



WILLIAM A. BELL, SR.
MAYOR

CITY OF BIRMINGHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

P-100 CITY HALL
710 NORTH 20TH STREET
BIRMINGHAM, ALABAMA 35203-2227

TELEPHONE (205) 254-2265
FAX (205) 254-2484

J. THOMAS BARNETT, JR.
FINANCE DIRECTOR

RON NICKEL
PURCHASING AGENT

WILLIAM E. CAFFEE
ASSISTANT PURCHASING AGENT

April 21, 2015

INVITATION TO BID #15-29

Sealed bids for office supplies for a period on one (1) year with option to renew for a second and third year and month to month thereafter upon mutual consent of both parties, for the City of Birmingham, will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama, until 2:00 p.m., May 20, 2015, at which time and place they will be publicly open and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided and all quotations are to be f.o.b. Birmingham, Alabama delivered.

A **mandatory** pre-bid conference to review and discuss the service required will be held at 2:00 p.m., May 6, 2015, in the Purchasing Conference Room, C-108 First Floor City Hall, Birmingham, Alabama. Anyone who wishes to submit a bid **must attend** the pre-bid conference scheduled for May 6, 2015. **ATTENDANCE WILL BE MANDATORY.** Any bid received from a vendor who did not attend the pre-bid conference will not be considered for award.

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham in the amount of \$1,000.00. In order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion, or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted in whole or part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "**SEALED BID – OFFICE SUPPLIES – 2:00 P.M., 05/20/15**". Bids may be hand delivered to Room P-100 First Floor City Hall, Birmingham, Alabama, or mailed to City of Birmingham, P. O. Box 11295, Birmingham, Alabama 35202-1295. (**DO NOT MAIL TO ROOM P-100 FIRST FLOOR CITY HALL**). However, bids sent by any express carrier (Federal Express, UPS, DHL, etc.) must be mailed to 710 North 20th Street, and specify delivery to P-100 First Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., May 20, 2015. Bids received after this time will not be considered.


William E. Caffee, Assistant Purchasing Agent

am
B.N. 04/24/15

SPECIFICATIONS FOR OFFICE SUPPLIES FOR THE CITY OF BIRMINGHAM

The City of Birmingham is seeking bids for an annual contract for office supplies. The basis of the bid shall consist primarily of all office supply items which the City may require during the life of the contract. Items excluded from this bid are furniture, janitorial supplies and paper items currently under contract, computer hardware, copiers, fax machines, toner cartridges and ribbons. The City intends to award to the lowest priced, responsible, responsive bidder on a total lot basis.

The proposed contract consists of two sections: **Section I**, consists of high volume items for which the bidder is to bid a firm unit price for each item in that section. Bidder shall bid all items in this section. Bidder must bid the brand/manufacturer listed, no substitutions. The bid price shall be firm for the initial 12 months of the contract. Bidder is to bid a single percentage markup for all items for the second year extension of the contract (Ex: 5% markup for the second year where initial year contract price was \$15.00 with 5% increase = \$15.75 for second year). Likewise, bidder is to bid a single percentage markup for all items for the third year extension which will apply to the then current unit price of the items (Ex: 6% markup for the third year where the then current price is \$15.75 with 6% increase = \$16.69).

For **Section II**, bidder shall use the latest version of the S. P. Richards catalog and dealer net pricer or the United catalog and dealer net pricer (minus the exclusions indicated above and all items listed in **Section I**) as the list of potential office supplies the City of Birmingham may purchase. (Pricer denotes – dealer net pricer). Consequently, each bidder will bid a percentage markup (or markdown – markdown must be preceded by a minus sign, Ex: -x) on the S. P. Richards or United pricer COSTS AS INDICATED ON THE ATTACHED BID FORM. Bidder must state to which pricer column the percentage markup applies. All bidders must submit with their bid one copy of the S. P. Richards or United catalog and pricer being used as the basis for the percentage markup entered on their bid schedule. If awarded the contract, this catalog and pricer will be used to calculate pricing. The catalog and pricer submitted with vendor's bid shall be the catalog and pricer used throughout the initial 12 months of the contract. No updated or more current pricer may be substituted at any time during the initial year of this contract. Pricing for a second year extension of the contract will be determined by allowing the successful bidder to submit the then current pricer for use with the original percentage markup used for the initial contract year (Ex: first year pricer item at \$20.00 with markup of 5% = \$21.00. Same item second year pricer at \$25.00 with 5% markup = \$26.50). The same procedure would apply for a third year extension, and then current pricer with original percentage markup applied. After the third year, the contract may extend on a month to month basis upon mutual agreement of both parties at the then current prices for the third year. The low bid will be determined by the combined total bid price of Section I and Section II as shown on the bid form for the first year of the contract.

Section II items are divided into eleven different groups of similar items where the percentage markup bid for each group of items will apply to the items listed on the bid form for each group and for all other items of a similar kind that appear in the catalog and pricer used by the bidder except as noted. Each bidder is to provide a hard copy itemized listing of all items that pertain to each group and the percentage markup bid for each group showing the item description, manufacturer part number, unit of measure and bid price based on the markup.

Successful bidder shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not responsive or responsible bidder.

The contract shall become effective from the date noted in the Notification of Award letter(s) which will be mailed to the successful vendor(s).

If Bidder has a third-party "remit-to" company, that information must appear on the Bidder's response. The City will send payment to the company designated by Bidder on his response, but will not be responsible for resolving payment issues, should the Bidder change payment processing companies after a payment has been mailed or without forty-five (45) days written notification to the Purchasing and Accounting Division of the City of Birmingham.

Bids may be solicited for products included in this contract such as where immediate/emergency need exists, including large quantities. The decision of the Purchasing Agent as to what constitutes a biddable situation shall be final and shall not be construed as a breach of contract.

Bidders must be covered by adequate liability insurance, workman's compensation and fidelity bonds. The minimum acceptable amount of liability insurance will be \$1,000,000.00 total with a maximum of \$300,000.00 for each occurrence and shall include, but not be limited to general liability, personal injury, property damage, vandalism, property loss and theft. Bidder shall carry workman's compensation in an amount sufficient to cover the statutory requirements. Such policies shall name the City of Birmingham as an additional insured and shall contain an endorsement providing that the City will be given written notice not less than thirty (30) days prior to cancellation or change of coverage provided by said policies.

Successful bidder is required to include the bid number on the evidence of insurance document. Policies that state the company will endeavor to provide 30 days notice prior to cancellation or change of coverage, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives is not acceptable. Certificate of Insurance must be presented to the City prior to commencement of any work. Insurance shall be through companies authorized to do business in the State of Alabama with a B+ rating or better according to the most current edition of Best's Insurance Reports. Bidder is to provide written documentation of the company's rating with the bid.

Proof of satisfactory performance in a contract of comparable size and complexity within the last three (3) years will be required prior to award. Bidders must be operating an office/warehouse in Jefferson County or any county contiguous to Jefferson County, its primary business being the sale of office supplies. Therefore, please submit with your bid a list of at least three (3) local references, one of which is comparable in size and complexity as previously mention above, with the name of a contact person and phone number.

The quantities on the bid form are estimated annual usage quantities for Section I only. Merchandise shall be ordered as requirements dictate. The City reserves the right to purchase more or less than the quantity as conditions require, and no bidder shall attempt to hold the quantities shown as a firm quantity under this contract. All Section II items are to be bid as quantity of one (1) each.

The City reserves the right to terminate this contract and seek new bids any time for cause giving thirty (30) days written notice.

All bidders must include on the attached bid form the name, address and phone number of a point of contact that the City can call to resolve any problems that may arise. The individual's name provided must have authority to resolve, or have access to person who can resolve the problem. The successful vendor must also provide two hundred-fifty (250) copies of the latest S. P. Richards or United catalog as soon as possible after award so they can be distributed to all departments who will be requesting office supplies.

All bids submitted are to be considered as a delivered price to the City of Birmingham. Delivery location will be specified on individual purchase orders and there are approximately 90 delivery locations (additional locations may be added at a later date). Any bid that imposes a service fee, and/or reversal of freight charges or any other type of fee on any order not exceeding a minimum order quantity or minimum purchase order dollar amount, will be determined a "non-responsive bid" and will not be considered for award.

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may resulting the immediate termination the contract. Should termination occur, the holder of the contract may be declared a "non-responsible vendor". This declaration may result in the rejection of future bids submitted by the vendor for a period of time to be determined by the City.

Contract award to purchase the material covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the court of the State of Alabama.

REQUIREMENTS:

Vendor must have the capability to provide the following:

- All contract items.
- Annual usage report, listing manufacture's part number, quantity ordered and unit price.
- Provide an electronic CD with all contract items; manufacturer's part number, list pricer, dealer net price, percentage markup (markdown) and City's net price.
- Provide a hard copy net pricer of all contract items showing manufacturers part number and list price, dealer net price, percentage markup (markdown) and City's net price.
- Provide, at least 90% of the time, all items within 72 hours of receiving either a written online or verbal purchase order. A purchase order number is required for all orders prior to pickup or delivery. All verbal purchase orders will be followed up by a written purchase order. Failure to meet the required delivery time any constitute grounds for termination of this contract and the declaration of the bidder as a "Non-responsible bidder" which may result in the rejection of future bids submitted by the bidder.
- The City fully intends to take advantage of any online ordering capabilities offered by the successful vendor(s). Any vendor(s) offering such service will agree to provide the City with access to the site, account establishment, user ID setups, training, etc. at no cost to the City. As a rule, when online ordering is used by the City, no hard copy of the Purchase Order will be mailed to the vendor. However, vendors may request that hard copies be mailed, and the city will comply with and all such request.

- If website is used, based on City's account number contract items must be searchable via use of a "keyword", (Ex: Binders should bring up binders that are on the contract and City's price.
- If website is used, feature for contract items "Carry to the Cart" when not available shall state "Out of Stock" – No automatic substitution is allowed.
- When Section I items are ordered by the unit of measure bid and the vendor changes the unit of measure when shipping, the unit price has to be at least the bid price or better. Vendor can not ship bulk and charge a higher unit price.
- Successful vendor will be required on an annual basis to conduct in house instruction and overview on the terms and conditions of this contract including the distribution of current catalogs and contract pricer. These meetings may take place over several days.
- Unit prices shall be firm for the initial annual term of contract. Increase in unit prices, if any for subsequent annual periods shall be within the percentage of increase indicated in vendor's bid and must be submitted thirty (30) day prior to contract expiration date. Notification and documentation of increase shall be submitted to the City of Birmingham Purchasing Division for approval. Contract renewal/extensions will constitute acceptance of price increases.
- Unit price shown on purchase order and price on vendor's invoice must match in order to be processed for payment. Therefore, vendor must notify the City of Birmingham Purchasing Division of pricing errors within eight (8) hours of receipt of purchase order.
- Discrepancies must be handled promptly (within seven (7) calendar days on incorrect delivery and with thirty (30) days for invoicing errors/problems.
- Vendor must have a liberal return policy. **Please include return policy in your response.**
- Vendor must notify the City of Birmingham Purchasing Division of changes in packaging of items, e.g. each is change to box of two or package is changed to each, etc., within five (5) days.
- Vendor must be capable of furnishing, at no charge, catalogs as follows: complete product line catalogs, custom catalogs (contract items only).
- Order placement shall be via facsimile, Internet or 800 toll free numbers. If Internet ordering is provided, it must be real-time. Also, any software and or modem required to access successful bidder's Internet site must be furnished at no charge to the City of Birmingham.
- Vendor must furnish, within three days, notification of discontinued product with recommendation for replacement items. Notification must include the complete description of the item, item/sku number, and any other pertinent information to assist the City with proper identification of commodity.
- Discontinued means when the manufacturer stops production, not when contractor decides not to stock or order the item anymore.
- **Substitutions of Products:** The City recognizes the fact that from time to time substitution of products other than those the vendor specifically quoted may have to occur. Any product offered as a substitute must be of equal or greater quality and value as the one being substituted for. No price increase from the original contract price will be allowed. Should the need for a substitute arise, the vendor should contact Artelia Macon, phone: (205) 254-2265, fax: (205) 254-2484 between the hours of 9:00 a.m. and 4:00 p.m. CST, Monday through Friday, for approval of any substitute before shipment is made. Failure to do so will result in the rejection of the goods at the time of receipt. Approval of a substitute once does not constitute future approval. Approvals will have to be obtained from the City for each substitution occurrence before any shipment is made. **In order to avoid any confusion, all requests for approvals should be submitted in writing after verbal notification and before shipping. Such written notice may be faxed to the City at (205) 254-2484, ATTN: Artelia Macon, Principal Buyer. Failure to submit such written notice could result in the rejection of the goods at the time of receipt.**
- **Permanent Substitutions:** Any vendor seeking to permanently substitute an item must submit, in writing, a request stating the product for which a substitute needs to be supplied, the manufacturer and brand name of the proposed substitute, any pertinent product information, and the reasons for the need to make a permanent substitute. The City may require samples of any substitute before a decision is made as to acceptability. It is the vendor's responsibility to supply any such requested samples within five (5) working days of the request. No price increase from the original contract price will be allowed. The City will notify the vendor, in writing, of its decision to approve or deny the proposed permanent substitution.

Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama Section 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

Bidders are required to provide an additional two (2) copies of their original bid with their package.

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

Each bidder is to extend prices and provide a total for the bid being submitted. In order for any bid award to be considered that exceeds \$10,000.00 your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$1,000.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's record shall prevail. **The City will not consider any bids requiring prepayment or C.O.D. payments.**

Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

Vendor acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the Federal Small Business Administration.

Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.

Any questions concerning these specifications should be addressed to the Purchasing Division, Attn: Artelia Macon, Principal Buyer at (205) 254-2265 or Fax: (205) 254-2484, between the hours of 9:00 a.m. & 4:00 p.m. Monday thru Friday.

BID FORM

W. E. Caffee
 Assistant Purchasing Agent
 Birmingham, Alabama

Submitted is my firm bid for office supplies for a period of one (1) year with option to renew for a second and third year and month to month thereafter, for the City of Birmingham, in accordance with you invitation to bid and specifications dated April 21, 2015. Prices quoted are f.o.b. Birmingham, AL, delivered and I am bidding in accordance with specification except as listed below.

SECTION I - FIRM UNIT PRICES

Item Description Section I	Estimated Annual Usage	Unit Price	Extended Total
Binder, 1" capacity, black, AVE79990	10	\$ /ea.	\$
Binder, 1 1/2" capacity, black, AVE79991	10	\$ /ea.	\$
Binder, 2" capacity, black, AVE79992	50	\$ /ea.	\$
Binder, 3" capacity, black, AVE79993	50	\$ /ea.	\$
Binder, 4" capacity, black, AVE79994	50	\$ /ea.	\$
Binder, 1" capacity, red, AVE79170	10	\$ /ea.	\$
Binder, 2" capacity, red, AVE79225	50	\$ /ea.	\$
Binder, 3" capacity, red, AVE79325	10	\$ /ea.	\$
Binder, post, sectional, canvas, green, 8 1/2" x 14", 2 3/4" center, WLJ27831	12	\$ /ea.	\$
Binder, post, sectional, canvas, green, 8 1/2" x 11", 2 3/4" center, WLJ27826	20	\$ /ea.	\$
Book, account, black/burgundy, 14 1/4" x 8 3/4", RED57131	10	\$ /ea.	\$
Book, account, black/red, 14 1/8" x 8 5/8", BOR9150R	25	\$ /ea.	\$
Calendar, desk pad, 22" x 17", AAGSK2400	350	\$ /ea.	\$
Calendar, desk-refill, 3 1/2" x 6", AAGE71750	70	\$ /ea.	\$
Calendar, daily appt., 5" x 8", HOD28802	30	\$ /ea.	\$
Cassette, audio tape, 60 min., MAX102411	25	\$ /ea.	\$
Cassette, audio tape, 90 min., MAX102211	25	\$ /ea.	\$
Clamps ideal, large, box of 12, silver, metal, smooth, ACC72610	38	\$ /box	\$
Clamps ideal, small, box of 50, silver, metal, smooth, ACC72620	40	\$ /box	\$
Plasma/LCD/Laptops digital screen cleaner, 50 ml., display screens, computers, notebooks, cellular phones, digital cameras; FALDPTC	20	\$ /ea	\$
Clipboard, arch, 2" capacity, letter size, 8 1/2" x 12, brown, SAU05712	72	\$ / ea	\$
Clipboard, arch, 2 1/2" capacity, legal size, 9" x 15 1/2", brown, OIC83120	120	\$ / ea	\$
Clips, binder 1 1/4" wide, 5/8" medium, ACC72050	400	\$ /box	\$
Clips, binder 2" wide, 1" large, ACC72100	180	\$ /box	\$
Clips, binder 3/4" wide, 3/8" small, ACC72020	470	\$ /box	\$
Clips, binder 1/2" wide, 1/4" mini, ACC72010	160	\$ /box	\$
Clips, gem, #1 regular, 10 pk, ACC72360	200	\$ /pkg	\$
Clips, gem, jumbo, 10 pkg, ACC72500	100	\$ /pkg	\$
Dictionary, Pocket; Webster's II New Riverside HOU1019934	10	\$ /ea	\$
Disks, standard CD-R media spindle, 700MB/80 minutes, pack of 100, MAX648200	25	\$ /pkg	\$
Disks, standard CD-R media spindle, 700MB/80 minutes, pack of 50, MAX648250	25	\$ /pkg	\$

Item Description Section I	Estimated Annual Usage	Unit Price	Extended Total
Disks, standard CD-R media spindle, 700MB/80 minutes, 52x pack of 50, VER94691	100	\$ /pkg	\$
Disks, standard CD-RW media with slim jewel cases, 700MB/80 minutes, 4x w/slim jewel cases, pack of 10, IMN40955	25	\$ /pkg	\$
Disks, standard CD-R media with slim jewel cases, 700MB, pack of 10, MAX648210	25	\$ /pkg	\$
Disk, case, slim jewel CD/DVD, color, pack of 10 IVR81910	25	\$ /pkg	\$
Disk, envelope, 5"x 5", CD/DVD, white, box of 100 QUA62903	36	\$ /bx	\$
Disk, DVD-RW 4X, 4.7 GB, pack of 25 IMN17346	25	\$ /pkg	\$
Disk, DVD-R 16X, 4.7 GB, 16x, pack of 50 MAX638011	60	\$ /pkg	\$
Disk, DVD+R 16X, 4.7 GB, 120 min, pack of 100 VER95098	25	\$ /pkg	\$
Dispenser, Tape 3M Scotch , C-38, 1" core , MMMC38	19	\$ /ea	\$
Duster, compressed air, 10 oz., REARR3700	36	\$ /can	\$
Envelope, clasp, 10" x 15", brown kraft, 100/bx, WEVCO998	65	\$ /box	\$
Envelope, clasp, 9" x 12", brown kraft, 100/bx, QUA37890	50	\$ /box	\$
Envelope, clasp, 9" x 15 1/2", brown kraft, 100/bx, WEVCO910	20	\$ /box	\$
File, desk, A-Z index, letter size, pressboard, navy blue, letter size, SMD89282	20	\$ /ea	\$
File, insert-able tab index divider, letter size, clear, 8/set, AVE11468	25	\$ /set	\$
Fluid, Liquid Paper, correction fluid, fast dry all-purpose; 7ml, PAP61446	50	\$ /ea	\$
Fluid, Liquid Paper, correction, fast dry white for pen & ink; 22ml, PAP7470115	50	\$ /btl	\$
Fluid, Liquid Paper, correction, white, multi-purpose, 20ml, BICWOC12WE	200	\$ /btl	\$
Film, correction, .2" x 28', white, tape, PAP660415	50	\$ /ea	\$
Film, correction, 5mm x 6m, white, tape, ITA60032	50	\$ /ea	\$
Fluid, Liquid Paper, correction pen, fast dry all-purpose; 6.8ml, PAP5620115	50	\$ /ea	\$
Fluid, Liquid Paper, correction, fast dry white; 18ml, PAP2841178	50	\$ /btl	\$
Folder, pocket file, top tab 3 1/2", 50/box, SMD73805 Redrope	36	\$ /box	\$
Folder, letter, 11pt, fastener, manila, 50/box, SMD34110	80	\$ /box	\$
Folder, letter, 2 PLI, straight, 100/box, SMD24109	128	\$ /box	\$

Item Description Section I	Estimated Annual Usage	Unit Price	Extended Total
Folder, pressboard, letter, 1/3 cut, 1" expansion, 25/box, SMD14931	75	\$ /box	\$
Folder, end tab, straight cut, 9.5" h, 100/box, SMD24110	80	\$ /box	\$
Folders, legal size 8 1/2" x 14", manila file folders, 1/3 cut, box of 100, SMD15330	60	\$ /box	\$
Folders, letter size 8 1/2" x 11", manila file folders, 1/3 cut, box of 100, SMD10330	350	\$ /box	\$
Folders, letter size 8 1/2" x 11", manila file folders, 1/5 cut, box of 100, SMD10350	50	\$ /box	\$
Folders, pocket, legal size, 3 1/2" expansion, drop front, box of 25, SMD74224	10	\$ /box	\$
Folders, pocket, 3 1/2" expansion wallet, redrope, 14 3/4" x 9 1/2", SMD71055	100	\$ /ea	\$
Folders, 2 fasteners, 1/3 cut asst. top tab, letter size, yellow, box of 50, SMD12940	20	\$ /box	\$
Folders, 2 fasteners, 1/3 cut asst. top tab, letter size, red, box of 50, SMD12740	20	\$ /box	\$
Folder, classified, letter size, 2/5 tab cut on right, 2 dividers, 2" expansion, 25 pt., red, box of 10, SMD14075	75	\$ /box	\$
Folders, report cover, pressboard, prong clip, letter size, 3" capacity, light blue, ACC25972	30	\$ /ea	\$
Folders, hanging, 1/3 tab, 11 point stock, letter size, green, box of 25, SMD64035	20	\$ /box	\$
Folder, file guide, self tab, A-Z, manila, 5 tab(s) set, size 8 1/2" x 14", set of 25, SMD52176	20	\$ /set	\$
Folder, file guide, extra wide pressboard, vertical metal tabs, A-Z, letter size, set of 25, SMD61676	10	\$ /set	\$
Frame, document, 8.5" x 11", walnut/black, gold accent, DAXN3028N1T	50	\$ /ea	\$
Frame, document, 8.5" x 11", rosewood/black, gold accent, DAXN15786NT	25	\$ /ea	\$
Glue, sticks, UHU, 1.41oz, SAU99655	250	\$ /stk	\$
Highlighters, brite liner, yellow box of 12, BICBL11YW	80	\$ /doz	\$
Highlighters, fluorescent assorted, pack of 6, SAN25076	60	\$ /pkg	\$
Highlighters, yellow, pack of 12, SAN25005	40	\$ /doz	\$
Ink, Neat-flo stamp pad, 2 oz., red, Carter's AVE21447	12	\$ /btl	\$
Ink, Roll-on stamp pad, 2 oz., black, AVE21448	12	\$ /btl	\$
Ink, Roll-on stamp pad, 2 oz., blue, AVE21446	12	\$ /btl	\$
Labels, laser printer, clear, 1 3/4" x 1/2", box of 2,000; AVE 5667	19	\$ /box	\$
Labels, laser printer, clear, 2 3/4" x 1", box of 1,500; AVE5660	18	\$ /box	\$
Labels, laser printer, white, 1" x 4", box of 500; AVE5261	40	\$ /box	\$
Labels, laser printer, white, 1" x 2 5/8", box of 3,000; AVE5160	150	\$ /box	\$

Item Description Section I	Estimated Annual Usage	Unit Price	Extended Total
Labels, self-adhesive file folder labels, white 11/16" x 3 7/16", pkg of 252, AVE05202	66	\$ /pkg	\$
Labels, white, thermal, 1 1/8" x 3 1/2", AVE4150	60	\$ /box	\$
Labels, white, address, 1" x 4", 2000 per box, AVE5161	20	\$ /box	\$
Markers, Permanent, 12 pk, black AVE08888	50	\$ /doz	\$
Markers, Permanent, jumbo, black, AVE24148	20	\$ /ea.	\$
Markers, sharpie permanent, black, SAN30001	10	\$ /doz	\$
Markers, permanent, fine point, black, SAN13601	36	\$ / doz	\$
Markers, permanent, extra fine point, black, SAN13801	36	\$ / doz	\$
Markers, dry erase, chisel tip, assorted, 6/set, SAN83056	12	\$ / set	\$
Markers, dry erase, chisel tip, assorted, 4/set, BICGDEMP41ASST	12	\$ / set	\$
Markers, dry erase, fine tip, 4/set, SAN86074	12	\$ / set	\$
Moistener, Hygienic fingertip, 1 oz., LEE 10400	48	\$ / ea	\$
Opener, letter, 9", ACM29691	36	\$ / ea.	\$
Pad, stamp, foam #1, rubber, black, AVE21381	36	\$ / ea.	\$
Pad, stamp, foam #1, rubber, red, AVE21071	36	\$ / ea	\$
Pad, stamp, foam #1, rubber, blue, AVE21261	36	\$ / ea	\$
Pad, Steno, Gregg 60 pg, green, 6" x 9", pack of 12, TOP8001	125	\$ / doz	\$
Pad, wire bound memo book, top opening, white, 3" x 5", 60 pages, RED31120	800	\$ / ea	\$
Pad, wire bound memo book, side opening, white, 5" x 3", 60 pages, RED31220	48	\$ / ea	\$
Pads, Legal, 8 1/2" x 11, white, ruled, perforated, letter, pack of 12, TOP 7533	100	\$ /doz	\$
Pads, Legal, 8 1/2" x 14, white, ruled, perforated, legal, pack of 12, TOP 63590	60	\$ /doz	\$
Pen, Pentel Presto pocket correction, medium point 12 ml, PENZL31W	60	\$ / ea	\$
Pen, refill, G-2, fine, black, 2 pk, PIL77240	108	\$ /pkg	\$
Pencil, #2 lead, disposable, PAP30301	100	\$ /doz	\$
Pencil, #2 med. soft lead, box of 12 DIX13882	300	\$ /box	\$
Pens, BIC crystal ballpoint, med point, 1.0 mm, blue, box of 12, BICMS11-BE	144	\$ /doz	\$
Pens, BIC crystal ballpoint, med point, 1.0 mm, red, box of 12, BICMS11-RD	72	\$ /doz	\$
Pens, BIC crystal ballpoint, med point, 1.0 mm, black, box of 12, BICMS11-BK	72	\$ /doz	\$
Pens, BIC crystal ballpoint, med point, 1.0 mm, blue, box of 12, BICMS11-BE	72	\$ /doz	\$
Pens, BIC wide body soft feel, retractable ballpoint, med point, 1.0 mm, black, box of 12, BICSCWB11BK	72	\$ /doz	\$
Pens, BIC wide body soft feel, retractable ballpoint, med point, 1.0 mm, blue, box of 12, BICSCWB11BE	72	\$ /doz	\$
Pens, Paper Mate ballpoint stick, fine point, 0.5mm, black, box of 12, PAP33811	24	\$ /doz	\$
Pens, Paper Mate ballpoint stick, fine point, 0.5mm, blue, box of 12, PAP33611	24	\$ /doz	\$

Item Description Section I	Estimated Annual Usage	Unit Price	Extended Total
Pens, Paper Mate comfort mate, retractable ballpoint, fine point, 0.8 mm, blue, box of 12, PAP6360187	24	\$ /doz	\$
Pens, Paper Mate flexgrip, ballpoint, medium point, 1.0 mm, blue, box of 12, PAP9630131	36	\$ /doz	\$
Pens, Paper Mate, point guard flair, red, med., box of 12, PAP8420152	36	\$ /doz	\$
Pens, Paper Mate, point guard flair, blue, med., box of 12, PAP8410152	36	\$ /doz	\$
Pens, Paper Mate, point guard flair, black, med., box of 12, PAP8430152	36	\$ /doz	\$
Pens, Paper Mate, point guard flair, green, med., box of 12, PAP8440152	36	\$ /doz	\$
Pens, Pentel R.S.V.P. ballpoint, fine point, 0.7 mm, black, box of 12, PENBK90-A	72	\$ /doz	\$
Pens, Pentel R100 rolling writer, med point, 0.4mm, black, box of 12 , PENR100A	40	\$ /doz	\$
Pens, retractable, G-2, fine, black, PIL31002	121	\$ /doz	\$
Pens, retractable, refillable, G-2, fine, blue, PIL31021	71	\$ /doz	\$
Pens, refill, G-2, fine, blue, 2/pk, PIL77241	31	\$ /pkg	\$
Pens, retractable, refillable, G-2, fine, black, PIL31020	135	\$ /doz	\$
Pens, Sanford Uni-ball rollerball, micro point, 0.5 mm, black, box of 12, SAN60151	275	\$ /doz	\$
Pens, Sanford Uni-ball rollerball, micro point, 0.5 mm, red, box of 12, SAN60152	50	\$ /doz	\$
Pens, Sanford Uni-ball rollerball, micro point, 0.5 mm, blue, box of 12, SAN60153	50	\$ /doz	\$
Pens, Sanford Uni-ball rollerball, fine point, 0.7 mm, black, box of 12, SAN60101	275	\$ /doz	\$
Pens, Sanford Uni-ball rollerball, fine point, 0.7 mm, red, box of 12, SAN60102	50	\$ /doz	\$
Pens, Sanford Uni-ball rollerball, fine point, 0.7 mm, blue, box of 12, SAN60103	50	\$ /doz	\$
Pens, gel stick, roller ball, black ink, med., box of 12, ZEB44110	96	\$ /doz	\$
Post-it, 3M, 1 1/2" x 2", pack of 12, MMM653YW	84	\$ /pkg	\$
Post-it, 3M, 3" x 3", pack of 12, MMM654YW	108	\$ /pkg	\$
Post-it, 3M, 3" x 5" lined, pack of 12, MMM635YW	80	\$ /pkg	\$
Remover, Stapler, push-type, plastic, black, SWI38101	72	\$ / ea	\$
Rubber bands, #16, 1lb., 2 1/2" x 1/16", ALL20165	30	\$ /box	\$
Rubber bands, #19, 1lb., 3 1/2" x 1/16", ALL20195	24	\$ /box	\$
Rubber bands, #32, 1lb., 3" x 1/8", ALL20325	120	\$ /box	\$
Rubber bands, #54, 1lb., assorted, ALL24545	20	\$ /box	\$
Rubber bands, #64, 1lb., 3 1/2" x 1/4", ALL20645	50	\$ /box	\$
Rubber, finger tips, size 11 1/2, medium, blue, 12/pk, SWI54019	25	\$ /box	\$
Rubber, finger tips, size 11, small, amber, 12/bx, SWI54031	25	\$ /box	\$
Rubber, finger tips, size 11 1/2, medium, amber, 12/bx, SWI54035	25	\$ /box	\$

Item Description Section I	Estimated Annual Usage	Unit Price	Extended Total
Rubber, finger tips, size 12, medium/large, amber, 12/bx, SWI54032	25	\$ /box	\$
Rubber, finger tips, size 13, large, amber, 12/bx, SWI54033	25	\$ /box	\$
Ruler, stainless steel, 15" x 38cm, stay-put backing ACM10416	75	\$ / ea.	\$
Scissors, 8" bent, stainless steel, left or right ACM43218	36	\$ / ea	\$
Stapler, Desk, light duty, SWI40701	120	\$ / ea	\$
Stapler, Desktop Electric, heavy duty, BOS02210	10	\$ / ea	\$
Stapler, Desktop Electric, heavy duty, SWI06701	10	\$ / ea	\$
Staples, swingline, standard staples, standard point, 1/4", full strip, box of 5,000, SWI35108	200	\$ /box	\$
Tape, brother lettering, .5" x 26', thermal white, BRTM231	25	\$ / ea	\$
Tape, dymo lettering, 3/4" x 23', black on white, DYM45803	50	\$ / ea	\$
Tape, 3M scotch magic, 810 refill, 3/4" x 1296, invisible, MMM 810341296	1,704	\$ / ea	\$
Tape, 3M scotch magic, 810 refill, 3/4" x 1296, invisible, MMM 810K24	20	\$ / pkg	\$
Tape, 3M scotch magic, 810 refill, 3/4" x 1296, invisible, MMM 810K16	20	\$ / pkg	\$
Tape, 3M scotch magic, 810 refill, 3/4" x 1296, invisible, MMM 810P10K	20	\$ / pkg	\$
Tape, 3M scotch super strength mailing with dispenser, 1.88" x 22.2 yd, clear MMM142	25	\$ / ea	\$
Tape, 3M scotch commercial grade, 1.88" x 56.4 yd, clear MMM3750	150	\$ / ea	\$
Tape, adding machine; POS, 2-ply carbonless white/canary roll, 2 1/4" x 70', case of 50, PMC09225	12	\$ /cs	\$
Tape, adding Machine; calculator; POS, single-ply bond paper roll, 2 1/4" x 150' case of 100, PMC08677	26	\$ /cs	\$
Section I Total			\$

SECTION II - PRICER ITEM WITH PERCENTAGE MARKUP (or MARKDOWN, EX:-x) Percentage markup on all office supply items (except furniture, janitorial supplies, toner cartridges, paper items currently under contract, computer hardware, copiers, fax machines and Section I items)

NOTE: Extended Totals for Section II items must be calculated using the percentage markup as stated at the beginning of each Group.

Group 1 Pricer Column _____ Markup _____ %

GROUP 1: FOLDERS & DIVIDERS					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
ESS1534GOX	POCKET,FILE,LTR,EXPAND,5.25"	BX		\$	\$
PFX2257ILB	FOLDER, CLASSIFICATION, LEGAL, LT. BLUE 2" EXP.	BX		\$	\$
ESS50990	FILE JACKET,POLY,1" EXP, 10/PK	PK		\$	\$
ESS4152 1/5 BLU	FOLDER, HANGING, LETTER, 1/5,BL	BX		\$	\$
ESS4152 1/5 RED	FOLDER, HANG, LTR, 1/5, RED	BX		\$	\$
ESS4152 -1/5	FOLDER,HANG,LTR 5TH CUT	BX		\$	\$
ESS 415215ASST	FOLDER,HANG,LTR,1/5,ASSOR	BX		\$	\$
PFX74542	FOLDER,HANG,LTR,1/5,RECYC	BX		\$	\$
ESS32940	DIVIDER,POCKET,3HL,SLASH	PK		\$	\$
ESS42590	FILE,HANG,LTR,1/5TB,25/BX GREEN	BX		\$	\$
ESS42592	FILE,HANG,LTR,1/5TB,25/BX ASSORTED COLORS	BX		\$	\$
ESS55702	FOLDER,FLE,LTR,ESYVW,25BX ASSORTED TAB	BX		\$	\$
PFX85565	POCKET,FILE,VERT,LGL,5.25	BX		\$	\$
PFX99917	FOLDER,POLY,2 IN 1,PENDAF	PK		\$	\$
PFXR15213ASST	FOLDER,LETTER,11-PT,1/3 C	BX		\$	\$
SMD73231	FILE,POCKET,3-1/2"EXP,T-TAB,LTR,RED	EA		\$	\$
SMD73233	FILE,POCKET,LTR,EXP 3-1/2, YEL,	EA		\$	\$
SMD73235	PKT,LTR,EXP 5-1/4,BLU,	EA		\$	\$
SMD73241	FILE,PCKT,LTR,EXP,5-1/4,RED,	EA		\$	\$
SMD10339	FOLDER,LTR,1/3,RECYCLED,1	BX		\$	\$
SMD64010	FOLDER,HANG,LTR,NO TAB,GR	BX		\$	\$
SMD73224	POCKET,FILE,LTR,3.5 CAP	BX		\$	\$
SMD73892	FILE,PCKT,11.75X9.5,5/PK ASSORTED COLOR	PK		\$	\$
SMD15339	FOLDER,LEGAL,RECYCLED,100	BX		\$	\$
SMD73234	POCKET,FILE,LETTER,5.25	BX		\$	\$
SMD10330	FOLDER,FILE,LTR,1/3 CUT,MANILA 100/BOX	BX		\$	\$
SMD10331	FOLDER,FILE,LTR,1/3-1ST,MANILA 100/BX	BX		\$	\$
SMD14538	FOLDER,FILE,LTR,1/3-3RD,MANILA 100/BOX	BX		\$	\$
SMD64220	POCKETS,HANGING,LTR,3-1/2	BX		\$	\$
SMD64359	FOLDER,HGNG,LGL,25/BX	BX		\$	\$
SMD10310	FOLDER,LTR,11PT,DBL,STRT	BX		\$	\$
SMD15334	FOLDER,LEGAL,1/3CT,REINFO	BX		\$	\$
SMD10334	FOLDER,LETTER,1/3,REINFOR	BX		\$	\$
SMD11993	FOLDER,LTR,11PT,1/3 ASTD	BX		\$	\$
SMD12034	FOLDER,LTR,DBL,11PT,1/3,B	BX		\$	\$
SMD12734	FOLDER,LETTER,DT,1/3 CUT	BX		\$	\$
SMD12934	FOLDER,LETTER,DT,1/3 CUT	BX		\$	\$

GROUP 1: FOLDERS & DIVIDERS CONT.

MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
WLJ66BL	POCKET,FILE,LTR,5.25 ,DAR	PK		\$	\$
SMD73500	LETTER,PKT,EXP,3.5,PRO,4 BX ASST	BX		\$	\$
SMD73550	FILE,LGL 3-1/2 EXP 4PK,AST	PK		\$	\$
SMD73264	POCKET,FILE,LTR,3.5 EXP	EA		\$	\$
SMD64055	FOLDER,HNG,LTR,1/5,25BX	BX		\$	\$
SMD64060	FOLDER,HANGING,LTR,25/BX	BX		\$	\$
SMD64065	FOLDER,FL,HGNG,LTR,25BOX ORANGE	BX		\$	\$
SMD64072	FOLDER,HGNG,LTR,25/BX,PUR	BX		\$	\$
SMD64067	FOLDER,HANGING,LTR,25/BX	BX		\$	\$
SMD64069	FOLDER,HGNG,LTR,25/BX, YEL	BX		\$	\$
SMD64135	FOLDER,HGNG,LGL,1/3CT,GRE	BX		\$	\$
SMD70425	FILE,EXP,12X10,N/FL A-Z LETTER WITH OPEN TOP BROWN	EA		\$	\$
SMD11925	FOLDER,LTR,12PK,NEON,ASTD	PK		\$	\$
TOTAL GROUP 1					\$

GROUP 2: MISCELLANEOUS					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
ACM14596	SCISSORS,KIDS,SFT HANDLE,BLUNT	EA		\$	\$
ACM10703	SHEARS, 8", BENT,ASSORTED,CARDED	EA		\$	\$
FSK34527797	SCISSORS, OFFICE, 8"	EA		\$	\$
FSK94667097	SCISSORS,CRFT,8", ORANGE	EA		\$	\$
FSK94517797	SCISSORS,BENT,RH, 8", ORANGE	EA		\$	\$
FSK1294587097	SCISSORS,STUDENT,LH/RH,7	EA		\$	\$
SWI74026	PUNCH,3 HOLE,ADJ,9/32,BLA	EA		\$	\$
BSN65625	PUNCH, MANUAL 3 HOLE	EA		\$	\$
SWI74300	PUNCH,1-4.HOLE,9/32 ,ADJ	EA		\$	\$
MATMP3	PUNCH,3-HOLE,9/32 ,BLACK	EA		\$	\$
BOSHPK7ADJ	PUNCH,3-7 HOLE,SWIVEL LEV	EA		\$	\$
SWI74037	PUNCH,PAPER,3-HOLE,MODEL1	EA		\$	\$
SHREL334TB	CLACULATOR,POWER TWIN,10 DIGIT	EA		\$	\$
TEXTI30XA	CALCULATOR,SCIENTIFIC,TI-30XA	EA		\$	\$
TEXTI30X IIS	CALCULATOR,TI-30X IIS SCI	EA		\$	\$
TEXTI503SV	CALCULATOR,DISPLAY,TI503	EA		\$	\$
TOTAL GROUP 2					\$

GROUP 3: PADS/LABELS/BADGES					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
AVE5147	BADGE,NAME,PLAIN,100CT	PK		\$	\$
AVE05248	LABEL,SEALS,MAILING,480 CLEAR	PK		\$	\$
AVE5262	LABEL,LSR,ADDR,WHT,350CT	PK		\$	\$
AVE5395	BADGE,NAME,LASER,PLAIN,WHITE	BX		\$	\$
AVE05868	LABEL,SEALS,2"DIA,GOLD,44/PK	PK		\$	\$
DYM30251	LABEL,ADDR,260 LABELS,WHITE	BX		\$	\$
MMM6545SSAN	NOTE,PSTIT,SSTCKY,3X3,5PK	PK		\$	\$
MMM680BE2	FLAG,TAPE,IN DISP,BLUE,2P	PK		\$	\$
MMM680GN2	FLAG,TAPE,IN DISP,2PK,GRE	PK		\$	\$
MMM680RD2	FLAG,TAPE,IN DISP,2PK,RED	PK		\$	\$
MMM680RYGB2	FLAG,COMBO,1 AND 1/2 ,MU	PK		\$	\$
MMM680RYBGVA	FLAG,POST-IT,1 MULTI COL	PK		\$	\$
MMM680SH2	FLAG,TAPE, SIGN HERE ,2/P	PK		\$	\$
MMM680YW2	FLAGS,TAPE,IN DISP,2PK,YE	PK		\$	\$
MMM6603SSUC	NOTE,POST-IT,SS,4X6,ULTRA,PK3	PK		\$	\$
MMM6756SSUC	NOTE,POST-IT,SS,4X4,ULTRA,6PK	PK		\$	\$
ABFSC1182	MONEY/RENT RECEIPT SPIRAL	EA		\$	\$
BAU68010	CLIP,BADGE,25/PK	PK		\$	\$
ABFTC1182	MONEY/RENT RECEIPT BK 3PT	EA		\$	\$
ABFSC1153WS	BOOK,MESSAGE,PHONE,WRITE'	EA		\$	\$
ABFSC1152	MONEY/RENT RECEIPT BOOK	EA		\$	\$
AMP20320	PAD,PERF,DKT,8.5X11,WHT,L	DZ		\$	\$
AVE5144	BADGE,NAME,BLU,BORDERED,1	PK		\$	\$
AVE5146	BADGE,NAME,GLD,BORDERED,1	PK		\$	\$
AVE05472	LABEL,DOT,P S,.75IN,MUL 1	PK		\$	\$
AVE8163	LABEL,IJ,SHIP,WHT,250CT	PK		\$	\$
AVE8460	LABEL,IJ,ADDR,WHT,3000CT	BX		\$	\$
AVE74459	BADGE,NECK,HANGING,100CT	BX		\$	\$
AVE8160	LABEL,IJ,ADDR,WHT,750CT	PK		\$	\$
AVE8164	LABEL,IJ,SHIP,WHT,150CT	PK		\$	\$
AVE4013	LABEL,TAB,F-F,3.5X15/16,1	BX		\$	\$
AVE5160	LABEL,LSR,ADDR,WHT,3000CT	BX		\$	\$
AVE5162	LABEL,LSR,ADDR,WHT,1400CT	BX		\$	\$
AVE5163	LABEL,LSR,SHIP,WHT,1000CT	BX		\$	\$
AVE5260	LABEL,LSR,ADDR,WHT,750CT	PK		\$	\$
AVE5263	LABEL,LSR,SHIP,WHT,250CT	PK		\$	\$
AVE5266	LABEL,LSR,FILE,ASTD,750CT	PK		\$	\$
AVE5267	LABEL,LSR,RET,WHT,2000CT	PK		\$	\$
AVE5366	LABEL,LSR,FILE,WHT,1500/P	BX		\$	\$
AVE05473	LABEL,DOT,3/4 ,SEE-THRU,A	PK		\$	\$
AVE5960	LABEL,LSR,ADDR,WHT,7500CT	BX		\$	\$
AVE6466	LABEL,LSR,FILE,ASTD,750CT	PK		\$	\$
AVE8366	LABEL,IJ,FILE,WHT,750CT	PK		\$	\$

GROUP 3: PADS/SHEET PROTECTORS/LABELS CONT.

MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
AVE8660	LABEL,IJ,ADDR,CLEAR,750CT	BX		\$	\$
AVE05215	LABEL,FILE,FLDR,BRT,252PK	PK		\$	\$
AVE05202	LABEL,FILE FOLDER,WHT,252 PK	PK		\$	\$
MMMB330BD	DISPENSER,NOTES,POP-UP,DAISY	EA		\$	\$
MMM686PGO	FLAGS,INDEX,DURABLE	PK		\$	\$
MMM20513PK	NOTES,POST-IT,CUBE,2X2,3/	PK		\$	\$
MMM6306AN	POST-IT NOTE,LINED,3X3,6/	PK		\$	\$
MMM6355AU	POST-IT,ULTRA,LINED,3X5,5	PK		\$	\$
MMM653AST	NOTES,POST-IT,1.5X2,12PK	PK		\$	\$
MMM654AST	NOTES,POST-IT,3X3,DOZ,ASS	PK		\$	\$
MMM6603AN	NOTE,LINED,ASST,3PK,100SH	PK		\$	\$
MMM6603AU	NOTE,POST-IT,ULTRA,4X6,3/	PK		\$	\$
MMM6603SSA	NOTE,POST-IT,SUPER STICKY	PK		\$	\$
MMM6705AU	POST-IT,1.5X2,ULTRA,ASST	PK		\$	\$
MMM6834	POST-IT FLAGS,SM,140 CT,4	PK		\$	\$
MMM684ARR3	POST-IT FLAG,ASTD CLR,4/P	PK		\$	\$
MMM684ARR4	POST-IT FLAG,BRIGHT ASTD	PK		\$	\$
MMM684SH	SIGN HERE TAPE FLAG	PK		\$	\$
MMM76794SS	PADS,IMPORTANT MSG,4X5-1/	PK		\$	\$
MMIMDS330BK	POST-IT,POP-UP,DISPENSER,3	EA		\$	\$
MMMR-335YW	POST-IT,POP UP,LN,3X3,6PK	PK		\$	\$
MMM6306PK	NOTE,LINED,3X3,6 PK,YELLO	PK		\$	\$
MMM6355AN	PAD,NOTE,POST-IT,3X5,5PK	PK		\$	\$
MMM653AN	NOTE,POST-IT,1.5X2,12PK	PK		\$	\$
MMM653AU	PAD,NOTE,POST-IT,1.5X2,1	PK		\$	\$
MMM653RPYW	POST-IT,PAD,RECYCLED,1.5X	PK		\$	\$
MMM65412SSAN	NOTES,SSTICKY,3X3,12PK,AS	PK		\$	\$
MMM6545PK	PAD,NOTE,POST-IT,3X3,5PK	PK		\$	\$
MMM6545SSAN	NOTE,POST-IT,SSTCKY,5/PK	PK		\$	\$
MMM6545UC	NOTES,POSTIT,ULTRA,3X3,AS	PK		\$	\$
MMM6555PK	PAD,NOTE,POST-IT,3X5,NEON	PK		\$	\$
MMM6555UC	NOTES,POST-IT,ULTRA,3X5,A	PK		\$	\$
MMM6705AN	PAD,NOTE,POST-IT,.5 X2,5	PK		\$	\$
MMM6714AU	NOTES,POSTIT,ULTRA,AST,1X	PK		\$	\$
MMIM6834AB	POST-IT FLAGS,SM,ASTD COL	PK		\$	\$
MMMDS330BK	NOTES,POPOP,W/DISPENSER,1	EA		\$	\$
MMM653YW	PAD,NTE,POST,1.5 X2,12PK	PK		\$	\$
MMM680BBBGA4VA	POST-IT,1.5,ARROW FLAGS	PK		\$	\$
MMMR33012AP	NOTE,POSTIT,3X3,12PK,PASTEL	PK		\$	\$
MMMR33024VAD	NOTE,POST-IT,POP-UP,24/PK,YEL	PK		\$	\$
TOP63116	PAD,PERF,PRISM,8.5X11,LGL	PK		\$	\$
TOP63360	PAD,PERF,DKT,5X8,LGL,WHIT	PK		\$	\$
TOP63960	PAD,PERF,DKTGDL,8.5X11,WH	PK		\$	\$
TOP74830	PAD,PERF,RECY,5X8,WHT,LGL	PK		\$	\$
TOP74880	PAD,PERF,RECY,8.5X11,WHT	PK		\$	\$
TOP74890	PAD,PERF,RECY,8.5X11,CAN	PK		\$	\$
TOP75351	PAD,PERF,3HP,8.5X11,CAN L	PK		\$	\$
TOTAL GROUP 3				\$	\$

Group 4 Pricer Column _____

Markup _____ %

GROUP 4: DESK ACCESSORIES					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
MMMC50	ORGANIZER,DESKTOP, CHARCOALGRAY	EA		\$	\$
AVT45003	FILE,CARD,5X8,BLACK	EA		\$	\$
RUB11906ROS	ORGANIZER,DESK, DRAWER	EA		\$	\$
AVT45002	FILE,CARD,4X6,BLACK	EA		\$	\$
DEF63602RT	FILE,WALL,UNBK,LTR,3PK,SMOKE	PK		\$	\$
RUB96600ROS	SORTER,DSK,JUMBO,OPTI,CLEAR	EA		\$	\$
ROL23350	TRAY,LETTER,EXPRESSIONS,MAHOGANY	EA		\$	\$
IDEVZ01169	FILE,CARD,3X5,BLACK	EA		\$	\$
MMF2644500A3	ORGANIZER,FILE FOLDER	EA		\$	\$
IDESNS01521	STORAGE BOX, CD	EA		\$	\$
IVR81901	FILE,ACCESS,CD	EA		\$	\$
IVR39501	TRAY,ONE-TOUCH,60 CD	EA		\$	\$
ROL22331ELD	BOOKEND,LPB-EXEC,6X9,BLACK	PR		\$	\$
PFX23013	FILE,DESK, TOP,9.5X12.25X6	EA		\$	\$
ROL67208	FILE,CARD,BUS,SLOT,200/CD	EA		\$	\$
SAN80556	ORGANIZER,EXPO	ST		\$	\$
SAN83056	ORGANIZER,MARKR/ERASR,	ST		\$	\$
IDESNS01637	FILE,MAGAZINE,SNPNSTR,JUMBO,BK	EA		\$	\$
TOTAL GROUP 4					\$

GROUP 5: PENS /PENCILS /MARKER/CORRECTIONS						
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP	
EPI1670	PENCIL SHARPENER,SCHOOL PRO	EA		\$	\$	
SAN8473KF	ERASER,DRY,EXPO,REFILLABLE	EA		\$	\$	
SAN8474	ERASER,EXPO,XLARGE	EA		\$	\$	
DIX13806	PENCIL,LEAD,SOFT,DZ,TICONDEROG	DZ		\$	\$	
DIX13970	PENCIL,#2,NOIR,TICONDEROGA,DZ	DZ		\$	\$	
ZEB22210	PEN,Z-GRIP,BP,RTRCT,MED,DZ,BLK	DZ		\$	\$	
ZEB27110	PEN,BP,0.7MM,STL,BLK GRIP,BLK	EA		\$	\$	
PIL31128	PEN,G2,FINE,8PK,ASST POUCH	PK		\$	\$	
PIL31206	PEN,RT,GEL,G2-7 MINI,4OK,BLK	PK		\$	\$	
PIL32220	PEN,MED,RTRCBL,EASYTOUCH,BK	DZ		\$	\$	
SAN33950	PEN,GEL,UNIBALL,.7MM,12/PK,BLK	DZ		\$	\$	
SAN38201	MARKER,CHISEL,SHARPIE,BLACK	DZ		\$	\$	
ZEB41010	PEN,GEL,.7MM,RET,ORBITZ,DZ,BLK	DZ		\$	\$	
ZEB41311	PEN,RT,GEL,W/RFL,G-301,.7MM,BK	EA		\$	\$	
ZEB54011	PENCIL,MECHANICAL,M301,0.5MM	EA		\$	\$	
PAP6110187	PEN,BALLPT,COMFORTMATE,MED,BLU	DZ		\$	\$	
PAP6120187	PEN,BALLPT,COMFORTMATE,MED,RED	DZ		\$	\$	
PAP6130187	PEN,BALL PT,COMFORTMATE,MED,BLK	DZ		\$	\$	
SAN65873PP	UNIBALL,GEL REFILL,RT,2PK,BLK	PK		\$	\$	
PAP74407	PENCIL,MECHANICAL,WB,.7MM,DOZ	DZ		\$	\$	
SAN83087	MARKER,DRYERASE,EXPO,12PK,ASTED	PK		\$	\$	
PAP8807987	PEN,GRIP/WB,MED,DZ,BLACK	DZ		\$	\$	
PAP8808187	PEN,GRIP,WB,MED,DZ,RED	DZ		\$	\$	
SAN25025	HIGHLIGHTER,MAJ ACC,YEL	DZ		\$	\$	
SAN34801	MARKER,PER,PRO,SHARPKE.BLACK	EA		\$	\$	
PEN50H	PENCIL,LEAD,7MM,EXTRAFINE,BLK,12/TB	TB		\$	\$	
STD512300SBK	PENCIL SHARPENER,2HOLE,METAL	EA		\$	\$	
CYO587709	MARKER,FINE,CLASSIC,8/ST	ST		\$	\$	
CYO 587712	MRKER,BROADLINE,ASST,12PK	PK		\$	\$	
CYO 587732	MARKER,BROAD,BOLD,8/ST	ST		\$	\$	
BICGSF11BK	PEN,ROUNDSTIC,BIC,	DZ		\$	\$	
BICGSM11BE	PEN,ROUNDSTIC,BIC,MED,BLU	DZ		\$	\$	
PAP3341131	PEN,RND STK,M/P,GREEN	DZ		\$	\$	
BICMPF11	PENCIL,BIC,DZ,5MM	DZ		\$	\$	
BICSCSM11BK	PEN,RETRACTABLE,SOFTFEEL BLACK	DZ		\$	\$	
BICCSM11BK	PEN,CLIC,STIC,BIC,BLACK	DZ		\$	\$	
BICGSMG11BK	PEN,GRIP/ROUND STIC,DOZ,B	DZ		\$	\$	
BICWOSQP11	PEN,CORRECTION,WHITE-OUT	EA		\$	\$	
BICGSM11RD	PEN,ROUNDSTIC,BIC,MEDIUM	DZ		\$	\$	
BICMS11BK	PEN,STIC,CRYSTAL,BIC,	DZ		\$	\$	
BICMS11BE	PEN,STIC,CRYSTAL,BIC,BLU	DZ		\$	\$	
BICMS11RD	PEN,STIC,CRYSTAL,BIC, ,RD	DZ		\$	\$	
CYO587808	MARKER,WASHABLE,BROAD,8CT	ST		\$	\$	
CYO587832	MARKER,WASH,BROAD,BOLD,8/SET	ST		\$	\$	
CYO684012	PENCIL,COLORED,CRAYOLA,12	ST		\$	\$	
CYO684024	PENCIL,LONG,24/ST,COLORED	ST		\$	\$	
CYO684050	PENCIL,COLORED,LNG,AST,50	ST		\$	\$	

GROUP 5: PENS/PENCILS/MARKER/CORRECTIONS CONT.

MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
CYO688024	PENCIL,CRAYOLA,CLSPK,CLR	ST		\$	\$
PIL38610	PEN,ROLLERBALL,P700,DZ,BL	DZ		\$	\$
PENC505H	PENCIL,LEAD,HM,SUPERFINE,.5MM,12/TB	TB		\$	\$
PENC525HB	PENCIL,LEAD,PREM,HIPOLY,.5MM-HB,12TB	TB		\$	\$
SAN80074	MARKER,DRY ERASE,CHSEL TIP ASST	ST		\$	\$
SAN83001	MARKER,DRY ERASE,BLACK	DZ		\$	\$
SAN83002	MARKER,DRY ERASE,CHISEL TIP,RE	DZ		\$	\$
SAN83003	MARKER,DRY ERASE,CHISEL TIP,BL	DZ		\$	\$
SAN83514	MARKER,EXPO,CHISEL,4/PK	PK		\$	\$
SAN80002	MARKER,EXPO 2,RED	DZ		\$	\$
SAN80054	KIT,EXPO 2 DRY ERASE	EA		\$	\$
SAN80078	MARKER,EXPO 2,CHISEL PT,8 ST	ST		\$	\$
BICGSF11BK	PEN,STIC GRIP,FINE,BLK	DZ		\$	\$
PAP61446	FLUID,CORRECT,MULTI	EA		\$	\$
PAP7470115	FLUID,CORRECTION,WHITE, PEN & INK	EA		\$	\$
PENP207C	PENCIL,MECH,.7MM,SHARP,BLUE	EA		\$	\$
PAP28503	MARKER,EXPRESSO,LIQ,MED,8	PK		\$	\$
PENKF6B	REFILL,F/HYBRID,FINE,RED	EA		\$	\$
PENBK90A	PEN,BALLPOINT,FINE,BLK, RSVP	DZ		\$	\$
PENBK91B	PEN,RSVP,MED PT,RD,RSVP	D		\$	\$
PENBK91A	PENS,MED.PT,RSVP, BLA	DZ		\$	\$
PENZL31W	PEN,CORRECTION,FINE PT,WH	EA		\$	\$
PIL35334	PEN,BALL,XFINE,PRECISE,PV	DZ		\$	\$
PIL35346	PEN,BALL,FINE,PRECISE,PV7	DZ		\$	\$
PIL31002	PEN,ROLLER,GELINK,G-2,X-F	DZ		\$	\$
PIL31020	PEN,RETRACT,G-2,BK,FN	DZ		\$	\$
PIL31022	PEN,RETRACT,G-2,FINE,RED	DZ		\$	\$
PIL35011	PEN,BALL,PT,FINE,BP-SF	DZ		\$	\$
SAN80001	MARKER,CHISEL TIP,EXPO, BLACK	DZ		\$	\$
SAN80003	MARKER,CHISEL TIP,EXPO BLUE	DZ		\$	\$
SAN84001	MARKER,DRY ERASE,FINE,EXP BLACK	DZ		\$	\$
SAN1905069	MARKER,SET,SCENT,MR SKTCH	ST		\$	\$
SAN22478	MARKER,SET,FLIP CHART,8 ST	ST		\$	\$
SAN25025	HIGHLIGHTER,MAJ ACC,YEL,D	DZ		\$	\$
SAN30001	MARKER,SHARPIE,FINE,DZ,BL	DZ		\$	\$
SAN30002	MARKER,SHARPIE,FINE,DZ,RE	DZ		\$	\$
SAN30072	MARKER,SHARPIE,FINE, CL	ST		\$	\$
SAN30074	MARKER,SET,PERM,FN,SHARPI	ST		\$	\$
SAN32730PP	MARKER,PERM,SHRPIE,FN,8PK	PK		\$	\$
SAN35001	MARKER,SHARPIE,XFINE,BLAC	DZ		\$	\$
SAN37001	MARKER,PERM,UFINE,SHARP,D	DZ		\$	\$
SAN82074	MARKER,SET,DRY ERASE,EXPO	ST		\$	\$
SAN82074	MARKER,SET,DRY ERASE,EXPO	ST		\$	\$
SAN83153	MARKER,STRTR KIT,DRY ERSE	ST		\$	\$

GROUP 5: PENS/PENCILS/MARKER/CORRECTIONS CONT.

MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
PAP2097	PENCIL,LEAD,W/ERASER, MIR	DZ		\$	\$
SAN9387	REFILL,DRY ERASER,EXPO,XL	EA		\$	\$
SAN16001	PEN,OHP,FN,VIS-A-VIS,DZ,B	DZ		\$	\$
SAN16003	PEN,OHP,FINE,VIS-A-VIS,BL	DZ		\$	\$
SAN16074	PEN SET,VIS-A-VIS,FINE,4-	ST		\$	\$
SAN16078	PEN SET,VIS-A-VIS,FINE,8-	ST		\$	\$
PAP2254	PENCIL,WARRIOR,BEROL,MED	DZ		\$	\$
PAP3311131	PEN,BALL PT,MEDIUM,STICK BLUE	DZ		\$	\$
PAP3321131	PEN,BALL PT,MEDIUM,STICK RED	DZ		\$	\$
PAP3331131	PEN,BALL PT,MEDIUM,STICK BLACK	DZ		\$	\$
PAP3341131	PEN,BALL PT,MEDIUM,STICK GREEN	DZ		\$	\$
SAN44001	MARKER,PERM,FELT,MAGNUM 4	EA		\$	\$
PAP5620115	PEN,CORRECTION,WHITE	EA		\$	\$
SAN60025	PEN,BALL,UNI-DELUXE,MICRO	DZ		\$	\$
SAN60040	PEN,UNIBALL,MICRO,ONYX,DZ	DZ		\$	\$
SAN60101	PEN,UNIBAL,FINE,UB101,BLK	DZ		\$	\$
SAN60106	PEN,RLRB,UNBL VSN,MICRO, BLK	DZ		\$	\$
SAN60126	PEN,ROLRB,UNI-BALL VISION	DZ		\$	\$
SAN61231	PEN,UNIBALL,VIS,ELITE,	EA		\$	\$
PAP6320187	PEN,BLPT,C-MATE,MED,RED	DZ		\$	\$
PAP6330187	PEN,BLPT,C-MATE,RETR,MED	DZ		\$	\$
PAP6430131	PEN,GRP,COMFORTMT,MED,BLA	DZ		\$	\$
SAN65450	PEN,UNI-GEL GRIP,MEDIUM,B	DZ		\$	\$
SAN65800	PEN,UNI-BALL,GEL IMPACT,B	EA		\$	\$
SAN65870	PEN,UNIBALL,GEL IMPACT,BL	EA		\$	\$
PENKL257A	PEN,PENDEL, MED, ROLLBALL,DZ,BLK	DZ		\$	\$
SAN83008	MRKR,DRYERAS,CHSL,EXP,PUR	DZ		\$	\$
SAN83074	MRKR,ST/D/ER,CHS,4CLR	ST		\$	\$
SAN83078	MRKR,SET,D/ERS,8CLR	ST		\$	\$
SAN27025	HIGHLIGHTER,PKT,ACCENT,FL	DZ		\$	\$
ZEB71111	HIGHLIGHTER,ZAZZLE BRIGHT	PK		\$	\$
ZEB44110	PEN,RB,JIMNIE,BLK	DZ		\$	\$
ZEB46810	PEN,SARASA,GEL,12/PK,BLAC	DZ		\$	\$
ZEB46881	PEN,GEL,RETRACT,SARASA,10	ST		\$	\$
SAN80556	ORGANIZER,EXPO 2	ST		\$	\$
PAP6137206	TAPE,COR,LP DRYLNE,2PK,GN/PUR	PK		\$	\$
TOM68620	TAPE,CORRECTION,MONO	EA		\$	\$
PAP70501	ERASER,PCL,LRG,PNK PEARL,3/PK	PK		\$	\$
PAP70502	ERASER,PCL,MED,PNK PEARL 3/PK	PK		\$	\$
SAN73201	ERASER,MAGIC RUB,BLOCK SH	EA		\$	\$
STD52650	ERASER,MARS,PLASTIC VINYL	EA		\$	\$
BICWOELP21	TAPE,CORRECTION,EXACTLINE 2/PK	PK		\$	\$
BICWOTAPP11	TAPE,CORRECTION,BIC,	EA		\$	\$
TOM68627	TAPE,CORRECTION,MONO,2PK	PK		\$	\$
TOM68679	TAPE,CORRECTION,MONO RETR	PK		\$	\$
TOTAL GROUP 5				\$	\$

GROUP 6: CARDS/TABS/INDEXES					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
AVE5871	CARD,LSR,BIZ,CLNEDGE,200CT	PK		\$	\$
AVE11130	INDEX,11X8.5,1-5 TAB,BLK/WHT	ST		\$	\$
RTG31000	INDEX TAB,ADHESIVE,PRM,BLNK,WHT	PK		\$	\$
CRD60118	INDEX,11"X8.5",1ST,M-CLR TAB	ST		\$	\$
MMM686F1	INDEX TABS,POST-IT ,DRBL,PK24	PK		\$	\$
AVE5371	CARD,LSR,BIZ,WHT,250CT	PK		\$	\$
AVE23078	INDEX,8 TAB,WRITE-ON,WHIT	ST		\$	\$
AVE11122	INDEX,INSERT,11X8.5,CLEAR	ST		\$	\$
AVE11123	INDEX,INSERT,11X8.5,8 MULTI-COLOR	ST		\$	\$
AVE11436	INDEX,MAKER, 5 TAB,LSR,5/S	PK		\$	\$
AVE23079	INDEX,8 TAB,WRITE-ON,MULT	ST		\$	\$
AVE24280	INDEX,TAB,A-Z,11X8.5,COPR	ST		\$	\$
AVE24286	INDEX,JAN-DEC,11X8.5,COPR	ST		\$	\$
AVE11109	INDEX,RG BK 5TAB,11X8.5,A	ST		\$	\$
AVE11111	INDEX,RG BK 8TAB,11X8.5,A	ST		\$	\$
AVE11350	INDEX,RG,BK,11X8.5,A-Z,BL	ST		\$	\$
AVE11129	INDEX,11X8.5,1-31TAB,MULT	ST		\$	\$
SMD50176	GUIDE,FILE,LTR,A-Z,T/TAB	ST		\$	\$
ESS40280	CARD,INDEX,BLANK,3X5,RAINBOW	PK		\$	\$
ESS7321BLU	CARD,INDEX,RULED,3X5,BLU	PK		\$	\$
ESS7321CAN	CARD,INDEX,RULED,3X5,CAN	PK		\$	\$
ESS7321CHE	CARD,INDEX,RULED,3X5,CHR	PK		\$	\$
OXF35810	INDEX CARD,RLD,3X5,ASSORTED	PK		\$	\$
OXFP6925	GUIDE,CARD,6X9,SELF,A-Z,P	ST		\$	\$
SMD50376	GUIDE,FILE,LTR,A-Z,NO EYE	ST		\$	\$
AVE16283	TABS, PRINTABLE, SELF-ADHESIVE 80/PK	PK		\$	\$
AVE23076	TABS,WRITE-ON DIVEDERS W/ERASABLE TABS 5/SET	ST		\$	\$
MMM686RYB	TAB,INDEX,POST-IT,DURABLE	PK		\$	\$
SMDCLL	LABEL,PROTECTOR,100/PK	PK		\$	\$
TOTAL GROUP 6					\$

GROUP 7: CLIPS/FASTENERS/TAPES						
MFG#	DESCRIPTION	U/ M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP	
DYM91331	TAPE,LETRA TAG,PLASTIC,PEARL	EA		\$	\$	
MMM1105	TAPE,MAGIC,3/4"X300",REFILL	RL		\$	\$	
MMM658	TAPE,COVER-UP,POST-IT,1 X	RL		\$	\$	
MMM667	TAPE,REMOVEABLE,DBL COATE	RL		\$	\$	
MMM845112	TAPE,BOOK MENDING 1.5X15	RL		\$	\$	
MMM8453	TAPE,BOOK,TRANS,3 X15YD	RL		\$	\$	
MMM810341296	TAPE,MAGIC,3M,3/4X1296	RL		\$	\$	
ACC70022	FASTENER,COMPLETE,2.75 CC	BX		\$	\$	
ACC71502	FASTENER,BRASS,1-PIECE,1/	BX		\$	\$	
ACC72020	CLIP,BINDER,SMALL,12/BX	DZ		\$	\$	
ACC72050	CLIP,BINDER,MED,12 CLIPS/	DZ		\$	\$	
ACC72100	CLIP,BINDER,LARGE,12/BX	DZ		\$	\$	
ACC72610	CLAMP,BUTTERFLY,IDEAL,#1	BX		\$	\$	
ACC72620	CLAMP,BUTTERFLY,IDEAL,#2	BX		\$	\$	
ACC72010	CLIP,BINDER,MINI,1/4IN,12	DZ		\$	\$	
ACC72360	CLIP,PAPER,PREM,#1 REG,10 PK OF 10	PK		\$	\$	
ACC72500	CLIP, PAPER, #4 JUMBO SIZE PK OF 10	PK		\$	\$	
BRTTZE131	TAPE,LETTERING,.5 ,BLACK/	EA		\$	\$	
BRTTZE231	TAPE,LETTERING,.5 ,BLACK/	EA		\$	\$	
BRTTZE241	TAPE,LETTERING,PT340/PT54	EA		\$	\$	
BRTTZE251	TAPE,LETTERING,PT340/PT54	EA		\$	\$	
MMMC38BK	DISPENSER, TAPE,DSKTOP,3/4",BLK	EA		\$	\$	
MMMC40BK	DISPENSER,TAPE,DELUXE,1"BLACK	EA		\$	\$	
OIC31024	CLIP,BNDR,MINI,60/BOX,AST	PK		\$	\$	
OIC31026	CLIPS,BINDER,30/TUB,ASTD	EA		\$	\$	
OIC31028	CLIP,BNDR,SM,36/BX,ASTD C	PK		\$	\$	
OIC31029	CLIP,BNDR,MED,24/BX,ASTD	BX		\$	\$	
MMM137	TAPE,DOUBLE,STICK,,1/2 X4	RL		\$	\$	
MMM142	TAPE,SEALING,2X22YD,DISP	RL		\$	\$	
MMM109	TAPE,POSTER,REMOVABLE,3/4	RL		\$	\$	
MMM36504	TAPE,SUPR CLR,48MMX50M,SC 4/PK	PK		\$	\$	
MMM38422	TAPE,TEAR-BY-HAND,2X55YDS 2/BX	BX		\$	\$	
MMM600K6	TAPE,TRANS,3M,3/4X1000,6/PK W/DISP	PK		\$	\$	
SWI35450	STAPLE,1/4 ,15-25 SHT,5000	BX		\$	\$	
SWI35108	STAPLE,1/4 ,SF1,15-25SHT,5000	BX		\$	\$	
SWI35440	STAPLE,1/4 ,15-25SHT,5000	BX		\$	\$	
SWI35550	STAPLES,HD,3/8 ,2500/BX	BX		\$	\$	
SWI58017	STAPLES,UNDULATED,1/4 ,5M	BX		\$	\$	
SWI79392	STAPLES,1/2 ,40-90 SHT,5M	BX		\$	\$	
SWI79398	STAPLES,3/8 ,25-60SHT,5M/	BX		\$	\$	
OIC92902	PIN,PUSH,JUMBO TUB,12 CT	PK		\$	\$	
TOTAL GROUP 7					\$	

GROUP 8 : STAPLES/ STAPLERS					
MFG#	DESCRIPTION	U/ M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
SWI34121	STAPLER,STD,LONG REACH,12	EA		\$	\$
SWI39002	STAPLER,HEAVY DUTY,PLT	EA		\$	\$
SWI44401S	STAPLER,DESK,STD,FULL,BLA	EA		\$	\$
SWI48200	STAPLER,ELECTRIC,PORTABLE	EA		\$	\$
SWI54501	STAPLER,ECON,FULL STRIP,B	EA		\$	\$
SWI40501	STAPLER,DESK,FULL,BLK	EA		\$	\$
SWI71101	STAPLER,DESK,STD,CMPCT,BL	EA		\$	\$
SWI74741	STAPLER,747 BUSINESS,BLAC	EA		\$	\$
SWI76701	STAPLER,DESK,STANDARD,BLK	EA		\$	\$
BOSPHD60	STAPLER,PERSONAL,HD,BLK	EA		\$	\$
BOS02257	STAPLER,FULL STRP,CONTEMP	EA		\$	\$
BOS40000MBLK	STAPLE REMOVER,CALYPSO,AS	EA		\$	\$
BOS02210	STAPLER,ELECTRIC,BLACK	EA		\$	\$
BOSSBS1914CP	STAPLE,1/4 ,15-25SHT,5000	BX		\$	\$
BOSSTCRP211514	STAPLES,B8,ARCH CR,1/4 ,5	BX		\$	\$
TOTAL GROUP 8					\$

GROUP 9: BINDERS/BINDERS ACC/BINDING COMBS					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
AVE17590	BINDER,VIEW,FLIPBACK,1.5"WHT	EA		\$	\$
AVE17685	BINDER,FLEXI-VIEW,PRES,1"NAVY	EA		\$	\$
AVE05731	BINDER,ECO,ROUND RING,2",WHITE	EA		\$	\$
AVE05726	BINDER,1 1/2", ROUND RING,WHITE	EA		\$	\$
CRD26311	BINDER,D-RING,1.5"CLEARVU,BLK	EA		\$	\$
CRD26331	BINDER,XTRALIFE,DRWR,3",BLACK	EA		\$	\$
ACC39711	BINDER,POLY,35 POINT,1"BLACK	EA		\$	\$
ACC39716	BINDER,VNL,FLEX,11X8.5,1"C,DGR	EA		\$	\$
ACC39719	BINDER,POLY,35 POINT,1",RED	EA		\$	\$
ACC54112	BINDER,DP,PSBD,9.5X11,LBL	EA		\$	\$
ACC54113	BINDER,DP,PSBD,9.5X11,DBL	EA		\$	\$
WLJ36814NC	BINDER ,3RG,11X8.5,1"LH,M BUR	EA		\$	\$
WLJ36834NB	BINDER ,3RG,VNL,1.5,BLK	EA		\$	\$
WLJ38450B	BINDER,D-RG,11X8.5,LH,5",BLACK	EA		\$	\$
WLJ36814NBL	BINDER,3RG,VNL,11X8.5,1 ,BL	EA		\$	\$
WLJ36814NR	BINDER,3RG,VNL,11X8.5,1 ,RE	EA		\$	\$
WLJ36844NB	BINDER,3RG,VNL,2 ,BLK	EA		\$	\$
WLJ36814NB	BINDER,3RG,VNL,11X8.5,1 B	EA		\$	\$
WLJ 36814NG	BINDER,3RG,VYL,11X8.5,1	EA		\$	\$
WLJ36849NB	BINDER,3RG,11X8.5,3 C,LH	EA		\$	\$
WLJ38644W	BINDER,D-RING,2 ,VUE,WHIT	EA		\$	\$
WLJ38649W	BINDER,D-RING,3 ,VUE,WHIT	EA		\$	\$
WLJ36214W	BINDER,VUE,3RG,11X8.5,1 C	EA		\$	\$
WLJ36234W	BINDER,OVERLAY,CLEAR,1.5	EA		\$	\$
WLJ36244W	BINDER,OVERLAY,CLEAR,2 ,W	EA		\$	\$
WLJ36249W	BINDER,VUE,3RG,11X8.5,3 C	EA		\$	\$
AVE75254	BINDER,POCKET,POLY,SPK	PK		\$	\$
CRD14042	BINDER,EASYOPN,LCK,SLNT-D	EA		\$	\$
WLJ36213B	BINDER,OVERLAY,CLEAR,1/2",BLK	EA		\$	\$
WLJ36213W	BINDER,OVERLAY,CLEAR,1/2",WHT	EA		\$	\$
WLJ36214B	BINDER,OVERLAY,,CLEAR,1",BLACK	EA		\$	\$
WLJ36234B	BINDER, OVERLAY,CLEAR,1.5"BLK	EA		\$	\$
WLJ36249B	BINDER,OVERLAY,CLEAR,3",BLK	EA		\$	\$
WLJ87902	BINDER,RING,RND,1"CAP,	EA		\$	\$
CRD21500	CARD,POCKET BUSINESS, TOP,10/PK	PK		\$	\$
WLJ21401	SHEETPROTECTOR,NON GLR,HW	BX		\$	\$
WLJ21423	PROTECTOR,SHT,NONSTICK,10	BX		\$	\$
AVE76000	PROTECTOR,SHT,SECURE TOP	PK		\$	\$
AVE73907	PROTECTOR,SHT,11X8.5,50BX	BX		\$	\$
AVE05729	REINFORCEMENT,P/S,1/4 HOL	PK		\$	\$
WLJ21411	SHEET, PROTECT. HEAVYWEIGHT NONSTK TOP	BX		\$	\$
WLJ21413	SHEET, PROTECT. HEAVYWEIGHT NON STK/GLA	BX		\$	\$
TOTAL GROUP 9					\$

GROUP 10: ENVELOPES					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
QUA50562	ENV, COIN, 28# 3 1/8X5.5, KRAFT, 500/BX	BX		\$	\$
QUA41485	ENVELOPE, CAT, 9X12, 250	BX		\$	\$
QUA41465	ENVELOPE, CAT, 28LB, 9X12	BX		\$	\$
QUA41488	ENVELOPE, CAT, SELFSEAL, 9X12	BX		\$	\$
QUA37790	ENVELOPE, CLASP, 9X12", HVYDTY, KRF	BX		\$	\$
QUA37797	ENVELOPE, CLASP, 10X13, HVYD	BX		\$	\$
QUA37890	ENVELOPE, CLASP, 9X12, 28#	BX		\$	\$
QUACO926	ENVELOPE, CAT, 9X12, 28#	BX		\$	\$
QUA44782	ENVELOPE, CAT, 10X13, 28#	BX		\$	\$
QUA37897	ENVELOPE, CAT, 10X13, 28#	BX		\$	\$
QUA37893	ENVELOPE, CLASP, 28#, 9.5X12.5	BX		\$	\$
QUA37898	ENVELOPE, CAT, 10X15, 28#	BX		\$	\$
TOTAL GROUP 10					\$

GROUP 11: DATED GOODS					
MFG#	DESCRIPTION	U/M	PAGE #	PRICE	UNIT PRICE AFTER MARKUP
AAG7095005	BOOK, WEEKLY/HOURLY, APPOINTMENT	EA		\$	\$
AAGE51750	REFILL, QUICK NOTE, DAILY	EA		\$	\$
AAGE717T50	REFILL, DAILY, WITH MONTHLY TABS	EA		\$	\$
AAGG40000	BOOK, PLANNER, MONTHLY	EA		\$	\$
AAGG400H00	BOOK, PLANNER, DAYMINDER	EA		\$	\$
AAGG52000	BOOK, WEEKLY, APPOINTMENT, PROFESSIONAL	EA		\$	\$
AAGSK117000	DESK PAD, REFILLABLE, 2 COLOR	EA		\$	\$
AAGSK1616	DESK/WALL, 16 MONTH ACADEMIC	EA		\$	\$
AAGSD91013	BOOK, STANDARD/DAILY, APPOINTMENT DAIRY	EA		\$	\$
AAGSK62500	DESK PAD, MONTHLY/WEEKLY	EA		\$	\$
AAGSW705X50	REFILL, DESK, FLIP-A-WEEK	EA		\$	\$
AAGSW20000	DESK PAD, MONTHLY	EA		\$	\$
AAG7073005	PLANNER, MONTHLY, PROFESSIONAL NOTETAKER	EA		\$	\$
AAG7089005	PLANNER, 14 MONTH	EA		\$	\$
AAGG54500	PLANNER, WEEKLY, EXECUTIVE	EA		\$	\$
AAGG54550	REFILL, WEEKLY, APPOINTMENT PLANNER	EA		\$	\$
AAGGG250000	DESK/WALL PAD, MONTHLY, 2 COLOR, RECYCLED	EA		\$	\$
AAGPM1128	WALL, 3 MONTHS, REFERENCE	EA		\$	\$
AAGG100H00	BOOK, APPOINTMENT, DAY-MINDER	EA		\$	\$
TOTAL GROUP 11					\$
SECTION II GRAND TOTAL					\$

TOTAL SECTION I \$ _____

SECTION II

GROUP 1 \$ _____

GROUP 2 \$ _____

GROUP 3 \$ _____

GROUP 4 \$ _____

GROUP 5 \$ _____

GROUP 6 \$ _____

GROUP 7 \$ _____

GROUP 8 \$ _____

GROUP 9 \$ _____

GROUP 10 \$ _____

GROUP 11 \$ _____

TOTAL SECTION II \$ _____

GRAND TOTAL FOR SECTION I AND SECTION II \$ _____

Percentage increase for 2nd year _____ %

Percentage increase for 3rd year _____ %

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge, and agree, that the City encourages minority -- and women -- owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

EXCEPTIONS TO SPECIFICATIONS:

Tax ID Number

City State Zip

Name (Print or Type)

Terms of Payment

Signature

Delivery Date

Title

Telephone Number

E-mail address

Fax Number