



**THE ESCAMBIA COUNTY SCHOOL DISTRICT
PURCHASING DEPARTMENT
75 NORTH PACE BLVD.
PENSACOLA, FL 32505**

INVITATION TO BID (ITB) & BIDDER'S ACKNOWLEDGEMENT

POSTING DATE:
May 23, 2011

PURCHASING CONTACT & TELEPHONE:
Allison White (850) 469-6210

BID TITLE:
Office Supplies

BID NUMBER:
#112802

BID OPENING DATE & TIME:
Monday, June 13, 2011, 9:30 am CST

NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE AND TIME WILL NOT BE ACCEPTED.

The School District of Escambia County, Florida, solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this invitation are incorporated into your response. A Bid will not be accepted unless all conditions have been met. All bids must have an authorized signature in the space provided below. All Bids must be sealed and received in the School District's Purchasing Office at 75 North Pace Blvd., Pensacola, Florida, 32505 by the "Bid Opening Date & Time" referenced above. All envelopes containing sealed bids must reference the "Bid Title", "Bid Number" and the "Bid Opening Date & Time". The School District is not responsible for lost or late delivery of Bids by the U.S. Postal Services or other delivery services used by the Bidder. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER: (EXT:) FACSIMILE NUMBER:

EMAIL:

HOW DID YOU FIND OUT ABOUT THIS BID? SCHOOL DISTRICT WEBSITE___ BIDNET___ DEMAND STAR___ PRIME VENDOR___
OTHER___ (PLEASE SPECIFY___)

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

AUTHORIZED SIGNATURE: TYPED OR PRINTED NAME:

TITLE: DATE:

I. INTRODUCTION

The purpose of this bid is to enter into a two-year purchase agreement for office supplies as needed and distributed by the Central Warehouse. The initial term will be effective from August 1, 2011 through July 31, 2012 and renewed annually upon mutual consent and approval by the Escambia County School Board. All terms and conditions, including pricing, will be in effect for the entire term(s) of this agreement.

****ALL SAMPLES MUST BE RECEIVED BY FRIDAY, JUNE 3 IN THE PURCHASING OFFICE, 75 NORTH PACE BLVD., PENSACOLA, FL 32505. ANY SAMPLE RECEIVED AFTER JUNE 3rd WILL NOT BE EVALUATED FOR BID CONSIDERATION.****

II. GENERAL TERMS AND CONDITIONS

NOTE: The term "Bidder" as used within this Invitation To Bid (ITB) refers to the person, company or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** Upon a Bid award, the terms and conditions of this Bid or any portion thereof, may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this Bid, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **BID OPENING AND FORM:** Bid openings will be public on the date and time specified on the Bidder's Acknowledgement form. All Bids received after the time indicated will be rejected as non-responsive and returned unopened to sender. Bids by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the bids only, details concerning pricing or the offering will not be announced. All bids submitted shall become public record upon an announcement of a recommended award or ten days after the opening date whichever occurs first. To protect any confidential information contained in their Bid, companies must invoke the exemptions to disclosure provided by law in response to the ITB, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- C. **WARRANTY:** All goods and services furnished by the Bidder, relating to and pursuant to this Bid will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.
- D. **PRICING:** All pricing submitted will include all packaging, handling, shipping charges, and delivery to any point within Escambia County, Florida to a secure area or inside delivery. The School Board is exempt and does not pay Federal Excise and State of Florida Sales taxes.
- E. **TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Bidder's invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.
- F. **TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.

- G. **PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- H. **INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this Bid. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Bidder's risk. Such inspection, or the waiver thereof, however, will not relieve the Bidder from full responsibility for furnishing goods or work conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.
- I. **STOP WORK ORDER:** The School District may at any time by written notice to the Bidder stop all or any part of the work for this Bid award. Upon receiving such notice, the Bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the Bid terms and conditions.
- J. **INSURANCE AND INDEMNIFICATION:** The Bidder agrees to indemnify and save harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Bidder, its agents, employees, or representatives, or are arising from any Bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Bidder will, at the request of the School District, supply certificates evidencing such coverage.
- K. **RISK OF LOSS:** The Bidder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Bidder or held by the Bidder or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Bidder until redelivery thereof to the School District.
- L. **LAWS AND REGULATIONS:** Bidders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, and the rules and regulations promulgated under these Acts. Bidders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age or national origin.

All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.

- M. **PUBLIC ENTITY CRIMES:** A Bidder, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- N. **PATENTS AND COPYRIGHTS:** Bidders agree to indemnify and save harmless the School District, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent or copy write by reason of the buying, selling or using the goods supplied under this bid, and will assume the defense of any and all suits and will pay all costs and expenses thereto.
- O. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Bidders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.
- P. **TERMINATION: DEFAULT.** The School District may terminate all or any part of a subsequent award by giving notice of default to Bidder, if Bidder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this Bid or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the School District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination. **CONVENIENCE.** The School District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the School District's sole obligations will be to reimburse Bidder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Bidder for unfinished goods, which are specifically manufactured for the School District and which are not standard products of the Bidder, as of the date of termination, and a reasonable profit thereon. In no event is the School District responsible for loss of anticipated profit nor will reimbursement exceed the Bid value.
- Q. **DRUG-FREE WORKPLACE:** Whenever two or more Bids are equal with respect to price, quality, and service, a Bid received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida State Statutes, will be given preference in the award process.
- R. **PERFORMANCE:** In an effort to reduce the cost of doing business with the School District, and unless indicated elsewhere, no bid or performance bond is required. However, upon award and subsequent default by Bidder, the School District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available bid price or to purchase materials or services on the open market, and to charge the original awardees for the difference in cost via a deduction to any outstanding or future obligations; (2) the Bidder in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two years; (3) any other remedy available to the School District in tort or law.
- S. **AUDIT AND INSPECTION:** The District or its representative reserves the right to inspect and/or audit all the Bidder's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Bidder to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Bidder.
- T. **SAMPLES AND BRAND NAMES: BRAND NAMES.** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expects to receive as a minimum. Bidders offering equivalents or superior products to the brand/model referenced will: (1) reference on the Bid in the space provided the manufacturer's name, brand name, model and/or part number; (2) next to the

price Bidder will indicate "ALT" to reflect an alternate offering; (3) where no sample is provided with the bid, Bidders will enclose sufficient technical specification sheets and literature to enable the School District to reach a preliminary evaluation; (4) the School District may request and Bidder agrees to submit a sample or to provide its product on-trial or demonstration, whichever the School District may deem appropriate, at no charge to the District; (5) the School District reserves the right to determine the acceptability of any alternatives offered. **SAMPLES:** Any sample requested by this bid or to be provided at the Bidder's option, should be forwarded under separate cover to the attention of the Purchasing Office of the School District. The package or envelope will reference the "Bid Number", "Bid Title", and "Bid Item Number" and clearly marked "Samples". All samples will be provided free of charge, including transportation charges. Bidders are responsible for notifying and making arrangements for pick up from the School District if a return of samples is expected. All samples of items not involved in any bid protest must be claimed no later than five (5) days after the award of the Bid by the School Board. All unclaimed samples will be disposed of at the discretion of the School District.

- U. **EVALUATION CRITERIA:** Primary factors used to decide the award hereunder will be price, quality, availability, and responsiveness. Other factors that may be used in the evaluation of this bid will be: (1) administrative costs incurred by the School District in association with the discharge of any subsequent award; (2) alternative payment terms; (3) Bidder's past performance; (4) Other factors as specified in Section III- Special Conditions. The School District reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any bid in its entirety or in part, and to waive minor irregularities if the bid is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School District has sole discretion in determining testing and evaluation methods. The School District may consider in conjunction to any award hereunder, those products, services and, prices available to them through contracts from state, federal, and local government agencies or other school districts within the State of Florida.
- V. **CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the Bidder's Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the Bid. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the ITB shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. It is the bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Bid. Therefore oral statements given before the bid opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be posted to the School District's Purchasing Website address at "<http://old.escambia.k12.fl.us/adminoff/finance/purchasing>" at least five workdays prior to the opening date. The bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their bid.
- W. **BID TABULATIONS, RECOMMENDATIONS, AND PROTEST:** Bid tabulations with award recommendations are posted for 72 hours in the Purchasing Office and are also posted to the School District's Purchasing Website address at "<http://old.escambia.k12.fl.us/adminoff/finance/purchasing>". Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes, will constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Rules. Bid tabulations, recommendations, or notices will not be automatically mailed.
- X. **CONTACT:** All questions for additional information regarding this bid **must be directed to the designated Purchasing Agent noted on page one.** Prospective bidders shall not contact any member of the Escambia County School Board, Superintendent, or staff regarding this bid prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your bid.

- Y. **BID PREPARATION COSTS:** Neither the School District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this bid.
- Z. **AGREEMENT FORM:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.

III. SPECIAL CONDITIONS These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. **PACKAGING:** All merchandise of 50 case lots or more will come in palletized on 48" x40" grocery pallets. Maximum of 45" high from bottom pallet to top of stack. Slip sheeting is an acceptable alternative.
- B. **SAMPLES:** If bidding on brands and numbers other than as specified, a sample must be submitted with your bid for proper evaluation. Samples should be clearly marked with both the vendor's name and the bid line item number and submitted by **Friday, June 3, 2011. Any sample that is not clearly identified with bid number, item number, and Bidder/MFG's name will not be considered for bid evaluation.**
- C. **DOCUMENTATION:** All invoices, packing list, and relevant documentation should reference the appropriate purchase order and the seven digit School District item identification number shown in the detailed specifications.
- D. **DELIVERY:** Deliver all goods to the Escambia County District Warehouse, 51 East Texar, Pensacola, Florida, 32503. All shipments/deliveries must be received and signed for by the Warehouse Manager or his designee. Delivery appointments must be made at least 24 hours in advance. (850) 469-5321.
- E. **TERMS OF AGREEMENT:** Upon School Board approval of bid, all prices, terms and conditions will be in effect for initial term from August 1, 2011 through July 31, 2012.
- F. **MINIMUMS:** The vendor may include a statement regarding a minimum order quantities or value affecting final order processing. Notations of minimum order/shipping requirements should be placed on the comment line of the item in the Specifications and Price Section of this bid (Section IV).
- G. **BID QUANTITIES:** **Quantities indicated and delivery dates on this bid are estimates based on usage.** Actual purchases may vary from item to item and the School District cannot guarantee that items will be purchased exactly as indicated. By signing this agreement, bidder is agreeing to delivery at this price for the contract period.
- H. **BRAND APPROVAL:** Escambia County School District has a program to pre-approve acceptable brands prior to issuance of a bid. Only previously approved brands, as listed for each item, shall be accepted for this bid, except for any new item or items for which the specifications have been revised since the last bid issued by the Escambia County School District. All new items or items for which the specifications have been revised shall be noted as such on the appropriate comment line in Section IV and shall be noted by vendor as an Alternate bid.
- I. **ALTERNATE BIDS:** Mindful of the fact that new products may have been manufactured and variance in the kind and size of container and number of units in a shipping case commercially available, no bidder is prevented from submitting a bid on different kind and size of container and/or number of units in a shipping case, provided the packaging specified is not available commercially.
 - a.) Any alternate packaging offered must be substantially equivalent and listed as an alternate bid.

b.) Changes in packaging and packing offered by the bidder must be clearly indicated in the bid request and will be given consideration to the extent deemed consistent with the best interests of the School District.

c.) New Products that have not been previously approved must be listed as an Alternate Bid on the appropriate line of Section IV. **REFER TO ATTACHMENT #1 – PRIOR BID SAMPLE APPROVAL LIST** for items that were approved or not approved for use by the School District.

d.) **Samples must be provided to the District no later than FRIDAY, JUNE 3. Bids will not be accepted for alternate items without a sample. Samples received after June 3rd will not be considered for bid evaluation.**

J. **APPROVED PRODUCTS FOUND UNACCEPTABLE IN USE.** If an approved product is found to be unacceptable when used in schools, the School District reserves the right to remove the product from our approved list.

K. **PRODUCT SUBMISSION FOR BRAND APPROVAL WITHOUT A BID SOLICITATION.** If a different brand is available and it has not been approved by the District, the vendor may contact the Purchasing Agent (850) 469-6210 to send in samples for evaluation. If samples are approved by the District, they shall be added to the list of approved brands on the next Office Supplies Bid.

L. **CONDITION OF PRODUCT AT TIME OF DELIVERY.** Bidders shall ensure that merchandise is shipped to and received by the District in good conditions that meet bid specifications, quality and appropriately ordered quantity. At the destinations, all products shall be in compliance with applicable bid specifications and will be reexamined by the consignee for compliance. **If an item is received in the District's central warehouse that does not exactly meet specifications the Central Warehouse will either refuse shipment at delivery or issue a pickup notice to the bidder. Any item requiring bidder's pickup because it does not meet the bid specifications will be picked up by the bidder at the bidder's expense. No shipping charges or restocking fees shall be charged to the School District.** If bidder indicates that specifications are being met, but delivers inferior products, or indicates, after the bid award that the price must go up, the bidder's entire bid may be terminated and awarded to the next lowest bidder and/or the bidder may be prohibited from doing business with the School District for a period not to exceed two years.

M. **BID DOCUMENTS REQUIREMENTS:** The following items must be submitted with the bid. **Failure to submit all the items listed below will result in the entire bid or bid item not being accepted.**

a. If bidding on brand and/or number OTHER THAN AS SPECIFIED, SAMPLES ARE REQUIRED. Samples must be received in the purchasing office no later than **FRIDAY, JUNE 3**. Please make a notation in the comments section if you are sending a sample.

b. If bidding, the returned bid document must be signed by an authorized vendor representative to indicate awareness of all terms and conditions of the bid document.

c. Failure to submit a completed bid on an item prevents any consideration of your bid on that item.

d. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions: This form (located on the last page of the bid document) must be signed and returned with the RFP. **Failure To Return This Form May Result In The Bid Document Not Being Accepted.**

IV. SPECIFICATIONS AND PRICE

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
605460			MOISTENERS, SANITARY & RUBBER FINGER TIPS		
1.	140	ea	0150168 – Finger Moistener, stainless and odorless, plastic container with hinged cover, 1 oz. Lee “Sort Kwik 10400”, Evans “Tacky Finger”, TF400 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
605670			PUNCH, PAPER		
2.	490	ea	0150008 – Punch, paper, One-Hole, ¼” McGill #803CR, General G-1, Leonard # 90001 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
3.	40	ea	0150009 – Punch, Paper, Two-Hole, ¼”, 2-3/4” center, black. Acco #10X, Charles Leonard #022, Universal #74222, OEC Legacy, or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
4.	140	ea	0150010 – Punch, Heavy Duty, Two and Three-Hole, adjustable. Acco Swingline # 74206 NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
605820			STAPLE REMOVERS		
5.	335	ea	0150137 – Staple Remover, Black, Ace #600, Swingline #79798, Faber # 96201 FESR, Office Mate #SR-R, Charles Leonard #050, Status Plus #66-008, School Specialty #000189 OEC Legacy, or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
6.	740	ea	0150128 – Stapler 4”, Throat, Black length, 8-1/2”, Swingline # 44401. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
605820			STAPLE REMOVERS (CONT.)		
7.	25	ea	0150129 – Stapler, Heavy Duty, Swingline #SF11302B. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
615030			ADDING MACHINE/CALCULATOR PAPER (ROLLS)		
8.	400	rls	0150169 – Tape, Adding Machine, 2-1/4" Regular, 16#, 100 rolls/case, Southern Maid Leader 2-1/4, SCM # 6200, Data Com # 6225, Ampad # 27150, NCR # 997362, Everett # 8024, TOPS #7280 OEC Legacy LOP 21101 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615110			BINDER SHEETS: ACCOUNTING COLUMN, INDEX LEDGER, ETC.		
9.	280	pkgs	0145526 – Paper, Graph Filler, 8 -1/2" x 11, Blue cross rules, 5 square/inch, 5 hole, 20 shts/pkg. Mead #19030 only. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
615170			BOX FILES		
10.	120	ea	0145215 – File Box 3" x 5", polypropylene plastic hinged, black. Oxford ESS-01351 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
11.	35	ea	0130221 – File Box 5" x 8", polypropylene plastic hinged, black. Oxford ESS-01581 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615250			CLIP BOARDS		
12.	1400	ea	0145098 – Clip Board, Letter Size, Brown, Hardboard, 1/8" thick, smooth both sides, Nickel clip. All Matic, AFCO IDL # 38003, Sanders #05612, Leonard #89003, OEC A&W 04004 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
13.	215	ea	0145097 – Clip Board, Legal Size, Brown Hardboard, 1/8" thick, smooth both sides, Nickel clip. All Matic, AFCO IDL #38004, Sanders #05613, Leonard #89004, Universal #40305 OEC A&W 04006 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615290			CORRECTION FLUID, SHEETS & TAPES, TYPEWRITER		
14.	1460	ea	0145332 – Correction Fluid, White, Papermate # 56401. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
15.	20	btls	0145333 – Correction Fluid Thinner, Papermate # 565. Wirth #1176627 or Lee Products Re-Type #15565. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
16.	175	ea	0145620 – Correction Fluid, Photocopy, white, 3/4 oz. bottle. Liquid Paper # 710-01, Papermate # 760 or SKM Industries Planet Pleaser #45002. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
17.	315	ea	0150345 – Correction Tape, White Out, BIC #WOTAPP11. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615290			CORRECTION FLUID, SHEETS & TAPES, TYPEWRITER (CONT.)		
18.	240	ea	0150344 – Pen, Correction White Out. BIC # WOSQP11. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
615350			FILE CARDS, BLANK AND RULED		
19.	270	pkgs	0145271 – 3" x 5" Index Cards, Plain Blue 100/pkg. Oxford # 7320 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
20.	1250	pkgs	0145272 – 3" x 5" Index Cards, Plain White. 100/pkg. Oxford # 30 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
21.	2000	pkgs	0145273 – 3" x 5" Index Cards, Ruled White. 100/pkg. Oxford # 31 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
22.	365	pkgs	0145274 – 4" x 6" Index Cards, Plain, White 100/pkg. Oxford # 40 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
23.	425	pkgs	0145275 – 4" x 6" Index Cards, Ruled White. 100/pkg. Oxford # 41 or #02968 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
24.	175	pkgs	0145640 – 5" x 8" Index Cards, Plain, White. 100/pkg. Oxford # 50 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
25.	200	pkgs	0145641 – 5" x 8" Index Cards, Ruled White 100/pkg. Oxford # 51 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615370			FILE CASES: BINDER, STORAGE, TRANSFER, ETC.		
26.	100	ea	0145602 – Legal Size #960 File Frames, Hanging drawer to file hanging file folders, steel with smooth sliding rails. Omni GXO HFLX, Rogers # 03926, CLI # 960, or Smead 64868 or an approved equal.		
			_____ Brand Name/Number	_____	_____
27.	170	ea	0145603 – Letter size # 950 File Frames, Hanging drawer to file hanging file folders, steel with smooth sliding rails. Omni GXO HFLX, Rogers # 03925, CLI# 950, Smead 64867 or an approved equal.		
			_____ Brand Name/Number	_____	_____
28.	90	ea	0145227 – Box, File Storage, Letter Size, 12"W x 24"D x 10" H, Fellows "Bankers Box" #FEL00704 only. NO SUBSTITUTES		
			_____ Brand Name/Number	_____	_____
29.	115	ea	0145228 – Box, File Storage, Legal Size, 15" W x 24" D x 10" H. Fellows "Bankers Box" #FEL00705 only. NO SUBSTITUTES		
			_____ Brand Name/Number	_____	_____
615410			FILE FOLDERS		
30.	250	bx	0145216 – Folders, File, Manila, Legal size, 11 pt., stock, double top, 1/3 cut, 100/box. Globeweis #D222-1/3, Shaw Walker #953R, Smead #2-153C, Associated #F1-C213-2A, Oxford #R753, OEC Legacy or an approved equal.		
			_____ Brand Name/Number	_____	_____
31.	1420	bx	0145217 – Folders, File Manila, Letter size, 11 pt. Stock, double top, 1/3 cut, 100/box, top, Globeweis #D21-1/3, Oxford #R572, Shaw Walker #853R. Smead #153LSMD, Associates, OEC Legacy or an approved equal.		
			_____ Brand Name/Number	_____	_____

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615410			FILE FOLDERS (CONT.)		
32.	180	bx	0145223 – Legal Size Folders, Hanging File, 1/5 cut, <u>rods bonded to folders</u> , coated tips, spaced slots on both flaps. Khaki green color, clear tabs and inserts, 25/box. Pendaflex 415315, Pendaflex 81622, Smead C25H or an approved equal.		
			Brand Name/Number		
33.	240	bx	0145224 – Letter size, Folders Hanging File, 1/5 cut, <u>rods bonded to folders</u> , coated tips. spaced slots on both flaps. Khaki green color, clear tabs and inserts, 25/box. Pendaflex 81602, Pendaflex 415215, School Specialty # 070311, Smead C15H or an approved equal.		
			Brand Name/Number		
34.	55	bx	0145353 – Letter size, File Folders, Green, 8-1/2" x 11", 11 pt. stock, 1/3 cut, 100/box. Oxford#152-1/3 BGR, Smead #12143 or an approved equal.		
			Brand Name/Number		
35.	60	bx	0145354 – Letter size, File Folders, Red, 8-1/2" x 11", 11 pt stock, 1/3 cut, 100/box. Oxford#152-1/3 RED, Smead #12743 or an approved equal.		
			Brand Name/Number		
36.	95	bx	0145356 – Letter size, File Folders, Blue, 8-1/2" x 11", 11 pt stock, 1/3 cut, 100/box. Oxford#152-1/3 BL, Smead #12043 or an approved equal.		
			Brand Name/Number		
37.	225	ea	0145521 – File Folder, Legal Size, Expandable, up to 5-1/4", Straight Cut Tab, Redrope gusset is fully lined with tear-resistant Tyvek, 30% post consumer recycled content. Smead C1536G or an approved equal.		
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615470			FILE GUIDES		
38.	25	sets	0145220 – Guides, File, A-Z, Letter Size, 1/5 cut, 25 pt. Heavy duty pressboard without eyelet. Globeweis #95PX2125, SCM, Oxford (Esselte #PN925), Gussco #21-107, Smead or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615490			INDEX TABS: CELLULOID CLOTH, ETC		
39.	24	bxs	0145294 – Labels, File Folder, Laser, Assorted Colors, 750 labels/box, 2/3" x 3 -7/16", 30 per sheet, 25 sheets consisting of (5) sheets of each color: Red, Blue, Green, Yellow, and White. Macco #ML-FF30 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
40.	24	bxs	0145296 – Labels, File Folder, Laser, White, 1500 labels/box, 2/3" x 3-7/16", 30 per sheet, 50 sheets/box. Macco #ML-FF31 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
41.	3525	sets	0145643 – Divider Sheets, 5 tabs/set for 3-ring binder, Clear Tabs #54310, Wilson Jones #WILC225 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
42.	40	bxs	0145328 – Blue Dot, Labels, Self-Adhesive, 3/4" diameter. "DOT". 1000/box. Avery #ET546X, Macco #MR1212-11 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
43.	45	bxs	0145329 - Green Dot Labels, Self Adhesive, 3/4" diameter, "DOT", 1000/box. Avery #ET548X, Macco #MR1212-5 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615490			INDEX TABS: CELLULOID CLOTH, ETC (CONT.)		
44.	55	bx	0145330 – Red Dot Labels, Self Adhesive, 3/4" diameter, "DOT", 1000/box. Avery #ET548X, Macco #MR1212-8 or an approved equal.		
			_____ Brand Name/Number	_____	_____
45.	45	bx	0145321 – Yellow Dot Labels, Self Adhesive, 3/4" diameter, "DOT", 1000/box. Avery #ET548X, Macco #MR1212-4 or an approved equal.		
			_____ Brand Name/Number	_____	_____
46.	75	bx	0130331 – Labels, Address, 1" x 2-5/8", White, Self-Adhesive, E-Z Peel, 7500 labels/box, 250 sheets, 30 labels/sheet for use in Laser Printers. Avery #5960 or an approved equal.		
			_____ Brand Name/Number	_____	_____
47.	30	bx	0130337 – Labels, Mailing/Shipping, 2" x 4", White Self-Adhesive, 1000 labels/box, 100 sheets, 10 labels/sheet for use in Ink Jet or Laser Printers. Avery #8463 or an approved equal.		
			_____ Brand Name/Number	_____	_____
48.	30	bx	0145651 – Labels, Reinforcement Rings, Clear, 200/pkg. Permanent Adhesive. Avery #05721, Z-Label #05721, Macco #MT-500 or an approved equal.		
			_____ Brand Name/Number	_____	_____
49.	2340	ea	0145605 – 8-1/2" x 11" Pads, Legal Ruled, yellow headstrip style, with clipboard backing, Perforated sheets, 50 shts/pad. SCM, National, Data Com, Tops #75XX, Riverside, Ampad sold Dozen only #20260, #20263, Quill #740022 or an approved equal.		
			_____ Brand Name/Number	_____	_____

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615490			INDEX TABS: CELLULOID CLOTH, ETC (CONT.)		
50.	425	ea	0145606 – 8-1/2" x 14" Pads, Legal Ruled, Yellow headstrip style with clipboard backing, Perforated sheets, 50 shts/pad SCM, National, Data Com, Tops #75XX, Riverside, Ampad sold Dozen only #20260, #20263, Quill #740022 or an approved equal.		
			_____ Brand Name/Number	_____	_____
615620			LIST FINDERS AND TELEPHONE STRIPS		
51.	1125	ea	0150158 - Pads, Stenographer, green tinted Narrow ruled, 80 shts/pad. National #36746, Data com#9405, O.D.#524405, Tops# 8021 or an approved equal.		
			_____ Brand Name/Number	_____	_____
52.	590	pk	0145569* – 3" x 5" Post-It Note Pads, yellow, 12/pk. 3M Highland #655 or #6559. NO SUBSTITUTES		
			_____ Brand Name/Number	_____	_____
53.	800	pk	0145571* - 1-1/2" x 2" Post-It Note Pads, Yellow, 12/pk. 3M Highland #653 or #6539. NO SUBSTITUTES		
			_____ Brand Name/Number	_____	_____
54.	900	pk	0145572* - 3" x 3" Post-It-Note Pads, yellow, 12/pk. 3M Highland #654 or #549 3M. NO SUBSTITUTES		
			_____ Brand Name/Number	_____	_____

***NOTE: Line items 52, 53 and 54 are issued by pack of 12, not by each pad; please list your price by pack of 12.**

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615710			PAPER FASTENERS		
55.	3700	bx	0145241 - Paper Clips, Gem, Standard #1, non-rust, 100/box, 1M/carton, 25M/case. Oakville #74C, Omni #201, Office Mate PC1-9991, Acco, Standard PC-1 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
56.	4600	bx	0145240 - Paper Clips, Gem, Jumbo, 100/box, 10 bxs/carton. Oakville # 76C, Omni # 301E, Gem #GC, Office Mate OIC #99914, Leonard #301E, Standard PC-G, OEC Legacy or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
57.	664	ea	0145053 - 1-14" Paper Clips, Bull Dog, Nickel Plated wire arm and tempered steel. Hunt #2001. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
58.	503	ea	0145054 - 3" Paper Clips, Bull Dog, Nickel Plated wire arm and tempered steel. Hunt #2004. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
59.	50	dz	0145347 – Paper Clips, Binder Clips, Small, Black/Silver, Size #2, 3/4" wide, 3/8" capacity, 12 clips/box, Fold-back binder clips w/strong grip, Nickel-plated wire arms fold flat in front and back positions. Clips are made of tempered steel. Business Source #36550 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
60.	50	dz	0145349 – Paper Clips, Binder Clips, Small, Black/Silver, Size #10, 2" wide, 1" capacity, 12 clips/box, Fold-back binder clips w/strong grip, Nickel-plated wire arms fold flat in front and back positions. Clips are made of tempered steel. Business Source #36552 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615710			PAPER FASTENERS (CONT.)		
61.	50	bxs	0145211 - Fasteners, complete with base and top, 1" capacity, 50/box. Acco #70012, Acco #72990, Leonard #60010, OIC #99851 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
62.	75	bxs	0145209 - #5, 1-1/4" Shank Fasteners, Paper, Round Head, brass, 100/box, Pyramid, Globeweis, Leonard #5R-BP, GXO, OIC, General #5R & #6-RH or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
63.	340	bxs	0145210 - #2 7R-BP-1/2" shank, fastener, Paper, round head, brass, 100/box. Pyramid, Globeweis, Leonard#5R-BP, GXO, OIC, General 2R, ABEL #00302 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615750			RUBBER BANDS		
64.	780	bxs	0150069 -Rubber Bands, #18, 3" x 1/16" x 1/32" thick, pure rubber, 1/4 lb. bag. Alliance ECO #28188 and SSSC #18, OEC Legacy, or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615770			RUBBER STAMPS, STAMP PADS & STAMP PAD INK		
65.	200	ea	0150124 - Black Pads, Foam Rubber, 2-3/4" x 4-1/4". Sanford #9510, Carter #213, Carter #1, Classic # 02001 & # 02601, CLI # 92220 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615770			RUBBER STAMPS, STAMP PADS & STAMP PAD INK (CONT.)		
66.	125	ea	0150125 -Red Pads, Stamp, Foam Rubber, 2-3/4" x 4-1/4". Sanford # 9510, Carter # 213, Carter #1, Classic # 02001 & # 02601, CLI # 92230, Avery#21371-20 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
67.	30	ea	0150126 - Black Ink, Stamp Pad, 2 oz., (60 ml) roll on. Carters #21-44X, Stafford 587, Classic #03020 & #03620, Sanford #58701, AZOR 587N or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
68.	30	ea	0150127 - Red Ink, Stamp Pad, 2 oz., 60 ml roll on. Carters #21-44x. Classic #03020 & #03620, Sanford #58702, Stafford # 587RD (1112358), AZOR #587 RO or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615800			SHEET PROTECTORS		
69.	45	bx	0145008 - Sheet Protectors, lightweight side loading, clear, 100/box. Avery # 561555/ # 73350, C-Line # 03213 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
70.	325	bx	0145011 - Sheet Protectors, non-glare, 100/box, 8-1/2" x 11", top load, heavyweight. Avery #PV119G/ # 74102 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615810			STAPLES		
71.	2975	bx	0150132 - Staples, standard, chisel point, 5000/box. Swingline #SF-1, 4CP, Bostitch SB5-1, Bates ST.BC. Standard St. BC or an approved equal.		
			_____ Brand Name/Number	_____	_____
72.	150	bx	0150133 - Staples, 1/2", Heavy Duty. Swingline #13, 1000/box. Swingline, Acco, Bates, Standard ST, HD, Stanley Bostitch or an approved equal.		
			_____ Brand Name/Number	_____	_____
73.	40	bx	0150134 - Staples, 3/8", Heavy Duty. Swingline #13, 1000/box. Swingline, Acco, Bates, Standard ST, HD, Stanley Bostitch CLI# 84038 or an approved equal.		
			_____ Brand Name/Number	_____	_____
74.	40	bx	0150135 - Staples, 5/16" for Light Duty Swingline Staple Gun #101, 1000/box. Swingline #36115 or an approved equal.		
			_____ Brand Name/Number	_____	_____
615840			TACKS		
75.	130	bx	0150214 - Thumb Tacks, 3/8", 100/box. 10 box/carton. Solid convex steel head Oakville # 782C, Pyramid #020 (3/8), GXO, School Specialty #059964 or an approved equal.		
			_____ Brand Name/Number	_____	_____

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
615850			TAPE, TRANSPARENT		
76.	7400	rls	0150179 - Tape, Frosted, Mending. Scotch $\frac{3}{4}$ W x 36 yds/roll. 144 rls/case. 3M #810. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
77.	1460	rls	0150177 -Tape, Box Sealing, 3M #3750 or Transparent. Manco #HP260 only. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
615880			TAPE DISPENSERS		
78.	500	ea	0150196 - Tape Dispensers, Heavy Duty, Black, 1" Core for $\frac{1}{2}$ " and $\frac{3}{4}$ " tape. 3M Scotch #C-15, 3M#C-38, Leonard #900 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
79.	75	ea	0150197 - Tape Dispensers, Black Plastic with 1" core. 3M Scotch #H-127, General #H-127 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
80.	60	ea	0150176 - Tape Dispensers for 2" Sealing Tape Lightweight, 2" wide with 3" core. Charles Leonard # 81520, Universal #88000 or an approved equal.		
			SAMPLE IS REQUIRED FOR THIS ITEM REGARDLESS OF BRAND YOU ARE BIDDING.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
81.	100	rls	0150178 - Tape, Nylon, Filament, pressure sensitive, 1" x 60 yds. Bordens #ASA3B, Anchor #788, Shurtape, Tuck # 317, Tara #190-1 x 60 yds. or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
615960			TAPE MASKING		
82.	1650	rls	0150180 - Tape, Masking, 3/4" x 60 yds. Scotch # 234, Anchor #513, Rotex #6231 (R075), 3M #2301, Shuford #CP083, Shuford #CP101, Shurtape GS#490 White, Pyramid #MT-106B or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
83.	40	rls	0230018 – Tape, Masking, Tartan, 2" x 60 yds (48mm x 55 M) 3M#200, Pyramid #MT-106E or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
84.	80	rls	0250017 – Tape, Duct, Silver, 2" x 60yds (48mm x 55M) Intertape #620, Shurtape #PC-460 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
605990			COMMODITIES NOT OTHERWISE CLASSIFIED		
85.	1230	ea	0145007 - Badge, Plastic with Pin, 2-1/4" x 3-1/2". Ful-Vu #161OD, Aura #410, C-Line #94223 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
86.	220	bxs	0145628 - Name Badge, Self-Adhesive, red and white, (Hello, My Name is...) 2-5/6" x 3-3/8", 100/box. Avery #5140, Maco #NB234 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
620800			PENS, BALL POINT, FELT TIP, PLASTIC TIP, ETC.		
			SAMPLE IS REQUIRED FOR ITEMS #87 – 92		
87.	400	dz	0150047 - Black Pens, Ball Point, Fine Stick w/clip cap. BIC GSF11# 20129. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
88.	200	dz	0150048 - Blue Pens, Ball Point Fine Stick w/clip cap. BIC GSF11 # 20130. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
89.	220	dz	0150050 - Red Pens, Ball Point, Fine Stick w/clip cap. BIC GSF11 # 20128. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
90.	520	dz	0150051 - Black Pens, medium ball point, stick w/clip cap. BIC GSM11 # 20119. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
91.	175	dz	0150052 - Blue Pens, medium ball point, stick w/clip cap. BIC GSM11 # 20120. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
92.	195	dz	0150054 - Red Pens, Medium ball point, stick w/clip cap. BIC GSM11 # 20118. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
620800			PENS, BALL POINT, FELT TIP, PLASTIC TIP, ETC. (CONT.) **SAMPLE IS REQUIRED FOR ITEMS #93 - 97 REGARDLESS OF BRAND YOU ARE BIDDING**		
93.	40	dz	0150043 - Black Pens, Medium plastic point w/clip cap. BIC # Z4+ Rollerball Pen, BIC #Z4CV11BK Fine Point 0.7 mm Tip w/Rubber Grip Model #33169. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
94.	25	dz	0150044 - Blue Pens, Medium plastic point w/clip cap. BIC# Z4+ Rollerball Pen, BIC #Z4C11BE Fine Point 0.7mm Tip w/Rubber Grip Model #32832. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
95.	40	dz	0150046 - Red Pens, Medium plastic point w/clip cap. BIC #Z4+ #N411 Rollerball Pen, BIC #Z4C11RD Fine Point 0.7 mm Tip w/Rubber Grip Model #32833. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
96.	175	dz	0150039 - Black Pens, fine plastic point w/ clip cap. BIC #Z4+ #N411Rollerball Pen, BIC Z4N11BK Needle Point, 0.5mm Tip w/ Rubber Grip Model #32839. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
97.	60	dz	0150040 - Blue Pens, fine plastic point w/clip cap. BIC Z4+ #N411Rollerball Pen, BIC #Z4N11BE Needle Point, 0.5mm Tip w/Rubber Grip Model #32840. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
620800			PENS, BALL POINT, FELT TIP, PLASTIC TIP, ETC. (CONT.)		
			SAMPLE IS REQUIRED FOR ITEMS #98 - 102 REGARDLESS OF BRAND YOU ARE BIDDING		
98.	50	dz	0150042 - Red Pens, fine, plastic point w/clip cap. BIC #Z4 N411 Rollerball Pen, BIC Z4N11RD Needle Point, 0.5mm Tip w/Rubber Grip Model #32841. NO SUBSTITUTES		
			_____	_____	_____
			Brand Name/Number		
99.	300	dz	0150055 - Black Pens, fine fiber tipped, plastic barrel w/metal clip. Papermate Flair # 84301 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
100.	100	dz	0150056 - Blue Pens, fine fiber tipped, plastic barrel w/metal clip. Papermate Flair # 84101 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
101.	100	dz	0150057 - Green # 864 Pens, fine fiber tipped, plastic barrel w/metal clip. Papermate Flair # 84401 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		
102.	180	dz	0150058 -Red #862 Pens, fine fiber tipped, plastic barrel w/metal clip. Papermate # 84201 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
620800			PENS, BALL POINT, FELT TIP, PLASTIC TIP, ETC. (CONT.) **SAMPLE IS REQUIRED FOR ITEMS #103 – 106 REGARDLESS OF BRAND YOU ARE BIDDING**		
103.	530	dz	0150340 - Black Pens, Uni-Ball rolling ball, fine point, 0.7 mm point. Eberhard Faber # FAB60143, Sanford Onyx UB-102 # 60143 or an approved equal. _____ Brand Name/Number	_____	_____
104.	200	dz	0150341 - Blue Pens, Uni-Ball rolling ball, fine point, 0.7 mm point. Eberhard Faber # FAB60145, Sanford Onyx UB-102 # 60145 or an approved equal. _____ Brand Name/Number	_____	_____
105.	240	dz	0150342 - Red Pens, Uni-Ball rolling ball, fine point, 0.7mm. Eberhard Faber # FAB60144, Sanford Onyx UB102 # 60144 or an approved equal. _____ Brand Name/Number	_____	_____
106.	90	dz	0150343 - Green Pens, Uni-Ball rolling ball, fine point, 0.7 mm point. Sanford Uni-Ball UB101 # 60104 or an approved equal. _____ Brand Name/Number	_____	_____
107.	1100	ea	0130251 - Highlighter Comfort Grip, Yellow, Sharpie #21825. NO SUBSTITUTES _____ Brand Name/Number	_____	_____

IV. SPECIFICATIONS AND PRICE (CONT.)

<u>ITEM NO.</u>	<u>QTY</u>	<u>UOM</u>	<u>ITEM I.D. & DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
785990			COMMODITIES NOT OTHERWISE CLASSIFIED		
108.	500	ea	0145653 - Picture Frame, Black, 8-1/2" x 11", plastic w/gold strip. Nudell # 11880, Office Depot #430-074 or an approved equal.		
			_____	_____	_____
			Brand Name/Number		

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature _____

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification of all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE