



B-20/21-15

Office Supplies

Issue Date: 7/27/2021

Questions Deadline: 8/2/2021 01:00 PM (CT)

Response Deadline: 8/9/2021 04:00 PM (CT)

Contact Information

Contact: Melissa Ross
Address: 702 SE 291 Highway
Lee's Summit, MO 64063-4306
Phone: (816) 986-2213
Email: melissa.ross@lsr7.net

Event Information

Number: B-20/21-15
Title: Office Supplies
Type: Informal Bid Request
Issue Date: 7/27/2021
Question Deadline: 8/2/2021 01:00 PM (CT)
Response Deadline: 8/9/2021 04:00 PM (CT)
Notes: The Lee's Summit R-VII School District is accepting proposals for a Yearly Contract for Office Supplies. This contract will include but is not limited to: (Scope details). Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.
If you are having difficulty submitting electronically, please contact Missy Ross at (816)986-2213 or email melissa.ross@lsr7.net for instructions.
It is the responsibility of interested firms to check <https://lsl7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this Bid.

Ship To Information

Contact: Purchasing and Distribution Services
Address: 702 SE 291 Highway
Lee's Summit, MO 64063-4306
Phone: (816) 986-2190

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms & Conditions

[Download](#)

1_- Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

3_- E-Verify-LSR7_(1) (1).pdf

E-Verify

[View Online](#)

4_- MO_Tax_Exemption_Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

Office Supplies B-19.20-07 Bid Tabulation.pdf

Previous Office Supply Bid Tab

[View Online](#)

Requested Attachments

Certificate of Insurance

(Attachment required)

Please provide a Certificate of Insurance.

E-Verification Affidavit

Please refer to E-Verification Affidavit in "Attachments" tab to complete and upload if your company participates in E-Verify.

Bid Attributes

1 Introduction

The Lee's Summit R7 School District is accepting Bids for Yearly Contract for Office Supplies.

2 Instructions to Respondants

1.1 All questions regarding this Bid shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.

1.2 It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.

1.3 Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.

1.4 Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.

1.5 There will be no public opening of the proposals.

1.6 Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.

1.7 The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.

1.8 To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.

(Required: Check if applicable)

3 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. ****Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.****

4 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

5 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

6 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices **MUST** remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year.

I have read and understand.

(Required: Check if applicable)

7 Bid Award

I understand that this bid will be awarded to a primary and a secondary vendor.

The bid will be awarded to that responsive and responsible bidder(s) whose bid will be most advantageous to the District, price, specifications and other factors considered. The District reserves the right to waive any technical or formal error or omissions and reject any or all bids, or to award an agreement for the items thereon, either in part or in whole, if it is deemed to be in the best interest of the District to do so.

I have read and understand.

(Required: Check if applicable)

8 Award Selection

I understand the bid will be awarded based on best overall value for the district, including but not limited to price, product availability, lead times, product quality, references, and will not be based solely on price.

I have read and understand.

(Required: Check if applicable)

9 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.
(Required: Check if applicable)

10 Quantities are not guaranteed. Actual order quantities and frequencies will vary.

Items are ordered as needed. Quantities are not guarantee and actual order quantities/frequencies will vary.

Checkbox
(Required: Check if applicable)

11 Lead Time

What is the average lead time for shipping products once purchase order is received?

12 Online Ordering

Do you offer online ordering with the bid prices uploaded?

Checkbox
(Required: Check if applicable)

13 Delivery Instructions

DELIVERY:
All bids shall be quotes F.O.B DESTINATION unless otherwise specified.

PRIMARY SERVICE LOCATION:
Lee's Summit R-7 School District
Purchasing and Distribution Services
702 SE 291 Highway
Lee's Summit, MO 64063

Checkbox
(Required: Check if applicable)

14 Substitutions

I understand there are no substitutions for many items listed however, I would like to to have my item(s) considered and will submit additional detailed documents about each item, including images, SDS when applicable and catalog links for these items.

I understand that if this information is not provided for noted items by the close of the bid they will **not** be considered for award.

Checkbox
(Required: Check if applicable)

1
5 **Sample Requirements**

I agree to provide samples for noted line items required. I understand that if samples are not provided for noted items they will not be considered for award.

Checkbox

(Required: Check if applicable)

1
6 **Sample Requirements Due Date**

I agree to provide samples for noted line items required. I understand that samples are due by 1:00pm on August 9, 2021. I understand if samples are not provided for noted items they will **not** be considered for award.

Samples should be sent to:

Lee's Summit R-7 School District
Attention: Purchasing Services
702 SE 291 Highway
Lee's Summit, MO 64063

Checkbox

(Required: Check if applicable)

1
7 **Communications Statement**

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

1
8 **General Terms and Conditions**

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

1
9 **No Deviations or Exceptions**

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

(Required: Check if applicable)

2
0

Deviations and Exceptions

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

2
1

Cooperative Procurement with Other Jurisdictions

This section is optional; it will not affect the agreement.

2) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

5) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No

(Optional: Check only one)

2
2

How many years has your company been in business?

(Required: Numbers only)

2
3

References

List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:

| | |
|--------|--------------------|
| 2 4 | Reference 1 |
| | Reference 1 |

| | |
|--------|---|
| 2 5 | Reference #1 Contact Person's Name |
| | <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i> |

| | |
|--------|---|
| 2 6 | Reference #1 - Contact Person's School District/Business |
| | <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i> |

| | |
|--------|--|
| 2 7 | Reference #1 Address |
| | Enter Street address, city, state, zip code <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i> |

| | |
|--------|--|
| 2 8 | Reference #1 Phone Number |
| | <input type="text" value="(____) _____ - _____"/> ext: <input type="text"/> <i>(Required)</i> |

| | |
|--------|--|
| 2 9 | Reference #1 Email |
| | <input type="text"/> <i>(Required: Email address)</i> |

| | |
|--------|--|
| 3 0 | Reference #1: Description of services performed and completion date |
| | Describe the services performed and completion date of project. <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i> |

| | |
|--------|--------------------|
| 3 1 | Reference 2 |
| | Reference 2 |

| | |
|--------|---|
| 3 2 | Reference #2 - Contact Person's Name |
| | <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i> |

**3
3** Reference #2 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

**3
4** Reference #2 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

**3
5** Reference #2 Phone Number

(____) _____ - _____ ext: _____

(Required)

**3
6** Reference #2 Email

(Required: Email address)

**3
7** Reference #2: Description of services performed and completion date

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

**3
8** Reference #3

Reference #3

**3
9** Reference #3 Contact Person's Name

(Required: Maximum 1000 characters allowed)

**4
0** Reference #3 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

4
1 **Reference #3 Address: Street, City, State, Zip Code**

(Required: Maximum 1000 characters allowed)

4
2 **Reference #3 Phone Number**

(____) ____ - _____ ext: _____

(Required)

4
3 **Reference #3 Email**

(Required: Email address)

4
4 **Reference #3: Description of services performed and completion date**

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

4
5 **Additional References**

Additional References

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Bid Lines

1 Adhesive clips, Stikki Clips EZ up clips, white self stick reusable paper holders 20/pkg G8412

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

2 Air canned compressed for cleaning computer components/office equipment. 100% nonflammable, 100% ozone-safe. 10 oz.can with extension wand. G8817

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

3 Anti-Static spray, 3M CL600 G8800

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 Battery 9 volt, alkaline battery, Energizer, Duracell, or Panasonic 12 pack G9417

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5 Battery AA, alkaline battery, Energizer, Duracell, or Panasonic 24 pack G9416

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

6 Battery AAA, alkaline battery, Energizer, Duracell, or Panasonic 24 pack G9415

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Battery C cell, alkaline battery, Energizer, Duracell, or Panasonic 12 pack G9418

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

8 Battery D cell, alkaline battery, Energizer, Duracell, or Panasonic 12pk G9419

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9 Binder clips 1 1/4 in. - 5/8 in. capacity med size, 12 clips/bx, ACCO 72050 or equal G8413

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0

Binder clips 3/4 in. - 3/8 in. capacity small size, 12 clips/bx, ACCO or equal G8414

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1

Book phone message, carbonless w/ 3 messages per page G8064

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
2

Boxes Archives 15 in. x 12 in. x 10 in. G9705

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

3. Sample Required

I understand this item requires a sample to be provided to be considered for the bid.

Checkbox
(Optional: Check if applicable)

1
3

Boxes New 18 in. x 12 in. x 12 in. G9707

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

3. Sample Required

I understand this item requires a sample to be provided to be considered for the bid.

Checkbox

(Optional: Check if applicable)

1
4

Clock wall clock 12 in. G5342

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes:

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

3. Sample Required

I understand this item requires a sample to be provided to be considered for the bid.

Checkbox

(Optional: Check if applicable)

1
5

Copy paper for laser color printers, 8.5x11, 24lb, 96 brightness G6014

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
6

Copy paper blue LS 20lb, 8.5x11 10rm/case G6006

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
7

Copy paper buff 20lb., 8.5x11 10rm/case G6007

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
8

Copy paper canary 20lb., 8.5x11 10rm/case G6008

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
9

Copy paper goldenrod 20lb., 8.5x11 10rm/case G6004

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
0**

Copy paper green 20lb., 8.5x11 10rm/case G6005

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
1**

Copy paper natural cream 20lb., 8.5x11 10rm/case G6009

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

2
2

Copy paper orchid 20lb., 8.5x11 10rm/case G6001

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

2
3

Copy paper pink 20lb., 8.5x11 10rm/case G6011

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
4**

Copy paper red 20lb., 8.5x11 10rm/case G6013

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
5**

Copy paper salmon 20lb., 8.5x11 10rm/case G6002

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
6**

Copy paper white 8.5x11, 20lb, 95 brightness G6003

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
7**

Copy paper white 8.5x14, 20lb, 10rm/case G6010

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
8**

Copy paper white 11x17, 20lb, 5rm/case G6012

Quantity: 1 UOM: Ream Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**2
9**

Correction fluid bond white, solvent base, 1/2 oz./brush, Liquid Paper #564 or equal G8410

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
0**

Dry erase cleaner 8 oz, Sanford Expo or equal G4505

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
1**

Easel pad unruled white 27 in. x34 in. G9204

Quantity: 1

UOM: Each

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
2**

Envelope brown 6.5x9.5 G9004

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
3**

Envelope Interoffice mail, brown 10 in.x13 in. G9005

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
4**

Envelope white 3 5/8x6.5 G9006

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
5**

Envelope white 4.25x9.5 G9007

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
6**

Eraser whiteboard G4506

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
7**

Extension Cord 9FT G9405

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
8**

Extension Cord 25FT G9408

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**3
9**

Fasteners 1/2 in. round head brad type, 100/box G8419

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 Fasteners 3/4 in. round head brad type, 100/box G8420

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 File folder 2 in. clear tabs for hanging file folders, 1/5 in. cut 25/pkg G9014

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 File Folder - BLUE G9019

2

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 File folder manilla 1/3 cut, letter size 100/box, Smead or equal G9002

3

Quantity: 1

UOM: Box

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 File folder hanging letter size without tab, box/25 top of folder has slots for 1/5 cut or 1/3 cut tabs at different
4 positions. Pendaflex, #4152, Smead 64010, Sparco, SP52 or equal. G9000

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 File frame for drawers, letter size G9001
5

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4 Film laminating 25 in. x 500 ft.Roll, 1 in. core 1.5mil G5505

6 Quantity: 1 UOM: Roll Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

3. Sample Required

I understand this item requires a sample to be provided to be considered for the bid.

Checkbox
(Optional: Check if applicable)

4 Flagholder Classroom Flag Bracket G7004

7 Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4
8

Flag Missouri, 12x10, stick included G7000

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

4
9

Highlighter yellow chisel tip, Sanford or Eberhard Faber, 12/box G4842

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5 Highlighter green chisel tip, Sanford or Eberhard Faber, 12/box G4840

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5 Highlighter pink chisel tip, Sanford or Eberhard Faber, 12/box G4841

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5
2

Highlighter blue chisel tip, Sandford or Eberhard Faber, 12/box G4839

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5
3

Hole punch, hand held metal single hole punch, 1/4 in. diameter G8404

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5
4

Hole punch, 3-hole paper punch metal G5344

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

5
5

Index cards 3 in. x 5 in. plain white G8000

Quantity: 1

UOM: Package

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**5
6**

Index cards 3 x 5 in. ruled white, card precision ruled on one side. Oxford 31, Mead/Ampad G8001

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**5
7**

Index cards 4 in. x 6 in. plain white G8002

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**5
8**

Index cards 4 in. x 6 in. ruled white, Index 8 1/2 pt., card precision ruled on one side. Oxford 41, Mead/Ampad G8003

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**5
9**

Index cards 5 in. x 8 in. plain blue G8007

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
0**

Index cards 5 in.x 8 in. plain green G8008

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
1**

Index cards 5 in.x 8 in. plain yellow G8006

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
2**

Index cards 5 in.x 8 in. plain white G8004

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
3**

Index cards 5 in.x 8 in. ruled white, Index-8 1/2 pt., card precision ruled on one side. Oxford 51, Mead/Ampad G8005

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
4**

Labels file folder, Print or Write File Folder Labels, 7 labels per sheet, 252 sheets per pkg, Avery 05202 G9012

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
5**

Labels Laser 2 5/8 x 1 in., 30 lables per sheet G9010

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
6**

Label VMS System DYMO 30256 G9018

Quantity: 1 UOM: Roll Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**6
7**

Lanyard - Breakaway Black - 10/PK G8239

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

6 Marker dry erase black chisel tip, use on nonporous surface, 12/box, Sanford 8300 series, no substitutions
8 G4672

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

6 Marker dry erase blue chisel tip, use on nonporous surface, 12/box, Sanford 8300 series, no substitutions G4673
9

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

70 Marker dry erase green chisel tip, use on nonporous surface, 12/box, Sanford 8300 series, no substitutions G4674

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

71 Marker dry erase red chisel tip, use on nonporous surface, 12/box, Sanford 8300 series, no substitutions G4675

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Marker black, permanent, Marks-A-Lot brand or equal G5002

2

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Marker brown, permanent Marks-A-Lot brand or equal G5009

3

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Marker red, permanent Marks-A-Lot brand or equal G5003

4

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Meter Stick 1x1/4, 100 cm long hardwood, front scaled in cm., divided into mm. both sides, back scaled in inches
5 divided into eights. G8422

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Notebook binder 1 in. flexible cover, assorted colors, Avery G9206

6

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

7 Notebook 1 in. binder, vinyl cover 3 ring, hard cover, black, flat back, two opening and closing triggers. G9207

7

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**7
8**

Notebook 1.5 in. binder vinyl cover 3 ring, hard cover, black, flat back, two opening and closing triggers. G9208

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**7
9**

Notebook 2 in. binder, white viewbinder, view-style insert cover G9209

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
0**

Notebook divider 5 tab colored, 3 ring binders 11 in.x 8 1/2 in. G9205

Quantity: 1 UOM: Each Unit Price: Total:

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
1**

Pad primary chart, 24 in.x18 in., 1 in. rule long way 100 sheets per pad G9201

Quantity: 1 UOM: Pad Unit Price: Total:

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
2**

Paper clamps butterfly #2

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
3**

Paper clips standard size #1 100/box G8417

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
4**

Paper clips jumbo size 100/box G8416

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
5**

Pencil Sharpener 8 size, twin cutters nickel plated, wallmount type, Bostitch MPS1BLK G5336

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
6**

Pencils beginner, number 2 lead A5667

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**8
7**

Pencils #2 lead wood with eraser, box of 12, Dixon Ticonderoga only, no substitutions G5676

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

8
8

Pens black fine point, Bic no substitutions G5841

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

8
9

Pens black medium point, Bic, no substitutions G5842

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**9
0**

Pens felt tip black, hard point, Eberhard Faber G5844

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**9
1**

Pens felt tip red, hard point, Eberhard Faber G5845

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9 Pens overhead projector fine line black, wet erase G5838

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9 Pens overhead projector fine line, set of 4 colors, wet erase G5837

Quantity: 1 UOM: Set Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9 Pens red fine point, Bic or Papermate, no substitutions G5839

4

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9 Pens red medium point, Bic or Papermate, no substitutions G5840

5

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**9
6**

Pins t-pins G5834

Quantity: 1 UOM: Box Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

**9
7**

Post it notes 1.5 in.x2 in. yellow, 100 notes/pad G8444

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9
8

Post It Notes 4x6 in. Ruled 5/PK G8442

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

9
9

Post it wall pad, 20 in.x23 in. self stick paper white 20/pad, Post It or equal G8443

Quantity: 1 UOM: Pad Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Reinforcements page savers dispenser roll, 200/roll G9210
0

Quantity: 1 UOM: Roll Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Rubberbands, 3.5 in., 1# G8440
0

Quantity: 1 Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
2

Rubberbands, 7 in., 1# G8441

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
3

Rubberbands, bag of assorted sizes 1/4# G8411

Quantity: 1

Unit Price: \$

Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
4 Ruler wooden 12 in. scaled with inches and cm G8423

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
5 Purell Professional Surface Disinfecting Wipes G1007

Quantity: 1 UOM: Tub Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
6

Safety Pins Assorted H6012

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
7

Scissors 8 in. Ambidextrous G5341

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

3. Sample Required

I understand this item requires a sample to be provided to be considered for the bid.

Checkbox

(Optional: Check if applicable)

1
0
8

Scissors Primary Ambidextrous G5338

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
0
9

Sheet protector, for 3-ring binder, 50/pkg. Oxford 61005, Avery PV119-50 or equal. Samsill not accepted. G9211

Quantity: 1 UOM: Package Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1
0

Stamp pad black G8405

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1
1

Stamp pad ink black 2 oz bottle G8406

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Staple remover, nickel finished with plastic finger grip. G8407

1 Quantity: 1 UOM: Each Unit Price: \$ Total: \$

2 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Stapler, black, loads full strip standard staples, Bostitch B515, desktop stapler, stapler uses standard staples, no
1 substitutions G8408

3 Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Staples standard 210/strip 5000/box, chisel point, 1/4 in. leg G8409

1 Quantity: 1 UOM: Each Unit Price: Total:

4 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Steno notebook 6x9 in. greentint paper, 80 sheets, Gregg rule G9200

1 Quantity: 1 UOM: Each Unit Price: Total:

5 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1
6

Surge protection strip 6 outlet 15 ft cord with surge suppresser, UL listed, must have 15 amp circuit breaker in unit, 3-prong plug G9407

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1
7

Tape adding machine 2 1/4 in. wide, 150 ft G8446

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1
8

Tape book transparent 2 in.x 15 yards Scotch 3M #845, no substitutions G8426

Quantity: 1 UOM: Roll Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
1
9

Tape dispenser for 3/4 in. transparent tape with 1 in. core G8438

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Tape masking 3/4 in. Scotch 3M, no substitutions G8427

2 Quantity: 1 UOM: Each Unit Price: \$ Total: \$

0 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Tape transparent 1 in. core 3/4 in.x 1296 in., Scotch 3M, no substitutions G8428

2 Quantity: 1 UOM: Each Unit Price: \$ Total: \$

1 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Thumbtacks push-pin, aluminum head, 100/pkg 3/8 pt G8421

2 Quantity: 1 UOM: Box Unit Price: \$ Total: \$

2 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Transparency film for copier 8.5 in. x 11 in. w ith white sensing stripe, 100/bx, Highland L1903 or equal G9801

2 Quantity: 1 UOM: Package Unit Price: \$ Total: \$

3 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
2
4

Tul Gel Retractable Black Ink Pen G5843

Quantity: 1 UOM: Dozen Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1
2
5

Wastebasket large 29 in. metal, continental stock, black G7005

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Wastebasket small 14 1/2 in. metal, continental stock, black G7006
2
6

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

1 Yardsticks Acme United #10420 G8424
2
7

Quantity: 1 UOM: Each Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Item Attributes

1. Vendor Product Number

Enter your vendor product number used for ordering.

(Required: Maximum 1000 characters allowed)

2. Packaging

Enter the number of units per package

(Required: Maximum 1000 characters allowed)

