

**INVITATION FOR BID NOTICE ISSUED:    [10-18-2007](#)**

**COUNTY OF JEFFERSON, MISSOURI**

Department of Administration  
729 Maple Street  
PO Box 100  
Hillsboro, MO 63050  
www.jeffcomo.org  
636-797-5382

**SPECIFICATION CONTACT**

**VICKIE PRATT**  
General Services Manager  
636-797-5380

**INVITATION FOR BID**

**2008 OFFICE SUPPLIES**

**BIDS SHALL BE ACCEPTED UNTIL:**

**TUESDAY, NOVEMBER 13, 2007, at 2:00 p.m. local time.**

Thereafter, bids shall be opened in the County Commission Assembly Room.

**THREE (3) COMPLETE COPIES OF SEALED BIDS MUST BE DELIVERED TO:**

**Office of the County Clerk  
Wes Wagner (636)797-5478  
County of Jefferson, Missouri  
729 Maple Street  
Hillsboro, MO 63050**

**The outside of the envelope must contain the vendor's name, address and the following language:**

**SEALED BID FOR:                    [2008 OFFICE SUPPLIES](#)**

**SUBMITTED BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS INVITATION FOR BID AND SPECIFICATIONS.**

**The Agreement/Contract term is from:  
[01-01-2008 through 12-31-2008.](#)**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

_____	_____
<b>Company Name</b>	<b>Authorized Agent (Print)</b>
_____	_____
<b>Address</b>	<b>Signature</b>
_____	_____
<b>City/State/Zip Code</b>	<b>Title</b>
_____	_____
<b>Telephone #</b>	<b>Date</b> <b>Tax ID #</b>
_____	_____
<b>E-mail</b>	<b>Fax #</b>

**TABLE OF CONTENTS:**

<b>Legal Notice and Invitation for Bid</b>	<b>Page 1</b>
<b>Table of Contents</b>	<b>Page 2</b>
<b>Bid Requirements</b>	<b>Page 3</b>
<b>Bidders Response and Contract</b>	<b>Page 5</b>
<b>Specifications</b>	<b>Page 8</b>
<b>Exceptions to Bid</b>	<b>Page 8</b>
<b>Pricing</b>	<b>Page 8</b>

## **1.0 BID REQUIREMENTS**

**Bidder shall initial all pages and return where the Bid Document denotes “BIDDER’S INITIALS: \_\_\_\_\_”**

### **1.1 BID SUBMISSION:**

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification.

### **1.2 BASIS OF BID AWARD:**

Award may be made on an item-by-item basis to the lowest and best bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

### **1.3 BID AWARD:**

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Resolutions and Orders of the County of Jefferson, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Commission within thirty (30) days following the opening of the bids then all bids will be deemed Rejected.

### **1.4 BID PREPARATION:**

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the bidder’s risk..
2. Each bidder shall furnish the information required by the invitation. The bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

### **1.5 MODIFICATION OR WITHDRAWAL OF BIDS:**

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

### **1.6 LATE BIDS:**

It is the responsibility of the bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Office of the County Clerk. Bids received late will be rejected and returned unopened to the bidder.

### **1.7 BID DEPOSITS:**

Bid Deposits are not required unless specified in the specifications.

### **1.8 MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

### **1.9 ALTERNATE BIDS:**

Alternate Bids for items will be accepted except when stated “**NO SUBSTITUTIONS**”. Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

**1.10 INCORPORATION OF DOCUMENTS:**

The terms of the Bid Invitation, Bid Specifications, Bid Form are incorporated into the contract as if fully setout therein.

**1.11 ADDENDA:**

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts, Grants, and Special Projects at (636) 797-5382, or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**1.12 INSURANCE:**

The Vendor/Contractor shall purchase and maintain in force, with an insurance company licensed to do business in the State of Missouri, at it's own expense, such insurance as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation.

**THE COUNTY REQUIRES ORIGINAL CERTIFICATES OF INSURANCE BEFORE THE CONTRACT IS AWARDED.**

- A.       Required       Not Required      **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

- B.       Required       Not Required      **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

- C.       Required       Not Required      **Worker's Compensation Insurance:**  
per Missouri Revised Statutes Chapter 287

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

**1.13 BID SUBMISSIONS**

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

**1.14 BID OPENINGS**

Bids will be publicly opened and read aloud at the time indicated on page 1. The bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

## 1.15 BID TABULATIONS

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid tabulations are open for public review at the time of the Bid Opening or are available for review in the Office of Contracts, Grants, and Special Projects. **NO COPIES** of bid tabulations are sent to vendors.

## 2.0 BID RESPONSE AND CONTRACT

### 2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.

### 2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the bidder prior to opening.
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid.

### 2.4 PRICE:

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

### 2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and County of Jefferson, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

### 2.6 DEFINITIONS:

- A. The term "County" means the County of Jefferson, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

### 2.7 INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

### 2.8 WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective

good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

**2.9 PAYMENT:**

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

**2.10 CHANGE ORDER:**

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

**2.11 DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

**2.12 RESPONSIBILITY FOR SUPPLIES:**

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

**2.13 SUBCONTRACTS:**

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

**2.14 CHOICE OF LAW:**

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

**2.15 TERMINATION:**

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.
- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.
- C. Default: County may terminate the whole Contract or any part in either of the following circumstances:
  - C-1. If supplier fails to deliver the items required by the contract within the time specified; or
  - C-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier

the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.

C-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

**2.16 NOTICE AND SERVICE THEREOF:**

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

**2.17 CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

**2.18 COMPLIANCE WITH APPLICABLE LAWS:**

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

**2.19 ACTS OF GOD:**

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**2.20 SELLER'S INVOICES:**

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

**2.21 APPROVAL:**

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Commission, and the County Counselor.

**2.22 RENEWAL OPTION:**

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor request an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts, Grants, and Special Projects no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

**2.23 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Indicate: [ ] Individual: [ ] Partnership: [ ] Corporation.

Incorporated in the State of \_\_\_\_\_.

**VENDORS ARE REQUIRED TO SUBMIT 3 COMPLETE COPIES OF ALL PAGES OF THE INVITATION FOR BID AND BID FORMS WITH ORIGINAL SIGNATURES**

**ALL DOCUMENT PAGES MUST BE INITIALED AND RETURN**

## **BID REQUIREMENT NOTES**

1. Items listed under Proposed Manufacture with a (\*). These items **CAN NOT** be substituted.
  
2. UOM (Unit of Measure) the following units of measure can only be used.
  - a. Ea. (each).
  - b. St. (set).
  - c. Cs. (case) must indicate number per case.
  - d. Pk. (package) must indicate number per package.
  - e. Bx. (box) must indicate number per box.
  - f. Btl. (bottle) must indicate number of oz. Per bottle.
  - g. Rm (ream) must indicate number of sheets per ream.
  - h. Gal. (gallon).
  - I. Ctn. (carton) must indicate number per carton.
  - j. Rl. (roll).
  - k. Dz. (dozen).
  - l. Pd. (pad) indicates number of pads per package.
  
3. Deliveries are to be NEXT DAY service after order is placed. (Delivery times and Order time to be set with awarded vendors).
  
4. Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section “2.4”).



## 2007 Jefferson County Department Of Administration Office Supply Bid

<i>County ID #</i>	<i>Item Description</i>	<i>Suggested Manufacturer</i>	<i>Item #</i>	<i>UOM</i>	<i>Est. Usage</i>	<i>PRICE</i>
1100	Binder - 1", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	36814NHB	EACH	63	
1101	Binder - 1 1/2", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	36834NHB	EACH	31	
1102	Binder - 1 1/2", black w/view presentation, vinyl, 3-ring, 11" X 8 1/2", clear glossy finish-overlay pockets on front, back and spine	Universal	UNV20971	EACH	19	
1103	Binder - 2", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	ACCO	WLJ36844NHB	EACH	47	
1104	Binder - 1/2", black w/label holder, vinyl, 3-ring, 11" X 8 1/2", inside front/back pocket cover	Avery	AVE17001	EACH	0	
1107	Binder - 3" black, w/label holder, vinyl, 3-ring, 11" x 8 1/2", inside front/back pocket cover	Universal	UNV35411	EACH	36	
1108	Binder - data, 14 7/8" x 11", lt. blue, pressboard, unburst, each	Wilson-Jones	WLJC141411NJ	EACH	1	
1200	Indexes - 11" x 8 1/2", 8-tab, asstd. colors, for 3-ring binders, insertable tabs, reinforced binding, 8/set	Universal	UNV20872	SET	28	
1201	Indexes - 11" x 8 1/2", 8-tab, clear, for 3-ring binders, insertable tabs, reinforced binding, 8/set	Universal	UNV20871	SET	39	
1203	Indexes - clear reinforced leather tab, 8-1/2" x 11", A-Z	Avery	AVE11350	SET	4	
1204	Tabs - index, 1-1/2", clear, self-adhesive, two line type, 25/pkg	Avery	AVE16241	PACKAGE	16	
1205	Tabs - index, 1-1/2", asstd colors, self-adhesive, two line type, 25/pkg	Avery	AVE16239	PACKAGE	7	
1207	Tabs - index A-Z, side mount self stick 1" x 7/16" plastic tabs, 104/ pk	Reditag	RTG31005	PACKAGE	20	
1220	Paper - college ruled 11" x 8-1/2" 3-holed punched loose leaf paper, 100 sheets per pk	Rediform	RED13986	PACKAGE	1	
1301	Sheet protectors - 11" x 8 1/2", 3-hole, 3-side sealed, heavy weight, non-glare clear, 100/box	C-Line	CLI62028	BOX	39	
1403	Report covers - 11" x 8 1/2", black, 1/2" capacity, three built-in fasteners, clear front, black back panel, 25/box	DUO-TANG *	ESS55806	EACH	133	
1405	Report covers - 11" x 8 1/2", asstd. Colors, leatherine, double pocket portfolio, slot for business card, 25/box	DUO-TANG *	ESS57513	BOX	14	
2103	Clips - paper, No. 1, smooth, 100/box	Universal	UNV72210	BOX	228	
2104	Clips - paper, jumbo, smooth, 100/box	Universal	UNV72220	BOX	316	
2105	Clips - binder, 3/8", tempered steel clips w/nickel wire handles, 12/box	Universal	UNV10200	BOX	226	
2106	Clips - binder, 5/8", tempered steel clips w/nickel wire handles, 12/box	Universal	UNV10210	BOX	113	
2107	Clips - binder, 1", tempered steel clips w/nickel wire handles, 12/box	Universal	UNV10220	BOX	30	
2205	Fasteners - prong, 2", 2-piece, compressor w/sliding bands, 50/box	Acco	ACC12992	BOX	375	
2300	Push pins - asstd. colors, 1/2" plastic head, 3/8" point, 100/box	Universal	UNV21210	BOX	8	
2301	Thumb tacks - solid head, 3/8", 100/box	Universal	UNV51002	BOX	5	

2400	Rubber bands - size 18, (1/16 x 3), 1 lb box	Universal	UNV00118	BOX	10	
2401	Rubber bands - size 32, (1/8 x 3), 1 lb box	Universal	UNV00132	BOX	3	
2402	Rubber bands - size 33, (1/8 x 3 1/2), 1 lb box	Universal	UNV00133	BOX	5	
2403	Rubber bands - size 64, (1/4 x 3 1/2), 1 lb box	Universal	UNV00164	BOX	15	
3100	Correction tape - covers one line text 1/6" width, TWIN PACK	UNIVERSAL	UNV 75602	SET	158	
3101	Correction pen - multipurpose white correction pen, ea	Pentel	PENZLM21W	EACH	58	
3200	Correction fluid - 2/3 oz., white, ea.	Liquid Paper	PAP56301	EACH	238	
4100	Book ends - metal, black, 5-15/16" wide by 9" high, 8-3/16" deep, jumbo economy	Universal	UNV54051	PAIR	4	
4204	Copyholder - removable guideline highlights text, angled for viewing, ea	Fellows	FEL21103	EACH	4	
4205	Copy holder - Hidedesign, clear nonmagnetic arm grips single or multiple sheets; swings out mounts on either side of monitor. Ea	FELLOWS	FEL22200	EACH	3	
4302	Finger Tip - rubber size 12, ea	SWINGLINE	SWI54032	EACH	16	
4305	Sortkwik - fingertip moistener, 1 3/4 oz., ea.	Lee	LEE10134	EACH	28	
4402	File box - business card file box, A-Z file tabs to keep cards organized, holds 125 cards.	Rolodex	ROL67071	EACH	1	
4501	Rolodex - cards- 2-1/4" x 4", white, unlined, 100/pkg	Rolodex	ROL67570	PACKAGE	2	
4502	Rolodex - cards - 2-1/4" x 4", white, slotted to fit business cards, 100/pkg	Rolodex	ROL67592	PACKAGE	9	
4504	Rolodex - file, black, desk top, v-file - USES 2-1/4" X 4" ROLODEX CARDS, holds 500 cards	Rolodex	ROL67022	EACH	9	
4506	Rolodex - cards- 3" x 5", white, unlined, 100/pkg	ROLODEX	ROL67585	PACKAGE	5	
4602	Receipt book - 3-part, money, 4/page, numbered, 100 set/book	Tops	TOP46808	BOOK	78	
4701	Cup - pencil, black	Universal	UNV53012	EACH	2	
4703	Dispenser - paper clips, magnetic, square, smoke bottom, black top	Universal	UNV74012	EACH	10	
4705	Step file - eight sections for folders, 10-1/8"W x 11-13/16"Hx 12-1/8"D	Fellows	FEL72613	EACH	8	
4706	Wall pocket - legal, screws and mounting tape included, 3"d x 6-1/2"h x 17-1/2"w, smoke	Deflect-O	DEF63202	EACH	6	
4707	Wall pocket - letter, screws and mounting tape included, 3"d x 6-1/2"h x 14-1/2"w, smoke	Deflect-O	DEF64302	EACH	19	
4709	Wire baskets - letter, 11-3/4"w x 8"d x 5"h, black	Rubbermaid	RUB63525	EACH	29	
4710	Business card holder- holds 50 cards, black	Rubbermaid	RUB63525	EACH	10	
4711	Shoulder rest - telephone, for regular and trimline phone, black	Softalk	SOF101	EACH	8	
4712	Organizer - drawer tray, each	Universal	UNV53052	EACH	5	
4800	Letter tray - side load, stackable, smoke, 2/pk	Rubbermaid	RUB16003	EACH	16	
4801	Legal tray - side load, stackable, smoke	Rubbermaid	UNV53112	EACH	1	
4802	Letter tray - front load, stackable, smoke	Rubbermaid	RUB16073	EACH	4	
5100	Stamp pad - size 1, black, foam rubber, pre-inked, 2-3/4" x 4-1/4"	Carter	CEB99381	EACH	2	
5101	Stamp pad - size 1, red, foam rubber, pre-inked, 2-3/4" x 4-1/4"	Carter	CEB99371	EACH	3	

5200	Ink - stamp pad, black, 2 oz. bottle, quick dry, roll-on	Sanford	SAN58701	EACH	3	
5201	Ink - stamp pad, red, 2 oz. bottle, quick dry, roll-on	Sanford	SAN58702	EACH	2	
5204	Stamp pad ink - bottle black, ea.	UNIVERSAL	UNV10101	EACH	1	
5218	COPY stamp - self inking red "COPY" stamp ea	Universal	UNV10021	EACH	12	
5219	Received stamp - self-inking red RECEIVED stamp, ea.	Universal	UNV10005	EACH		
5220	Date stamp - phrase dater 11-year band, NOT SELF-INKING, ea.	COSCO	COS012729	EACH		
6100	File folders - letter, manila, 1/3 cut, 100/box	Universal	UNV12113	BOX	91	
6101	File folders - legal, manila, 1/3 cut, 100/box	Universal	UNV15113	BOX	86	
6102	File folders - legal, manila, 1/2 cut, 100/box	Universal	UNV15112	BOX	7	
6103	File folders - letter, pink, 1/3 cut, 100/box	Smead	SMD12643	BOX	6	
6104	File folders - letter, red, 1/3 cut, 100/box	Smead	SMD53LR	BOX	15	
6105	File folders - letter, blue, 1/3 cut, 100/box	Smead	SMD53LBE	BOX	21	
6106	File folders - letter, yellow, 1/3 cut, 100/box	Smead	SMD53LY	BOX	12	
6107	File folders - letter, orange, 1/3 cut, 100/box	Smead	SMD12543	BOX	7	
6108	File folders - letter, green, 1/3 cut, 100/box	Smead	SMD53LGN	BOX	6	
6109	File folders - legal, blue, 1/3 cut, 100/box	Smead	SMD53CBE	BOX	6	
6110	File folders - legal, red, 1/3 cut, 100/box	Smead	SMD53CR	BOX	6	
6111	File folders - legal, green, 1/3 cut, 100/box	Smead	SMD53CGN	BOX	1	
6112	File folders - legal, yellow, 1/3 cut, 100/box	Smead	SMD53CY	BOX	2	
6113	File folders - legal, orange, 1/3 cut, 100/box	Smead	SMD17534	BOX	3	
6116	File folders - letter, end tab, manila, 100/box	Smead	SMD150L	BOX	109	
6117	File folders - legal, end tab, manila, 100/box	Smead	SMD27100	BOX	11	
6118	File folder - letter, end tab, blue, 100/box	Esselte	ESSH110DBL	BOX	10	
6119	File folder - letter, end tab, green, 100/box	Smead	SMD2150LGN	BOX	10	
6121	File folder - letter, end tab, red, 100/bx	Smead	SMD2150LR	BOX	15	
6122	File folder - letter, end tab, yellow, 100/bx	Smead	SMD2150LY	BOX	5	
6125	File folder - letter, end tab, red with fasteners, 50/bx.	Smead	SMD25740	BOX	61	
6126	File folder - letter, end tab 2-ply 14 pt. Stock heavy duty, manila file folders, 50/bx	Esselte	ESS1257GR	BOX		
6127	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, green, letter, 10/bx	Smead	SMD14033	EACH	80	
6128	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, RED, letter, 10/bx	Esselte	ESS1257SC	BOX	90	
6129	File folders - classification, 25 pt. pressboard, 6-section, 2/5 right tabs, green, legal, ea	Universal	UNV10296	EACH	0	
6200	Hanging file folders - letter, 25/box	Universal	UNV14115	BOX	41	
6201	Hanging file folders - legal, 25/box	Universal	UNV14215	BOX	19	
6204	File folder - hanging, expandable with sides, legal size, 3 1/2" capacity, 10/bx	Smead	SMD28H26E	PACKAGE	3	

6205	File folder - hanging, expandable with sides, letter size, 3 1/2" capacity, 10 per box	Smead	SMD18H24E	BOX	4	
6300	Tabs - hanging file folders, clear, 1/3 cut, 25/pkg	Smead	SMD64615	PACKAGE	31	
6301	Tabs - hanging file folders, clear, 1/5 cut, 25/pkg	Smead	SMD64600	PACKAGE	2	
6302	Tabs - durable index tabs for filing, green blue red, pk	3M	MMM-686L-GBR	PACKAGE	63	
6304	Tabs - durable index tabs for filing, red yellow blue, pk.	3M	MMM686RYB	PACKAGE	5	
6305	File tabs - Printable repositional plastic tabs, 1-3/4" x 1", 80 tabs/pk	Avery	AVE16282	PACKAGE	50	
6400	Drawer frames - hanging folder, letter, 6 sets/box	Universal	UNV17000	EACH	9	
6401	Drawer frames - hanging folder, legal, 6 sets/box	Universal	UNV18000	EACH	12	
6500	File guides - letter, alphabetical, 25 pt blue pressboard, 25/set, 1 set/box	Smead	SMD50375	SET	3	
6501	File guides - legal, alphabetical, 25 pt blue pressboard, 25/set, 1 set/box	Smead	SMD52376	SET	8	
6600	Expansion wallet - 3-1/2", letter, with red rope gussets, elastic cord, 11-3/4" x 9-1/2", each	Smead	SMD1053EL	EACH	71	
6601	Expansion wallet - 3-1/2", legal, with red rope gussets, elastic cord, 15" x 10", each	Smead	SMD1056EL	EACH	546	
6608	Expansion folder - daily 1-31, letter size, open top, 12" x 10", ea	Smead	SMDR217D	EACH	4	
6609	Expansion folder - daily 1-31, legal size, open top, 15" x 10", each	Smead	SMDR219D	EACH	11	
6610	Expansion folder - alphabetic A-Z, letter size, open top, 12" x 10", each	Smead	SMDR217A	EACH	5	
6611	Expansion folder - alphabetic A-Z, legal size, open top, 15" x 10", each	Smead	SMDR219A	EACH	1	
6612	Expansion folder - monthly Jan-Dec, letter size, open top, 12" x 10", each	Smead	SMD70487	EACH	10	
6613	Expansion folder - monthly Jan-Dec, legal size, open top, 15" x 10", each	Smead	SMD70489	EACH	2	
6700	File pockets - 3-1/2", letter, OPEN TOP, manila lined back, 25/bx.	Esselte	ESS1524EOX	EACH	327	
6701	File pockets - 3-1/2", legal, OPEN TOP, manila lined back, 25/bx.	Esselte	SMD1526E	EACH	240	
6702	File jackets - letter, 11 pt. manila, flat expansion, thumbcut, 2-ply top, 100/box	Universal	UNV72300	BOX	64	
6703	File jackets - legal, 11 pt. manila, flat expansion, thumbcut, 2-ply top, 100/box	Universal	UNV72500	BOX	1	
6704	File jackets - letter, 11 pt. manila, 2" expansion, thumbcut, single-ply top, 50/box	Universal	UNV76300	BOX	3	
6705	File jackets - legal, 11 pt. manila, 2" expansion, thumbcut, single-ply top, 50/box	Universal	UNV76500	BOX	1	
6800	Cassette Storage boxes - files, 6" x 4" x 23", for cards each	Fellows	FEL00003	CARTON	5	
6801	Storage boxes - files, 9-1/2" x 6"x23-1/4", ctn	Fellows	FEL00022	EACH	64	
6802	Storage boxes - legal size only, 15"x10-1/4"x24" retractable plastic access grips, each	Universal	UNV75131	EACH	93	
6803	Storage boxes - file, 12" x 10" x 15 1/4", medium-duty - letter-legal, white, ea STANDARD	Universal	UNV95223	EACH	156	
6804	Storage boxes - file, 12" x 10" x 15 1/4", heavy-duty - letter-legal, wood grain, ctn	Fellows	FEL00725	CARTON	32	

7100	Glue sticks - for envelopes, 6 sticks per pkg	Avery	AVE00134	PACKAGE	91	
7102	Glue - stick, non-toxic, dries clear, 1.41 oz	Universal	UNV75749	EACH	41	
7103	Glue - super, tube, .07 oz., bonds instantly	Scotch	C6045	EACH	13	
7200	Tape - transparent, 1" core, 3/4" x 1296", Scotch 3M #810, w/o dispenser	Universal	UNV83436	ROLL	627	
7201	Tape - 1" masking tape	Universal	UNV51301	ROLL	16	
7202	Tape - masking, 2" x 60 yds	Universal	UNV51302	ROLL	10	
7203	Tape - box sealing tape, 1.89x 5468 yds, 3" core, roll	Universal	UNV61500	ROLL	55	
7204	Tape - filament, 1" x 60", 3" core	3M	MMM C50	ROLL	28	
7300	Dispenser - tape, black, for desk, 3/4", 1" core, 1/ea	Scotch	CEB40038	EACH	32	
7500	Envelope moistener - squeeze bottle, 2 oz.	OIC	OIC97800	EACH	23	
7601	Mounting squares - 1", double coated, pre-cut, 16 squares per pack	3M	MMM111	PACKAGE	13	
8101	Labels - self-adhesive, 2" x 4", white, 120/box	Universal	UNV50113	BOX	1	
8106	Labels - copier 33- 1"x 2" labels per sheet, 100 sheets/bx	Universal	UNV90102	BOX		
8107	Labels - laser, 30-2 5/8" x 1" labels per sheet, 100 sheets/bx.	Universal	UNV80102	BOX	60	
8108	Labels - laser, 20- 4"x1" labels per sheet, 100 sheets/bx.	Universal	UNV80104	BOX	20	
8109	Labels - laser, 10- 2"x4" labels per sheet, 100 sheets/bx	Universal	UNV80107	BOX	10	
8111	Labels - dot matrix, 3-1/2" x 15/16", 5000 labels/box	Universal	UNV75113	BOX	15	
8112	Labels - dots, dark blue, 3/4", 1000/bx	Avery	AVE30568	BOX	6	
8116	Labels - dots, red, 3/4", 1000/bx	Avery	AVE30565	BOX	2	
8117	Labels - dots, yellow, 3/4", 1000/bx	Avery	AVE30562	BOX	8	
8118	Labels - dots, assorted, 3/4", 1000/bx	Avery	AVE5473	BOX	2	
8125	Label cartridge - for DYMO label writer printer, 1-1/2" x 3-1/2" - 700 labels per roll; 2 rolls/bx.	Esselte	DYM30252	BOX	156	
8200	Reinforcements - rings, white, self-adhesive for 1/4" hole, 200/box	Avery	AVE30553	BOX	8	
8201	Reinforcements - strips, white, self-adhesive for torn paper edges, clear mylar 200/box - each bx	C-Line	CLI64112	BOX	8	
8300	Seals - notary, 2" self-adhesive, gold, 42/pkg	AVERY	AVE05868	PACKAGE	0	
8301	Seals, mailing seals, perforated white wafer for sealing flyers, 600/pk	AVERY	AVE05247	PACKAGE	200	
8400	Post-it - 1-1/2" x 2", yellow, 12/pkg	Universal	UNV35662	PACKAGE	89	
8401	Post-it - 3" x 3", yellow, 12/pkg	Universal	UNV35668	PACKAGE	160	
8403	Post-it - flags, yellow, 1" x 1-3/4", 50/dispenser	3M	MMM6805	EACH	70	
8404	Post-it - flags, blue, 1" x 1-3/4", 50/dispenser	3M	MMM6802	EACH	48	
8405	Post-it - flags, red, 1" x 1-3/4", 50/dispenser	3M	MMM6801	EACH	54	
8406	Post-it - flags, green, 1" x 1-3/4", 50/dispenser	3M	MMM6803	EACH	27	
8407	Post-it - flags, orange, 1" x 1-3/4", 50/dispenser	3M	MMM6804	EACH	61	
8410	Sign - Here Tabs, assorted color flag set, includes 30 ea. Yellow, blue, green, red; 20 flags per dispenser; 120/pkg.	3M	MMM684SH	PACKAGE	15	

9201	Punch - 2-hole, 1/4" round hole, 2-3/4" center to center, 25 sheet, calibrated position guide, removable chip holder, Model 10X	Universal	UNV74222	EACH	16	
9202	Punch - 3-hole, 9/32" round hole, 2 or 3 punch, 11 sheet, removable clip holder, black, sturdy lever handle, Model 20L	Universal	UNV74323	EACH	2	
9301	Ruler - 12" plastic, beveled, 1/16" scale	Westcott	ACME74077	EACH	2	
9302	Engineering scale - full divided 10,20,30,40, 50, & 60 parts to an inch. Color-coded grooves. Ea	Staedtler	STD98718-34	EACH	2	
9400	Scissors - left-handed, 8", straight trimmers, carbon steel blades w/black handles	Westcott	ACM10513	EACH	3	
9401	Scissors - right-handed, 7", straight trimmers, carbon steel blades w/black handles	Deskworks *	FISK AR21087797	EACH	33	
9501	Staples - STANDARD, strips of 210, 5000/bx	Swingline *	SWI35108	BOX	241	
9502	Staples - SW19 Plier 16501, Bostitch P3 Chrome, 5,000/bx.	Swingline	SWI37400	BOX	3	
9505	Staples - heavy duty, 30 sheet capacity, 1/4", 1000/bx	Bostitch	SB35-1/4-1M	BOX	1	
9506	Staples - heavy duty, 70 sheet capacity, 3/8", 1000/bx	Bostitch	SB3538-1M	BOX	5	
9507	Staples - heavy duty, 100 sheet capacity, 1/2", 1000/bx	Bostitch	SB3512-1M	BOX	8	
9508	Staples - heavy duty, 150 sheet capacity, 5/8", 1000/bx	Bostitch	SB35558-1M	BOX	3	
9509	Staples - heavy duty, Swingline, 30 sheet capacity, 1/4", 1000/bx	Swingline	DPS03548	BOX	2	
9511	Staples - heavy duty, Swingline, 100 sheet capacity, 1/2", 1000/bx	Swingline	DPS03549	BOX	1	
9600	Stapler - desk, stapler w/staple remover attached, black	Swingline	SWI71201	EACH	1	
9602	Stapler - hand, loads half-strip of standard staples, black	Universal	UNV43138	EACH	6	
9603	Stapler - desk, loads full strip	Swingline	SWI40701	EACH	52	
9604	Stapler - Swingline 415 heavy duty; staples up to 160 sheets, ea	Swingline	SWI39005	EACH	6	
9700	Staple remover - pincher type, steel and brown plastic, each	Universal	UNV00700	EACH	26	
9701	Staple remover - multi staple puller; pulls both standard and heavy duty up to 1/2" deep	Max	MXB RZ3F	EACH	3	
9702	Staple remover - Steel jaws, Wide finger tabs with nonslip surface. Black	Swingline	SWI38101	EACH	0	
9703	Staple remover - flat used for removing heavy-duty staples, ea.	Swingline	SWI37141	EACH	4	
9800	Letter opener - hand, steel, 9" long	Universal	UNV31750	EACH	6	
9801	Letter opener - razor, concealed blade, plastic, 2-1/2" long	Universal	UNV31800	EACH	44	
10000	Plotter paper - 42" x 100' roll, heavyweight coated paper	Hewlett Packard	HEWC6569C	ROLL	1	
10001	Plotter paper - 36" x 100' roll, heavyweight coated paper	Hewlett Packard	HEWC1861A	ROLL	3	
10100	Adding tape - STANDARD white bond, 150 ft., 2-1/4", per roll	Universal	UNV35710	ROLL	322	
10201	Dry toner - 8 1/2" x 11", 100/bx. Transparencies for copiers/ laser toner cartridges	Scotch	MMM PP2500	BOX	6	
10202	Transparency film - for all ink jet printers, 8-1/2" x 11", 50/box	Universal	UNV65130	BOX	5	
10308	Envelopes - 6"x10" self-sealing puncture resistant padded mailer. Ea	Seal Air Corp	SEL10185	EACH	141	

10309	Envelopes - 8-1/2" x 12" self-sealing puncture resistant padded mailer. Ea	Seal Air Corp	SEL10187	EACH	67
10310	Envelopes - 14-1/4" x 20" self-sealing puncture resistant padded mailer. Ea	Seal Air Corp	SEL10192	EACH	48
10400	Pads - paper, yellow 8 1/2" x 11", 16# basis, 3/8" wide lines, ruled w/marginal line, perforated, top stub, pad	Universal	UNV10630	PAD	704
10401	Pads - paper, yellow, 8 1/2" x 14", 16# basis, 3/8" wide lines, ruled w/marginal line, perforated, top stub, pad	Universal	UNV4000	PAD	109
10402	Pads - paper, yellow, 5" x 8", 16# basis, 3/8" wide lines ruled w/marginal line, perforated, top stub, pad	Universal	UNV46200	PAD	644
10500	Steno notebooks - 80 sheets, gregg ruling, line down center, green paper, pad	Universal	UNV86920	PAD	223
10501	Spiral collegiate notebooks - 11" x 8-1/2", single subject, 3-hole punched, asstd front covers, 80 sheets/pad	Mead	MEA06382	EACH	6
10502	Memo books - wirebound, 3" top spiral, white paper, narrow ruled, asstd color front covers, 60 sheets/pad	Redi-form	RED31120	EACH	51
10503	Spiral collegiate notebooks - 11" x 8-1/2", 5 subject, 3-hole punched, perforated edges, asstd front covers, pad	Mead	MEA06780	EACH	1
10600	Phone message books - "While You Were Out", 4 forms/page, carbonless duplicate, wirebound, 400 sets/book	Universal	UNV48003	BOOK	11
10811	Index cards - plain, white, 3" x 5", 100/pkg.	Esselte	ESS30	PACKAGE	41
10812	Index cards - ruled, white, 3" x 5", 100/pkg	Esselte	ESS31	PACKAGE	22
10814	Index cards - plain, green, 4" X 6", 100/pkg	Esselte	ESS7420GR	PACKAGE	
10815	Index cards - plain, white, 4" X 6", 100/pkg	Esselte	ESS40	PACKAGE	202
10816	Index card guides - 3" x 5", A-Z, blue pressboard, 26/set	Esselte	ESS03514	SET	2
10817	Index card guides - 4" x 6", A-Z, blue pressboard, 26/set	Esselte	ESS04635	SET	2
10818	Index card guides - Jan-Dec, blue pressboard, 3" x 5", 12/set	Esselte	ESS73147	SET	2
10819	Index card guides - Jan-Dec, blue pressboard, 4" x 6", 12/set	Esselte	ESS73148	SET	2
11200	Eraser - pencil cap, bx/100, ea	Sanford	SAN73015	EACH	2
11201	Eraser - refills, for automatic pencils, 3 refills/tube, 3 tubes/ box	Pentel	PENZ21	PACKAGE	1
11203	Eraser - refills, for Pentel Clic, 2 erasers/pkg, 2 pkg/bx	Pentel	PENZER2	PACKAGE	13
11300	Highlighter - yellow, broad chisel tip, ea	Avery	AVE24069	EACH	399
11301	Highlighters - assorted colors, yellow, pink, blue, green and orange, sold only per set	Bic	BLP51W-AST	SET	26
11302	Highlighter - blue, broad chisel tip, ea	Universal	UNV08864	EACH	40
11303	Highlighter - orange, broad chisel tip, ea	Universal	UNV08863	DOZEN	6
11304	Highlighter - green, broad chisel tip, ea	Universal	UNV08862	DOZEN	3
11306	Towelettes - dry erase towelettes, pop up container, 50 6" x 9" sheets/container	Expo	SAN81850	CONTAINER	3
11307	Markers - dry erase, fine pt., 4-color set; sold only per set	Expo	SAN86074	SET	8
11308	Markers - dry erase, CHISEL med. pt., 4-color set; sold only per set	Expo	SAN80792	SET	8
11309	Markers - permanent, black, chisel pt., ea	Universal	UNV07051	EACH	166

11310	Markers - permanent, red, chisel pt., ea	Universal	UNVO7062	EACH	6
11312	Highlighter - yellow, thin line Briteliner, ea	Bic	BICBL11-YW	EACH	124
11313	Dry eraser - for dry erase board	Quartet	QRT920-335	EACH	4
11350	Pen - Counterfeit Bill Detector pen, ea	DriMark	DRI351B	EACH	19
11400	Pencils - #2, yellow hexagon barrel, dz	Universal	UNV55400	DOZEN	7
11401	Pencils - automatic, .5mm, covered eraser, black barrel, 12/box	Pentel	PENA125A	DOZEN	27
11402	Pencils - automatic, .7mm, covered eraser, dark blue barrel, 12/box	Pentel	PENA127C	EACH	36
11403	Pencils - automatic, 9mm, covered eraser, brown barrel, 12/box	Pentel	PENA129E	EACH	12
11404	Pencils - lead refills, .5mm, 12 leads/tube, 3 tube/box	Pentel	PEN C505HB	PACKAGE	15
11405	Pencils - lead refills, .7mm, 12 leads/tube, 3 tube/box	Pentel	PEN50HB	PACKAGE	17
11406	Pencils - lead refills, .9mm, 12 leads/tube, 3 tube/box	Pentel	PEN509HB	PACKAGE	12
11408	Pencils - sharp writer pencils, #2, 12/bx	Paper Mate	PAP30301	DOZEN	2
11500	Pens - FLAIR felt tip, black, fine pt., 12/box	Paper Mate	PAP84301	DOZEN	1
11501	Pens - FLAIR felt tip, red, fine pt., 12/box	Paper Mate	PAP86211	DOZEN	3
11505	Pens - felt tip, black, fine pt., 12/box	Sanford	SAN38011	EACH	17
11600	Pens - roller, black, fine pt., 12/box	Bic	BICRF11BK	DOZEN	1
11602	Pens - roller, black, med. pt., Bic, 12/box	Bic	BICRM11-BK	DOZEN	1
11603	Pens - roller, blue, med. pt., 12/box	Bic	BICRM11-BE	DOZEN	3
11604	Pens - roller, black, med. pt., Pentel, 12/box	Pentel	PENR100A	DOZEN	1
11605	Pens - Uni-ball, .2mm, blue, 12/box	Sanford	SAN60153	DOZEN	20
11606	Pens - Uni-ball, .2mm, black, 12/box	Sanford	SAN60151	DOZEN	12
11607	Pens - Uni-ball, .3mm, black, 12/box	Sanford	SAN60101	DOZEN	2
11610	Pens - Precise, extra fine, black, 12/box	Pilot	PIL35334	DOZEN	3
11611	Pens - Precise, extra fine, red, 12/box	Pilot	PIL35336	DOZEN	2
11702	Pens - counter, black, refillable, each	PMF	PMF05057	EACH	20
11797	Pens - ballpoint, Bic Soft Feel, fine pt., red, non-refillable, 12/box	Bic	SGSF11-RD	DOZEN	2
11798	Pens - ballpoint, Bic Soft Feel, med pt., red, non-refillable, 12/box	Bic	BICSGSM11RD	DOZEN	4
11799	Pens - ballpoint, Bic Soft Feel, med pt., blue, non-refillable, 12/box	Bic	BICSGSM11BE	DOZEN	14
11800	Pens - ballpoint, Bic Soft Feel, fine pt., black, non-refillable, 12/box	Bic	BICSGSF11BK	DOZEN	1
11801	Pens - ballpoint, Bic Soft Feel, med. pt., black, non-refillable, 12/box	Bic	SGSM11-BK	DOZEN	20
11802	Pens - ballpoint, Better Grip, fine pt., BLUE 12/bx	Pilot	PIL30041	DOZEN	1
11803	Pens - ballpoint, Better Grip, med pt., BLACK 12/bx	Pilot	PIL30050	DOZEN	5
11804	Pens - ballpoint, Better Grip, med. Pt., blue 12/bx	Pilot	PIL30051	DOZEN	7
11808	Pens - ballpoint, stick, med pt., green, w/cap, 12/box	Paper Mate	PAP334-11	DOZEN	1
11809	Pens - ballpoint, stick, fine pt., blue, w/cap, 12/box	Paper Mate	PAP33611	DOZEN	18
11810	Pens - ballpoint, stick, fine pt., black, w/cap, 12/box	Paper Mate	PAP33811	DOZEN	6
11811	Pens - ballpoint, stick, med pt., red, w/cap, 12/box	Paper Mate	PAP33211	DOZEN	9
11812	Pens - ballpoint, stick, med. pt., black, w/cap, 12/box	Paper Mate	PAP33311	DOZEN	36



11813	Pens - ballpoint, stick, med. pt., blue, w/cap, 12/box	Paper Mate	PAP33111	DOZEN	21	
11822	Pencil sharpener - battery operated, uses 4 AA batteries, ea.	Hunt	HUN16750	EACH	1	
11827	Pens - ballpoint, Bic Stic, fine pt., black, 12/box	Bic	BICGSF11BK	DOZEN	3	
11829	Pens - ballpoint, Bic Stic, med. pt., black, 12/box	Bic	BICGSM11BK	DOZEN	12	
11830	Pens - ballpoint, Bic Stic, fine pt., blue, 12/box	Bic	BICGSF11BE	DOZEN		
11831	Pens - ballpoint, Bic Stic, med. pt., blue, 12/box	Bic	BICGSM11BE	DOZEN	5	
11835	Pens - ballpoint, retractable, black	Bic	BICCSM11BK	DOZEN	16	
11836	Pens - ballpoint, retractable, med pt blue	Bic	BICCSM11BE	DOZEN	7	
11837	Pens - ballpoint, retractable, med pt red	Bic	BICCSM11RD	DOZEN	2	
11900	Pens - porous, Liquid Espresso, med. pt., .5mm, black, 12/box	Papermate	PAP21001	DOZEN	8	
11901	Pens - porous, Liquid Espresso, fine pt., .3mm, black, 12/box	Papermate	PAP31001	DOZEN	8	
11902	Pens - porous, Liquid Espresso, fine pt., .3mm, red, 12/box	Papermate	PAP31002	DOZEN	2	
11903	Pens - porous, Sharpie, fine pt., 1.0mm, black, 12/box	Sharpie	SAN30001	DOZEN	27	
11904	Pens - porous, Sharpie, extra fine pt., .4mm, black, 12/box	Sharpie	SAN35001	DOZEN	10	
11905	Pens - porous, Sharpie, fine pt., 1.0mm, red, 12/box	Sharpie	SAN30002	DOZEN	3	
11907	Pens - Sanford Uniball Gel RT pens, medium point, black	Sanford	SAN65940	DOZEN	17	
11909	Pens - refill, for Pilot Dr Grip gel refill, and Pilot G2 gel ink refill, fine point, black, 2/pkg	Pilot	PIL77240	PACKAGE	12	
11911	Pens - Pilot G2 gel ink fine pt black pen, ea	Pilot	PIL31020	DOZEN	7	
11912	Pens - Pilot Gel RT fine pt blue pens, ea.	PILOT	PIL31021	EACH	48	
11913	Pens - Sanford Uni-ball Signo 207 same as Gel RT, retractable roller pen, medium pt., blue, ea.	SANFORD	SAN33951	EACH	6	
12100	Ribbon - typewriter, correctable, Adler-Royal 901246 Satellite IV, 1/box	NuKote	NUKB193	EACH	2	
12102	Ribbon - typewriter, Canon AP-350, 1/bx	NuKote	NUKB168	EACH		
12103	Ribbon - typewriter, correctable, Canon AP-RB21, 6/bx	Canon	NUKB257	EACH		
12105	Ribbon - typewriter, correctable, Lexmark 1380999, 1/box	*Lexmark	LEX1380999	EACH	2	
12110	Ribbon - typewriter, correctable, Smith-Corona H21000, 2/PK	Smith-Corona	SMC17657	PACKAGE	1	
12112	Ribbon - calculator, black/red nylon, Nu-Kote BR80C, 2/PK	Nu-Kote	BR80C	PACKAGE	23	
12113	Ink Roller - calculator ink roller	Nu-Kote	NUKNR40	EACH	0	
12115	Ribbon - typewriter for use in Sharp XQ315, ea	Nu-Kote	NUKB200	EACH		
12116	Ribbon - typewriter for use in Brother typewriter, ea	NuKote	NUKB199	EACH	10	
12201	Lift-off tape - typewriter, Canon AP-14, 6/box	Canon	AP-14	BOX		
12202	Lift-off tape - typewriter, Lexmark 1337765, 1/box	Lexmark	LEX1337765	EACH	4	
12203	Lift-off tape - typewriter, Nu-Kote 86L, 6/box	Nu-Kote	NUK86L	BOX	2	
12208	Lift-off tape - typewriter, Smith-Corona H21060, 1/box	NuKote	NUK269LC	EACH	2	

13200	Batteries - AA, alkaline, 16 pkg, ea	Eveready	EVEA91FP24	EACH	2261
13201	Batteries - AAA, alkaline, 12 pkg, ea	Eveready	EVEA92FP12	EACH	394
13202	Batteries - C, alkaline, 8 pkg, ea	Eveready	EVEA938	EACH	116
13203	Batteries - D, alkaline, 8 pkg, ea	Eveready	EVEA958BP8	EACH	109
13204	Batteries - 9V, alkaline, 4/pkg, ea	Eveready	EVEA5224	EACH	85
17100	Diskettes - 3.5", IBM, DS/HD, formatted, 10/bx	KAO	MAX556423	BOX	102
17101	CDRW - rewriteable cds, Speed 10x, Capacity 650 Mb/74 min., 10/pkg., ea	Imitation *	IMN16950	EACH	232
17103	CDR - recordable cds, Speed 48X, 700Mb/80 min. play time, slim jewel, 10/pkg, ea	Imitation *	IMN17332	EACH	376
17104	DVD-R/RAM - rewriteable dvd's, rewriteable 1000 times, Capacity 9.4GB/Double-Sided, ea	SONY *	SON 25DMR47	BOX	30
17105	DVD+RW - recordable dvd's, Capacity 4.7GB/Single-Sided, 2 hours min. play time, ea	Imitation *	IMN17153	EACH	29
17300	Compressed air duster - ozone safe, 10 oz. cans	UNIVERSAL	UNV51501	EACH	126
17400	Surge protector - 6-outlet, 6-ft. cord, 450 joule, 330V clamp rating, steel housing, visual surge indicator, nanosecond response time	Fellows	FEL99012	EACH	38
17500	Mouse pad - sponge rubber pad, 10-3/4" x 8-1/2", blue	CORPORATE EXPRESS	FEL91141	EACH	24
17501	Wrist rest - foam cushion pad, all colors	CORPORATE EXPRESS	FEL91137	EACH	7
18100	Calendar - desk, daily, refill, 3-1/2" x 6", one color, 2 pages for each weekday	At-A-Glance	AAGGE717-50	EACH	10
18101	Base - for E717-50 calendar refills, black, ea	At-A-Glance	AAGE1700	EACH	1
18102	Calendar - desk, daily, refill, 3-3/4" x 3", one color, 2 pages for each weekday, past & future month blocks	At-A-Glance	AAGE919-50	EACH	17
18103	Base - for E919-50 calendar refills, black, ea	At-A-Glance	AAGE919-00	EACH	
18200	Calendar - desk pad, 22" x 17", non-refillable, ruled daily blocks, vinyl corners, eyelets for hanging, Jan-Dec	At-A-Glance	AAGGSK2400	EACH	154
18301	Calendar - wall, one-year, metal bound, unruled daily blocks, hanging eyelet, 24" x 36", blue ink	At-A-Glance	AAGPM1228	EACH	6
18401	Appointment book - daily, 4-7/8" x 8", Day Minder, nonrefillable, ruled, one day per page, 2 month reference blocks	At-A-Glance	AAGG100-00	EACH	3
18402	Appointment book - daily, 4-7/8" x 8", FOUR PERSON scheduling, Day Minder, nonrefillable, ruled, one day per page, 2 month reference blocks	At-A-Glance	AAGG560-00	EACH	11
18405	Appointment book - daily, looseleaf 5" x 8", Express Track Daily/Monthly, ruled for hourly appointments, one day per page, full-year	House of Dollittle	HOD29802	EACH	
18502	Appointment book - weekly, 6-7/8" x 8-3/4", nonrefillable, ruled, one week per spread, 12 month reference blocks	At-A-Glance	AAGG53500	EACH	6
18503	Appointment book - weekly, 8-1/4" x 10-7/8", nonrefillable, ruled, one week per spread, 12 month reference blocks	At-A-Glance	AAG7095005	EACH	8
18600	Appointment book - monthly, 6-7/8" x 8-3/4", nonrefillable, unruled, one month per spread, 6 month reference blocks, 16 month fiscal	At-A-Glance	AAG7012705	EACH	9

18601	Appointment book - monthly, 9" x 11", nonrefillable, unruled, one month per spread, 13 month Jan-Jan, telephone/address pages	At-A-Glance	AAG70260-05	EACH	23
18602	Appointment book - monthly, 6-7/8" x 8-3/4", nonrefillable, unruled, one month per spread, 6 month reference blocks, memo section	At-A-Glance	AAGG400-00	EACH	17
18603	Appointment book - monthly, 8-1/2" x 11", refillable, unruled, one month per spread, 6 month reference blocks, 3 year monthly planner, tabbed yearly	At-A-Glance	AAGG70-236-05	EACH	4
18611	Refill for 70-236-05 and 70-296-05, year 2007	At-A-Glance	AAGG70-923-77	EACH	
18612	Refill for 70-236-05 and 70-296-05, year 2008	At-A-Glance	AAGG70-923-78	EACH	3
18613	Refill for 70-236-05 and 70-296-05, year 2009	At-A-Glance	AAGG70-923-79	EACH	2
19100	Cassettes - leaderless, 20/bx.90 min. dictating cassettes, EACH	Imitation *	IMN33062	EACH	86
19101	Cassettes - MICRO, 60min.10/bx	Prism	PRS30101	EACH	665
19102	Cassettes - leaderless, 10/bx.90 min. dictating cassettes	Sony	SONC90HF	EACH	80
19200	Cassettes - VHS 120 min. premium grade, ea	Sony	SON43036	EACH	20
21100	Binding combs - 5/16", 40 sheet capacity, black, 25/bx	GBC	GBC40-900-16	BOX	3
21101	Binding combs - 3/8", 55 sheet capacity, black, 25/bx	GBC	GBC40-900-22	BOX	14
21102	Binding combs - 1/2", 90 sheet capacity, black, 25/bx	GBC	GBC4090034	BOX	8
21103	Binding combs - 5/8", 120 sheet capacity, black, 25/bx	GBC	GBC4090046	BOX	11
21104	Binding combs - 3/4", 150 sheet capacity, black, 25/bx	GBC	GBC4090052	BOX	8
21105	Binding combs - 1", 200 sheet capacity, black, 10/bx	GBC	GBC4090064	BOX	1
21106	Binding combs - 1-1/2", 250 sheet capacity, black, 10/bx	GBC	GBC4290010	BOX	1
21107	Binding combs - 2", 425 sheet capacity, black, 50/bx, ea.	QUARTET	GBC42-000-22	BOX	3
22200	Extension cord - indoor use, 3 outlets, 2-prong, 6-ft. brown	Fellows	FEL99587	EACH	5
22201	Phone Cord - Handset 8', dark gray, ea.	Tech Electronics	9115-501-003	EACH	11
22400	Wall clock - quartz, 9-3/4" dia., black case, battery required	Universal	10421	EACH	1
22500	Visitor register book - columns for date, name, address, time, remarks, holds 1500 entries, hardcover, white ledger paper, 112 pages, 14 lines per page,	Wilson-Jones	WLJS490	EACH	2
22501	dictionary, paperback	Houghton Mifflin	HOU-H45071	EACH	1
22600	Posterboard - White, 22" x 28", 10 per pk	Bienfang	HUN-750-173	EACH	13
22601	Foam Board - 30" x 40" White, 10 PER PACK, each.	Hunt	HUN900510	EACH	12
22700	Utility knife replacement blades. 5/pack	Bostitch	BOS11-921	PACKAGE	1
22800	Waste basket - 7 gallon	Rubbermaid	RUB29561	EACH	9
22900	Contour framed fabric board - 36" x 24" gray w/ black frame	Quartet	QRT7693G	EACH	2
22901	Dry Erase Board - 36" x 24" with wooden frame	Quartet	QRTS573	EACH	
22902	Cork board - 36" x 24" with wood frame	Quartet	QRT303	EACH	1

23000	Floor Mats - 36" x 48" with lip of 19" x 10" for low pile carpets	Rubbermaid	RUB64422	EACH	23	
24000	Laminating Pouches - business card size, 2 3/16" x 3 11/16", 100/bx	GBC	GBC3740412	BOX	2	
24001	Laminating Pouches - lettersize, 3 ml, 50/bx	GBC	GBC3745022	BOX	7	
25000	Business card kit - ivory color, 300 cards per kit	Avery	AVE8376	PACKAGE	2	
26000	Shredder Oil - 12 oz. Bottle, used for oiling shredder blades, ea.	Fellows	FEL35250	EACH	7	