

County of Henry

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

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

MAY 22, 2019
REQUEST FOR PROPOSAL
RFP # 19-06063-A220
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 “Supply and Delivery of Office Supplies” RFP #19-06063-A220 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, JUNE 6, 2019, in the:

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

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. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done 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, 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 #19-06063-A220

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 in the County/PSA of the Purchasing Office 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, 2019 and ending June 30, 2020. 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, 2024. 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.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors.

Contact for RFP

Please contact David Moore at dmoore@co.henry.va.us 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# 19-06063-A220

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# 19-06063-A220** for **Supply and Delivery of Office Supplies**.

_____ 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 # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

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

**ALL HENRY COUNTY
DEPARTMENTS, PSA AND SCHOOLS
OFFICE SUPPLIES, 2019
Statement of Work**

INTRODUCTION:

For the past 20 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 utilized office supplies and furniture from one office supply vendor for the fiscal year 2019-2020, starting July 1, 2019 till June 30, 2020. 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 utilized items that the County is requesting pricing on. These prices shall remain in effect throughout the length of the one 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 businesses/governments 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 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. However, schools do not accept backorders. After determining the urgency, if any, of product needed, the County reserves the right to purchase the merchandise from another vendor.

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 them as being an office supplier capable of providing all items that are on the quote sheet. **Vendors shall note that NO substitutes will be accepted when quoting on attached quote sheets.**

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.

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 within this RFP 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 may 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 before discount) from the awarded vendor.
- *****NOTE*****The County reserves the right to seek additional quotes from other vendors when buying furniture and computer related items (for an example- jump drives, printer/toner cartridges 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 businesses/government offices you currently provide business to.
4. Documentation on how your company will deliver the requested products under the terms of this contract.

5. Indicate what minimum discount (\$/%) (if any) will be offered to the County when purchasing from your catalog. If there are exceptions please submit them with your proposal.
6. Complete all prices and unit of measures on the quote sheet provided.
7. Submit the original and five (5) identical copies of this entire RFP. Companies may be rejected if number of copies are not submitted at time of due date.

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 responsive vendor on the basis of initial responses to provide the required services.

EVALUATION FACTORS:

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

1. References (10%)
2. Methodology (10%)
3. Experience with similar contracts (10%)
4. History and background of vendor (10%)
5. The amount of discount offered on catalog items. (30%)
6. Prices on list of items provided. (30%)

Office Supply Contract for RFP # A220
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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	
ACI	1100	STAPLER, PAPER PRO (ASSORTED COLORS)	EA	
ACM	41513	SCISSORS,BENT,8"GRAY	EA	
ALL	20195	RUBBER BAND 3 1/2" X 1/16", SIZE 19, 1LB. BOX	BX	
ALL	24335	RUBBER BAND 3 1/2" X 1/8", SIZE 33, 1LB. BOX	BX	
PFX	37113	FOLDER,MANILA,SGL PLI,1/3 CUT,LGL	BX	
AMP	00054	PAD LEGAL, MICRO-PERF,50/SHT/PD,8.5X14,WHITE	PK	
AVE	08802	BINDER,SLANTRING,11X8.5,4IN,W/LABEL HOLDER,BK	EA	

TOTAL THIS PAGE

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
AVE	8376	CARDS STOCK BUSINESS 2" X 3 1/2"	PK	
AVE	11110	INDEX, BINDER, 5 CLEAR TABS	PK	
AVE	11221	INDEX, BINDER, 5 CLEAR TABS, BIG TAB EXTRA WIDE	PK	
AVE	CI2135C	INDEX,BINDER,5 CLEAR TABS/ST	PK	
AVE	CI2135	INDEX,BINDER,5 COLORED TABS/ST	PK	
AVE	CI2138C	INDEX,BINDER,8 CLEAR TABS/ST	PK	
AVE	CI2138	INDEX,BINDER,8 COLORED TABS/ST	PK	
AVE	11025	KEY TAGS, WHITE SPLIT RING, 50/PK	PK	
AVE	5162	LABEL	BX	
AVE	5163	LABEL	BX	
AVE	8163	LABEL 2" X 4" WHITE SHIPPING	BX	
AVE	8366	LABEL 2/3" X 3 7/16" WHITE FILE FOLDER	BX	
AVE	8164	LABEL 3 1/3" X 4" WHITE SHIPPING	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
AVE	8660	LABEL ADDRESS 1" X 2 5/8" CLEAR EASY PEEL	BX	
AVE	5866	LABEL, AVERY	BX	
AVE	5203	LABEL, FILE FLDR.	BX	
AVE	5160	LABEL,LASER,ADRS,1X2.625,30 /SHT	PK	
AVE	05203	LABELS FILE FOLDER 1/3 CUT, GREEN	BX	
AVE	05205	LABELS FILE FOLDER 1/3 CUT, ORANGE	BX	
AVE	05204	LABELS FILE FOLDER 1/3 CUT, PURPLE	BX	
AVE	05201	LABELS FILE FOLDER 1/3 CUT, RED	BX	
AVE	05209	LABELS FILE FOLDER 1/3 CUT, YELLOW	BX	
AVT	RR3700	DUST FREE	EA	
BIC	W0C12WE	CORRECTION, FLUID (WHITE-OUT)	EA	
BIC	WOELP11	TAPE, BIC CORRECTION	EA	
PAP	660415	TAPE, PAPER MATE DRYLINE GRIP CORRECTION	EA	
			TOTAL THIS PAGE	

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

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<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	366665	ENVELOPE,CLASP,10X13,KFT,28#,100/BX	BX	
BSN	36663	ENVELOPE,CLASP,9X12,KFT.B,28#,100/BX	BX	
BUS SOU	36660	ENVELOPE CLASP 6" X 9"	BX	
CCS	26500	CD/DVD WIDOW ENVELOPES, 100/BX	BX	
CLI	65001	LAMINATE SHEET,CLEAR ADHES,9X12,50/BX	BX	
CLI	62013	PROTECTOR,SHEET,TOPLD,HEAVY WT,LTR,CR	EA	
CLI	62037	PROTECTOR,SHEET,TOPLD,STD WT,LTR,CR	BX	
CLI	62038	PROTECTOR,SHEET,TOPLD,STD WT,LTR,NGLR	BX	
CRD	90300	BINDER ECONOMY WITH ROUND RINGS, 1/2" CAPACITY	EA	
CRD	90310	BINDER,RING,11X8.5,1IN,BK	EA	
CRD	90330	BINDER,RING,11X8.5,2IN,BK	EA	
CRD	90340	BINDER,RING,11X8.5,3IN,BK	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
CRD	90040	BINDER,RING,VIEW,11X8.5,1.5IN,BK	EA	
CRD	90631	BINDER,RING,VIEW,11X8.5,1.5IN,WE	EA	
CRD	90620	BINDER,RING,VIEW,11X8.5,1IN,BK	EA	
CRD	90621	BINDER,RING,VIEW,11X8.5,1IN,WE	EA	
CRD	90080	BINDER,RING,VIEW,11X8.5,2IN,BK	EA	
CRD	90641	BINDER,RING,VIEW,11X8.5,2IN,WE	EA	
CRD	17811CB	BINDER,SLANTRING,VIEW,11X8.5,4IN,BK	EA	
DEF	CM11232	MAT,CHAIR,45X53,W/CLEATS,WIDE LIP	EA	
DPR	R5110	RIBBON IBM TYPEWRITE	EA	
DPR	R5111	RIBBON IBM TYPEWRITER CORRECTION	EA	
DYM	30252	LABEL, 1/18 X 3 1/2 ADDRESS	BX	
DYM	30323	LABEL, PRINTER 2 1/8X4" SHIPPING	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
RAY	ALAA24PPJ	BATTERIES, AA (24/PK)	PK	
RAY	ALAAA24PPJ	BATTERIES, AAA (12/PK)	PK	
RAY	ECR2032	BATTERY	EA	
RAY	EL123APBP	BATTERY 3VOLT LITHIUM	EA	
FEL	95304	CD/DVD BINDER SHEETS, 10 SHEETS PER PACK	PK	
FEL	00311	FILE,STORAGE,DRAWER,12X10X24	EA	
FEL	00705	FILE,STORAGE,ECONO,LEGAL	EA	
FEL	00704	FILE,STORAGE,ECONO,LETTER	EA	
FEL	00703	FILE,STORGE,ECONO,LID,LTR/LGL SIZE	EA	
GLW	16334	FOLDER,MANILA,DBL PLI,1/3 CUT,LGL	BX	
GLW	R75213	FOLDER,MANILA,DBL PLI,1/3 CUT,LTR	BX	
GLW	28234	FOLDER,PRESSBD,1/3CUT,LGL,GY	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
GLW	23234	FOLDER,PRESSBD,1/3CUT,LTR,GY	BX	
GLW	23732	FOLDERS CLASSIFIED DARK BLUE (FOR VICE)	BX	
HEW	CF226X	CARTRIDGE HP 26	EA	
HEW	CH563WN	CARTRIDGE HP 61XL BLACK INK	EA	
HEW	CH564WN	CARTRIDGE HP 61XL COLOR INK	EA	
HEW	CB335WN	CARTRIDGE HP 74 BLACK INK	EA	
HEW	CB337WN	CARTRIDGE HP 75 COLOR INK	EA	
HEW	CD975AN	CARTRIDGE HP 920XL BLACK INK	EA	
HEW	CD972AN	CARTRIDGE HP 920XL CYAN INK	EA	
HEW	CD973AN	CARTRIDGE HP 920XL MAGENTA INK	EA	
HEW	CD974AN	CARTRIDGE HP 920XL YELLOW INK	EA	
HEW	C8767WN	CARTRIDGE HP 96 BLACK INK	EA	
HEW	C9363WN	CARTRIDGE HP 97 COLOR INK	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
HEW	CB400A	CARTRIDGE HP CB400A - BLACK PRINTER	EA	
HEW	CB402A	CARTRIDGE HP CB402A - YELLOW PRINTER	EA	
HEW	CB403A	CARTRIDGE HP CB403A - MAGENTA PRINTER	EA	
HEW	CE250A	CARTRIDGE HP CE 250A - BLACK LASERJET PRINT	EA	
HEW	CE251A	CARTRIDGE HP CE 251A - CYAN LASERJET PRINT	EA	
HEW	CE252A	CARTRIDGE HP CE 252A - YELLOW LASERJET PRINT	EA	
HEW	CE253A	CARTRIDGE HP CE 253A - MAGENTA LASERJET PRINT	EA	
HEW	CE310A	CARTRIDGE HP CE310A - BLACK LASERJET PRINT	EA	
HEW	CE311A	CARTRIDGE HP CE311A - CYAN LASERJET PRINT	EA	
HEW	CE312A	CARTRIDGE HP CE312A - YELLOW LASERJET PRINT	EA	
HEW	CE313A	CARTRIDGE HP CE313A - MAGENTA LASERJET PRINT	EA	
HEW	CC364X	CARTRIDGE LASERJET	EA	
HEW	CE505A	CARTRIDGE LASERJET	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
HEW	CE505X	CARTRIDGE PRINT- BLACK	EA	
HEW	Q5949X	CARTRIDGE PRINT- BLACK	EA	
HEW	C4182X	CARTRIDGE PRINT LASERJET	EA	
HEW	C6578DN	CARTRIDGE PRINT TRI-COLOR	EA	
HEW	CB401A	CATRIDGE HP CB401A - CYAN PRINTER	EA	
HPG	162024	PAPER,COPY,11X17,20#,WHITE	PK	
HPG	162032	PAPER,COPY,8.5X11,20#,3HP,WHITE	PK	
HPG	162008	PAPER,COPY,8.5X11,20#,WHITE	PK	
HPG	162016	PAPER,COPY,8.5X14,20#,WHITE	PK	
HUN	1031	SHARPENER,PENCIL,MANUAL	EA	
MMM	C38BK	DISPENSER,TAPE, DESK,BLACK	EA	
MMM	660YW	POST-IT, NOTE 3M 4X6, LINED YELLOW	PK	
MMM	654YW	POST-IT,NOTE,3X3,YW,100/PD	PD	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
MMM	6539YW	POST-IT,NOTE,HIGHLAND,1.5X2,YELLO	PD	
MMM	6549YW	POST-IT,NOTE,HIGHLAND,3X3,YELLOW	PD	
MMM	6559YW	POST-IT,NOTE,HIGHLAND,3X5,YELLOW	PD	
MMM	37106	TAPE PACKAGING	RL	
MMM	600121296	TAPE,TRANSPARENT,1/2"X1296	RL	
MMM	600341296	TAPE,TRANSPARENT,3/4"X1296	RL	
OIC	21002	TRAY,DESK,LTR,STACK,BK	EA	
OIC	21001	TRAY,DESK,LTR,STACK,SKE	EA	
PAN	900091	RIBBON,CALCULATOR,UVSL	EA	
PAP	33611	PEN,BALL POINT,FINE,STICK,BE,12/BX	EA	
PAP	33811	PEN,BALL POINT,FINE,STICK,BK,12/BX	EA	
PAP	33711	PEN,BALL POINT,FINE,STICK,RED,12/BX	EA	
PAP	33311	PEN,BALL POINT,MED,STICK,BK,12/BX	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
PAP	33411	PEN,BALL POINT,MED,STICK,GN,12/BX	EA	
PAP	33211	PEN,BALL POINT,MED,STICK,RED,12/BX	EA	
PEN	BK91-A	PEN, PENTEL R.S.V.P., BLK, MEDIUM	EA	
PEN	BK90-C	PEN, PENTEL R.S.V.P., BLUE, FINE	EA	
Pilot	77240	PEN G2 PREMIUM GEL REFILLS, 2/PK	PK	
Pilot	31020	PEN G2 RETRACTABLE GEL, BLACK, FINE POINT	EA	
PM	8440152	PEN FLAIR FELT TIP GREEN	EA	
PM	8450152	PEN FLAIR FELT TIP PURPLE	EA	
PM	8420152	PEN FLAIR FELT TIP RED	EA	
QRT	3200586	LAMINATING POUCH,LETTER SIZE,3 MIL,100/BX	BX	
QUA	CO545	ENVELOPE #3 COIN	BX	
QUA	69122	ENVELOPE, #10 SECURITY TINT	BX	
QUA	R1590	ENVELOPE, FIRST CLASS "TYVEK"10X13	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
QUA	63562	ENVELOPE, INTEROFFICE	BX	
QUA	43517	ENVELOPES QUALITY PARK REDI-SEAL	BX	
QUA	63561	INTER DEPT. ENVELOPES	BX	
RMP	12100	PAPER,CALCULATOR ROLL	RL	
SAN	81803	CLEANER, DRY ERASE	EA	
SAN	25027	HILITER,MAJOR ACCENT,AQUA	EA	
SAN	25006	HILITER,MAJOR ACCENT,FL.ORANGE	EA	
SAN	25005	HILITER,MAJOR ACCENT,YELLOW	EA	
SAN	27027	HILITER,POCKET ACCENT,AQUA	EA	
SAN	27006	HILITER,POCKET ACCENT,FL .ORANGE	EA	
SAN	27005	HILITER,POCKET ACCENT,YELLOW	EA	
SAN	30001	MARKER,SHARPIE,FN,PERM,BK	BX	
SAN	30003	MARKER,SHARPIE,FN,PERM,BL	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
SAN	30002	MARKER,SHARPIE,FN,PERM,RED	EA	
SAN	33921	PEN UNI-BALL JETSTREAM ROLLERBALL BLACK NOIR	EA	
SAN	33923	PEN UNI-BALL JETSTREAM ROLLERBALL RED	EA	
SAN	60102	PEN, SANFORD UNI-BALL ROLLER, FINE, RED	EA	
SMD	68210	FASTENERS, SMEAD, 100 SELF-ADHESIVE UPC#68210	BX	
SMD	64155	FOLDER,HANGING,LGL,25/BX/STD GN	BX	
SMD	64077	FOLDER,HANGING,LTR,25/BX/STD GN	BX	
SMD	10734	FOLDER,KRAFT,DBL PLI,1/3 CUT,LTR	BX	
PFX	37013	FOLDER,MANILA,SGL PLI,1/3 CUT,LTR	BX	
SMD	13732	FOLDERS CLASSIFIED BLUE	BX	
SMD	13733	FOLDERS CLASSIFIED GREEN	BX	
SMD	13731	FOLDERS CLASSIFIED RED	BX	
SMD	13734	FOLDERS CLASSIFIED YELLOW	BX	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
SMD	14944	FOLDERS 3" EXPANDABLE	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	68684	CORRECTION TAPE	EA	
TOMB	68620	MONO CORRECTION TAPE, ORIGINAL WHITE	EA	
TOP	4109	BOOK TOPS RECEIPT	EA	
TOP	4003	BOOK,MESSAGE,WHILE YOU WERE OUT	PK	
TOP	7533	PAD LEGAL	EA	
TOP	75021	PAD LEGAL, MICRO-PERF,50/SHT/PD,5X8,WHITE	PK	
TOP	7532	PAD LEGAL, MICRO-PERF,50/SHT/PD,8.5X11,CANARY	EA	
TOP	7533	PAD LEGAL, MICRO-PERF,50/SHT/PD,8.5X11,WHITE	EA	
			TOTAL THIS PAGE	

<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
TOP	7572	PAD LEGAL, MICRO-PERF,50/SHT/PD,8.5X14,CANARY	PK	
UNV	07051	MARKER,PERMANENT,CHISEL TIP,BK	EA	
UNV	07053	MARKER,PERMANENT,CHISEL TIP,BL	EA	
UNV	07052	MARKER,PERMANENT,CHISEL TIP,RED	EA	
WEY	9510AS	PAPER,PRINTER,9.5X11,BLANK,20#,WE,2500/CTN	CA	
SGH	15101	PAPER, SPRINGHILL INKJET, LASER PRINT COPY PAPER 90 LB.	PK	
WJ	S3003R	RECORD BOOK	EA	
WLJ	S1657NCL	BOOK,RECEIPT,MONEY,TRIPPLICATE,200 SETS/BK	EA	
XST	22111	X STAMPER REFILL INK, RED	EA	
ZEB	29210-6	PEN F-402 BALL POINT, BLACK, FINE POINT	EA	
ZEB	85512	PEN F-REFILL, BLACK, FINE POINT	EA	
SAN	60040	PEN, UNI-BALL ONYX ROLLERBALL, BLACK	EA	
SAN	33950	PEN, SIGNO 207 RETRACTABLE, BLACK	EA	

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<u>VENDOR</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UM</u>	<u>PRICE</u>
HEW	CF410A	CARTRIDGE,HP CF410A, BLACK TONER	EA	
HEW	CF411A	CARTRIDGE, HP CF411A, CYAN TONER	EA	
HEW	CF412A	CARTRIDGE, HP CF412A, YELLOW TONER	EA	
HEW	CF413A	CARTDIDGE, HP CF413A, MAGENTA TONER	EA	
HEW	CE410A	CARTRIDGE, HP CE410A, BLACK TONER	EA	
HEW	CE411A	CARTRIDGE, HP CE411A, CYAN TONER	EA	
HEW	CE412A	CARTDIGE, HP CE412A, YELLOW TONER	EA	
HEW	CE413A	CARTRIDGE, HP CE413A, MAGENTA TONER	EA	
HEW	CF360A	CARTRIDGE, HP CF360A, BLACK TONER	EA	
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