

## Office Supplies Bid

### **Background**

With the wide variety of office supply products available, we focus on obtaining competitive product pricing for post-consumer recycled content products. Specifying post-consumer recycled content products that are consistent with the [federal government standards](#) ensures that the County can meet its 'buy recycled' mandates under the voter approved Waste Reduction and Recycling Act of Alameda County (1990). This bid also includes extensive specifications for remanufactured toner cartridges in an effort to increase the quality of products we purchase. All of these efforts combine to support recycling, reuse, and waste reduction, and reduce greenhouse gas emissions and pollution.

### **Bid Details**

**Bid Type:** Request for Quotation (RFQ)

**Bid Number:** 10056/RA/04

**Contract Start Date:** August 1, 2007

**Contract Duration:** Three years with the option of two one-year renewals (extend to June 30, 2012)

**Products Awarded:** Full line of office supplies, excluding printing paper and janitorial supplies

**Vendor:** Blaisdell's Business Products, (510) 483-3600

**Pricing:** See page 8 of this document

**More Information:** For more information, or for a copy of the bid, contract or award summary, call the Alameda County General Services Agency Purchasing Department at (510) 208-9623.

### **Disclaimer**

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It may not include all of the product or service specifications, e.g., those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents as they require.

### **Environmental Specifications Excerpt: RFQ No. 10056/RA/04**

#### II. STATEMENT OF WORK

##### A. INTENT

These specifications, terms and conditions describe requirements of the County of Alameda for the supply and next day desk top delivery of Office Supplies required by the County.

The intent is to award a three (3) year contract to the lowest responsible bidder(s) who meets the requirements of these specifications, terms and conditions. This contract may be extended, all or in part, for a period or periods up to two years by mutual agreement in writing. The maximum contract period shall not be more than five (5) years.

It is also the intent of these specifications, terms and conditions to procure the most Environmentally Preferable Products (EPP) as possible with equivalent performance and competitive pricing as traditional products.

**D. SPECIFIC REQUIREMENTS**

**2. Environmentally Preferable Products**

Bidders are encouraged to offer Environmentally Preferable Products (EPP) that meet the Federal Environmental Protection Agency’s (EPA) minimum standards set forth in the Comprehensive Procurement Guideline (CPG) in the following bid categories: 1- Binders, 2- Dated Goods, 3- Desk Accessories, 5- Envelopes, 6- Filing and Storage, 10- Labels, and 12- Post-its /Pads/Misc. Paper. The full CPG guideline can be found at [www.epa.gov/cpg/products.htm](http://www.epa.gov/cpg/products.htm). Products bid that meet the minimum CPG requirement will receive a 10% price preference. The price preference is solely for the purposes of determining the lowest bid and is applied on a product-by-product basis.

The County has summarized the CPG requirements in the table entitled “Office Supply Minimum EPP Specifications” found below. The first column in this table assigns a unique “Environmental Attribute Code” for the Bidder to use in completing Exhibit B, the Bid Form, to indicate which environmental attribute the bid product satisfies. In Exhibit B, each product has three corresponding rows for Bidders to bid products. The first row is for the Bidder to bid the referenced manufacturer brand, the second row is to bid an equivalent alternate brand, and the third row is to bid an equivalent Environmentally Preferable Product. It is in this third row on the Bid Form that the Bidder shall use the Environmental Attribute Code. Additional information on the price preference can be found in the “County Provisions” section of this bid.

**Table 1: Office Supply Minimum EPP Specifications**

<b>Product Category 1 - Binders</b>			
<b>A</b>	Binders	Ring, cardboard or pressboard	20% postconsumer
<b>B</b>	Binders	Ring, plastic-covered paperboard	75% postconsumer (For Paperboard)
<b>C</b>	Binders	Ring, HDPE solid plastic	90% postconsumer
<b>D</b>	Binders	Ring, PE solid plastic	30% postconsumer
<b>E</b>	Binders	Ring, PET solid plastic	100% postconsumer
<b>F</b>	Binders	Ring, Misc solid plastic	80% postconsumer
<b>G</b>	Binders	Ring, paper covered paperboard	75% postconsumer
<b>Product Category 2 - Dated Goods</b>			
<b>H</b>	Calendars - Desk	Non-coated paper	30% postconsumer
<b>I</b>	Calendars - Desk	Coated paper	10% postconsumer

<b>Product Category 3 - Desk Accessories</b>			
<b>J</b>	Plastic Desktop Accessories	Desk organizers, sorters, trays, memo holders, note and pencil holders; PE solid plastic	25% postconsumer
<b>K</b>	Floor Mats	Plastic	10% postconsumer
<b>L</b>	Floor Mats	Rubber	75% postconsumer
<b>M</b>	Floor Mats	Plastic/Rubber Composit	100% postconsumer
<b>Product Category 5 - Envelopes</b>			
<b>N</b>	Envelopes - Paper	Wove and Kraft	30% postconsumer
<b>O</b>	Envelopes - Paper	White & colored (incl. Manila)	10% postconsumer
<b>P</b>	Envelopes - Paper	Kraft, unbleached	10% postconsumer
<b>Q</b>	Envelopes - Plastic		25% postconsumer (no vinyl)
<b>Product Category 6 - Filing Storage</b>			
<b>R</b>	File folders - paper	Interior, manila or colored	30% postconsumer
<b>S</b>	File folders - paper	Hanging, colored or unbleached	20% postconsumer
<b>T</b>	File folders - paper	Wallet files, expanding	20% postconsumer
<b>U</b>	File folders - paper	Classification, pressboard	20% postconsumer
<b>V</b>	File folders - paper	Report covers	20% postconsumer
<b>W</b>	File folders - paper	Portfolios	20% postconsumer
<b>X</b>	File folders - plastic	HDPE plastic	90% postconsumer (no vinyl)
<b>Y</b>	Index cards	White, Colored, Lined, Unlined	20% postconsumer
<b>Product Category 10 - Labels</b>			
<b>Z</b>	Mailers - Paper, Industrial Paperboard	Various, ie., photo, document, CD mailers	45% postconsumer
<b>AA</b>	Mailers - Paper, Padded	Unbleached or white	5% postconsumer
<b>BB</b>	Mailing - Corrugated boxes/containers	<300 psi & 300 psi	25% postconsumer
<b>CC</b>	Mailers - Plastic	Padded, various sizes	25% postconsumer (no vinyl)

<b>Product Category 12 - Post-It, Pads, Misc. Paper</b>			
<b>DD</b>	Self-Stick notes	Various colors, pop-up, regular	30% postconsumer
<b>EE</b>	Paper - Carbonless	Printed on multiple-impact copy forms	30% postconsumer
<b>FF</b>	Paper - Continuous	Adding Machine	30% postconsumer
<b>GG</b>	Paper - Text and Cover	Stationery, cover stock, various sizes and colors	30% postconsumer
<b>HH</b>	Paper - Cash register	Forms Bond	30% postconsumer
<b>II</b>	Paper - Checks	Check Safety Paper	10% postconsumer
<b>JJ</b>	Tablets	Notepads, Notebooks	30% postconsumer
<b>KK</b>	Paper - Invitations, Cards	Papeteries	30% postconsumer
<b>LL</b>	Paper - Stationery	Paper - Cotton	30% postconsumer
<b>MM</b>	Paper - Stationery	Paper - Text or cover	30% postconsumer

3. Ink Jet and Toner Cartridges

- a. Ink Jet Cartridges and New Toner Cartridges are addressed in Bid Categories 8 and 14. All cartridges supplied under this contract shall have a 100% replacement warranty. This warranty shall cover defects in the cartridge, material used in the cartridge, workmanship and damage during shipment. Defective or damaged cartridges shall be replaced at no cost to the County within one (1) working day of initial notification to the Contractor by the County. In addition to full replacement for the cartridges, the manufacturer shall warranty County's equipment in full against damage caused by the use of the cartridge supplied to the County under this contract. All Original Equipment Manufacturer (OEM) cartridges must be eligible for remanufacture. No single use cartridges are permitted under this contract. If a single use cartridge is the only cartridge available, Bidder shall request written permission from the County for an exception to this rule.
  - b. It is the County's intent to encourage the purchase of remanufactured toner cartridges. In Fiscal Year 2005 – 2006, the County spent approximately \$49,000 on remanufactured toner cartridges. Usage data provided in Exhibit B, the Bid Form, is for only those products that were purchased as remanufactured units by County users during the aforementioned fiscal year. The goal of the County is to increase the volume of remanufactured toner cartridges purchased by County users.
  - c. Contractors are required to provide toner cartridges that are fully remanufactured to specifications equal to or exceeding the original equipment manufacturers (OEM) cartridge standards of performance and quality of print and to produce a number of copies equal to or exceeding the capacity of the OEM cartridge. Cartridges that are merely refilled "drill and fill cartridges" will not be considered. "Split hopper" cartridges will not be considered unless there is no alternative method of remanufacturing them.
- (1) The Contractor shall warrant that the use of the remanufactured cartridges will not void any manufacturer's warranty on the printers. All cartridges supplied under this contract shall have a 100% replacement warranty. This warranty shall be provided with each

cartridge and shall cover defects in the cartridge, material used in the cartridge, workmanship and damage during shipment. Defective or damaged cartridges shall be replaced within one (1) working day and shall be provided at no cost to the County.

- (2) If problems occur with printers due to the Contractor's defective remanufactured toner cartridge, Contractor shall:
  - (a) Provide a competent factory-trained authorized service technician to repair the damaged printer within one (1) working day, or (b) Reimburse the County for any service performed due to the Contractor's defective cartridge. If the printer cannot be repaired and restored to its previous condition, Contractor shall replace the printer at no cost to the County.
- (3) Contractor shall provide the Alameda County Purchasing Department with a quarterly report on the failure rates of the remanufactured toner cartridges that are purchased and returned. The report shall be searchable by re-manufacturer's part number, product brand name, and the make and model of the machine the product is used in. Failure rates of over 2% in any 6 month period may result in the cancellation of this contracted bid category.

#### 4. Cartridge Remanufacturing Process

New or refurbished parts are required in all remanufactured toner cartridges. All components used in the remanufactured cartridges must meet OEM standards. An overview of the minimum requirements for remanufactured toner cartridges that will be supplied to the County are listed below.

Contractor shall:

- a. Conduct an assessment to determine if the toner cartridge can be remanufactured.
- b. Completely disassemble the toner cartridge to thoroughly clean and check all internal and external components against the original manufacturer's specifications. Worn, damaged, or end of life-cycle components shall be replaced.
- c. Replace the original OEM drum with a new drum (which may include an extended life-drum). If the returned toner cartridge is equipped with an extended-life drum, Contractor shall inspect it, clean it, or replace it with a new extended-life drum, or a new after market drum.
- d. Replace all seals with an OEM-type heat seal, card seal, or pressure sensitive seal.
- e. Replace the primary charge roller with a re-coated or new primary charge roller.
- f. Replace the wiper blade meeting OEM specifications.
- g. Chemically clean or replace the corona wire assembly (where applicable).

- h. Replace any parts not meeting OEM specifications. Fill the hopper to capacity with new toner meeting or exceeding OEM standards.
- i. Insert a toner hopper seal/separator meeting or exceeding OEM standards (when applicable) to prevent spillage of toner during shipping.
- j. Test all cartridges after remanufacturing by installing the cartridge in an applicable printer, running and inspecting test copies, and this test print shall be included with the finished product.
- k. Provide one fuser with high temperature resistant felt wiper and one cotton swab with each toner cartridge (where applicable).
- l. Print yield shall be equal to or exceed OEM rating for each cartridge. Yield shall be determined by the use of a standard pattern that features 5 percent coverage.
- m. Exterior surfaces shall be thoroughly cleaned, with all traces of old labels, and toner removed entirely.

5. Cartridge Labeling and Packaging

The following specifications shall be met for the remanufactured toner cartridge labeling and packaging:

- a. Contractor shall clearly label each toner cartridge with manufacturer's name, Contractor's name and phone number, and cartridge model number.
- b. The external packaging carton shall be clearly labeled with manufacturer's name, Contractor's name and phone number, the cartridge model number, the date of remanufacture, and use by date for shelf life inventory purposes.
- c. An internal packing slip shall identify toner cartridge type (make and model), the Contractor's name, address and telephone number, and the purchase order number. All internal packing slips will also bear the date of remanufacture and use by date for shelf life and inventory purposes.
- d. Each cartridge shall be individually packaged in an anti-static moisture and light proof bag and either heat-sealed or zip-locked, meeting or exceeding OEM standards. The cartridge shall then be placed in a protective cradle prior to being packaged in an external carton.
- e. The external carton and packaging of the toner cartridge shall protect the cartridge from damage during shipping.
- f. Packaging for the toner cartridges shall be constructed to permit users to re-package spent cartridges for return to Contractor.

- g. It is desirable that all corrugated packaging contain a minimum of 35% post-consumer recycled content and be labeled thereof.
- h. Included in the cartridge packaging shall be a copy of the test print page, installation instructions, a copy of the warranty including the Contractor's contact number, and instructions and supplies necessary for the return of empty cartridges as agreed upon between the Contractor and the County.

6. Used Cartridge Take Back and Recycling

The following specifications shall be met for the used cartridge take back and recycling:

- a. Contractor must offer the County a means of returning empty cartridges. Cartridge packaging must be designed to be conducive to repackaging empty cartridges. The expense of conducting cartridge returns shall be the sole responsibility of the Contractor and may be conducted by either prepaid return shipment label (preferred), contractor pick-up, or both.
- b. The Contractor shall ensure all end-of-life toner cartridges, parts and associated packaging are recycled in accordance with all federal, state and local standards. Contractor shall ensure that information on the agreed upon return and recycling program and any necessary supplies are included with every cartridge that is sold through this contract.
- c. Bidder(s) shall include in Exhibit K, Environmental Certification, the proposed detailed plan for recovering and recycling empty cartridges. The County shall have final approval of the plan.

***Contract Pricing***

This information is provided for informational purposes only and is current as of the contract start date listed in this document or otherwise stated in the following pages. Alameda County does not guarantee pricing or that you will be able to piggyback on any contract. If your agency wishes to piggyback, contact the vendor directly and work with your legal counsel to establish a separate contract apart from Alameda County.

- Pricing follows on next page -

## EXHIBIT B (REVISED) PAYMENT TERMS

2. Contractor shall invoice the County for products received by County in accordance with the following pricing structures:

### 1-binders

#	Product Description	Manufacturer	Wholesaler Product Code	U/M	Price
1	24ST READY INDEX 8TAB ENVIRO PREFERABLE	UNIVERSAL	UNV24802	BX	6.33
2	25 RECYCLD CLR COVER DBE ENVIRO PREFERABLE	UNIVERSAL	UNV56138	BX	12.94
4.b	BINDER, 2 PWS LOCK, RRVW, W ENVIRO PREFERABLE	UNIVERSAL	UNV20982	EA	2.45
5	BINDER, 3, D-RING, VW, LCKNG ENVIRO PREFERABLE	UNIVERSAL	UNV20748	EA	5.93
6	BINDER, 3D-RG, 14X8.5, 2 C, B	CARDINAL	CRD14532	EA	13.75
7.a	BINDER, 3RG, 11X8.5, 3 C, BLU ENVIRO PREFERABLE	UNIVERSAL	UNV35412	EA	4.51
8	BINDER, CVR, XTRALIFE, 1.5	CARDINAL	CRD26310	EA	4.70
9	BINDER, DP, WPSBD, 14-7/8X11 ALTERNATE BRAND	UNIVERSAL	UNV15443	EA	3.56
10.a	BINDER, D-RG, NO-GLARE, 4 C ENVIRO PREFERABLE	UNIVERSAL	UNV20994	EA	6.83
11.a	BINDER, D-RG, VYL, LH, 5 C, BR ENVIRO PREFERABLE	UNIVERSAL	UNV20704	EA	7.82
12.b	BINDER, D-RING, 1, VUE, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20742	EA	3.87
13.a	BINDER, D-RING, 3, VUE, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20748	EA	5.93
14.b	BINDER, D-RING, 5 PRNT WONT ENVIRO PREFERABLE	UNIVERSAL	UNV20997	EA	12.82
15.b	BINDER, ECONO, R-RNG, 1.5, W ENVIRO PREFERABLE	UNIVERSAL	UNV20972	EA	2.32
16.a	BINDER, OD, DR, 3, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20992	EA	3.05
17.a	BINDER, OD, DR, 5, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20997	EA	12.82
18.a	BINDER, OD, D-RING, 2, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20982	EA	2.45
19.b	BINDER, OD, D-RING, 4, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20994	EA	6.83
20.b	BINDER, OVERLAY, CLEAR, 1.5 ENVIRO PREFERABLE	UNIVERSAL	UNV20962	EA	1.76

21.a	BINDER, OVERLAY, CLEAR, ½ ENVIRO PREFERABLE	UNIVERSAL	UNV20962	EA	1.75
22.b	BINDER, OVERLAY, CLEAR, 2, B ENVIRO PREFERABLE	UNIVERSAL	UNV20981	EA	2.38
23.A	BINDER, OVERLAY, CLEAR, 2, W ENVIRO PREFERABLE	UNIVERSAL	UNV20982	EA	2.45
24.b	BINDER, PL, VIEW, .5, WHT ENVIRO PREFERABLE	UNIVERSAL	UNV20702	EA	2.35
25.a	BINDER, PL, VIEW, 1, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20962	EA	1.75
26.a	BINDER, PL, VIEW, 1.5, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20972	EA	2.32
27.a	BINDER, PL, VIEW, 2, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20982	EA	2.45
28.b	BINDER, PL, VIEW, 3, BLACK ENVIRO PREFERABLE	UNIVERSAL	UNV20751	EA	5.09
29.a	BINDER, PL, VIEW, 3, WHITE ENVIRO PREFERABLE	UNIVERSAL	UNV20992	EA	3.05
30	BINDER, PRS, DRG, 11X8.5, 1 C	ACCO	WLJ38514W	EA	5.66
30.a	BINDER, PRS, DRG, 11X8.5, 1 C ENVIRO PREFERABLE		UNV20742	EA	3.87
31.b	BINDER, PRS, DRG, 11X8.5, 2 C ENVIRO PREFERABLE		UNV20746	EA	4.81
33.a	BINDER, RING, RND, 1 CAP, WE ENVIRO PREFERABLE	UNIVERSAL	UNV20962	EA	1.75
34.a	BINDER, RR, LBL, LCK, 3, BLUE ENVIRO PREFERABLE	UNIVERSAL	UNV35412	EA	4.51
35.a	BINDER, VIEW, 3-RG, 1/2 C, WH ENVIRO PREFERABLE	UNIVERSAL	UNV20702	EA	2.35
36	BINDER, VIEW, FRAMED, 1IN, WH	AVERY DENNISON	AVE68056	EA	5.88
37.a	BINDER, VIEW, RND, 1 IN, DBL ENVIRO PREFERABLE	UNIVERSAL	UNV20713	EA	3.83
38.a	BINDER, VIEW, RR, LOCK, PWS, 1 ENVIRO PREFERABLE	UNIVERSAL	UNV20712	EA	2.48
40.a	BINDER, VUE, 3RG, 11X8.5, 1.5 ENVIRO PREFERABLE	UNIVERSAL	UNV20971	EA	2.32
41.a	BINDER, VUE, 3RG, 11X8.5, 3 C ENVIRO PREFERABLE	UNIVERSAL	UNV20992	EA	3.05
42	BINDER, XTRALIFE, LCK D-RNG	CARDINAL	CRD26340	EA	16.61
43.a	BINDERS, STD ROUND RING, .5 ENVIRO PREFERABLE	UNIVERSAL	UNV20951	EA	1.74
44.a	BNDR, D-RNG, CRVU, LTR, 1 , WE ENVIRO PREFERABLE	UNIVERSAL	UNV20742	EA	3.87
45.a	BNDR, PRSNT, D-RNG, 1.5, WE ENVIRO PREFERABLE	UNIVERSAL	UNV20744	EA	4.56
46	COVER, PORTFOLIO, 11.75X9.5	ESSELTE	ESS57538	BX	5.45

47	COVER,PSBD,2.75 CC,8.5X14	ACCO	ACC19028	EA	2.97
48.a	COVER,REPORT,25/PK,LT-BLU ALTERNATE BRAND	UNIVERSAL	UNV56601	PK	7.97
49.a	COVER,REPORT,20PT,11X8.5 ALTERNATE BRAND	UNIVERSAL	UNV80572	EA	1.48
51.a	COVER,REPORT,8.5X11,EA	UNIVERSAL	UNV80573	EA	2.09
52.a	COVER,REPORT,8.5X11,25/PK ALTERNATE BRAND	UNIVERSAL	UNV56116	PK	17.25
53.a	COVER,REPORT,CLR,25/PK,LT ALTERNATE BRAND	UNIVERSAL	UNV56101	PK	17.25
55.a	COVER,REPORT,25/PK,LTR,1/2,BLK ALTERNATE BRAND	UNIVERSAL	UNV56116	PK	16.33
56.a	COVER,REPORT,25/PK,LTR,1/2,DKB ALTERNATE BRAND	UNIVERSAL	UNV56138	PK	12.94
58	DIVIDER,INDEX MAKER,8 TAB	AVERY DENNISON	AVE11417	ST	3.39
59	DIVIDER,INDEX,8TAB,6PK	AVERY DENNISON	AVE11186	PK	9.78
60	DIVIDER,INDX,MULTCLR,15TB	AVERY DENNISON	AVE11197	PK	14.80
60.a	DIVIDER,INDX,MULTCLR,15TB ENVIRO PREFERABLE	UNIVERSAL	UNV24808	PK	9.93
61	DIVIDER,INDXMKR,12TAB,5/P	AVERY DENNISON	AVE11429	PK	19.19
62	DIVIDER,LSR,5TAB,WE	AVERY DENNISON	AVE11534	BX	68.45
63	DIVIDER,LTR 1-10 REINF,WE	AVERY DENNISON	AVE11381	ST	2.20
64	DIVIDER,TABBING,PRINT,1.7	AVERY DENNISON	AVE16283	PK	5.09
64.b	DIVIDER,TABBING,PRINT,1.7 ENVIRO PREFERABLE	AVERY DENNISON	AVE16283	PK	5.09
65	DIVIDER,TABBING,PRINT,80S	AVERY DENNISON	AVE16282	PK	5.09
66	DIVIDER,TRANSLCNT,8TAB,CL	AVERY DENNISON	AVE12450	P5	23.44
67.a	DIVIDERS,5TAB,5 SETS,E/WH ALTERNATE BRAND	ESSELTE	11313	PK	7.40
68	DIVIDERS,8TAB,25SETS,W/WH ALTERNATE BRAND	UNIVERSAL	UNV20845	PK	22.50
69.a	DIVIDERS,8TAB,5 SETS,W/WH,36 SET/BX ALTERNATE BRAND	UNIVERSAL	UNV20835	BX	8.89
70.a	ECONO WEIGHT NONSTICK TOP ALTERNATE BRAND	UNIVERSAL	UNV21126	BX	3.54
71	FRAME,VIEW BINDER,1.5IN,W	AVERY DENNISON	AVE68060	EA	7.45

72.a	HEAVYWEIGHT NON STICK/GLA ALTERNATE BRAND	WLJ	WLJ21412	BX	6.54
73.a	HEAVYWEIGHT NONSTICK TOP ALTERNATE BRAND	UNIVERSAL	UNV21129	BX	5.64
74	INDEX 11 ONESTEP 8-TAB	CARDINAL	CRD60818	ST	1.71
74.b	INDEX 11 ONESTEP 8-TAB ENVIRO PREFERABLE	AVERY DENNISON	AVE11669	ST	1.64
75.a	INDEX 11X8.5,1-8TAB,MULTI ALTERNATE BRAND	AVERY DENNISON	AVE11133	ST	2.03
76	INDEX MAKER,8TAB,LABELS,C	AVERY DENNISON	AVE11419	ST	17.95
77.a	INDEX MAKER,8TAB,LASER,5S ALTERNATE BRAND	AVERY DENNISON	AVE11437	ST	17.35
78.a	INDEX, 8 TAB, MULTI-COLOR, 6 SETS ENVIRO PREFERABLE	UNIVERSAL	UNV21872	ST	1.98
80.b	INDEX,1-12,11X8.5,MULTICO, 6/PK ENVIRO PREFERABLE	UNIVERSAL	UNV24806	ST	7.82
81.a	INDEX,11X8.5,1-10TAB,MULT , 6/PK ENVIRO PREFERABLE	UNIVERSAL	UNV24804	ST	8.03
82.a	INDEX,11X8.5,1-5 TAB,BLK/ENVIRO PREFERABLE	AVERY	AVE11130	ST	1.35
83.a	INDEX,11X8.5,1-5TAB,MULTI , 6/PK ENVIRO PREFERABLE	UNIVERSAL	UNV24800	ST	3.95
84.a	INDEX,11X8.5,JAN-DEC TAB ENVIRO PREFERABLE	UNIVERSAL	UNV24810	ST	2.25
85.a	INDEX,11X9.25,1-8TAB,MULT, 6/PK ENVIRO PREFERABLE	UNV	UNV24802	ST	6.33
86.b	INDEX,3-RG,5TAB,11X8.5,CL ENVIRO PREFERABLE	AVERY	AVE11110	ST	0.97
87.b	INDEX,8 TAB,WRITE-ON,MULT ENVIRO PREFERABLE		UNV20819	ST	0.91
88.a	INDEX,A-Z,11X8.5,AST ENVIRO PREFERABLE	UNIVERSAL	UNV24812	ST	2.46
89	INDEX,LGL EXH,LTR,#1-25,S	AVERY DENNISON	AVE11370	ST	3.68
90	INDEX,LTR,BOT TAB,EXHIBIT	AVERY DENNISON	AVE11378	ST	3.95
91.a	INDEX,MAKER,8TAB,COPIER,W ENVIRO PREFERABLE	AVERY	AVE11422	PK	17.27
92.a	INDEX,MAKER,LASER PRTR,8T, 25SETS/BX ENVIRO PREFERABLE	AVERY	AVE11447	BX	75.65
93.a	INDEX,MTHLY,11X8.5,AST ENVIRO PREFERABLE	UNIVERSAL	UNV24810	ST	2.25
93.b	INDEX,RG BK,5TAB,11X8.5,C,6/PK ENVIRO PREFERABLE	UNIVERSAL	UNV21870	ST	1.35
94.a	LABEL,P/S,3/4 DIA,ORN,100 ALTERNATE BRAND	AVERY	AVE05465	PK	3.95

96.a	LABEL,PRIVATE,OD MULTI,15,6/PK ENVIRO PREFERABLE	UNIVERSAL	UNV24808	ST	9.93
97.a	MAKER,INDEX,5 TAB,LSR,5/S ENVIRO PREFERABLE	AVERY	AVE11436	ST	15.95
98	P/FOLIO,VIEWFOLIO, TWNPKT	ESSELTE	ESS57441	EA	2.80
99	POCKET,DOUBLE,8TAB, PLASTI	AVERY DENNISON	AVE11907	ST	3.38
100.a	PORTFOLIO,LAM,2-PCKT,25PK ENVIRO PREFERABLE	ESSELTE	ESS51704	TP	18.93
101.a	PORTFOLIO,LAM,2-PCKT,25PK ENVIRO PREFERABLE	ESSELTE	ESS51706	TP	18.93
102.a	PORTFOLIO,LAM,2-PCKT, LT B, 25PK ENVIRO PREFERABLE	ESSELTE	ESS51701	PK	18.93
103.a	PORTFOLIO,PCKT,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57513	TP	6.28
104.a	PORTFOLIO,PCKT,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57555	TP	6.28
105.a	PORTFOLIO,PCKT,W/FST, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57701	PK	9.24
106.a	PORTFOLIO,POCKET,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57504	PK	6.28
107.a	PORTFOLIO,POCKET,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57509	PK	6.28
108.a	PORTFOLIO,POCKET,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57505	TP	6.28
109.a	PORTFOLIO,POCKET,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57511	PK	6.28
110.a	PORTFOLIO,POCKET,TWIN, 25PK ENVIRO PREFERABLE	ESSELTE	ESS57502	TP	6.28
111	PORTFOLIO,TWIN POCKET,BLU	ESSELTE	ESS78502	BX	7.95
112	PORTFOLIO,TWIN POCKET,RED	ESSELTE	ESS78511	BX	7.95
113.b	PROTECTOR,SHT,11X8.5, TOP ALTERNATE BRAND	UNIVERSAL	UNV21124	BX	3.78
114.a	R-VIEW BNR LCK RNG 1.5 ENVIRO PREFERABLE	UNIVERSAL	UNV20723	EA	3.52
115.a	SHEET PROT,OD,HVY CLR,50/ ALTERNATE BRAND	UNIVERSAL	UNV21128	BX	5.60
116.a	SHEET PROTECT,OD,STD,CLR ALTERNATE BRAND	UNIVERSAL	UNV21124	BX	3.78
117.a	TABS,MYLAR,11X9,8 COLOR ,6 SETS ALTERNATE BRAND	UNIVERSAL	UNV21876	ST	4.56

#### 4-Electronics & Supplies

#	Product Description	Manufacturer	Wholesaler Product Code	U/M	Price
1	DRIVE,PORTABLE,USB, 2.0,1G	PNY TECHNOLOGIES	PFD01GU2ORF	EA	39.87
2	DRIVE,TRAVEL,1GB	IMN32509060	IMN32509060	EA	24.40
3	THUMBDRIVE,256MB USB 2.0	IVR37604	IVR37604	EA	12.07
4	THUMBDRIVE,256MB USB 2.0	IMN32509025	IMN32509025	EA	8.75
5	THUMBDRIVE,512MB USB	IMN32509051	IMN32509051	EA	16.57
17	120 MIN HI-GRADE,VHS,3PK	MAXELL (MEDIA)	MAX214112	PK	8.92
18	CASSETTE,AUDIO,60MIN,6/PK	MAXELL (MEDIA)	MAX102411	PK	5.26
19	CASSETTE,AUDIO, UR120,MAX	MAXELL (MEDIA)	SONC120HFL	EA	1.06
20	CASSETTE,AUDIO, XLII-90,4/	MAXELL (MEDIA)	MAX102211	PK	4.61
21	CD-R,700MB/80MIN,50PK	MAXELL (MEDIA)	MAX648250	PK	13.49
22	CD-R,80MIN, SPINDLE,50PK	IMN32024563	IMN32024563	PK	11.61
23	CDR,MAXELL, PRINTABLE,30PK	IMN32024725	IMN32024725	PK	10.03
24	CDR,52X,100-PK, SPINDLE	IVR77990	IVR77990	PK	20.53
25	CD-R,52X,50-PK, SPINDLE	IVR77950	IVR77950	PK	11.29
26	CDR,POCKET SPINDLE, 50PK	VER94335	VER94335	PK	43.71
27	CD-R,SPINDLE,80 MIN, 100/P	IMN32024581	IMN32024581	PK	23.17
28	CD-RW,700MB, SPINDLE,25PK	MAX630026	MAX630026	PK	15.58
29	CD-RW,80MIN,SLIM,5PK	IVR78854	IVR78854	PK	4.63
30	CDRW,12X,10-PK, SLIM	IVR78810	IVR78810	PK	6.67
31	DISK,3.5,DSHD,RAINBO, 1.44	VERBATIM CORP	VER87326	BX	3.43
32	DISK,3.5 IBM	IVR00300	IVR00300	PK	4.63
33	DISK,3.5 IBM	IVR00303	IVR00303	PK	19.50
34	DISK,3.5,IBM	IVR10350	IVR10350	PK	2.30
35	DISKETTE,3.5 2MB IBM,50/P	IMATION	IMN44797	PK	19.19
36	DISKETTE,30 FOR 25,3.5,30	IMATION	1431437	BX	8.38
37	TAPE,AUDIO,UR-90,5PK	MAXELL (MEDIA)	MAX108510	P5	3.29

38	TAPE, CASSETTE, MICRO, 60MIN	MAXELL (MEDIA)	MICRO9PK	P9	7.83
39	TAPE, VHS, 120MIN, 4PK	SON4T120VL	SON4T120VL	PK	5.41
41	CASE, CD, JEWEL, 100PK, SLIM	FEL98335	FEL98335	PK	23.14
42	CASE, JEWEL, SLIM, 25/PK	IVR81900	IVR81900	PK	7.18
43	CD/DVD, BINDER, SHEETS, 25/P	FELLOWES	FEL95321	PK	18.87
44	CLEANING WIPES, 100CT, P/L	FEL99703	FEL99703	EA	5.98
45	COPY HOLDER, IN-LINE, LIGHT	ACCO	KMW62097	EA	47.98
46	CRYSTL GELMSEPD&WRSTREST	FELLOWES	FEL91441	EA	11.54
47	DUSTER, AIR, 10 OZ, 2PK	IVR51505	IVR51505	PK	8.36
48	DUSTER, AIR, 100Z	IVR51501	IVR51501	EA	4.60
49	DUSTER, CLEANING, AIR, OD	IVR51501	IVR51501	EA	4.60
50	FILTER, ANTI-RAD, 16-18	ACCO	ACOK55493	EA	44.78
51	FILTER, GLARE, UNIV, 16-19 M	3M COMPANY	MMMPF500X L	EA	170.16
52	FOOTREST, ADJ-HEIGHT, GRAY	ELDON	ELDO4653	EA	33.83
53	FOOTREST, ADJUSTABLE	FEL91965	FEL91965	EA	44.25
54	HOLDER, COPY, 8.5X11, BLACK	FELLOWES	FEL11053	EA	24.34
55	HOLDER, COPY, 8.5X11, NON-MA	FELLOWES	FEL21106	EA	8.50
56	HOLDER, DOCUMENT, IN-LINE, 3	3M COMPANY	DH640	EA	69.18
57	KEYBOARD, MANAGER, ART	FELLOWES	FEL93841	EA	69.76
58	MAILER, DISK, 5.25, 1-3CAP	FELLOWES	DM100010	PK	5.40
59	MOUSEPAD, BELKIN, F8E262, BL	FEL57822	FEL57822	EA	7.66
60	MOUSEPAD, PRECISE, GEL, BLAC	3M COMPANY	MMMMW311 LE	EA	18.25
61	PEDESTAL, CRT, VURYSER, 2	VUR4855	VUR4855	EA	6.06
62	PHONE WIPES, 100CT	FEL99722	FEL99722	EA	5.98
63	REST, BACK, ELASTIC, VISCO	KENSINGTON	KMW82025	EA	36.14
64	RISER, MONITOR, STANDARD	FELLOWES	FEL91712	EA	13.64
65	SUPPORT, LUMBAR, 1/2BA	ACCO	KMW82021	EA	24.44
66	WRISTREST, BELKIN, F8E263, B	KMW22801	KMW22801	EA	7.66
67	WRISTREST, GEL, 3M, BLACK	3M COMPANY	MMMWR310 MB	EA	16.32
68	WRISTREST, GEL, FOR ERGO	3M COMPANY	MMMWR314 MB	EA	19.20
69	CASE, CATALOG, WHEELED, W/FI	UNITED STATES LUGGAGE	PV784	EA	76.36
70	CABLE, AB, GOLD, USB, F30133	BELKIN	F3U133V06G LD	EA	8.19
71	CABLE, EXTENSION, USBA, 6 FT	BELKIN	F3U134V06	EA	5.30
72	CABLE, USB A/B, 10 FT	BELKIN	F3U133V10	EA	5.85
73	CORD, EXT, STNLY, 3OUT, 360PL	BLKF9H6000 4	BLKF9H6000 4	EA	7.18

74	COVER, CORD, BELKIN, 6', DARK	BLKF9H6100 4	BLKF9H6100 4	EA	9.39
75	SURGE, 6 SOCKET, SURGEMASTE	BLKF9H7100 6	BLKF9H7100 6	EA	15.11
80	SURGE, SUP, 8 SOCKET, SURGEM	BELKIN	F9S82006CL	EA	23.90
81	SURGE, SUP, 8 SOCKET, SURGEMA	BELKIN	F9S82012CL	EA	28.70

### 7-Head Sets

#	Product Description	Manufacturer	Wholesaler Product Code	U/M	Price
3	HANDSET, LIFTER ALTERNATIVE PRODUCT	IN STOCK	PLNHL10	EA	55.63
5	HEADSET SYSTEM, BLUETOOTH ALTERNATIVE PRODUCT	PLANTRONICS	CS55	EA	215.27
6	HEADSET SYSTEM, TELEPHONE	PLANTRONICS	PLNS12	EA	77.54
8	HEADSET, DUO PRO	PLANTRONICS	PLNH171	EA	69.51
9	HEADSET, MIRAGE, OVER HEAR	PLANTRONICS	PLNH41	EA	57.77
10	HEADSET, NOISE CANCELLING	PLANTRONICS	PLNH41N	EA	79.19
11	HEADSET, SUPRA, MONORAU ALTERNATIVE PRODUCT	PLANTRONICS	PLN H251	EA	65.68
12	HEADSET, SUPRA, NOISE CANCE ALTERNATIVE PRODUCT	PLANTRONICS	PLNH251N	EA	70.71
13	HEADSET, SUPRAPLUS, MONAURA	PLANTRONICS	PLNH251N	EA	70.71
15	HEADSET, TRISTAR	PLANTRONICS	PLNH81	EA	76.36
16.a	HEADSET, WIRELESS, CS50 ALTERNATIVE PRODUCT	PLANTRONICS	PLN CS55	EA	215.27

### 10-Labels

#	Product Description	Manufacturer	Wholesaler Product Code	U/M	Price
1.a	BADGE, NAME, PIN, W/CARD, 3.6		AVE74549	BX	11.40
2	CARD, BUS, COLORLSR, 200CT, W	AVERY DENNISON	AVE05882	BX	13.06
3	CARD, IJ, BIZ, CLNEDGE, 200CT	AVERY DENNISON	AVE08871	PK	11.80
4.a	CARD, IJ, BIZ, OD, 300PK, WHIT		AVE8877	PK	21.09
5	CARD, IJ, POST, WHT, 200CT	AVERY DENNISON	AVE08387	PK	14.96
6	CARD, LSR, BIZ, WHT, 250CT	AVERY DENNISON	AVE05371	BX	8.96
7	CARD, LSR, TENT, LRG, 50CT	AVERY DENNISON	AVE05309	BX	14.96
8	CARD, LSR, TENT, MED, 100CT	AVERY DENNISON	AVE05305	BX	14.96

9	CARTRIDGE,TAPE, BLACK ON W	SANFORD	DYM45013	EA	11.80
10.a	LABEL,ADDR, DOTMX,5000C		UNV75113	BX	14.85
11.a	LABEL,ADDR,LSR, 3000CT		UNV80102	PK	15.35
12	LABEL,IJ,ADDR,WHT, 3000CT	AVERY DENNISON	AVE08460	BX	29.87
13	LABEL,LSR,ADDR, CLEAR,1500	AVERY DENNISON	AVE05660	BX	34.34
14	LABEL,LSR,ADDR, REMOVE,750	AVERY DENNISON	AVE06460	BX	14.24
15	LABEL,LSR,ADDR,WHT, 1400CT	AVERY DENNISON	AVE05162	BX	23.51
16	LABEL,LSR,ADDR,WHT, 2000CT	AVERY DENNISON	AVE05161	BX	23.51
17	LABEL,LSR,ADDR,WHT, 3000CT	AVERY DENNISON	AVE05160	BX	23.51
18	LABEL,LSR,ADDR,WHT, 350CT	AVERY DENNISON	AVE05262	PK	8.20
19	LABEL,LSR,ADDR,WHT, 7500CT	AVERY DENNISON	AVE05960	BX	56.95
20	LABEL,LSR,FILE,ASTD, 750CT	AVERY DENNISON	AVE05266	PK	14.28
21	LABEL,LSR,FILE,ASTD, 750CT	AVERY DENNISON	AVE06466	BX	14.66
22	LABEL,LSR,FILE,BLUE, 1500C	AVERY DENNISON	AVE05766	BX	26.33
23	LABEL,LSR,FILE,WHT, 1500/P	AVERY DENNISON	AVE05366	PK	26.33
24	LABEL,LSR,RET,WHT, 2000CT	AVERY DENNISON	AVE05267	PK	8.39
25	LABEL,LSR,SHIP,FLO, ASTD,1	AVERY DENNISON	AVE05978	PK	9.31
26	LABEL,LSR,SHIP,WHT, 1000CT	AVERY DENNISON	AVE05163	BX	26.41
27	LABEL,P/S,3/4 DIA,RED,100	AVERY DENNISON	AVET5466	PK	3.83
28	TAPE,LABELER,BLK ON WHT,1	BROTHER INT'L	BRTM231	EA	7.26
29.a	TAPE,LETTERING, .5 ,BLACK/		BRTTZ131	EA	11.47
30.a	TAPE,LETTERING,.5 ,BLACK/		BRTTZ231	EA	12.27
31	TAPE,LETTERING, PT340/PT54	BROTHER INT'L	BRTTZ251	EA	16.58
32	TAPE,LETTERING, PT340/PT54	BROTHER INT'L	BRTTZ241	EA	14.73
33	BANKERS BOX QUICK STOR,3P	FELLOWES	FEL78903	PK	7.90
34.a	BOX,CORRUGATED, 12X9X6		SAF4026	BL	32.39
35.a	BOX,LTR/LGL,OD VALUE,12PK		UNV95223	CT	26.50
36.a	BOX,LTR/LGL,OD, HVY DUTY,5		UNV95223	CT	26.50
37.a	BOX,STOR,ECON LETTER/LEGAL		UNV95223	CT	26.50
38.a	BOX,STORAGE, LETTER/LEGAL		UNV95223	CT	26.50
39.a	BOX,STORAGE, LTR/LGL,QUICK		UNV95223	CT	26.50

40.a	BOX,STOR-ALL LTR,4PK		FEL00701	CT	51.29
41	BOXES,FILE,HANGING, LTR/LG	FELLOWES	FEL00785	EA	26.86
42	ENVELOPE,CAT,OE,1ST CLSS	MEADWESTVAC O	CO806	BX	44.75
43	ENVELOPE,CAT,OE, PLAIN,12X	MEADWESTVAC O	CO804	BX	62.76
44.a	FILE BOX,LRG, LETTER/LEGAL		ELD20935	EA	15.28
45.a	FILE BOX,MOBILE,ORG, LTR,B		ELD39606	EA	10.97
46.a	FILE,ECONOMY, 12X10X15,LTR		UNV95223	CT	26.50
47.a	FILE,STOR,LTR/LGL, ECONO,2		UNV95223	CT	26.50
48.a	FILE,STOR,LTR/LGL, RNFRCD		UNV95223	CT	26.50
49.a	FILE,STOR,R-KIVE, 12X10X16		UNV65521	CT	37.64
50.a	FILE,STORAGE LTR/LGL ECON		UNV95223	CT	26.50
51	FILE,STORAGE, 4X9X14.25	FELLOWES	FEL00009	CT	104.41
52	FILE,STORAGE, 9X3.75X24L	FELLOWES	FEL00002	CT	67.34
53	FILE,STORAGE,LTR, LGL,ECON	FELLOWES	FEL12772	EA	46.13
54.a	STAMP,SELF-INK, DATER,#1.6		COS01029	EA	9.69
55.a	STAMP,SELF-INK, DATER,RECE		COS011034	EA	20.63
56	TAPE,MASKING,GP, 1/2 X60YD	3M COMPANY	MMM23212	RL	3.17
57.a	TAPE,SEAL,BOX, 2X55YDS,6PK		MMM37502C R	PK	25.12
58	TAPE,SEALING,2X22YD,DISP	3M COMPANY	MMM142	RL	2.96
59.a	TOTE,FLIP TOP,W/RAILS,CLR		ELD77823	EA	12.91
60	TOTE,HINGE LID, 12 GAL,BE/	SPECIAL ORDER	AKM66486C LDBL	EA	13.60

**12-Post Its, Pads**

#	Product Description	Manufacturer	Wholesaler Product Code	U/M	Price
1	3M DBLE SIDED TPE, 1/2 X36	3M COMPANY	MMM66512M 33	RL	6.48
2.a	DISPENSER,TAPE, DSKTOP,3/5	UNIVERSAL	15001	EA	1.00
3	FLAG,POST-IT,1 MULTI COL	3M COMPANY	MMM680RYB G	EA	6.23
4	FLAG,TAPE, SIGN HERE ,2/P	3M COMPANY	MMM680SH	PK	4.33
5	FLAG,TAPE,IN DISP, 2PK,PUR	3M COMPANY	1452425	PK	3.20
6	FLAG,TAPE,IN DISP, 2PK,RED	3M COMPANY	1452367	PK	3.20
7	FLAG,TAPE,IN DISP,BLUE,2P	3M COMPANY	1452375	PK	3.20
8	FLAGS,TAPE,IN DISP, 2PK,YE	3M COMPANY	1452409	PK	3.20
9.a	NOTE,CANARY, YELLOW,3X3,13	UNIVERSAL	35668	DZ	3.52
10	NOTE,LINED,ASST,3PK, 100SH	3M COMPANY	MMM6603AN	P3	7.78
11	NOTE,POST-IT, CMB,3X3,12PK	3M COMPANY	DS100VP	PK	15.06
12	NOTE,POST-IT, LINED,CLASSI	3M COMPANY	MMM6603CL	P3	8.73

13	NOTE,POST-IT,SUPER STICKY	3M COMPANY	MMM6603SS A	P3	8.73
14	NOTE,POST-IT, ULTRA,4X6,3/	3M COMPANY	MMM6603AU	P3	8.73
15	NOTE,PSTIT,SSTCKY, 3X3,12P	3M COMPANY	MMM65412S SCY	PK	11.90
16	NOTE,POST-IT, SSTCKY,4X6,5P	3M COMPANY	MMM6605SS CY	P5	10.93
17	NOTES,POST-IT, 3X3,12PK,AQ	3M COMPANY	MMM65412A Q	PK	14.38
18	NOTES,POST-IT, 3X3,14/PK,N	3M COMPANY	MMM65414A N	PK	14.16
19	NOTES,POST-IT, 3X3,DOZ,ASS	3M COMPANY	MMM654AST	DZ	9.76
20	NOTES,POST-IT,4X6 , SUNBRI	3M COMPANY	MMM6603SB	P3	8.73
21	NOTES,POSTIT,LND, 4X4 ,SUN	3M COMPANY	MMM6753SB L	P3	10.22
22	NOTES,POST-IT, RECY,3X5,5P	3M COMPANY	MMM655RPA	PK	7.95
23	NOTES,POSTIT,ULTRA, 3X3,AS	3M COMPANY	MMM6545UC	P5	5.88
24	NOTES,POST-IT, ULTRA,3X5,A	3M COMPANY	MMM6555UC	P5	7.81
25	NOTES,PSTIT,3X3, 14PK,ULTR	3M COMPANY	MMM65414A U	PK	14.36
26	NOTES,SSTICKY,3X3, 12PK,AS	3M COMPANY	MMM65412S SA	PK	14.36
27.a	PAD,NOTE,HIGHLAND, 1.5X2,Y	UNIVERSAL	35662	PK	1.50
28.a	PAD,NOTE,HIGHLAND, 3 X3 ,2	UNIVERSAL	35668	DZ	3.52
29	PAD,NOTE,POST-IT, 2 X3 ,12	3M COMPANY	MMM656RPA	DZ	10.62
30	PAD,NOTE,POST-IT, 3 X3 ,12	3M COMPANY	MMM654RPA	DZ	10.25
31	PAD,NOTE,POST-IT, 3 X4 ,YE	3M COMPANY	MMM657	EA	1.22
32.a	PAD,NOTE,POST-IT, 4 X6 ,YE	UNIVERSAL	35673	EA	1.10
33.a	PAD,NTE,HIGHLAND, 3 X5 ,13	UNIVERSAL	35672	PK	5.24
34	PAD,NTE,POST 3 X5 , 12/PK	3M COMPANY	MMM655YW	DZ	13.34
35	PAD,NTE,POST,1.5 X2 , 12PK	3M COMPANY	MMM653YW	PK	4.06
36	PAD,POST-IT, RULED,YELLOW	3M COMPANY	MMM6605PK	P5	10.96
37	POST IT,POP UP,3X3 , 6/PK	3M COMPANY	MMMR330AN	PK	7.44
38	POST,NTE,2 X3 , 12PK,YELLOW	3M COMPANY	MMM656YW	PK	8.12
39	POST-IT FLAG,BRIGHT ASTD	3M COMPANY	MMM684ARR 4	PK	2.79
40	POST-IT FLAGS,SM, 140 CT,4	3M COMPANY	MMM6834	PK	3.74
41	POST-IT FLAGS, SM,ASTD COL	3M COMPANY	MMM6834AB	PK	3.74
42	POST-IT NOTES, 3X3,5PK,AQT	3M COMPANY	MMM6545AQ	P5	5.88
43	POST-IT, LINED,3PK,AQUATIC	3M COMPANY	MMM6603AQ	P3	7.77
44	POST-IT, NOTE,SS,4X4,6/PK	3M COMPANY	MMM6756SS	P6	12.08

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45	POST-IT,NOTE-PAD,3X3 YELL	3M COMPANY	157580	EA	0.30
46	POST-IT, NOTES,REC,3X3,10P	3M COMPANY	1193428	PK	14.21
47	POST-IT, PAD,12/PK,1.5X2,A	3M COMPANY	MMM653RPA	PK	5.71
48	POST-IT, PAD,RECYCLED,1.5X	3M COMPANY	MMM653RPY EL	DZ	5.56
49	POST-IT, PAD,RECYCLED,3X3	3M COMPANY	261993	EA	1.18
50	POST-IT,RULED,4X6, 5- PK,PS	3M COMPANY	MMM6605PK AST	P5	12.99
51	POST-IT, ULTRA,LINED,3X5,5	3M COMPANY	MMM6355AU	P5	9.76
52	REFILL,PAD,POP N JOT	3M COMPANY	460411033	PK	10.91
53	SIGN HERE TAPE FLAG	3M COMPANY	MMM684SH	PK	4.32
54	TAPE,ACITAPE, 75X1296 ,OD	3M COMPANY	OD420	TP	1.00
55	TAPE,BOOK,TRANS, 2 X15YD	3M COMPANY	MMM8452	RL	5.09
56	TAPE,INVISIBLE, 3/4 X36YD	3M COMPANY	MMM620034 X1296	RL	1.06
57.a	TAPE,INVISIBLE, 3/4X1000,2	UNIVERSAL	83410PK	PK	8.87
58	TAPE,MAGIC MEND, 1X72,BX	3M COMPANY	MMM8101X2 592	RL	5.73
59.a	TAPE,MAGIC,3M, 3/4X1297	UNIVERSAL	83436	RL	0.89
60	TAPE,MASKING, 1 X60YD,BULK	3M COMPANY	MMM2321	RL	5.26
61	TAPE,MASKING, HIGHLAND,1 X	3M COMPANY	MMM26001	RL	2.33
62	TAPE,MENDING,HLD, 3/4X1000	3M COMPANY	MMM62008P K34	PK	8.48
63	TAPE,MGC,SCTH, 3/4 X1000	3M COMPANY	70489461	TP	0.89
64	TAPE,TRANS,3M, 3/4X1000,6/	3M COMPANY	MMM600K6	PK	13.42
65	TAPE,TRANSPARENT, 3M,3/4X1	3M COMPANY	MMM60034X 1296	RL	1.96
66.A	BOOK,STENO,GREGG, 80 SH,GN	RED	36746	EA	1.16
67.a	PAD,GUM,8.5X11,OD, CAN,LGL	UNIVERSAL	10630	DZ	5.88
68.a	PAD,GUM,8.5X11,OD, WHT,LGL	UNIVERSAL	20630	DZ	5.88
69.a	PAD,PERF,5X8,CAN, LGL,RLD	UNIVERSAL	46200	DZ	5.98
70.a	PAD,PERF,8.5X11,OD, 12PK,L	UNIVERSAL	10630	DZ	5.88
71.a	PAD,PERF,8.5X11,OD, LGL RL	UNIVERSAL	20630	DZ	5.88
72.a	PAD,PERF,8.5X11,OD, WHT,LG	UNIVERSAL	20630	EA	0.49
73	PAD,PERF,DKT,8.5X11, CAN,L	TOPS	TOP63400	EA	1.73
74.a	PAD,PERF,DKT,8.5X11, WHT,L	UNIVERSAL	20630	EA	0.49
75.a	PAD,PERF,DKT,8.5X14, CAN,L	UNIVERSAL	40000	EA	0.93
76.a	PAD,PERF,DKT,8.5X14, WHT,L	UNIVERSAL	45000	EA	0.93
77.a	PAD,PERF,LGL RLD,8.5X11,O	UNIVERSAL	20630	EA	0.49

78.a	PAD,PERF,LGL RLD,8.5X14,O	UNIVERSAL	40000	EA	0.93
79	PAD,PERF,PRISM, 8.5X11,LGL	TOPS	TOP63120	EA	2.05
80	PAD,PERF,RECY, 8.5X11,CAN	TOPS	SP20270	EA	1.45
81	PAD,PERF,RECY, 8.5X11,CAN	TOPS	TOP74890	DZ	12.17
82	PAD,SCRATCH,RECY, 4X6,100S	TOPS	TOP74716	DZ	10.00
83.a	PAD,STENO,6X9, GREGG,DOZ,8	UNIVERSAL	76620	DZ	14.39
84	PAD,STENO,6X9, GREGG,WHT,R	TOPS	AMP25472	EA	1.57
85.a	PAD,STENO,GREGG RLD,6X9,9	UNIVERSAL	76620	DZ	23.68
86.a	PAPER,ADD,2.25X130, 12PK,W	UNIVERSAL	35715	PK	6.21
87.a	PAPER,ADD,2.25X150, 1PK,WH	UNIVERSAL	35715	EA	0.51
88.a	BOOK,PHONE, MESSAGE,CBLS,9	UNIVERSAL	48002	EA	3.96
89	BOOK,RECORD, 14.25X9.5,300	ESSELTE	ESS9300R	EA	60.68
90	LOG BOOK,8-1/16 X11 50PG	CARDINAL	ABFS8714	EA	5.73
91	MONEY/RENT RECEIPT BK 3PT	CARDINAL	ABFTC1182	EA	5.29
92.a	BOOK,COMPOSITION, 100SHTS	MEAD	9910	EA	1.77
93	NOTEBOOK,150CT, 3SUBJ,THEM	MEADWESTVAC O	MEA06900	EA	2.49
94	CERTIFICATE,BLUE,OPTIMA,2	GEOGRAPHICS INC	GEO40725	PK	3.33
95	CERTIFICATE,W/SEALS,BLU,2	GEOGRAPHICS INC	GEO39087	PK	3.65
96	COVER,DOCUMENT,6PK,BLACK	GEOGRAPHICS INC	GEO45331	P6	9.41
97	COVER,DOCUMENT,6PK,BURGUN	GEOGRAPHICS INC	160739181	PK	9.41
98	COVER,DOCUMENT,6PK,NAVY	GEOGRAPHICS INC	GEO45332	P6	9.41

### 16-Writing Instruments

#	Product Description	Manufacturer	Wholesaler Product Code	U/M	Price
1	CORRECTION,DISPOSABLE, DRY	SANFORD	PAP06604	EA	2.26
2	CORRECTION,FLUID,WHITE	SANFORD	WIROC564	EA	0.95
3	DISPENSER,TAPE,COR,LP, BLU	SANFORD	113254067	EA	2.43
4	FLUID,CORRECTION, MULTIPUR	SANFORD	OC401	EA	0.95
5	FLUID,CORRECTION,WHITE	SANFORD	LP56401DZ	DZ	11.48

6	HIGHLIGHTER,MAJ ACC,YEL	SANFORD	162926246	EA	0.49
7	HIGHLIGHTER,MAJ ACC, YEL,D	SANFORD	SAN25025	DZ	0.49
8	MARKER,CARTER'S,CHISEL,LR	AVERY DENNISON	124243	EA	0.55
9	MARKER,EXPO 2,CHISEL PT,8	SANFORD	460345997	ST	8.38
10	MARKER,FINE,SHARPIE,BLK	SANFORD	35927194	EA	0.62
11	MARKER,FORAY,PERM,DS, BLK	UNV	460202816	DZ	2.54
12	MARKER,MAJOR ACCENT, YELLO	SANFORD	162925453	EA	0.49
13	MARKER,PERM,CHSL,DZ,BLK	AVERY DENNISON	AVE08888	DZ	6.62
14	MARKER,PERM,FINE,SHARPIE	SANFORD	35927202	EA	7.33
15	MARKER,SET,FLIP CHART, 8 C	SANFORD	SAN22478	ST	5.00
16	MARKER,SHARPIE,FINE, DZ,BL	SANFORD	SAN30001	DZ	7.33
17	MARKER,SHARPIE,FINE, DZ,RE	SANFORD	SAN30002	DZ	7.33
18	MARKER,STRTR KIT,DRY ERSE	SANFORD	SAN83153	ST	7.42
19	MRKR,ST/D/ER,CHS,4CLR	SANFORD	E8304	ST	3.74
20	PEN,BALL POINT,MED,RSVP,B	PENTEL	BK92A	DZ	11.20
21	PEN,BALL POINT,MED,RSVP,B	PENTEL	BK92C	DZ	11.20
22	PEN,BALL PT,MED,FLEXGRIP,BLK	SANFORD	PAP96301	DZ	8.13
23	PEN,BALL PT,MED,FLEXGRIP,BLUE	SANFORD	PAP96101	DZ	8.13
24	PEN,BALL PT,MEDIUM,STICK	SANFORD	PAP33111	BX	1.02
25	PEN,BALL PT,MEDIUM,STICK	SANFORD	PAP33311	DZ	1.02
26	PEN,BALL,FINE,PRECISE, PV7	PILOT	BXV7BE	DZ	12.31
27	PEN,BALL,FINE,PRECISE, PV7	PILOT	BXV7BK	DZ	12.31

28	PEN,BALL,XFINE,PRECISE, PV	PILOT	BXV5BE	DZ	12.31
29	PEN,BALL,XFINE,PRECISE, PV	PILOT	BXV5BK	DZ	12.31
30	PEN,BALLPOINT,STAY-PUT,BL	MAJOR METALFAB CO	MMF258025 504	EA	2.17
31	PEN,BLPT,C-MATE,RETR,MED	SANFORD	460256791	DZ	6.46
32	PEN,BLPT,C-MATE,RETR,MED	SANFORD	460256771	DZ	6.46
33	PEN,BP,PMATE,X-TENDRT,DZ	SANFORD	113254364	DZ	13.24
34	PEN,BP,RT,MED,FLXGRIP, 12P	SANFORD	144524928	DZ	11.08
35	PEN,BP,RT,MED,FLXGRIP, 12P	SANFORD	144524912	DZ	11.08
36	PEN,BP,STICK,UNIGEL, MED,B	SANFORD	SAN60441	DZ	13.56
37	PEN,DR GRIP,MED,PT,BDGM,B	PILOT	GRP	EA	5.97
38	PEN,DR GRIP,MED,PT,BDGM,B	PILOT	PIL36100	EA	5.97
39	PEN,GEL,UNIBALL,.7MM, 12/P	SANFORD	SAN33950	DZ	16.19
40	PEN,GRIP/ROUND STIC,DOZ,B	BIC CORPORATION	BICGSMG11 BK	DZ	1.91
41	PEN,GRP,COMFORTMT, MED, BLA	SANFORD	PAP64301	DZ	9.22
42	PEN,MED,RTRCBL, EASYTOUCH	PILOT	161106201	DZ	9.00
43	PEN,OFFICE DEPOT,MED,12PK	UNV	OD848929	DZ	0.74
44	PEN,OFFICE DEPOT,MEDIUM,B	UNV	OD848903	DZ	0.74
45	PEN,RAZOR PT,X-FINE,BLACK	PILOT	SW10PPBK	EA	0.94
46	PEN,RB,JIMNIE,BLK	ZEBRA PEN CO	ZEB44110	DZ	10.80
47	PEN,REFILL,MED,BRFS2M, BLK	PILOT	PIL77227	OP	0.80
48	PEN,REFILL,MED,BRFS2M, BLU	PILOT	PIL77228	OP	0.80

49	PEN,RET,BP,1.0MM,12/PK,BL	UNV	RTP030040	DZ	6.06
50	PEN,RETRACT,G-2,BK,FN	PILOT	BLG27BK	DZ	13.56
51	PEN,RETRACTABLE, SOFTFEEL	BIC CORPORATION	BICSCSM11B K	DZ	6.80
52	PEN,ROLLER,GELINK, 2,X-F	G- PILOT	107790741	DZ	13.56
53	PEN,ROUNDSTIC,BIC,MED, BLA	BIC CORPORATION	BICGSM11BK	DZ	1.24
54	PEN,ROUNDSTIC,BIC,MED, BLU	BIC CORPORATION	BICGSM11BE	DZ	1.24
55	PEN,ROUNDSTIC,BIC, MEDIUM	BIC CORPORATION	BICGSM11R D	DZ	1.27
56	PEN,SOFTFEEL,WIDEBODY, RTR	BIC CORPORATION	BICSCWB11 BE	DZ	10.12
57	PEN,SOFTFEEL,WIDEBODY, RTR	BIC CORPORATION	BICSCWB11 BK	DZ	10:12
58	PEN,UNIBALL,GEL,RT,DZ, BLK	SANFORD	SAN65940	DZ	16.48
59	PEN,UNIBALL,GEL,RT,DZ, BLU	SANFORD	SAN65941	DZ	16.48
60	PEN,UNIBALL,XF,UB120,BLK	SANFORD	SAN60151	DZ	7.62
61	PEN,UNI-GEL GRIP,MEDIUM,B	SANFORD	SAN65450	DZ	13.98
62	PEN,UNI-GEL GRIP,MEDIUM,B	SANFORD	420888	EA	13.98
63	PENCIL,#2,OD,72/BX	UNV	12102	DZ	3.32
64	PENCIL,.5MM,QUICKCLIC, TRN	PENTEL	PD345TC	EA	3.01
65	PENCIL,BLPT/MECH,PHD, JADE	SANFORD	160752291	EA	6.21
66	PENCIL,GOLF,3.5,YEL, GROSS	UNV	460306779	GR	3.27
67	PENCIL,LEAD, TICONDEROGA, S	DIXON TICONDEROGA	DIX13862	DZ	1.55
68	PENS,MED.PT,RSVP,12PK, BLA	PENTEL	BK91A	DZ	6.19
69	PENS,MED.PT,RSVP,12PK, BLU	PENTEL	BK91C	DZ	6.19
70	Q1 KIT,MARKER DRYERASE,EX	SANFORD	SAN83054	EA	18.41

71	REFILL,GEL,RT,FN,2PK, BLU	PILOT	BG27RBE	OP	1.35
72	REFILL,PEN,G-2,FN,2/PK,BL	PILOT	BG27RBK	OP	1.35
73	SHARPENER,PENCIL,ELEC, GY	HUNT CORPORATION	HUN1900	EA	19.84
74	SHARPENER,PENCIL,GIANT,TA	SAN	AP806	EA	33.96
75	TAPE,CORRECTION,2/PK, AQUA	AMERICAN TOMBOW INC	107728081	OP	5.03
77	TAPE,CORRECTION,2PK, WHITE	UNV	1005	PK	3.63
78	TAPE,CORRECTION,BIC,1PK	BIC CORPORATION	BICWOTAPP 11	EA	2.04
79	TAPE,CORRECTION, EXACTLINE	BIC CORPORATION	WOELP21	PK	4.84
80	TAPE,CORRECTION,LP DRYLIN	SANFORD	6624	PK	4.98
81	TAPE,CORRECTION,MONO	AMERICAN TOMBOW INC	CTYT4	EA	2.43
82	TAPE,CORRECTION,MONO RETR	AMERICAN TOMBOW INC	107369589	PK	14.66
83	TAPE,CORRECTION,MONO, 2PK	UNV	TOM68627	PK	3.63
84	TAPE,REFILL,MONO, CORRECTION	AMERICAN TOMBOW INC	TOM68666	EA	2.33
85	TAPE,REFILLABLE,MONO, CORRECTION	AMERICAN TOMBOW INC	TOM68665	EA	2.95
86	WITE OUT MULTI WHITE 12PK	BIC CORPORATION	BICWOC12W E	DZ	9.55