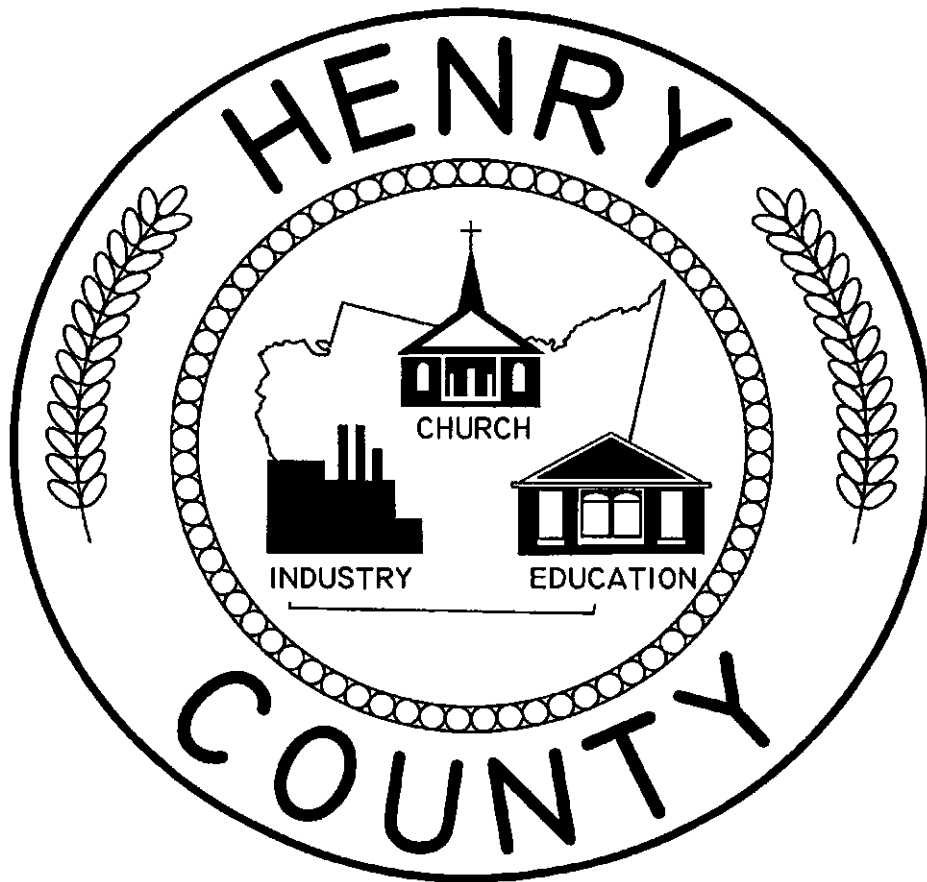


HENRY COUNTY VIRGINIA



SPECIFICATIONS and INVITATION for BIDS

BID NUMBER: 22-05193-3098

OPENING DATE: MAY 19, 2022 AT 3:00 PM (LOCAL PREVAILING TIME)

COMMODITY: INSTRUCTIONAL SCHOOL SUPPLIES
FOR HENRY COUNTY PUBLIC SCHOOLS

CAROLE JONES,
CHIEF PURCHASING
AGENT

COUNTY OF HENRY, VIRGINIA
PURCHASING DEPARTMENT
<http://www.henrycountyva.gov/>

INVITATION
FOR BIDS
#22-05193-3098

MAY 4, 2022

THE COUNTY OF HENRY SOLICITS FIRMS TO SUBMIT SEALED BIDS, SUBJECT TO THE SPECIFICATIONS AND CONDITIONS CONTAINED HEREIN AND ATTACHED HERETO FOR THE PURCHASE AND DELIVERY OF INSTRUCTIONAL SUPPLIES FOR HENRY COUNTY PUBLIC SCHOOLS. BIDS WILL BE RECEIVED IN A SEALED ENVELOPE UNTIL, BUT NOT LATER THAN, 3:00 P.M., LOCAL PREVAILING TIME, MAY 19, 2022, IN THE:

PURCHASING DEPARTMENT, ROOM 210

HENRY COUNTY ADMINISTRATION BUILDING

P.O. BOX 7, COLLINSVILLE, VA 24078 (POSTAL SERVICE) OR

3300 KINGS MOUNTAIN ROAD, MARTINSVILLE, VA 24112 (UPS OR FEDEX)

AND THEN PUBLICLY OPENED AND READ AT THE SAME OFFICE.

EACH BIDDER SHALL SUBMIT HIS BID IN A SEALED ENVELOPE AND MARK OUTSIDE OF ENVELOPE WITH COMPANY NAME, SUBJECT, BID NUMBER AND CLOSING DATE OF BID. THE COUNTY SHALL NOT ACCEPT ANY MONETARY MODIFICATIONS TO THE BID, WHICH ARE WRITTEN ON THE OUTSIDE OF BID ENVELOPE. FACSIMILE AND/OR ELECTRONIC BIDS WILL NOT BE ACCEPTED. BIDDERS MUST SIGN COLLUSION STATEMENT OR BID MAY BE REJECTED.

IF UNABLE TO BID, PLEASE SIGN AND RETURN THIS FORM, ADVISING REASON FOR NOT SUBMITTING A BID. OTHERWISE, YOUR NAME SHALL BE REMOVED FROM OUR BIDDERS LIST AFTER THREE (3) NON-RESPONSES.

ANY BID RECEIVED LATE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. IF THE COUNTY CLOSES ITS OFFICES DUE TO INCLEMENT WEATHER OR FOR OTHER REASONS, SCHEDULED BID OPENINGS WILL BE EXTENDED TO THE FIRST OPEN BUSINESS DAY AT THE SAME TIME, UNLESS AN ADDENDUM IS ISSUED THAT STATES OTHERWISE.

NOTHING HEREIN IS INTENDED TO EXCLUDE ANY RESPONSIBLE FIRM OR IN ANY WAY RESTRAIN OR RESTRICT COMPETITION. ON THE CONTRARY, ALL RESPONSIBLE FIRMS, SMALL, LOCAL, FAITH-BASED, WOMEN-OWNED AND MINORITY-OWNED (SWAM) ARE ENCOURAGED TO SUBMIT A BID. THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS, TO WAIVE INFORMALITIES AND TO AWARD TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER THAT WILL BE IN THE BEST INTEREST OF THE COUNTY. THE COUNTY RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS OR A SINGLE AWARD AS A RESULT OF THIS SOLICITATION.

ALL QUOTED PRICES SHALL REMAIN FIRM FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF BID OPENING. **UNIT PRICE/VENDOR WORK WRITE-UP SHALL PREVAIL IN CASE OF VENDOR ERROR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL LISA MILLNER AT 276-634-4721.**

WITHDRAWAL OF BID DUE TO ERROR

A BIDDER FOR A PUBLIC CONSTRUCTION CONTRACT, OTHER THAN A CONTRACT FOR CONSTRUCTION OR MAINTENANCE OF PUBLIC HIGHWAYS, MAY WITHDRAW HIS BID FROM CONSIDERATION IF THE BID PRICE WAS SUBSTANTIALLY LOWER THAN THE OTHER BIDS DUE SOLELY TO A MISTAKE THEREIN, PROVIDED THE BID WAS SUBMITTED IN GOOD FAITH, AND THE MISTAKE WAS A CLERICAL MISTAKE AS OPPOSED TO A JUDGMENT MISTAKE, AND WAS ACTUALLY DUE TO AN UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION OF A QUANTITY OF WORK, LABOR OR MATERIAL MADE DIRECTLY IN THE COMPILATION OF A BID, WHICH UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION CAN BE CLEARLY SHOWN BY OBJECTIVE EVIDENCE DRAWN FROM INSPECTION OF ORIGINAL WORK PAPERS, DOCUMENTS AND MATERIALS USED IN THE PREPARATION OF THE BID SOUGHT TO BE WITHDRAWN. THE BIDDER SHALL GIVE NOTICE IN WRITING OF HIS CLAIM OF RIGHT TO WITHDRAW HIS BID WITHIN TWO (2) BUSINESS DAYS AFTER THE CONCLUSION OF THE BID OPENING PROCEDURE, AND SHALL SUBMIT ORIGINAL WORK PAPERS WITH SUCH NOTICE.

IN COMPLIANCE WITH INVITATION FOR **BIDS #22-05193-3098**, AND SUBJECT TO ALL CONDITIONS THEREOF, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE QUOTED FOR EACH ITEM AND DELIVERED AS SPECIFIED.

MY SIGNATURE CERTIFIES THAT THE ACCOMPANYING BID IS NOT THE RESULT OF OR AFFECTED BY, ANY 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, 1950, AS AMENDED. FURTHERMORE, I UNDERSTAND THAT FRAUDULENT AND COLLUSIVE BIDDING IS A CRIME UNDER THE VIRGINIA GOVERNMENTAL FRAUDS ACT, THE VIRGINIA GOVERNMENT BID RIGGING ACT, THE VIRGINIA ANTITRUST ACT AND FEDERAL LAW AND CAN RESULT IN FINES, PRISON SENTENCES AND CIVIL DAMAGE AWARDS.

I AGREE TO ABIDE BY ALL CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

COMPANY NAME _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE _____

DATE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BIDDERS SHALL REFERENCE THE CONTRACTOR LICENSE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA 1950, AS AMENDED AND PROVIDE THE APPROPRIATE VIRGINIA CONTRACTOR NO., IF APPLICABLE BELOW.

LICENSED CLASS A VA CONTRACTOR NO. _____

LICENSED CLASS B VA CONTRACTOR NO. _____

LICENSED CLASS C VA CONTRACTOR NO. _____

**IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID
COUNTY OF HENRY, VIRGINIA PURCHASING DEPARTMENT
GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

1. SUBMISSION AND RECEIPT OF BIDS:

- (a) BIDS, TO RECEIVE CONSIDERATION, MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AND DATE OF OPENING AS DESIGNATED IN THE INVITATION.
- (b) UNLESS OTHERWISE SPECIFIED, BIDDERS MUST USE THE BID FORM FURNISHED BY THE COUNTY. FAILURE TO DO SO MAY CAUSE BID TO BE REJECTED. REMOVAL OF ANY PART OF THE BID FORM MAY INVALIDATE THE BID.
- (c) ALL BIDS SHALL BE EITHER TYPEWRITTEN OR FILLED IN WITH INK IN ORDER TO BE CONSIDERED. ALSO, ALL BIDS MUST BE SIGNED IN INK IN ORDER TO BE CONSIDERED. BIDS FILLED IN WITH PENCIL WILL BE REJECTED.
- (d) BIDS CONCERNING SEPARATE BID INVITATIONS, MUST NOT BE COMBINED ON THE SAME FORM OR PLACED IN THE SAME ENVELOPE. BIDS SUBMITTED IN VIOLATION OF THIS PROVISION MAY NOT BE CONSIDERED.

2. DELIVERY POINT:

ALL ITEMS SHALL BE DELIVERED F.O.B. DESTINATION, AND DELIVERY COSTS AND CHARGES INCLUDED IN THE BID PRICE.

3. BRAND NAMES:

UNLESS OTHERWISE PROVIDED IN THE INVITATION FOR BID, THE NAME OF A CERTAIN BRAND, MAKE OR MANUFACTURER DOES NOT RESTRICT BIDDERS TO THE SPECIFIC BRAND, MAKE OR MANUFACTURER NAMED; IT CONVEYS THE GENERAL STYLE, TYPE, CHARACTER, AND QUALITY OF THE ARTICLE DESIRED, AND ANY ARTICLE WHICH THE COUNTY IN ITS SOLE DISCRETION DETERMINES TO BE THE EQUAL OF THAT SPECIFIED, CONSIDERING QUALITY, WORKMANSHIP, ECONOMY OF OPERATION, AND SUITABILITY FOR THE PURPOSE INTENDED, SHALL BE ACCEPTED.

4. QUALITY:

ALL MATERIALS USED FOR THE MANUFACTURE OR CONSTRUCTION OF ANY SUPPLIES, MATERIALS, OR EQUIPMENT COVERED BY THIS BID SHALL BE NEW. THE ITEMS BID MUST BE NEW, THE LATEST MODEL, THE BEST QUALITY, AND THE HIGHEST GRADE WORKMANSHIP.

5. CODE OF VA CHAPTER 43 TITLE 2.2-4311: EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED; REQUIRED CONTRACT PROVISIONS. SEE VA CODE FOR DETAILED INFORMATION.

GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

6. **BASIS FOR REJECTIONS AND AWARD:**
THE COUNTY OF HENRY RESERVES THE RIGHT TO ACCEPT OR REJECT ALL BIDS OR PARTS OF BIDS, TO WAIVE INFORMALITIES AND TECHNICALITIES, AND TO REQUEST REBIDS. THE COUNTY ALSO RESERVES THE RIGHT TO AWARD THE CONTRACT ON SUCH MATERIAL THE COUNTY DEEMS WILL BEST SERVE ITS INTEREST. THE AWARD WILL BE MADE AND POSTED IN THE COUNTY/PSA PURCHASING OFFICE TO THE LOWEST RESPONSIBLE BIDDER WITH THE LOWEST RESPONSIVE BID WHICH IS IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THE BID AND IS IN CONFORMANCE WITH THE CODE OF THE COUNTY OF HENRY AND THE CODE OF VIRGINIA.

7. **INTERPRETATION OF BID AND ADDENDUM:**
IF ANY PARTY CONTEMPLATING THE SUBMISSION OF A BID ON THIS INVITATION IS IN DOUBT AS THE TRUE MEANING OF ANY PART OF THE BID, THEY SHOULD CONTACT **LISA MILLNER AT 276-634-4721**. ANY RESULTING CHANGE TO THE BID INVITATION DOCUMENT WILL BE MADE ONLY BY WRITTEN ADDENDUM DULY ISSUED TO EACH PARTY RECEIVING A BID INVITATION. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY CHANGES EXCEPT AS NOTED THROUGH A WRITTEN ADDENDUM OR SO STATED BY CHIEF PURCHASING AGENT FOR HENRY COUNTY. ALL ADDENDUMS MUST BE SIGNED AND RETURNED WITH YOUR BID AND ANY ADDENDUM THAT AFFECTS PRICE, QUALITY, QUANTITY OR DELIVERY SCHEDULE, THAT IS NOT RETURNED, WILL BE REJECTED.

8. **RIGHT TO NEGOTIATION:**
IF A BID FROM THE LOWEST RESPONSIBLE BIDDER EXCEEDS THE FUNDS AVAILABLE FOR SERVICES AND/OR MATERIALS REQUESTED, THE COUNTY OF HENRY RESERVES THE RIGHT TO NEGOTIATE. SUCH NEGOTIATIONS WITH THE LOWEST RESPONSIBLE BIDDER MAY INVOLVE DISCUSSION OF REDUCTION OF QUALITY, QUANTITY OR OTHER COST SAVING MECHANISMS.

9. **REGISTERED SEX OFFENDER:**
THE CONTRACTOR SHALL NOT SEND ANY EMPLOYEE OR AGENT WHO IS A REGISTERED SEX OFFENDER TO ANY SCHOOL BUILDING OR SCHOOL PROPERTY. QUARTERLY, THE CONTRACTOR SHALL CHECK THE REGISTRY TO DETERMINE IF THE EMPLOYEE IS REGISTERED.

10. **PIGGY BACK CLAUSE:** ACCORDING TO THE STATE OF VA PUBLIC PROCUREMENT ACT ANY OTHER STATE, LOCAL OR GOVERNMENT AGENCY MAY USE THIS BID AS A BASIS FOR PROCURING SUCH ITEMS.

11. **ADDITIONAL PRODUCTS/SERVICES:** THE COUNTY/PSA RESERVES THE RIGHT TO BUY/HIRE FOR ADDITIONAL PRODUCTS/SERVICES OF SIMILARITY FROM AWARDED VENDOR OF THIS CONTRACT WITHOUT GOING THROUGH THE BIDDING PROCESS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE NOTICE OF AWARD FROM THIS CONTRACT, UNLESS STATED OTHERWISE WITHIN THIS BID.

12. **BONDS:**

A. **BID BOND- (BID GUARANTEE):**

THIS PROJECT **SHALL NOT** REQUIRE A BID BOND TO ACCOMPANY THE BID.

WHEN SUBMITTING A BID BOND TO THE COUNTY/PSA, THE VENDOR SHALL DO SO BY SUBMITTING A BOND UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

B. **PERFORMANCE BOND AND PAYMENT BOND:**

AFTER AWARD OF CONTRACT, FOR ALL PROJECTS VALUED AT \$100,000 OR MORE, VENDOR SHALL EXECUTE AND SUBMIT BOTH A PERFORMANCE BOND AND A PAYMENT BOND PRIOR TO START OF WORK. EACH BOND SHALL BE CONDITIONED UPON FULL AND COMPLETE PERFORMANCE OF THE CONTRACT, UNDERWRITTEN BY A SURETY COMPANY WHICH IS LEGALLY AUTHORIZED TO DO BUSINESS IN VIRGINIA AND IN THE AMOUNT OF 100% OF THE CONTRACT.

13. **LIQUIDATED DAMAGES:**

LIQUIDATED DAMAGES **SHALL NOT** APPLY TO THIS BID.

14. **ILLEGAL ALIENS:**

VENDOR PROMISES THEY WILL NOT HIRE ILLEGAL ALIENS. BY SIGNING THIS BID DOCUMENT THE VENDOR CONFIRMS THIS PROMISE.

15. **PERMITS/LICENSES:**

VENDORS SHALL BE RESPONSIBLE FOR ACQUIRING ALL THE PROPER PERMITS/LICENSES REQUIRED BY LOCAL AND STATE AUTHORITIES IN CONJUNCTION WITH THIS BID. BID PRICES SHALL INCLUDE THESE FEES AND NO ADDITIONAL COST ARE TO BE ASSESSED TO THE COUNTY/PSA. BIDDER'S ATTENTION IS DIRECTED TO THE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA PERTAINING TO REGISTRATION OF CONTRACTORS. (IF APPLICABLE)

SINCE BECOMING EFFECTIVE ON JULY 1, 2007, HENRY COUNTY HAS REQUIRED ALL VENDORS TO ABIDE BY THE FOLLOWING LEGISLATION.

CODE OF VA § 22.1 - 296.1

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 VIOLENT FELONY SET FORTH IN THE DEFINITION OF BARRIER CRIME IN SUBSECTION A OF § 19.2 - 392.02; ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD; OR ANY CRIME OF MORAL TURPITUDE. 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 LEGISLATION CODE OF VA § 22.1 - 296.1.

_____ 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 **BID #22-05193-3098 for THE PURCHASE AND DELIVERY OF INSTRUCTIONAL SUPPLIES FOR HENRY COUNTY PUBLIC SCHOOLS.**

_____ 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 # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

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

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

**2022-2023 K-12 Instructional Supplies Bid
SPECIFICATIONS**

1. All instructional supplies in the BID, quoted on by vendors, must meet the following criteria:
 - a. Non-Toxic: Both Federal and Commonwealth of Virginia Laws require that all instructional supplies used in certain grade levels of schools must comply with ASTM D-4236 and be properly labeled in accordance with this standard.
 - b. All products provided by vendor shall bear CP, AP, and HL (non-toxic) seals. Vendor must show written evidence of compliance with safety standard **ASTM D-4236** if AP or CP seal is not present on item or product packaging.
 - c. Vendor must state that his products have been properly tested and do comply with ASTM D-4236.
 - d. Chronic Hazard and Precautionary Statements shall be listed on the product.
 - e. Instructional supplies contained in this bid must conform to the Code of Virginia. Section 22.1-274.1, "Criteria to identify toxic art materials; labeling; use in certain grades prohibited," and to ASTM D-4236. Proof of ASTM D-4236 conformance must accompany each instructional supply ordered.
2. Please list **brand** name beside price quotes for **comparable** items. Price will not always be the determining factor unless vendor bids on the EXACT items. However, where there were no specific requirements/brand the school system reserves the right to choose between best value factors on brands indicated as substitutes. **Please note that Crayola is standardized in the Henry County Public Schools (no substitutions).**
3. Cost must be quoted **per individual item unit unless specifically stated** as per dozen, per gross, etc. Cost of individual items must be quoted to the nearest whole cent.
4. All items purchased are to be shipped best way, FOB destination to various locations (elementary schools, middle schools, high schools, and the Henry County Public School Board Office), in accordance with individual orders issued to the vendors. **Bid cost must include all shipping, handling, processing, and delivery charges with no minimum delivery requirement per any location.** If a vendor has a **minimum delivery requirement then the bid will NOT be considered.**
5. Items shipped to individual schools must be delivered between the hours of **8:30 A.M. and 3:30 P.M., Monday through Thursday (except holidays).** All items to be shipped on a "placed in building" basis (Note: School may provide help with unloading when necessary). ****NO backorders will be accepted**.**
6. Purchase orders will be issued to successful vendors approximately mid June or 2nd week of July (depending on available funds). **Delivery of all items is expected by or before August 5, 2022.** If delivery and invoicing of any item(s) cannot meet delivery date of mid-August 2022, vendors are responsible for specifying this in the bid package submitted, and may not be considered.
7. Vendor shall **use the following BID sheets only** that is provided with all required spaces filled in. An incomplete BID sheet may disqualify vendor.
8. ****NOTE** Vendor shall indicate on Bid Sheets by each item (YES or NO) that vendor is compliant to exactly the specified item. If this space is left blank by vendor then vendor may not be considered.**
9. **Vendors shall note that when signing this Bid, that you agree that you have bid on exact items listed and will replace, if found not true, all items with correct item at the entire expense of vendor.**

VENDOR BID SHEET

BID # 22-05193-3098

HENRY COUNTY PUBLIC SCHOOLS INSTRUCTIONAL SUPPLIES BID REQUEST

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1200	BULLETIN BOARD BORDERS, SCALLOPED, 1-1/4"X50', BLUE	PK	27		
	1201	BULLETIN BOARD BORDERS, SCALLOPED, 1-1/4"X50', GREEN	PK	14		
	1202	BULLETIN BOARD BORDERS, SCALLOPED, 1-1/3"X50', ORANGE	PK	12		
	1203	BULLETIN BOARD BORDERS, SCALLOPED, 1-1/4"X50', RED	PK	21		
	1204	BULLETIN BOARD BORDERS, SCALLOPED, 1-1/4"X50', WHITE	PK	35		
	1205	BULLETIN BOARD BORDERS, SCALLOPED, 1-1/4"X5', YELLOW	PK	26		
	1206	BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', BLACK	RL	4		
	1207	BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', BROWN	RL	2		
	1208	BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', GRAY	RL	2		
	1209	'BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', GREEN	RL	2		
	1210	BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', ORANGE	RL	5		
	1211	BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', PINK	RL	5		
	1212	BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', RED	RL	6		
	1214	BULLETIN BOARD PAPER, FADE RESISTANT, 50LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', SKY BLUE	RL	6		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1216	'BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', WHITE	RL	11		
	1217	'BULLETIN BOARD PAPER, FADE RESISTANT, 50 LB., 1 SIDE SMOOTH, 1 SIDE TOOTHY, 36"X1000', YELLOW	RL	5		
	1225	PAPER CHERRY/DARK PINK, 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	41		
	1226	PAPER LIGHT GREEN, 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	55		
	1227	PAPER LIGHT BLUE, 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	65		
	1228	PAPER SALMON 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	41		
	1229	PAPER CANARY/YELLOW, 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	85		
	1230	PAPER GOLDENROD 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	39		
	1231	PAPER DARK GREEN 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	17		
	1232	PAPER PURPLE 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	40		
	1233	PAPER RED 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	25		
	1234	PAPER PINK 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	52		
	1235	PAPER ORANGE 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	39		
	1236	PAPER LAVENDER 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	63		
	1237	PAPER BLUE 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	26		
	1238	PAPER GREEN 8.5 X 11, 20LB, 500 SHEETS/REAM/PK	PK	21		
	1239	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., BLACK	PK	65		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1240	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., BROWN	PK	50		
	1241	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., GRAY	PK	49		
	1242	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., GREEN	PK	57		
	1243	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., LIGHT BLUE	PK	61		
	1244	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., ORANGE	PK	62		
	1245	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., PINK	PK	64		
	1246	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., RED	PK	63		
	1247	PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., ROYAL BLUE	PK	64		
	1248	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80LB., 50 SHEETS/PKG., VIOLET	PK	52		
	1249	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., WHITE	PK	123		
	1250	'PAPER, CONSTRUCTION, 12"X18", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., YELLOW	PK	83		
	1251	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., BLACK	PK	105		
	1252	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80LB., 50 SHEETS/PKG., BROWN	PK	93		
	1253	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80LB., 50 SHEETS/PKG., GREEN	PK	125		
	1254	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., LIGHT BLUE	PK	116		
	1255	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., ORANGE	PK	116		
	1256	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., PINK	PK	130		

County Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
1257	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., RED	PK	125		
1258	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., ROYAL BLUE	PK	95		
1259	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., VIOLET	PK	102		
1260	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., WHITE	PK	161		
1261	'PAPER, CONSTRUCTION, 9"X12", FADE RESISTANT, 80 LB., 50 SHEETS/PKG., YELLOW	PK	85		
1262	PAPER COPY BRIGHT HUE, LIME 8.5 X 11, 500 SHEETS/REAM/PK	PK	29		
1263	PAPER COPY BRIGHT HUE, PUMPKIN, 8.5 X 11, 500 SHEETS/REAM/PK	PK	24		
1264	PAPER COPY BRIGHT HUE, RED, 8.5 X 11, 500 SHEETS/REAM/PK	PK	20		
1265	PAPER COPY BRIGHT HUE, YELLOW, 8.5 X 11, 500 SHEETS/REAM/PK	PK	30		
1266	PAPER COPY BRIGHT HUE, GREEN, 8.5 X 11, 500 SHEETS/REAM/PK	PK	20		
1267	PAPER COPY BRIGHT HUE, BLUE, 8.5 X 11, 500 SHEETS/REAM/PK	PK	28		
1268	PAPER COPY BRIGHT HUE, PINK, 8.5 X 11, 500 SHEETS/REAM/PK	PK	27		
1269	PAPER COPY BRIGHT HUE, ORANGE, 8.5 X 11, 500 SHEETS/REAM/PK	PK	29		
1270	PAPER COPY BRIGHT HUE, PURPLE, 8.5 X 11, 500 SHEETS/REAM/PK	PK	22		
1271	'PAPER, DRAWING, 12"X18", 60 LB., UNRULED. WHITE, 500 SHEETS/REAM	RM	84		
1272	'PAPER, EXPERIENCED "PICTURE STORY FORMAT", 1" RULED WITH TOP HALF BLANK, 500 SHEETS/REAM	RM	24		
1273	'PAPER, GRAPH, 1/4" SQUARES ON ONE SIDE, 8 1/2"X11", 500 SHEETS/REAM	RM	55		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1274	PAPER, INDEX WEIGHT, LAVENDER, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	19		
	1275	PAPER, INDEX WEIGHT, RED, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	14		
	1276	PAPER, INDEX WEIGHT, CHRISTMAS GREEN, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	14		
	1277	PAPER, INDEX WEIGHT, YELLOW, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	22		
	1278	PAPER, INDEX WEIGHT, ORANGE, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	17		
	1279	PAPER, INDEX WEIGHT, PINK, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	19		
	1280	PAPER, INDEX WEIGHT, LIGHT BLUE, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	21		
	1281	PAPER, INDEX WEIGHT, BUFF, 8.5 X 11 90LB., 250 SHEETS/PKG	PK	15		
	1282	PAPER INDEX WEIGHT, SALMON, 8.5 X 11 90LB., 250 SHEETS/PK	PK	20		
	1283	PAPER, INDEX WEIGHT, WHITE, 8.5 X 11, 90LB., 250 SHEETS/PK,	PK	105		
	1284	'PAPER, NEWSPRINT, 12"X18", PLAIN, 100 SHEETS/PKG	PK	2		
	1286	'PAPER, TISSUE PAPER FOR ART, 12"X18", ASSORTED COLORS, 100 SHEETS/PKG.	PK	79		
	1287	'PAPER,NOTEBOOK FILLER, WIDE RULED, WHITE, 8 "X10.5", 100 SHEETS/PKG.	PK	1455		
	1287A	PAPER, NOTEBOOK FILLER, MEAD, COLLEGE RULED, 8 X 10 1/2, WHITE, 200 SHEETS/PACK	PK	1871		
	1288	CARDS, INDEX, 3 X 5 RULED 100/PACK	PK	1018		
	1288A	CARDS, INDEX, 3 X 5 RULED 100/PACK, ASSORTED COLORS	PK	324		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1289	CARDS, INDEX, 4 X 6, RULED, 100/PACK	PK	529		
	1290	'CHART TABLET, 1-1/2" RULED, 24"X16", 25 SHEETS	EA	97		
	1291	'CHART TABLET, 1-1/2" RULED, 24"X32", 25 SHEETS	EA	133		
	1292	COMPOSITION BOOK, SPIRAL BOUND, SINGLE SUBJECT, WIDE MARGIN 1 1/32ND", 100 SHEETS	EA	5273		
	1292A	COMPOSITION BOOK, MEAD, 9 3/4 X 7 1/2, WIDE RULED, SEWN BINDING, 100 SHEETS	EA	7732		
	1293	'CRAYONS, 24 ASSORTED COLORS, REGULAR SIZE, CRAYOLA, BEARS AP OR CP SEAL	BX	3824		
	1294	'CRAYONS, 8 BASIC COLORS, REGULAR SIZE, CRAYOLA, BEARS AP OR CP SEAL	BX	1969		
	1295	'CRAYONS, MULTI-CULTURAL, 8 COLORS, REGULAR SIZE, CRAYOLA, BEARS AP OR CP SEAL	BX	352		
	1296	'CRAYONS, PRIMARY, 8 BASIC COLORS, LARGE SIZE, CRAYOLA, BEARS AP OR CP SEAL	BX	602		
	1297	'CRAYONS, PRIMARY, MULTI-CULTURAL, 8 COLORS, LARGE SIZE, CRAYOLA, BEARS AP OR CP SEAL	BX	109		
	1298	ERASER CHALK BOARD, FELT 5" X 2" X 1"	EA	15		
	1298A	ERASER, DRY BOARD	EA	838		
	1299	ERASERS, PENCIL, CAP TYPE, 144/PACK	PK	213		
	1299A	EXPO WHITE BOARD CLEANER (8OZ. SPRAY BOTTLE) SAN81803	BTL	303		
	1299B	ERASER CAP, PAPERMATE ARROWHEAD PINK PEAR, 144/BOX	BX	104		
	1300	FASTENERS, BRASS PAPER 1/2 SHANK 100/BOX	BX	72		
	1301	FOLDER 2- POCKET PORT (RED) WITH FASTENERS, 25/BOX	BX	122		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1302	FOLDER 2- POCKET PORT (YELLOW) WITH FASTENERS, 25/BOX	BX	119		
	1303	FOLDER 2- POCKET PORT (GREEN) WITH FASTENERS, 25/BOX	BX	94		
	1304	FOLDER 2- POCKET PORT (BLUE) WITH FASTENERS, 25/BOX	BX	106		
	1305	FOLDER 2- POCKET PORT (RED) WITHOUT FASTENERS, 25/BOX	BX	89		
	1305A	FOLDER, PLASTIC, 2- POCKET PORT (RED) WITHOUT FASTENERS, 10/BOX UNV-20543	BX	45		
	1305B	FOLDER, PLASTIC, 2- POCKET PORT (RED) WITH FASTENERS, 10/BOX UNV-20553	BX	40		
	1306	FOLDER 2- POCKET PORT (YELLOW) WITHOUT FASTENERS, 25/BOX	BX	104		
	1306A	FOLDER, PLASTIC, 2- POCKET PORT (WHITE) WITHOUT FASTENERS, 10/BOX UNV-20544	BX	20		
	1306B	FOLDER, PLASTIC, 2- POCKET PORT (WHITE) WITH FASTENERS, 10/BOX UNV-20554	BX	16		
	1307	FOLDER 2- POCKET PORT (GREEN) WITHOUT FASTENERS, 25/BOX	BX	113		
	1307A	FOLDER, PLASTIC, 2- POCKET PORT (BLACK) WITHOUT FASTENERS, 10/BOX UNV-20540	BX	13		
	1308	FOLDER 2- POCKET PORT (LT. BLUE) WITHOUT FASTENERS, 25/BOX	BX	88		
	1308A	FOLDER, PLASTIC, 2- POCKET PORT (ROYAL BLUE) WITHOUT FASTENERS, 10/BOX UNV-20542	BX	24		
	1308B	FOLDER, PLASTIC, 2- POCKET PORT (ROYAL BLUE) WITH FASTENERS, 10/BOX UNV-20552	BX	25		
	1309	GLITTER (RED) 3/4 OZ.	BTL	22		
	1310	GLITTER (BLUE) 3/4 OZ.	BTL	55		
	1311	GLITTER (YELLOW) 3/4 OZ.	BTL	19		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1312	GLITTER (GREEN) 3/4 OZ.	BTL	22		
	1313	GLUE STICK, ELMER'S EX-TREME SCHOOL GLUE STICK, 25 GRAMS, NONTOXIC BEARS "ASTM D-4236" STATEMENT	EA	8379		
	1314	GLUE, REGULAR SCHOOL GLUE, ELMER'S GLUE, 1-1/4 OZ., PLASTIC SQUEEZE BOTTLE BEARS AP OR CP SEAL	BTL	853		
	1315	HIGHLIGHTERS, BROADLINE, 4 COLOR SET (PINK, YELLOW, GREEN, ORANGE) BEARS AP OR CP SEAL.	PK	1175		
	1315A	HIGHLIGHTER, PEN STYLE, CHISEL TIP, FLOURESCENT YELLOW, 12/PACK	PK	584		
	1316	'MARKERS, 8 BASIC COLORS, CRAYOLA, BEARS AP OR CP SEAL	PK	1840		
	1317	'MARKERS, 8 BASIC COLORS, CRAYOLA THIN LINE, BEARS AP OR CP SEAL	PK	1580		
	1318	MARKERS, OV.HEAD, VIS-AID, FINE PT, WATER BASE PROJ, 4 COLOR (RD,BLU,BLK,GRE) BEARS AP OR CP SEAL	PK	19		
	1319	MARKERS DRY ERASE EXPO 80074 (4/PK)	PK	1536		
	1319A	MARKER, DRY ERASE, BIC GREAT ERASE GRIP, FINE POINT, BLACK, NONTOXIC, ITEM #BICGDE11BK	DZ	1057		
	1320	'MODELING CLAY, 1 LB. PKG., 4 COLOR ASSORTMENT, CRAYOLA, BEARS AP OR CP SEAL	PK	144		
	1321	'PAINT BRUSH, EASEL BRUSH FOR TEMPERA PAINT, 1/2" WIDE	EA	426		
	1322	'PAINT BRUSH, EASEL BRUSH FOR TEMPERA PAINT, 3/4" WIDE	EA	284		
	1322A	PAINT, WASHABLE 16OZ., CRAYOLA RED, 542016038	EA	56		
	1322B	PAINT, WASHABLE 16OZ., CRAYOLA ORANGE, 542016036	EA	60		

County	Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
	1322C	PAINT, WASHABLE 16OZ., CRAYOLA BLUE, 542016042	EA	55		
	1322D	PAINT, WASHABLE 16OZ., CRAYOLA GREEN, 542016044	EA	53		
	1322E	PAINT, WASHABLE 16OZ., CRAYOLA BLACK, 542016051	EA	60		
	1322F	PAINT, WASHABLE 16OZ., CRAYOLA YELLOW, 542016034	EA	59		
	1322G	PAINT, WASHABLE 16OZ., CRAYOLA WHITE, 542016053	EA	73		
	1322H	PAINT, WASHABLE 16OZ., CRAYOLA VIOLET, 542016040	EA	55		
	1323	'PAINT, WATERCOLORS, 8 BASIC COLORS WITH BRUSH, CRAYOLA, BEARS AP OR CP SEAL	EA	674		
	1324	'PENCIL, #2 LEAD, WITH ERASER	DZ	3899		
	1325	'PENCILS, COLORED, 12 COLORS PER BOX, CRAYOLA, BEARS AP OR CP SEAL	BX	2439		
	1326	'POSTER BOARD, 22"X28", ASSORTED FLOURESCENT COLORS, 25 SHEETS/PKG.	PK	8		
	1327	'POSTER BOARD, 22"X28", WHITE, 100 SHEETS/PKG.	PK	43		
	1328	RULER, 12" SCHOOL RULER, WOOD WITH METAL EDGE, 1 1/8" WIDE & 5/32ND" THICK, DOUBLE BEVEL WITH PENCIL GROOVE, SCALED IN 16TH'S AND METRIC	DZ	29		
	1329	SCISSORS, FISKARS, PLASTIC HANDLE WITH STEEL BLADE, RIGHT OR LEFT HANDED USE, 5" WITH BLUNT TIP	EA	2895		
	1331	SENTENCE STRIPS (WHITE)	PK	257		
	1332	SENTENCE STRIPS (COLOR)	PK	97		
	1333	TICONDEROGA LADDIE WITH ERASER	DZ	229		

County Com. #	Description	UOM	Qty	Complies Yes/No	Unit Price
1334	EASEL PAD, POST IT, WHITE, UNRULED, 25 X 30, 30 SHEETS/PAD	EA	163		
1334A	POP-UP NOTES, POST-IT, 3 X 3, CANARY YELLOW, 12 PADS/PK	PK	586		
1334B	EASEL PAD, POST-IT, 25 X 30 IN SHEETS, WHITE WITH GRID, 30 SHEETS/PAD, 2 PADS/PK #560	PK	19		
1335	BINDER, AVERY, 3-RING, CLEAR VIEW, 1", BLACK, 8.5X11	EA	1596		
1336	BINDER, AVERY, 3-RING, CLEAR VIEW, 1.5", BLACK, 8.5X11	EA	711		
1337	BINDER, AVERY, 3-RING, CLEAR VIEW, 2", BLACK, 8.5X11	EA	368		
1338	PEN, BIC, ROUND STIC PENS, RED, EXTRA LIFE MEDIUM POINT	DZ	103		
1338A	PEN, BIC, ROUND STIC BALL PENS, BLACK, MEDIUM POINT #GSM11BK	DZ	349		
1340	BOX, PENCIL, PLASTIC, WITH SECURE LATCH AND HINGE, MUST HOLD UP TO 100 #2 PENCILS	EA	1295		
1341	POUCH, PENCIL, FOR A BINDER, 3-HOLE, ZIPPER CLOSURE, MINIMUM SIZE 9 X 6	EA	1135		
1342	TISSUES, FLAT BOX, MINIMUM OF 125 TISSUES/BOX	BX	1523		