

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 PAPER SUPPLIES

BIDS SHALL BE ACCEPTED UNTIL:

TUESDAY, NOVEMBER 20, 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 PAPER 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.

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

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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).

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

2008 Jefferson County Department Of Administration Paper Supply Bid
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. **Ctn. (carton) must indicate number per carton**
 - b. **M. (1000).**
 - c. **Bx. (box) must indicate number per box.**
 - e. **Btl. (bottle) must indicate number of oz. Per bottle.**
3. **If items are manufactured with recycled products, vendor must advise on the bid form.**
4. **Deliveries are to be NEXT DAY service after order is placed. (Delivery times and Order time to be set with awarded vendors).**
5. **Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section “2.4”. All prices are firm, this includes all CPI (Consumer Price Index) cost fluctuations.**

<i>County ID #</i>	<i>Item Description</i>	<i>Suggested Manufacturer</i>		<i>UOM</i>	<i>Est. Usage</i>	<i>PRICE</i>
10300	Envelopes - coin, #5-1/2, 3-1/8" x 5-1/2", gummed flap, 500/bx.	National	94961	BOX	13	
10301	Envelopes - clasp, 6" x 9", manila, 28# kraft, 100/bx	National	24775	BOX	23	
10302	Envelopes - clasp, 9" x 12", manila, 28# Kraft, 100/box	National	4191	BOX	150	
10303	Envelopes - clasp, 7-1/2" x 10-1/2", manila, 28# Kraft, 100/box	National	24778	BOX	7	
10304	Envelopes - clasp, 10" x 15", manila, 28# Kraft, 100/box	National	26891	BOX	15	
10305	Envelopes - clasp, 12" x 15-1/2", manila, 28# Kraft, 100/box	National	4207	BOX	3	
10306	Envelope - booklet, 6" x 9", white, #24, 500/bx USED FOR METERED MAILINGS	National	4238	BOX	31	
10307	Envelopes - w/o clasp, 9" x 12", manila, 28# Kraft, 500/ctn	National	4131	BOX	23	
10311	Envelopes-10 x 15 w/o clasp, 28# catalogue, brown kraft, 500/bx	National	4161	BOX	2	
10313	Envelopes - #6-3/4, 3-5/8" x 6-1/2", white, 24#, 500/box, 1 box	National	33933	BOX	10	
10314	Envelopes - #10 window, COMMERCIAL STYLE FLAP ONLY, 24#, white, 500/box, 5 box/carton	National	28461	BOX	299	
10315	Envelopes - #9, regular, COMMERCIAL STYLE FLAP ONLY 24#, white, 500/box, 5 box/carton	National	33794	BOX	71	
10316	Envelopes - #10, regular, COMMERCIAL STYLE FLAP ONLY 24#, white, 500/box, 5 box/carton	National	28439	BOX	339	

10317	Envelopes - #10 window, Right window position panel, COMMERCIAL STYLE FLAP ONLY, 24#, white, 500/box, 5 box/carton	National	99999	BOX	48	
10319	Envelopes - #9, window, COMMERCIAL STYLE FLAP ONLY 24# THIS IS REQUIRED STOCK FOR THIS ITEM, white, 500/box, 5 box/carton	National	33825	BOX	14	
10700	Paper - 8-1/2" x 11", 84 white, multi-purpose for use in copiers, laser printers, plain paper fax machines, inkjet printers, and offset presses, 20#, grain long,	Georgia Pacific	221001-00	REAM	10961	
10701	Copy paper - 8-1/2" x 11", pink, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	2001611	REAM	26	
10702	Copy paper - 8-1/2" x 11", canary, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	2001603	REAM	120	
10703	Copy paper - 8-1/2" x 11", goldenrod, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	2001606	REAM	7	
10704	Copy paper - 8-1/2" x 11", green, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	2001607	REAM	58	
10705	Copy paper - 8-1/2" x 11", blue, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	2001600	REAM	93	
10706	Copy paper - 8-1/2" x 11", buff, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	2001601	REAM	10	
10707	Copy paper - 8-1/2" x 14", white, 20#, 500 sheets/ream, 10 reams/ctn	IP	2251794	REAM	110	
10710	Copy paper - 8-1/2" x 14", canary, 20#, 500 sheets/ream, 10 reams/ctn	Wausau	5211752	REAM	2	
10711	Copy paper - 11" x 17", white, 20#, 500 sheets/ream, 5 reams/ctn	IP	2251793	REAM	58	
10713	Letterhead - 8-1/2" x 11", 20#, 25% cotton water marked, PREMIUM GRADE, suitable for laser printing, 500 sheets/ream, 10 reams/ctn	Capitol	2085221	REAM	3	
10714	paper- 11" x 17" Finch Opaque Cover 65# 96 bright 500 sheets/ rm	Finch opaque		REAM	0	
10800	Card stock - 90#, 8-1/2" x 11", white, 250/ream, 8 rm/ctn	Springhill	2227280	REAM	16	
10802	Cover - 80# cover, 8-1/2" x 11", white, 96 brightness, laser compatible, 250 sheets per ream, 8 reams per ctn.	Wausau	2140968	REAM	0	
10803	Vellum - 57# Bristol, 8-1/2" x 11", white, 90 brightness, 7 pt. Reply card, 250 sheets per ream, 8 reams per ctn.	Wausau	2229770	REAM	0	
10804	Card stock - 90#, 8-1/2" x 11", buff, 250/ream, 8 rm/ctn	Wausau	2045193	REAM	17	
10805	Card stock - 65#, 8-1/2" x 11", white, 250/ream, 8 rm/ctn	Finch	2063740	REAM	44	
10806	Card stock - 65#, 8-1/2" x 11", green, 250/ream, 8 rm/ctn	Wausau	2045883	REAM	4	
10807	Card stock - 110#, 8-1/2" x 11", cherry, 250/ream, 8 rm/ctn	Wausau	5210965	REAM	7	
10809	Card stock - 90#, 8-1/2" x 14", white, 250/ream, 5 rm/ctn	Wausau	2229746	REAM	7	
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	0	
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	0	

10818	Index card guides - Jan-Dec, blue pressboard, 3" x 5", 12/set	Esselte	ESS73147	SET	0	
10819	Index card guides - Jan-Dec, blue pressboard, 4" x 6", 12/set	Esselte	ESS73148	SET	0	
10900	NCR paper - superior heavyweight, 8-1/2" x 11", 2 pt., reverse, 500/ream, 10 reams/ctn	Mead	2063251	REAM	111	
10901	NCR paper - superior heavyweight, 8-1/2" x 11", 3 pt., reverse, 500/ream, 10 reams/ctn	Mead	2241308	REAM	270	
10902	NCR paper - superior heavyweight, 8-1/2" x 11", 4 pt., reverse, 500/ream, 10 reams/ctn	Mead	2241305	REAM	462	
10903	NCR paper - superior heavyweight, 8-1/2" x 11", 4 pt., straight, 500/ream, 10 reams/ctn	Mead	2216205	REAM	58	
10904	NCR paper - superior heavyweight, 8-1/2" x 11", 5 pt., reverse, 500/ream, 10 reams/ctn	Mead	5060750	REAM	19	
10905	NCR paper - superior heavyweight, 8-1/2" x 11", 5 pt., straight, 500/ream, 10 reams/ctn	Mead	5062311	REAM	65	
10917	NCR paper - superior heavyweight, 8-1/2" x 11", CF white tag, 500/ream, 10 reams/ctn	Mead	5068195	REAM	0	
10918	NCR paper - superior heavyweight, 8-1/2" x 14", 2 pt., reverse, 500/ream, 10 reams/ctn	Mead	5202999	REAM	13	
10919	NCR paper - superior heavyweight, 8-1/2" x 14", 3 pt., reverse, 500/ream, 10 reams/ctn	Mead	2241309	REAM	0	
10920	NCR paper - superior heavyweight, 8-1/2" x 14", 4 pt., reverse, 500/ream, 10 reams/ctn	Mead	2230434	REAM	52	
10923	NCR - padding compound, 946 ml per btl. Per liter	Mead	5000301	GALLON	1	
10950	Computer paper - 9-1/2" x 11", 1 part, continuous pin feed, 2500 sheets/ctn	IBM	5242689	CARTON	73	
10951	Computer paper - 14 7/8" x 11", 1/2" green bar, one-part, continuous feed,	IBM	5231988	CARTON	4	
10960	Crack - n - peel - 8 1/2" x 11", white, 250 per ream, 8 reams per ctn	FASSON	5156903	HUNDRED	2	
10970	Padding compound, white, 1 gallon	SKH	5020622	GALLON	1	
10971	Padding compound, red, 1 gallon	COLOR	5079815	GALLON	0	
10972	3 hole punch - 8-1/2" x 11" 20#, 500 sheets per ream, 10 reams per carton	International Paper	2251795	REAM	207	
10980	Color copy paper - 8-1/2" x 11"; 28# photo white 96 brightness, 500 sheets per ream, 8 reams per carton (NO SUBSTITUTE)	HAMMERMILL*	5198832	REAM	90	