ruled. | 840                | Pkg.        |               |       |       |                             |
|                  |                        | Mead 09920                                                                                     |                    |             |               |       |       |                             |
| 08-31-105        | 38283                  | PORTFOLIO, PLASTIC, POCKET FOLDER, ASST COLORS                                                 | 5000               | Box         |               |       |       |                             |
|                  |                        | 25/BOX                                                                                         |                    |             |               |       |       |                             |
|                  |                        | AS SCHOOL SMART 077666                                                                         |                    |             |               |       |       |                             |
| 08-31-600        | 38295                  | DRY ERASE STUDENT BOARD, 9" X 12", (MELAMINE, WHITE DRY ERASE BOARD), 10/PK                    | 3000               | Pkg.        |               |       |       |                             |
|                  |                        | AS SCHOOL SPECIALTY 1325120                                                                    |                    |             |               |       |       |                             |

**Company Name:** \_\_\_\_\_

| Group/<br>Seq No. | Item/<br>Whse/<br>Qtd. | Description | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|-------------------|------------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
|-------------------|------------------------|-------------|--------------------|-------------|---------------|-------|-------|-----------------------------|

39725 SHARPENER, ELECTRIC, PENCIL,  
08-31-520 HEAVY-DUTY, SUPER DUTY MOTOR, AUTO  
SHUT OFF, REPLACEABLE CUTTER SYSTEM,  
BRUSHED METAL SLEEVE, RUBBER END CAPS,  
6 SIZE SELECTOR DIAL

ONLY BOSTITCH EPS11HC IS ACCEPTED AT  
THIS TIME

39726 REPLACEMENT CUTTER CARTRIDGE FOR  
08-31-522 #39725, TOOL-FREE REPLACEMENT 350 Each

ONLY BOSTITCH EPS11-K IS ACCEPTED AT  
THIS TIME

39727 ALTERNATE PENCILS, #2, BLACK, VIRGIN,  
07-21-634 COMMON, HEXAGONAL, YELLOW LACQUER,  
BRASS FERRULE, PINK ERASER, OVERALL  
LENGTH 7" POLISHED FINISH WITH DEGREE OF  
HARDNESS STAMPED THEREON. 6 DOZ/PKG  
(PALLET). 30000 Pkg.

ONLY DIXON TICONDEROGA WILL BE  
ACCEPTED  
\*SEE DETAILED SPECIFICATIONS\*



Company Name: \_\_\_\_\_

| Group/<br>Seq No                                                   | Item/<br>Whse/<br>Qty                                    | Description                                                                                                                                                            | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|--------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 07-21-350                                                          | 39728                                                    | GLUE STICK, LARGE, .77 OZ., NONTOXIC<br>LIPSTICK-STYLE APPLICATOR                                                                                                      | 4800               | Pkg.        |               |       |       |                             |
| SPECIFY PACKAGING _____                                            |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| SHELF LIFE _____                                                   |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| AP CERTIFIED (YES/NO) _____                                        |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| WATER CONTENT _____                                                |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| AS: ELMER'S; DIXON 15155                                           |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| *SAMPLE REQUIRED. VENDORS SHOULD<br>SEND ONE PACKAGE TO BE TESTED. |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| 40130                                                              | PENS,                                                    | Multicolored Pack, Fine Point, Smear                                                                                                                                   | 3000               | Each        |               |       |       |                             |
| 07-21-608                                                          | Resistant,                                               | Colors Include: Black, Blue, Green,<br>Orange, Hot Pink, Purple, Red, Turquoise, Clover,<br>Coral, & Rose, Water Resistant, Acid-Free Nontoxic<br>Ink Formula, 12-pack |                    |             |               |       |       |                             |
| As: Sharpie 1802226                                                |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| 40743                                                              | PENCIL, ALTERNATE, #2, PRESHARPENED,                     |                                                                                                                                                                        | 4800               | Pkg.        |               |       |       |                             |
| 07-21-680                                                          | LATEX FREE ERASER, 100% FSC CERTIFIED<br>WOOD, 4 DOZ/PKG |                                                                                                                                                                        |                    |             |               |       |       |                             |
| *ONLY STAEDTLER 13247C48A6 WILL BE<br>ACCEPTED AT THIS TIME*       |                                                          |                                                                                                                                                                        |                    |             |               |       |       |                             |
| 41745                                                              | Magnetic Rubber Strip                                    | turns any surface into a<br>magnetic memo board and can be easily cut into<br>any desired size. Rubber strip is adhesive backed<br>and measures 1 in x 10 ft.          | 150                | Each        |               |       |       |                             |
| 07-21-965                                                          |                                                          | AS: School Smart, 084871                                                                                                                                               |                    |             |               |       |       |                             |

Company Name: \_\_\_\_\_

| Group/<br>Seq No                 | Item/<br>Whse/<br>Qld | Description                                                                                                                                                                                        | Quantity<br>to Bid | Bid<br>Unit | Unit<br>Price | Brand | Model | Specification<br>Deviations |
|----------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|-------|-------|-----------------------------|
| 41746                            | 08-31-022             | Whiteboard Eraser measuring 3 in x 5 in removes dry erase marker from whiteboards, also cleans permanent marker stains on whiteboards when used with water without sprays or cleaners. 2 per pack. | 500                | Pkg.        |               |       |       |                             |
| AS: School Specialty, 139640; 3M |                       |                                                                                                                                                                                                    |                    |             |               |       |       |                             |
| 41856                            | 90-21-997             | Tape, Sealing, Clear, Packing Tape, Prime Tac,                                                                                                                                                     | 4860               | Roll        |               |       |       |                             |
| ST64                             |                       |                                                                                                                                                                                                    |                    |             |               |       |       |                             |

207 Items    Sort Seq: Document Sequence No. within Group Number