



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:** **NOVEMBER 14, 2024**

## CONTRACT EXTENSION

**BID TITLE:** Office Supplies

**CONTRACT #:** BP# 0117-23 (7700000155)

**CONTRACT DATES:** 02/27/2023 – 01/31/2026

**BUYER:** Susan Archacki  
**PHONE:** 585-753-1110  
**FAX:** 585-753-1104

**VENDOR(S):** #11116427  
W B Mason  
59 Centre Street  
Brocton, MA 02303

**CHANGES AS FOLLOWS:** THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH JANUARY 31, 2026.

*Susan Archacki*

Susan Archacki  
Buyer

XC: BP FOLDER  
VENDOR  
BUYER



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:** **DECEMBER 4, 2023**

## CONTRACT EXTENSION

**BID TITLE:** Office Supplies

**CONTRACT #:** BP# 0117-23 (7700000155)

**CONTRACT DATES:** 02/27/2023 – 01/31/2025

**BUYER:** Susan Archacki  
**PHONE:** 585-753-1110  
**FAX:** 585-753-1104

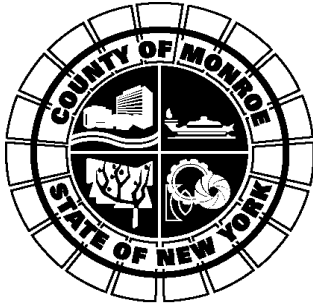
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W B Mason  
59 Centre Street  
Brocton, MA 02303

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*Susan Archacki*

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# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** Office Supplies

**CONTRACT #:** 0117-23 (7700000155)

**CONTRACT DATES:** 03/01/2023 – 01/31/2024

**BUYER:** Susan Archacki  
**PHONE:** 585-753-1110  
**FAX:** 585-753-1104

**VENDOR(S):** W.B. Mason Co., Inc.  
59 Centre Street  
Brockton, Massachusetts 02303

Ph: 800-242-5892 ext 1386  
Fax: 508-427-4460

*Susan Archacki*

Susan Archacki  
Buyer

XC: BP FILE  
BUYER  
VENDOR  
WS

## **TERMS AND CONDITIONS**

**BID ITEM:**

**Office Supplies**

**FOR:**

**Monroe County – Various Departments**

**PURCHASING  
CONTACT:**

The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Susan Archacki  
Monroe County Division of Purchasing  
200 County Office Building  
39 West Main Street  
Rochester, NY 14614

Phone: 585-753-1110

Email: [susanarchacki@monroecounty.gov](mailto:susanarchacki@monroecounty.gov)

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than noon (12:00 PM Eastern Standard Time) on **February 6, 2023**.

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **February 8, 2023**.

**DUPLICATE COPIES:**

**PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

**BID INFORMATION:**

At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

**SUBMITTAL OF  
FORMAL  
PROPOSAL:**

Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation and Disability Benefits Insurance** coverage or **PROOF** that they are exempt. (Visit [www.wcb.ny.gov](http://www.wcb.ny.gov) for forms.)

**SPECIFICATION  
ALTERATIONS:**

Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

**QUANTITIES:**

The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.

**BRAND REFERENCE:**

References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.

**QUALIFIED BIDDER:**

Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF  
AWARD:**

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. **Bidder must bid on all items in order to be considered.** **The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.**

**CONTRACT TERM:**

Contract will start with the date of the contract award and run through **January 31, 2024**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

**PRICE CHANGES:**

Price changes may be proposed by either party on a quarter annual basis no less than (30) days prior to the end of such quarter year, or no less than (30) days prior to the end of contract term, based upon manufacturer or supplier price changes that must be supported with specific documentation justifying the change. Should proposed price changes not be acceptable to both parties, the contract may be terminated by either party at the end of the quarter year or contract term.

**MINIMUM ORDER:**

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**DELIVERY:**

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) days** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**SECURITIES AND INSURANCE:**

Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm, on that day.

**PURCHASE ORDER ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/ GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF  
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any other political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

**EQUAL PAY**  
**CERTIFICATION:**

Prior to the execution of this Agreement, the Contractor shall submit to the County an Equal Pay Certification ("Certification") affirming the Contractor's compliance with the Federal Equal Pay Act, 29 USC § 206 and New York State Labor Law §194, as amended from time to time ("Equal Pay Laws"). As set forth in the Certification, the Contractor's violation of one or more of the Equal Pay Laws or its filing of a false or misleading Certification during the term of this Agreement may constitute grounds for the County in its sole discretion to immediately terminate the Agreement and for determining the Contractor to be not qualified to participate in future Monroe County contracts.

Terms & Conditions-Term Contract-Commodity-Single Award.doc (09/20)



**BP# 1202-19, OFFICE SUPPLIES**  
**SPECIFICATIONS**

**GENERAL**  
**DESCRIPTION:**

This is a systems contract for office supplies for Monroe County. Prices are requested in two categories. First, high volume, general use items must be bid on an item-by-item basis. Second, for other office supplies listed in the catalog, a discount must be provided.

**QUANTITIES:**

Quantities shown on the Unit Price Sheets are estimates based on 2019 usage. Quantities of other catalog items are not available. However, for purposes of this bid, it is assumed that catalog purchases will be \$200,000 per year. Monroe County has purchased approximately \$450,000 per year from this contract; however, there can be no guarantees as to the actual quantities to be ordered from this contract, which may be substantially more or less than the amounts shown. Bidders should note that substantial additional business may be generated due to orders from other municipalities, school districts and agencies. Unit prices will be extended for the actual quantities ordered.

**OTHER CONTRACTS:**

The County reserves the right to purchase items covered by this contract from other contracts, should doing so result in substantial savings. The County further reserves the right to seek separate bids for items covered by this contract where separate bids may result in more favorable pricing to the County because of quantities, market factors or other reasons.

**PRODUCTS SUPPLIED:**

The items specified as stock items and items covered in the catalog are readily available in the marketplace.

In addition, during the term of the contract, the County reserves the right to delete items or add comparable items to the stock items list, at prices to be negotiated with the Contractor.

**BIDDER'S**  
**QUALIFICATIONS:**

In order to be considered responsive, a bidder must demonstrate, to the satisfaction of the County, that the bidder is capable immediately upon award of contract of meeting the terms and conditions of this contract. By submitting a bid, a bidder acknowledges and accepts the right of the County, at its sole discretion, to apply whatever criteria it deems to be reasonable in determining whether or not a bidder has demonstrated its capability of meeting the terms and conditions of this contract.

The capable bidder must be able to demonstrate the experience, financial stability, personnel, stock, plant capacity and systems requirements to perform this contract. Major criteria to be considered in evaluating these factors are:

1. Demonstration of stocking, warehousing and ordering capability. Sufficient stock on hand to handle routine quantities of orders.
2. Demonstration of order taking and tracking capability. The bidder must have a system in place to efficiently and correctly handle multiple large orders from over 100 separate accounts within the County itself. Systems such as blanket order release forms are important. Bidder must have internet based system for online ordering.

3. Demonstration of delivery capability and ability to provide separate delivery to each separate account within the County within the time frames specified.
4. Demonstration of billing systems to ensure smooth, correct and efficient billing to as many separate accounts as are established. Bidders should be aware that it is their responsibility to honor the terms of County blanket orders.
5. Designated internal customer service team with designated telephone, fax numbers and email addresses.

A bidder must supply, within three (3) days of request, any information requested by the County as part of its review of qualifications. The County further reserves the right to conduct site visits and inspect plant and inventory. Since purchases will be on an individual and as-needed basis, the bidder's principal facilities must be located within Monroe County for easy access by the County.

**PACKING:**

All merchandise shall be shipped in sealed packages or cartons to avoid breakage or damage in shipment as well as pilferage. The County will require that packages or cartons be made of recycled material as available. Each package shall be clearly marked to identify ordering department, purchase order number and location where delivery is to be made. Items will be routinely supplied in standard lots (i.e. the standard packaged quantity). However, the County reserves the right to order odd lots, i.e. other than standard packaged quantity, at the regular contract prices (pro-rated if necessary).

**WARRANTY:**

All defective or damaged items are to be picked up and replaced by the Contractor, within the original delivery time, without additional charge. All standard and available manufacturer or dealer warranties and guarantees shall apply to any item delivered.

**OTHER AGENCIES:**

The successful bidder must honor the prices, terms and conditions of this public bid with any **political subdivisions, school districts, fire districts or other district or public authority located entirely or partly within Monroe County**. Usage of this public bid by any of these other political subdivisions or agencies or corporations will have to be coordinated between that subdivision or agency and the successful bidder. Orders placed against this public bid between any subdivision or agency will be a contract solely between the successful bidder and those entities.

Monroe County **will not** be responsible for, nor will it have any liability or other obligation for, such a contract between the successful bidder and any third party.

**PURCHASE ORDERS:**

Each ordering agency will issue a purchase order for items on this contract. No items are to be delivered without a valid purchase order. No substitutions may be made. Items which are not covered by this contract may not be delivered and will not be paid for.

Some agencies, including Monroe County, may issue "blanket orders" which will authorize the Contractor to release commodities on this contract upon request of the ordering department. However, the Contractor may not: 1) deliver any item not

covered by this contract, 2) fill an order which exceeds the remaining unexpended balance of the blanket order. The Contractor is solely liable for delivery of any item or order in violation of these terms.

**CATALOG  
REQUIREMENTS:**

Vendor must supply a four-color in-stock catalog.

**EXCEPTIONS/  
EXCLUSIONS:**

Vendor must clearly communicate any/all items that would not be included in general discount off list prices in Category B.

**CATALOGS TO BE  
PROVIDED:**

At the start of the contract, the Contractor must provide as many catalogs as required to each agency or department, upon request, at no charge.

**DELIVERY TIME**

Delivery of all items listed in the Unit Price sheets and standard catalog items shall be within one (1) day A.R.O. Vendor must deliver daily to departments throughout Monroe County. Should the Contractor notify the ordering agency that delivery will take longer than one (1) day, the County may place the order with some other vendor should the delay be unacceptable. Repeated instances of failure to deliver in one (1) calendar day may lead to termination of this contract. A monthly fill rate of 95% or better must be maintained. For each percentage under 95, the vendor must rebate the County the percentage difference between 95 and the actual percent they achieve on a monthly basis.

**DELIVERY COSTS**

Delivery of all items shall be F.O.B. destination. Delivery costs must be built into the unit prices charged. Delivery may be to any Monroe County location and directly to any ordering office in a location. The successful bidder must have a package tracking system in order to track deliveries.

Minimum Order shall be \$20. There shall be no delivery charge added for a back ordered item. Prior to delivery, ordering department must be notified that their order does not meet minimum dollar requirement.

**CATALOG  
ITEMS/SECTIONS  
DELETED:**

The County reserves the right to block certain sections of the catalog from this contract. This will be done in order to provide control over County expenditures or to avoid conflicts with other County contracts.

**RETURNS:**

Bidder must have in place a pre-authorized easy, express return program enabling each department to return product directly to vendor via vendor's company owned truck when necessary and being credited properly to individual department. Having to call vendor for an R/A number or permission to return goods is unacceptable.

**ENCUMBRANCE:**

County will issue blanket orders to each individual department within the County. Vendor is responsible, on an ongoing basis, to track purchases of each order to assure departments do not exceed blanket order dollar amount. County will not be responsible for any purchases exceeding blanket order amount.

**METHOD ORDERING  
ABILITY:**

Internet based system shall be available to ordering personnel. Offer internet return authorization.

**BP#1202-19, OFFICE SUPPLIES**  
**PRICING WORKSHEET**

**PRICING:**

Vendor must price all items in Category A.

**CATEGORY B:**

Balance of items in vendor stock catalog must have a fixed discount off list price. (Minimum of 10,000 items. See catalog requirement section.)

CATEGORY	LIST PRICE	PERCENTAGE TOTAL	SELL PRICE
A - Attachment A	Indicated total item dollars for Attachment A, including usage extensions, for pages 10-12.		\$ <u>288,618.<sup>44</sup></u>
B - Catalog Items	Discount % off of list prices based on \$200, 000 total.	<u>62.6</u> %	\$ <u>74,800.<sup>00</sup></u>
GRAND TOTAL			\$ <u>363,418.<sup>44</sup></u> (A, B)

(Transfer totals to front page)

**Catalog Exclusions:**

- Boards requiring assembly
- Financial, graphing, + scientific calculators
- Cleaning sanitation
- computer, mice, keyboards, conferencing equipment + computer monitors
- First Aid + Healthcare
- Kcups / coffee
- Label makers / label tapes
- printers / office machines
- printing supplies / toner
- safety + security
- surge protectors
- tablets / smartphone Accessories
- telephones
- waste can liners / receptacles
- furniture (note: chair mats, footrests, + backrests are NOT excluded)

## BP#1202-19, OFFICE SUPPLIES

## ATTACHMENT A

	DESCRIPTION	UM		Unit Price	
1	PPR, 8.5X11,30RECY,20LB,5000/CT	CT		\$38.30	
2	BOOK,STENO,GREGG,GN,60 SH	EA		\$0.65	
3	PEN,ROUND STIC,MED,BK	DZ		\$0.79	
4	PEN,ROUND STIC,MED,BE	DZ		\$0.79	
5	CRAYONS,SOY,PRANG,TUCK BOX,4 CLR	BX		\$0.14	
6	PAPER,LTR,98BRT,WHITE,5000/CT	CT		\$37.00	
7	TAPE,CORRECTION,MONO	EA		\$0.54	
8	TAPE,CORRECTION,WE,2/PK	PK		\$0.84	
9	CLIP,BINDER,SMALL, #20	DZ		\$0.29	
10	TAPE,TRANS,3/4X1296	RL		\$0.59	
11	CLIP,BINDER,SMALL,BC05,99020,78200	DZ		\$0.29	
12	TAPE,WRITE ON,3/4X36YD, 6200341296	RL		\$0.39	
13	STAPLE,SHARP PT,5M/BX(66000	BX		\$0.79	
14	PAPER,NCR,LTR,2PT,REV,250/PK,1899	PK		\$12.24	
15	PAPER,FLGSHP, 8.5X11,92BR,20#	CT		\$37.00	
16	NOTE,STICK-IT,3X5,YW1C/PD,12PD/PK	PK		\$3.49	
17	FOLDER,MLA,1/3 CT,LTR,100BX(1103)(BSN17525)	BX		\$5.44	
18	BOOK,STENO,GREGG,WE,80 SH (25-774) 6EA/PK	EA		\$0.64	
19	PAPER,92BRIGHT,WE,LTR,20#	CT		\$37.00	
20	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA		\$3.68	
21	BOOK,STENO,GREGG,GN,80SH	EA		\$0.65	
22	PAPER,FLGSHP, 8.5X11,92BR,20#	CT		\$37.00	
23	CLIP,JUMBO,SMOOTH,100/BX	BX		\$0.59	
24	RUBBERBANDS,SIZE 19,1/4 LB.	PK		\$0.59	
25	FOLDER,MLA,1/3 CT,LTR,100EA/BX [370-1/3]	BX		\$5.44	
26	CLIP,BINDER,MEDIUM,1.25	DZ		\$0.69	
27	PEN,REPLACEMENT F/CHAIN,BK	EA		\$0.89	
28	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,B&W [12402]	EA		\$3.73	
29	BNDR,1",VIEW,2PK,LE	PK		\$3.08	
30	TAPE,MENDG,PERM,3/4X1296,MATTE,12RL/PK	PK		\$4.44	
31	PEN,SEC COUNTER,CHAIN,BK	EA		\$0.94	
32	BNDR,11X8.5,1",WE,CONCLEDRTS (AVE21085)	EA		\$1.29	
33	INSERTABLE BIG TAB DIVIDERS, 5-TAB, LETTER	ST		\$0.61	
34	CLIP,BINDER,SMALL,BC05,99020,78200	DZ		\$0.29	
35	DRIVE,USB,16 GB,RD	EA		\$4.17	
36	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA		\$3.68	
37	ENVELOPE,CLSP 6X9 KFT 28#,100/BX	BX		\$4.19	
38	WIPES,DISINFECTING,110COUNT,LEMON	EA		\$4.74	
39	STAPLE,STD SZ 5M/BX (66000)	BX		\$0.79	

TOTAL

## BP#1202-19, OFFICE SUPPLIES

## ATTACHMENT A

	DESCRIPTION	UM		Unit Price	
40	FLUID,CORRECTION,20ML,WE	EA		\$0.49	
41	DRIVE,USB 4GB,RD	EA		\$3.95	
42	POSTCARDS INK JET 5.5X4.25	BX		\$5.48	
43	SEAL,2"DIA GD, INKJET, PERM, 44/PK	PK		\$1.44	
44	PEN,ROUND STIC 60 PACK,BK	BX		\$3.70	
45	NOTEBOOK,PKT,GREG4X8,70SH (T)	EA		\$2.44	
46	CLIP,BINDER,MEDIUM	DZ		\$0.69	
47	PLANNER,WK,8X11,JAN-DEC,BK	EA		\$10.24	
48	TAPE,CORRECTION 4-PACK,WE	PK		\$2.09	
49	PAPER,NCR,LTR,3PT 167/PK	PK		\$13.09	
50	MARKER,PERMNT FINE,BK	DZ		\$1.92	
51	CLIP,# 1,GEM,SMOOTH,100/BX	BX		\$0.34	
52	NOTE,HLND,1.5X2,YW 12/PD	PK		\$0.99	
53	STAPLE,F/B8,1/4IN,5M/BX(00718)	BX		\$1.44	
54	ENVELOPE,CD/DVD,PAPER,WE	BX		\$2.24	
55	FOLDER,REIN,1/3CT,MLA,LTR	BX		\$8.44	
56	PPR,8.5X11,20LB,CANARY,500/RM(LMPIT160)	RM		\$4.99	
57	ROLL,ADD/CALC,2.25,WH	EA		\$0.39	
58	FOLDER,MLA,2/5 CUT,LGL	BX		\$8.44	
59	BINDER,RECYCLED,INSERT,1.5",WHITE	EA		\$1.59	
60	PROT,SHT,LTR,TOP LD CLR,HD	PK		\$2.49	
61	INDEX,ECO,8TAB,6/PK,COL	PK		\$1.74	
62	PENCIL,HB #2,YELLOW BARREL,DOZEN	DZ		\$0.99	
63	SHEARS,OFFICE/HOME,7"	EA		\$0.88	
64	PLANNER,WK,8-1/2X11,JAN-DEC,PROF,BK	EA		\$6.24	
65	NOTE,HLND,1.5X2,YW 12/PD	PK		\$0.99	
66	PAPER,XERO/DUP,WE,LGL,20#	RM		\$5.99	
67	GLUE STICK,CLEAR,1.3OZ,EA	EA		\$0.39	
68	CHAIRMAT,36X48LIP,BVL	EA		\$10.09	
69	CLEANER,DUSTER,10OZ	EA		\$2.49	
70	STAPLER,ECONOMY,405,BK(B515BK)	EA		\$2.24	
71	FOLDER,MLA,1/3 CT,LGL, 100EA/BX (37113)	BX		\$6.94	
72	PAPER,FAX,100FT,1/2" ,6RL	CT		\$7.49	
73	DISC,DVD-R,4.7GB,100PK,SR	PK		\$13.24	
74	ENVELOPE,CAT10X13,KFT,28#	BX		\$10.48	
75	NOTEBOOK,PCKT,NRW,3PK,AST	PK		\$3.24	
76	TAB,HANG FLDR,1/3CT,25,CR (4003T)	PK		\$0.58	
77	CLIP,#1,GEM,NON-SKID,100/BX	BX		\$0.39	
78	SPRAY,DUSTER,DUSTOFF,7OZ,2PK	PK		\$4.93	
79	ENVELOPE,CAT,9.5X12.5,KFT	BX		\$12.48	
80	NOTE,HLND,3X3,12/PK,YW	PK		\$2.99	
81	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ		\$8.28	
82	INDEX,BNDR,11X8.5,8CR/ST	ST		\$0.87	

TOTAL

## BP#1202-19, OFFICE SUPPLIES

## ATTACHMENT A

	DESCRIPTION	UM		Unit Price	
83	BNDR,RNG,DURABLE,3",BY	EA		\$3.99	
84	PPR,CIRCUS,8.5X11,20LB,BLUE,500/RM	RM		\$4.99	
85	HILIGHTER,FAB4009,FYW	DZ		\$2.28	
86	RUBBERBANDS,RED,BIG,7"X1 1/8",12/PK	PK		\$0.69	
87	PEN,ROUND STIC 60 PACK,BE	BX		\$3.70	
88	PAPER CLIPS,JUMBO,100/BX,10BX/PK	PK		\$4.90	
89	CALENDAR,WALL,MO,8X11,JAN-DEC,BE/RD	EA		\$4.24	
90	REMOVER,STAPLE,WAND	EA		\$0.87	
91	PPR,CIRCUS,8.5X11,20LB,GREEN,500/RM	RM		\$4.99	
92	PEN,ROUND STIC,MED,RD	DZ		\$0.79	
93	CLIP,BINDER,LARGE,#100	DZ		\$1.99	
94	DRIVE,USB FLASH 8GB,BE	EA		\$3.62	
95	NOTEBOOK,MEMO,3X5,TOP(T)	EA		\$1.38	
96	INDEX,BNDR,11X8.5,8CLRD	ST		\$0.87	
97	PAPER,FILLER,5.5X8.5,WH	PK		\$1.45	
98	NOTEBOOK,WRBND,3X5,END	EA		\$0.74	
99	TAPE,MENDG,PERM,3/4X1296,MATTE,12RL/PK	RL		\$0.39	
100	ENVELOPE,CLASP,9X12,28#,KRAFT,100/BX	BX		\$5.69	
101	DISC,CDR,700MB,SPDNL100PK	PK		\$10.88	
102	FRESHENER,AIR,ADJ,AC,RD	EA		\$1.39	
103	LABEL,MAILING SEAL 600,WE	PK		\$3.16	
104	PEN,ROUND STIC,MED,BK	DZ		\$0.79	