

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
FAX (276) 634-4535



MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

MAY 2, 2014
REQUEST FOR PROPOSAL
RFP # 14-05153-A137
HENRY COUNTY PURCHASING DEPARTMENT

The County of Henry/Schools/PSA solicits firms to submit proposals for “Supply and Delivery of Office Supplies.” The original and five (5) submittals (FOR A TOTAL OF SIX (6) PROPOSALS), marked “Office Supplies” RFP #14-05153-A137 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, May 15, 2014, in the:

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted MUST be signed by an individual authorized to bind the offeror.

RFP #14-05153-A137

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for one (1) fiscal year starting July 1, 2014 and ending June 30, 2015. The County reserves the right to negotiate with awarded vendor for four (4) additional 1-year fiscal terms. Therefore, this contract could last until June 30, 2019. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact David Moore at dmoore@co.henry.va.us or 276-634-4670 for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 14-05153-A137

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-05153-A137** for **Supply and Delivery of Office Supplies to the County/Schools/PSA.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

**ALL HENRY COUNTY
DEPARTMENTS, PSA AND SCHOOLS
OFFICE SUPPLIES, 2014
Statement of Work**

INTRODUCTION:

For the past 15 years the County has narrowed its buying to a single vendor. The County has found this to be rewarding to the taxpayers as well as our using departments. Therefore, the County is now again seeking to buy the primarily used office supplies from one office supply vendor for the fiscal year 2014-2015, starting July 1, 2014 till June 30, 2015. For the purpose of this RFP and to verify pricing from vendors, the County has provided a quote sheet within this RFP of our frequently used items that the County is requesting pricing. These prices shall remain in effect throughout the length of the 1-year contract. Each year the vendor shall be allowed to adjust the pricing if needed and upon mutual agreement of both vendor and County.

TASKS AND PERFORMANCE:

The vendor shall have a history in supplying other counties in VA with a similar contract format as of the County of Henry. Also, the vendor shall have the ability to deliver to the requesting department or school **with no minimum** order and/or dollar amount required and **no delivery fee**. The vendor shall also provide a vendor catalog to all departments at no cost to the County each year. Failure to apply to these terms will reject vendor proposal.

The County expects that this contract will provide simpler means of acquiring office supplies and in return will be cost effective. The awarded vendor **shall only** accept orders placed by County departments that provide a Purchase Order Number or a Field Procurement Number. Invoice (s) shall be provided upon delivery of merchandise with proper order number (provided by County). Orders that are delivered without the order number on the invoice will be subject to refusal of merchandise. Vendor shall provide delivery of

merchandise ordered to the ordering department's office/school **within three (3)** county/school working days between the hours of 8:00am till 3:30pm. Furthermore, vendor may **NOT** drop off package/items at loading dock; each order shall be delivered to requesting department. If your company doesn't deliver directly to each department then you are asked **NOT** to submit a proposal. If a known backorder is at hand the vendor shall contact the proceeding department promptly within 24 hours. After determining the urgency, if any, of product needed, the County reserves the right to purchase the merchandise from another vendor. Consistent backorders will deem a letter of warning to awarded vendor and a possible withdraw from contract.

Failure to provide the stated needs, within the contract and of the County, will terminate the contract after a maximum of three (3) written warnings from the purchasing department.

VENDOR REQUIREMENTS:

The vendor shall provide a report of history in supplying other counties in VA with a similar contract format as of this contract. The vendor shall provide any supporting documentation that would qualify it as being an Office Supplier capable of providing all items that are on the quote sheet. **Vendors shall note that NO substitutes (suggested equal) will be accepted when quoting. SUBSTITUTES (suggested equal) for items on the quote sheet after the contract is awarded will not be allowed, unless approved by Purchasing.**

Vendor shall provide documentation on how delivery of merchandise, within three (3) days of the ordering department, will be accomplished (methodology). Vendor shall submit with this RFP a written plan of how it proposes to accomplish the goals set forth in this contract.

VENDOR RESPONSIBILITIES:

Upon award, the vendor shall deliver any items incorporated in that award or the vendor's catalog **within three (3) working days.** Deliveries shall be made to each county department and/or school with no minimum dollar or quantity amount required. Each order

shall be clearly marked with the ordering department's name and delivered to the ordering department with invoice attached indicating the county order number (PO/Field Procurement number) on the invoice.

MISCELLANEOUS:

Vendor Catalog (s):

- Vendor's Catalog for the one- (1) year term shall be the same catalog distributed to the vendor's other government customers.
- Modified catalog (s) will not be accepted.
- Any product, which is not listed on the original list of items, shall be purchased from the awarded vendor's catalog that does not exceed \$200 (catalog price before discount) for one item. Single items that exceed \$200 will be sent out for quotes and awarded to the vendor with lowest price.
- The County also reserves the right to purchase from other suppliers when the quantity exceeds five (5) each of the same item. However, this will be in effect only when a single item exceeds \$100 catalog price from the awarded vendor.
- *****NOTE*****The County reserves the right to seek additional quotes from other vendors when buying computer related items, for an example- jump drives and anything else related. In addition the County reserves the right to seek additional quotes for small electrical office items, for an example- electric pencil trimmer and anything else related.

Unit Prices:

- Unit prices shall prevail in all situations even if an error is made in the extension or totaling by the vendor.

Price Increases:

- The quoted unit and catalog price shall be fixed for the first contract year. However, if the County extends this contract for additional years, at that time any increases, if any, will be determined for the second year and must be tied to the Consumer Price Index (CPI). No mid-term increases will be accepted or allowed.

REQUIREMENTS TO BE SUBMITTED:

1. Written report (s) of history in supplying other counties in VA with a similar contract format as of this contract.
2. Any documentation providing your company's mission, purpose, and history.
3. Three (3) written references from other companies you currently provide business to. (Does not have to be Govt. office)
4. Documentation on how your company will deliver the requested products under the terms of this contract.
5. Indicate what discount (\$/%) (if any) will be offered to the County when purchasing from your catalog on items under \$200.00.
6. Complete all prices and unit of measures on the quote sheet provided. Attach separate sheet with substitutes as indicated.
7. Submit the original and five (5) identical copies of this entire RFP. Companies may be rejected if # of copies are not submitted at time of due date.
8. Any suggestions that may have been left out and/or comments on the requirements.

SELECTION OF PROPOSAL:

The County of Henry will evaluate all responsive proposals with a panel of five (5) county/school employees, to determine the responsible and suitable vendor on the basis of initial responses to provide the required services.

EVALUATION FACTORS:

When determining the vendor to be responsible and suitable, the following factors will be considered:

1. The ability of the vendor to provide references of prior contracts similar to this contract.
2. Whether the vendor can perform all required tasks promptly or without delay.
3. The character, integrity, reputation, judgment, experience and efficiency of the vendor.

4. The vendor providing information of its business background and history.
5. The amount of discount offered on catalog items under \$200.
6. Prices on list of items will be considered but will not be the sole determining factor in award of contract.

CHECKLIST FOR EVALUATION TEAM:

- 1). Written report of history in supplying other counties in VA with similar contract format?
- 2). Was documentation of company's mission, purpose, and history submitted?
- 3). Was three (3) references submitted?
- 4). Was documentation of methodology provided?
- 5). Did proposer submit the original and five (5) copies of proposal?
- 6). What was discount (%/\$) indicated?
- 7). Was the bid sheet complete and what was the overall total?

Office Supply Contract for RFP # A137
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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
AAG	E71750	CALENDAR, REFILL,BK STYLE,3.5 X 6	EA	
AAG	SK2400	CALENDAR,DESK PAD/WALL,BLK	EA	
ACC	72380	CLIPS, PAPER, #1 STANDARD,BX/100	BX	
ACC	72580	CLIPS, PAPER, JUMBO,BX/100	BX	
ACC	74020	PUNCH,3 HOLE,11 SHT CAP,BK	EA	
ACC	68CG	FILE, EXPAND. POCK., RED/WALLET, LTR 9 1/2 X 11 3/4	BX	
ACI	1100	STAPLER, PAPER PRO (ASSORTED COLORS)	EA	
ACM	41513	SCISSORS,BENT,8"GRAY	EA	
ALL	20195	3 1/2" X 1/16" RUBBER BAND, , SIZE 19, 1LB. BOX	BX	
ALL	24335	3 1/2" X 1/8" RUBBER BAND, , SIZE 33, 1LB. BOX	BX	
AMP	23115	BOOK,RECEIPT,MONEY,DUPLICATE,200 SETS/BK	EA	
AMP	23119	BOOK,RECEIPT,MONEY,TRIPLICATE,120 SETS/BK	EA	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
AMP	25007	NOTEBOOK,WIREBD,8.5X11,C RL,100 PG	EA	
AMP	00054	LEGAL PAD,MICRO-PERF,50/SHT/PD,8.5X14,WHITE	PK	
AMP	22213R	FOLDER,MANILA,SGL PLI,1/3 CUT,LGL	BX	
AVE	5160	LABEL,LASER,ADRS,1X2.625,30 /SHT	PK	
AVE	5162	LABELS	BX	
AVE	5163	LABELS	BX	
AVE	5203	LABEL, FILE FLDR.	BX	
AVE	5866	LABELS, AVERY	BX	
AVE	05201	FILE FOLDER LABELS 1/3 CUT, RED	BX	
AVE	05203	FILE FOLDER LABELS 1/3 CUT, GREEN	BX	
AVE	05204	FILE FOLDER LABELS 1/3 CUT, PURPLE	BX	
AVE	05205	FILE FOLDER LABELS 1/3 CUT, ORANGE	BX	
AVE	05209	FILE FOLDER LABELS 1/3 CUT, YELLOW	BX	
AVE	8163	2" X 4" WHITE SHIPPING LABELS	BX	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
AVE	8164	3 1/3" X 4" WHITE SHIPPING LABELS	BX	
AVE	8366	2/3" X 3 7/16" WHITE FILE FOLDER LABEL	BX	
AVE	8376	2" X 3 1/2" BUSINESS CARDS STOCK	PK	
AVE	8660	1" X 2 5/8" CLEAR EASY PEEL ADDRESS LABEL	BX	
AVE	11025	KEY TAGS, WHITE SPLIT RING, 50/PK	PK	
AVE	11110	INDEX, BINDER, 5 CLEAR TABS	BX	
AVE	11221	INDEX, BINDER, 5 CLEAR TABS, BIG TAB EXTRA WIDE	BX	
AVE	CI2135	INDEX,BINDER,5 COLORED TABS/ST	PK	
AVE	CI2135C	INDEX,BINDER,5 CLEAR TABS/ST	PK	
AVE	CI2138	INDEX,BINDER,8 COLORED TABS/ST	PK	
AVE	CI2138C	INDEX,BINDER,8 CLEAR TABS/ST	PK	
AVE	08802	BINDER,SLANTRING,11X8.5,4IN,W/LABEL HOLDER,BK	EA	
AVT	RR3700	DUST FREE	EA	
BIC	W0C12WE	CORRECTION, FLUID (WHITE-OUT)	EA	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
BIC	WOELP11	BIC CORRECTION TAPE	EA	
BOS	B3000BK	STAPLER,STANDARD,EXECUTIVE,FULL/STRIP,BLACK	EA	
BOS	SBS1914CP	STAPLE,STANDARD,CHISEL,5000/BX	BX	
BRO	TN-310B	BROTHER TN-310B BLACK TONER CARTRIDGE	EA	
BRO	TN-310C	BROTHER TN-310C CYAN TONER CARTRIDGE	EA	
BRO	TN-310M	BROTHER TN-310M MAGENTA TONER CARTRIDGE	EA	
BRO	TN-310Y	BROTHER TN-310Y YELLOW TONER CARTRIDGE	EA	
BRO	TN-650	BROTHER TN-650 TONER CARTRIDGE	EA	
BRO	TN-750	BROTHER TN-750 TONER CARTRIDGE	EA	
BRO	TZe231	TZ TAPE, P-TOUCH LAMINATING TAPE, BLACK PRINT ON WHITE	EA	
BSN	36550	CLIPS, BINDER, SMALL	BX	
BSN	36551	CLIPS,BINDER,MEDIUM	BX	
BSN	36552	CLIPS, BINDER, LARGE	BX	
BSN	37855	ENVELOPE, CLASP, 6X9	BX	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
BSN	42250	ENVELOPE,#10,BUSINESS SIZE,WHITE500/BX	BX	
BSN	36663	ENVELOPE,CLASP,9X12,KFT.B,28#,100/BX	BX	
BSN	366665	ENVELOPE,CLASP,10X13,KFT,28#,100/BX	BX	
BSN	36663	BUSINESS SOURCE 9 X 12 CLASP ENVELOPES	BX	
BUS SOU	36550	BINDER CLIPS, 3/4" SMALL	BX	
BUS SOU	36551	BINDER CLIPS, 1 1/4" MEDIUM	BX	
BUS SOU	36660	6" X 9" CLASP ENVELOPES	BX	
BUS SOU	36663	9" X 12" CLASP ENVELOPES	BX	
BUS SOU	42250	#10 REGULAR BUSINESS ENVELOPES, 500 BOX	BX	
CCS	26500	CD/DVD WIDOW ENVELOPES, 100/BX	BX	
CLI	62013	PROTECTOR,SHEET,TOPLD,HEAVY WT,LTR,CR	BX	
CLI	62037	PROTECTOR,SHEET,TOPLD,STD WT,LTR,CR	BX	
CLI	62038	PROTECTOR,SHEET,TOPLD,STD WT,LTR,NGLR	BX	
CLI	65001	LAMINATE SHEET,CLEAR ADHES,9X12,50/BX	BX	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
CRD	90300	ECONOMY BINDER WITH ROUND RINGS, 1/2" CAPACITY	EA	
CRD	90620	BINDER,RING,VIEW,11X8.5,1IN,BK	EA	
CRD	90621	BINDER,RING,VIEW,11X8.5,1IN,WE	EA	
CRD	90040	BINDER,RING,VIEW,11X8.5,1.5IN,BK	EA	
CRD	90631	BINDER,RING,VIEW,11X8.5,1.5IN,WE	EA	
CRD	90080	BINDER,RING,VIEW,11X8.5,2IN,BK	EA	
CRD	90641	BINDER,RING,VIEW,11X8.5,2IN,WE	EA	
CRD	90310	BINDER,RING,11X8.5,1IN,BK	EA	
CRD	90330	BINDER,RING,11X8.5,2IN,BK	EA	
CRD	90340	BINDR,RING,11X8.5,3IN,BK	EA	
CRD	XV832	BINDER,SLANTRING,11X8.5,4IN,BK	EA	
CRD	17811CB	BINDER,SLANTRING,VIEW,11X8.5,4IN,BK	EA	
DEF	CM11232	MAT,CHAIR,45X53,W/CLEATS,WIDE LIP	EA	
DPR	R5110	IBM TYPEWRITE RIBBON	EA	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
DPR	R5111	IBM TYPEWRITER CORRECTION RIBBON	EA	
DPS	R5110	RIBBON,TYPWRTR,COR FILM,FOR IBM WW	EA	
DPS	R5111	TAPE,CORRECTION,F/IBM WW 3 & 5	EA	
DYM	30252	LABEL, 1/18 X 3 1/2 ADDRESS	BX	
DYM	30323	LABEL, PRINTER 2 1/8X4" SHIPPING	BX	
DYM	47001	INK ROLLERS, 5PK.	PK	
EVE	ECR2032	BATTERY	EA	
EVE	EN91	BATTERIES, AA (24/PK)	PK	
EVE	EN92	BATTERIES, AAA (12/PK)	PK	
EVE	EL123APBP	3VOLT LITHIUM BATTERY	EA	
FEL	00311	FILE,STORAGE,DRAWER,12X10X24	EA	
FEL	00703	FILE,STORGE,ECONO,LID,LTR/LGL SIZE	EA	
FEL	00704	FILE,STORAGE,ECONO,LETTER	EA	
FEL	00705	FILE,STORAGE,ECONO,LEGAL	EA	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
FEL	95304	CD/DVD BINDER SHEETS, 10 SHEETS PER PACK	PK	
GLW	23732	CLASSIFIED FOLDERS, DARK BLUE (FOR VICE)	BX	
GLW	11334	FOLDER,MANILA,DBL PLI,1/3 CUT,LTR	BX	
GLW	23234	FOLDER,PRESSBD,1/3CUT,LTR,GY	BX	
GLW	16334	FOLDER,MANILA,DBL PLI,1/3 CUT,LGL	BX	
GLW	28234	FOLDER,PRESSBD,1/3CUT,LGL,GY	BX	
GW	23234	FOLDERS	BX	
HEW	51645A	PRINT CARTRIDGE, BLACK	EA	
HEW	C6578DN	PRINT CARTRIDGE, TRI-COLOR	EA	
HEW	C4127X	HP 27X (C4127X) BLACK LASERJET PRINT CARTRIDGE	EA	
HEW	CH563WN	HP 61XL BLACK INK CARTRIDGE	EA	
HEW	CH564WN	HP 61XL COLOR INK CARTRIDGE	EA	
HEW	CB335WN	HP 74 BLACK INK CARTRIDGE	EA	
HEW	CB337WN	HP 75 COLOR INK CARTRIDGE	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
HEW	C4182X	PRINT CARTRIDGE, LASERJET	EA	
HEW	CD975AN	HP 920XL BLACK INK CARTRIDGE	EA	
HEW	CD972AN	HP 920XL CYAN INK CARTRIDGE	EA	
HEW	CD973AN	HP 920XL MAGENTA INK CARTRIDGE	EA	
HEW	CD974AN	HP 920XL YELLOW INK CARTRIDGE	EA	
HEW	C8767WN	HP 96 BLACK INK CARTRIDGE	EA	
HEW	C9363WN	HP 97 COLOR INK CARTRIDGE	EA	
HEW	CB400A	HP CB400A - BLACK PRINTER CARTRIDGE	EA	
HEW	CB401A	HP CB401A - CYAN PRINTER CARTRIDGE	EA	
HEW	CB402A	HP CB402A - YELLOW PRINTER CARTRIDGE	EA	
HEW	CB403A	HP CB403A - MAGENTA PRINTER CARTRIDGE	EA	
HEW	CC364X	LASERJET CARTRIDGE	EA	
HEW	CE250A	HP CE 250A - BLACK LASERJET PRINT CARTRIDGE	EA	
HEW	CE251A	HP CE 251A - CYAN LASERJET PRINT CARTRIDGE	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
HEW	CE252A	HP CE 252A - YELLOW LASERJET PRINT CARTRIDGE	EA	
HEW	CE253A	HP CE 253A - MAGENTA LASERJET PRINT CARTRIDGE	EA	
HEW	CE310A	HP CE310A - BLACK LASERJET PRINT CARTRIDGE	EA	
HEW	CE311A	HP CE311A - CYAN LASERJET PRINT CARTRIDGE	EA	
HEW	CE312A	HP CE312A - YELLOW LASERJET PRINT CARTRIDGE	EA	
HEW	CE313A	HP CE313A - MAGENTA LASERJET PRINT CARTRIDGE	EA	
HEW	CE505A	LASERJET CARTRIDGE	EA	
HEW	CE505X	PRINT CARTRIDGE- BLACK	EA	
HEW	Q5949X	PRINT CARTRIDGE- BLACK	EA	
HPG	162008	PAPER,COPY,8.5X11,20#,WHITE	CA	
HPG	162016	PAPER,COPY,8.5X14,20#,WHITE	CA	
HPG	162024	PAPER,COPY,11X17,20#,WHITE	CA	
HPG	162032	PAPER,COPY,8.5X11,20#,3HP,WHITE	CA	
HUN	1031	SHARPENER,PENCIL,MANUAL	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
KON	TN-311	KONICA TN311 INK CARTRIDGE	EA	
LEX	1136433	TAPE,CORRECTION,F/IBM SEL 2,3 & 6	EA	
LEX	1299095	RIBBON,TYPWRTR,SEL 2,BK	EA	
MEI	01195	PROTECTOR,SHT,LTR,SUPER WT,NGLR50/BX	BX	
MMM	600121296	TAPE,TRANSPARENT,1/2"X1296	RL	
MMM	600341296	TAPE,TRANSPARENT,3/4"X1296	RL	
MMM	37106	TAPE,SEALING,2"X50M,CLR	RL	
MMM	37102TN	TAPE,SEALING,2"X50M,TN	RL	
MMM	6539YW	POST-IT,NOTE,HIGHLAND,1.5X2,YELLO	PK	
MMM	6549YW	POST-IT,NOTE,HIGHLAND,3X3,YELLOW	PK	
MMM	654YW	POST-IT,NOTE,3X3,YW,100/PD	PK	
MMM	6559YW	POST-IT,NOTE,HIGHLAND,3X5,YELLOW	PK	
MMM	660YW	POST-IT, NOTE 3M 4X6, LINED YELLOW	PK	
MMM	C38BK	DISPENSER,TAPE, DESK,BLACK	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
MMM	37106	PACKAGING TAPE	RL	
NB	57803	VISITORS REGISTER BOOK	EA	
NWL	04352	CLIP,PENCIL,12/BOX	BX	
OIC	21002	TRAY,DESK,LTR,STACK,BK	EA	
OIC	21001	TRAY,DESK,LTR,STACK,SKE	EA	
PAN	900091	RIBBON,CALCULATOR,UVSL	EA	
PAN	UG-3313	TONER CARTRIDGE, PANASONIC	EA	
PAN	UG-5520	TONER CARTRIDGE, PANASONIC	EA	
PAN	UG-5570	CARTRIDGE	EA	
PAP	33211	PEN,BALL POINT,MED,STICK,RED,12/BX	BX	
PAP	33311	PEN,BALL POINT,MED,STICK,BK,12/BX	BX	
PAP	33411	PEN,BALL POINT,MED,STICK,GN,12/BX	BX	
PAP	33611	PEN,BALL POINT,FINE,STICK,BE,12/BX	BX	
PAP	33711	PEN,BALL POINT,FINE,STICK,RED,12/BX	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
PAP	33811	PEN,BALL POINT,FINE,STICK,BK,12/BX	BX	
PEN	BK90-C	PEN, PENTEL R.S.V.P., BLUE, FINE	BX	
PEN	BK91-A	PEN, PENTEL R.S.V.P., BLK, MEDIUM	BX	
Pilot	31020	G2 RETRACTABLE GEL PEN, BLACK, FINE POINT	BX	
Pilot	77240	G2 PREMIUM GEL REFILLS, 2/PK	BX	
PM	8420152	FLAIR FELT TIP PEN, RED	BX	
PM	8440152	FLAIR FELT TIP PEN, GREEN	BX	
PM	8450152	FLAIR FELT TIP PEN, PURPLE	BX	
QRT	3200586	LAMINATING POUCH,LETTER SIZE,3 MIL,100/BX	BX	
QUA	CO545	#3 COIN ENVELOPES	BX	
QUA	63562	ENVELOPE, INTEROFFICE	BX	
QUA	69122	ENVELOPE, #10 SECURITY TINT	BX	
QUA	R1590	ENVELOPE, FIRST CLASS "TYVEK"10X13	BX	
QUA	43517	QUALITY PARK REDI-SEAL ENVELOPES	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
QUA	63561	INTER DEPT. ENVELOPES	BX	
RMP	12100	PAPR,CALCULATOR ROLL	RL	
SAN	25005	HILITER,MAJOR ACCENT, YELLOW	BX	
SAN	25006	HILITER,MAJOR ACCENT,FL.ORANGE	BX	
SAN	25027	HILITER,MAJOR ACCENT,AQUA	BX	
SAN	27005	HILITER,POCKET ACCENT, YELLOW	BX	
SAN	27006	HILITER,POCKET ACCENT,FL .ORANGE	BX	
SAN	27027	HILITER,POCKET ACCENT,AQUA	BX	
SAN	30001	MARKER,SHARPIE,FN,PERM,BK	BX	
SAN	30002	MARKER,SHARPIE,FN,PERM,RED	BX	
SAN	30003	MARKER,SHARPIE,FN,PERM,BL	BX	
SAN	60102	PEN, SANFORD UNI-BALL ROLLER, FINE, RED	BX	
SAN	81803	CLEANER, DRY ERASE	EA	
SAN	33921	UNI-BALL JETSTREAM ROLLERBALL PEN, BLACK NOIR	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
SAN	33923	UNI-BALL JETSTREAM ROLLERBALL PEN, RED	BX	
SAN	74396	UNI-BALL REFILLS - JETSTREAM - BLACK NOIR	BX	
SAU	SAU10017	ALUMINUM CLIPBOARDS, 1/2" CAPACITY, 9W X 1/2D X 13H	EA	
SAU	SAU11017	ALUMINUM CLIPBOARDS, 1" CAPACITY, 9W X 1D X 13H	EA	
SHAR	27009	HIGHLIGHTER, POCKET ACCENT, FL. PINK	BX	
SHAR	27026	HIGHLIGHTER, POCKET ACCENT, FL. GREEN	BX	
SHAR	39100	MARKER, SHARPIE, FINE POINT, SILVER METALLIC	BX	
SMD	10346	FOLDER,MANILA,SGL PLI,1/3 CUT,LTR	BX	
SMD	10734	FOLDER,KRAFT,DBL PLI,1/3 CUT,LTR	BX	
SMD	64077	FOLDER,HANGING,LTR,25/BX/STD GN	BX	
SMD	68210	FASTENERS, SMEAD, 100 SELF-ADHESIVE UPC#68210	BX	
SMD	64155	FOLDER,HANGING,LGL,25/BX/STD GN	BX	
SMD	68164	POCKETS, SMEAD, 6 X 4 VINYL SELF-ADHESIVE (68164)	BX	
SMD	13731	CLASSIFIED FOLDERS, RED	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
SMD	13732	CLASSIFIED FOLDERS, BLUE	BX	
SMD	13733	CLASSIFIED FOLDERS, GREEN	BX	
SMD	13734	CLASSIFIED FOLDERS, YELLOW	BX	
SWI	74701	STAPLER,DESK,FULL/STRIP,BK/WALNUT	EA	
SWI	35318	STAPLES, HEAVY DUTY S.F.13, 3/8"	BX	
SWING	35450	STAPLES, PROFESSIONAL PLUS SERIES, 5000/BX	BX	
TAB	58385	LABEL, FILE FLDR. PROTECTORS	BX	
TOMB	68620	MONO CORRECTION TAPE, ORIGINAL WHITE	EA	
TOMB	68684	CORRECTION TAPE	EA	
TOP	7532	LEGAL PAD,MICRO-PERF,50/SHT/PD,8.5X11,CANARY	PK	
TOP	7572	LEGAL PAD,MICRO-PERF,50/SHT/PD,8.5X14,CANARY	PK	
TOP	7533	LEGAL PAD,MICRO-PERF,50/SHT/PD,8.5X11,WHITE	PK	
TOP	7500	LEGAL PAD,MICRO-PERF,50/SHT/PD,5X8,WHITE	PK	
TOP	4003	BOOK,MESSAGE,WHILE YOU WERE OUT	PK	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
TOP	4109	TOPS RECEIPT BOOK	EA	
TOP	7533	LEGAL PADS	PK	
UNI	60610	PEN, UNIBALL XL MICRO ROLLER (ALL COLORS)	BX	
UNV	07051	MARKER,PERMANENT,CHISEL TIP,BK	BX	
UNV	07052	MARKER,PERMANENT,CHISEL TIP,RED	BX	
UNV	07053	MARKER,PERMANENT,CHISEL TIP,BL	BX	
UNV	00502	OPENER,LETTER,PRESTO	EA	
WEY	9510AS	PAPER,PRINTER,9.5X11,BLANK,20#,WE,2500/CTN	CA	
WJ	S3003R	RECORD BOOK	EA	
WLJ	S1657NCL	BOOK,RECEIPT,MONEY,TRIPLICATE,200 SETS/BK	EA	
XST	22111	X STAMPER REFILL INK, RED	EA	
ZEB	29210-6	F-402 BALL POINT PEN, BLACK, FINE POINT	BX	
ZEB	85512	F-REFILL, BLACK, FINE POINT	BX	

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